

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

**FIRST AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
CATHOLIC CHARITIES**

THIS AMENDMENT of the, July 1, 2018 Grant Agreement (the "Agreement") is dated as of September 9, 2019 and is made in the City and County of San Francisco, State of California, by and between **CATHOLIC CHARITIES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

WHEREAS, the Agreement was competitively procured as required through Request for Proposals (RFP) #111, issued April 11, 2018 and this modification is consistent therewith; and

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

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

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

- (a) Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2018** between Grantee and City.
- (b) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

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

**2.1 Section 2.2 Certification of Controller; Guaranteed Maximum Costs** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**2.2 Certification of the Controller.** Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's

obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

**2.2 Section 2.5 Maximum Costs** is hereby added to the Agreement:

**2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

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

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

**3.2 Duration of Term.** The term of this Agreement shall commence on the later of (a) **July 1, 2018** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2021**.

Grant term can be extended at the sole discretion of the Agency for an additional **two years**, subject to the performance of the contractor and the availability of funding.

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

**ARTICLE 3 TERM**

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

**3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **July 1, 2018** and expire on **June 30, 2021**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (b) The City has seven options to renew the Agreement for a period of one year each. The City may extend this Agreement beyond the expiration date by exercising an option at the City’s sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

Option 1:	July 1, 2021 to June 30, 2022
Option 2:	July 1, 2022 to June 30, 2023
Option 3:	July 1, 2023 to June 30, 2024
Option 4:	July 1, 2024 to June 30, 2025
Option 5:	July 1, 2025 to June 30, 2026
Option 6:	July 1, 2026 to June 30, 2027
Option 7:	July 1, 2027 to June 30, 2028

**2.4 ARTICLE 4 IMPLEMENTATION OF GRANT PLAN** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**ARTICLE 4 IMPLEMENTATION OF GRANT PLAN**

**4.1 Implementation of Grant Plan; Cooperation with Monitoring.**

Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.

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

**4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

**4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

**4.5 Publications and Work Product.**

- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or

agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.
- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal

corporation as opposed to location) in any Publication without prior written approval of City.

**2.5 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant funds.**

The amount of the Grant Funds disbursed hereunder shall not exceed **Four Million Six Hundred Twenty Four Thousand Five Hundred Three Dollars (\$4,624,503)** for the period from **July 1, 2018 to June 30, 2021**, plus any contingent amount authorized by the City and certified as available by the Controller.

Contingent amount: Up to **Four Hundred Sixty Two Thousand Four Hundred Fifty Dollars (\$462,450)** for the period from **July 1, 2020 to June 30, 2021**, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Five Million Eighty Six Thousand Nine Hundred Fifty Three Dollars (\$5,086,953)** for the period from **July 1, 2018 to June 30, 2021**.

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in 2 CFR Part 200 Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

(a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request")

substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Agency.

- (b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by Automated Clearing House (ACH) payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

#### **5.4 State or Federal Funds:**

- (a) Disallowance. With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Grantee under this Agreement or any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) Single Audit Requirements. Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F . Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501

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

### **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

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

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Seven Million Seven Hundred Thirteen Thousand Two Hundred Three Dollars (\$7,713,203)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Two Hundred Eighty Five Thousand Five Hundred Thirty Four Dollars (\$1,285,534)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendices A-1, A-2, and A-3, Services to be Provided and Appendix B, Budget, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

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

payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

#### **5.4 State or Federal Funds**

- (a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix A-3, Services to be Provided.

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

**6.7 Submitting False Claims.** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendices A-1, A-2, and A-3, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

**2.7 Section 6.8 Ownership of Results** of the Agreement currently reads as follows:

**6.8 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

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

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

**2.8 Section 6.9 Works for Hire** of the Agreement is hereby deleted in its entirety.

**2.9 Section 7.3 Reserved (Earned Income Credit (EIC) Forms.)** of the Agreement is hereby deleted and replaced in its entirety with:

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

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

#### **ARTICLE 10 INSURANCE**

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

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

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

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

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

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

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

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

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

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

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

**2.11 Section 11.1 Events of Default** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:

- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
- (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
- (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.

- (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
- (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

**2.12 Section 11.2 Termination for Convenience** of the Agreement is hereby deleted and replaced by the following:

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

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

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

**2.13 Section 11.3 Remedies Upon Event of Default** of the Agreement is hereby deleted and replaced with the following:

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

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

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

**2.14 ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS** of the Agreement is hereby deleted and replaced with the following:

**ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS**

**12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

**12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

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

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

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

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

If to Grantee: Catholic Charities  
990 Eddy Street  
San Francisco, CA 94109  
Attn: Jilma L. Meneses  
jmeneses@catholiccharitiessf.org

Any notice of default must be sent by registered mail.

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

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

**2.16** **ARTICLE 16 COMPLIANCE** of the Agreement is hereby deleted and replaced by the following:

#### **ARTICLE 16 COMPLIANCE**

**16.1 Reserved.**

**16.2 Nondiscrimination; Penalties.**

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

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

### **16.3 Reserved.**

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

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

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

**16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

**16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.

**16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that

City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

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

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

**16.12 Preservative-treated Wood Containing Arsenic.** Grantee may not purchase preservative-treated wood products containing arsenic in the

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

**16.13 Working with Minors.** In accordance with California Public Resources Code Section 5164, if Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Grantee, or any subgrantee, is providing services to the City involving the supervision or discipline of minors or where Grantee, or any subgrantee, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Grantee and any subgrantee shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this section and Section 16.16, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

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

may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

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

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

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

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

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

**16.19 Distribution of Beverages and Water.**

- (a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
- (b) **Packaged Water Prohibition.** Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Distribution of Beverages and Water).

**16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.** Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at 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 the Health Insurance Portability and Accountability Act (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.

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

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

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

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

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

Appendix A-1, Services to be Provided for the period of July 1, 2018 to June 30, 2021

Appendix A-2, Services to be Provided for the period of July 1, 2018 to June 30, 2021

Appendix A-3, Services to be Provided for the period of July 1, 2019 to June 30, 2021

Appendix B, Budget for the period of July 1, 2018 to June 30, 2021

Appendix C, Method of Payment (dated February 1, 2018)  
Appendix D, Interests in Other City Grants (dated September 9, 2019)  
Appendix E, Permitted Subcontractors (dated September 9, 2019)

**2.18 Section 17.6 Survival of Terms** of the Agreement is hereby deleted and replaced with the following:

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

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

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

**17.12 Dispute Resolution Procedure.**

(a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a

Review/Appellate Panel (“Panel”) to oversee implementation of the report recommendations in January 2005.

(b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department’s structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions 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 Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:

(1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency’s program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.

(2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

(3) Should Steps 1 and 2 above not result in a determination of mutual

agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.

- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

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

**17.14 Services During a City-Declared Emergency.** In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendices A-1, A-2, and A-3, Services to be Provided. Any services provided beyond those listed in Appendices A-1, A-2, and A-3, Services to be Provided must be approved by the Department.

**2.21 Section 17.15 MacBride Principles-Northern Ireland** is hereby added to this Agreement.

**17.15 MacBride Principles-Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this Agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

- 2.22 **Appendix A, Services to be Provided**, of the Agreement is hereby deleted in its entirety.
- 2.23 **Appendix A-1, Services to be Provided**, (dated September 9, 2019), for the period of July 1, 2018 to June 30, 2021 is hereby added in its entirety as an appendix to this Agreement.
- 2.24 **Appendix A-2, Services to be Provided**, (dated September 9, 2019), for the period of July 1, 2018 to June 30, 2021 is hereby added in its entirety as an appendix to this Agreement.
- 2.25 **Appendix A-3, Services to be Provided**, (dated September 9, 2019), for the period of July 1, 2019 to June 30, 2021 is hereby added in its entirety as an appendix to this Agreement.
- 2.26 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget**, (dated September 9, 2019), for the period of July 1, 2018 to June 30, 2021.
- 2.27 **Appendix D, Interest in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interest in Other City Grants**, (dated September 9, 2019).
- 2.28 **Appendix E, Permitted Subcontractors**, of the Agreement is hereby replaced in its entirety by the modified **Appendix E, Permitted Subgrantees/Subcontractors**, (dated September 9, 2019).
- 2.29 **Appendix F, Dispute Resolution Procedure**, of the Agreement is hereby deleted in its entirety.



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

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**CATHOLIC CHARITIES**

By: 

Jeff Kositsky  
Director

By: 

Jilma L. Meneses  
Chief Executive Officer  
City Supplier Number: 23239

Approved as to Form:

By: 

~~Virginia Dario Elizondo~~  
Deputy City Attorney

MICHAEL GERCHOW



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

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~~Virginia Dario Elizondo~~ — MICHAEL GERCHOW  
Deputy City Attorney



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CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**CATHOLIC CHARITIES**

By: \_\_\_\_\_

Jeff Kositsky  
Director

By: \_\_\_\_\_

Jilma L. Meneses  
Chief Executive Officer  
City Supplier Number: 23239

Approved as to Form:

By: \_\_\_\_\_

~~Virginia Dario Elizondo~~ MICHAEL GERCHOW  
Deputy City Attorney



**Appendix A-1: Services to be Provided**  
by  
**Catholic Charities**  
**Family Eviction Prevention Program (FEPCO) – Homelessness Prevention Assistance**  
**July 1, 2018 to June 30, 2021**

**I. Purpose of Grant**

The purpose of the grant is to provide one-time Homelessness Prevention Assistance to households who are experiencing homelessness and/or who are at imminent risk of housing loss.

The goal of these flexible and short-term intervention services is to ensure that the Homelessness Response System can meet the needs of those households who do not need the long-term or permanent housing subsidies available to effectively end their homelessness.

**II. Served Population**

Grantee shall provide Homelessness Prevention Assistance to San Francisco households with incomes at or below 50 percent of Area Median Income (AMI) who need move-in assistance to move into supportive housing, have very recently experienced housing loss or are at imminent risk of housing loss that can reasonably be expected to lead to an episode of homelessness (i.e. becoming unsheltered or entering an emergency shelter).

This may include San Francisco residents:

1. At imminent risk of homelessness who need assistance to maintain their housing, such as help with back rent, legal services, legal representation, education, tenant counseling and advocacy, and/or landlord negotiation services; and/or
2. Who have recently been forced to leave a housing situation to which they could return immediately if provided rental assistance, legal representation and/or landlord negotiation services; and/or
3. Experiencing homelessness who need move-in assistance to move into supportive housing, or residing in supportive housing who have received a Housing Choice Voucher (HCV) through the Family Unification Program (FUP), the San Francisco Department of Homelessness and Supportive Housing (HSH) Moving On Initiative (MOI), and need a security deposit to utilize the voucher.

In addition to the above, in order to be eligible for Homelessness Prevention Assistance, households must provide proof of San Francisco residency and tenancy, and of the amount of back rent owed.

**III. Referral and Prioritization**

Households may self-refer for Homelessness Prevention Assistance. Under this Agreement, households that meet the eligibility criteria may also be referred by Coordinated Entry Access Points. Grantee shall screen all households using HSH-provided criteria and tools, in order to target households most likely to enter the Homelessness Response System without the prevention assistance.

Homelessness Prevention Assistance is intended as a one-time intervention. Grantee may only offer households assistance more than once in three years under extenuating

circumstances as defined by HSH, regardless of the Homelessness Prevention Assistance provider. The Online Navigation and Entry (ONE) System will allow all Homelessness Prevention Assistance providers to see the household's history of assistance in order to determine if the assistance may be provided, or if the household should be referred to a more appropriate service (i.e. a Coordinated Entry Access Point) or additional services (i.e. extended Housing Focused Case Management or representative payee).

Grantee shall exit a household from the program when Housing Stability Plan goals are achieved. A household may return to the program for further Housing-Focused Case Management should the need arise for further support within one year of receiving the one-time assistance.

#### **IV. Description of Services**

Grantee shall provide Homelessness Prevention Assistance to a minimum of 100 households per year during the term of this grant.

##### **A. Problem Solving:**

Grantee shall offer all households referred to the Homelessness Prevention Assistance with a Problem Solving conversation before assistance is provided.

Grantee may offer Homelessness Prevention Assistance to households who do not currently have physical custody of their child(ren), if documentation from Child Protective Services (CPS) verifies that obtaining or maintaining housing is the only barrier to reunification, and that reunification shall occur within 60 days after the assistance is received.

##### **B. Housing Stability Plan:**

If Grantee becomes aware that a household will not sustain housing after receiving assistance, Grantee shall establish a Housing Stability Plan, which includes budgeting and money management education and assistance. Additionally, based on the needs of the household, Grantee shall provide any of the following interventions:

1. Development of a Housing Stability Plan, which includes both housing and service needs as they relate to gaining or retaining housing;
2. Referrals to services, such as, but not limited to health care, mental health, domestic violence, substance abuse, counseling, benefits/entitlements and/or initiation of contact with the employment specialist or social worker, as appropriate, for households identified as CalWORKs participants, and/or CalWORKs-eligible, in order to ensure coordination of services and promote cooperation with the CalWORKs plan; and
3. Follow-up services for households who have received rental assistance, including budgeting and money management assistance, and appropriate referrals.

##### **C. Housing Focused Case Management:**

Grantee shall provide housing-focused case management services to the extent that they are directly related to helping households sustain housing and prevent an entry

into homelessness. Participation in case management is not a requirement to receive back rent assistance.

**D. Rental Assistance to Prevent Homelessness:**

Grantee may offer up to \$3,500 to a household without prior HSH approval. Grantee may request additional funds from the HSH Problem Solving Program Manager, per established protocols for exceptions to the maximum assistance. Grantee shall provide households with rental assistance grants to pay move-in costs for households moving into supportive housing, and back rent to prevent homelessness. Grantee shall ensure the ongoing rental situation is sustainable after the prevention assistance. Household rent may not exceed 80 percent of monthly income. However, when a household's rent exceeds 50 percent of income, Grantee shall ensure that residual income after rent is adequate to cover the household's non-housing needs before providing assistance, assess whether another intervention is indicated, or determine whether the household should be referred to additional services.

Grantee shall pay assistance directly to the owner/landlord and not the household. Grantee shall collect and maintain proof of ownership from the private owners/landlords.

Grantee shall encourage households to pay a portion of the back rent owed, based on their income and ability to pay. However, Grantee shall not penalize households for failing to repay back rent assistance.

Grantee shall encourage households to pay back the rental assistance, so that the household may access the fund again in the future and so that the program can assist more households. However, Grantee shall not penalize households for failing to pay back the assistance and shall not charge interest.

**V. Location and Time of Services**

Grantee shall provide Homelessness Prevention Assistance services at 37 Grove Street, San Francisco, CA, Monday through Friday from 9:00 am to 5:00 pm.

**VI. Service Requirements**

**A. Income Verification and Eligibility:**

1. Grantee shall verify income after receipt of an Access Point referral to ensure eligibility, and recertify eligibility at least every three months.
2. In determining eligibility for rental assistance, Grantee shall take into account a participant's total household income and expenses.

**B. Admission Policy:** Admission policies for the services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that households are accepted for care without discrimination on

the basis of race, color, creed, religion, sex, age, family size, national origin, ancestry, sexual orientation, gender identity, disability, or HIV/AIDS status.

C. Language and Interpretation Services:

1. Grantee shall ensure that interpreter services are available, as needed.
2. Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English.

D. Household Satisfaction Survey: Grantee shall utilize a written survey of households at least once a year to gather feedback and assess the awareness of households regarding the services and systems within the program.

E. Grievance Procedure: Grantee agrees to establish and maintain a written Grievance Procedure for households which shall include the following elements as well as others that may be appropriate to the services:

1. The name or title of the person or persons authorized to make a determination regarding the grievance;
2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and
3. The right of a household dissatisfied with the decision to ask for a review and recommendation from upper level management who have purview over the aggrieved service within the agency.

Grantee shall ensure that households are promptly informed of the Grievance policy. Additionally, Grantee shall provide a copy of this procedure, and any amendments thereto, to each household who requests it and to the HSH Program Manager or his/her designated agent. Households who do not receive direct Services will be provided a copy of this procedure upon request.

F. City Communications, Meetings and Trainings

1. Grantee shall communicate regularly with HSH about the implementation of the program;
2. Grantee shall attend all meetings as required by HSH; and
3. Grantee shall attend trainings as requested by HSH.

G. Critical/Significant Incident Policies: Grantee shall adhere to all applicable Critical/Significant Incident policies, including those regarding relevant and appropriate emergency notifications and submission of written reports to HSH.

H. Data Standards:

1. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or

through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines, as applicable.

I. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on households, including developed plans, notes, and progress.

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

**VII. Service Objectives**

Grantee shall achieve the following Service Objectives:

- A. Grantee shall provide homelessness prevention assistance to a minimum of 100 households per year.
- B. Grantee shall refer 100 percent of households not eligible for Homelessness Prevention Assistance to an Access Point or other type of assistance.
- C. Grantee shall conduct an exit survey with 100 percent of households who exit the program at three, six and 12 months to determine their housing status.
- D. Grantee shall administer a Household Satisfaction Survey to 100 percent of households that are active in the program.

**VIII. Outcome Objectives**

Grantee shall achieve the following Outcome Objectives:

- A. During Fiscal Year (FY) 19-20, Grantee shall participate in an input session for future data collection and to set Outcome Objectives for Homelessness Prevention Assistance.

## **IX. Reporting Requirements**

- A. Grantee shall be required to collect data using both the ONE system and using an excel template provided by HSH. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
  - 1. **ONE System.** The grantee shall receive training on how to use the ONE system and shall be expected to enter household information into the system in a timely manner. Providers shall be responsible for maintaining accurate and complete household-level records in the ONE System. The records shall be expected to meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>
  - 2. **Excel Reporting.** For the first six months of the grant term, Grantee shall report Homelessness Prevention Assistance data to HSH via secure email of an excel template. HSH shall provide grantees with a data collection template and an explanation of the required fields. Data for each month shall be due by the 15<sup>th</sup> of the following month.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will submit monthly metrics by the 15<sup>th</sup> of the following month.
- C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee.
- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- E. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

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

**X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, household files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Report (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.
  
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-2: Services to be Provided**  
**by**  
**Catholic Charities**  
**SF HOME – Rapid Re-Housing**  
**July 1, 2018 to June 30, 2021**

**I. Purpose of Grant**

The purpose of the grant is to provide short-to-medium term Rapid Rehousing services to households who are experiencing homelessness and/or who are at imminent risk of housing loss.

The goal of these flexible and short- or medium-term intervention services is to ensure that the Homelessness Response System can meet the needs of those households who do not need the long-term or permanent housing subsidies available to effectively end their homelessness.

**II. Served Population**

Grantee shall provide Rapid Rehousing to San Francisco households experiencing homelessness, including those that may be unsheltered at the time of referral or enrollment in the Rapid Rehousing Program. Households have incomes at or below 50 percent of Area Median Income (AMI).

**III. Referral and Prioritization**

Grantee shall serve households that have been referred by Coordinated Entry Access Points via the Online Navigation and Entry (ONE) System, regardless of their barriers to housing or other challenges.

**IV. Description of Services**

Grantee shall provide short-to-medium term Rapid Rehousing services to a minimum of 36 households per year during the term of this grant.

A. Housing Stability Plan:

Grantee shall create and maintain a Housing Stability Plan for all households in the Rapid Rehousing program receiving rental assistance.

Housing Stability Plans may include, but are not limited to:

1. Search for and secure housing;
2. Increase income and employability;
3. Improve credit history and rental stability;
4. Address behavioral health issues that negatively impact housing stability; and
5. Access permanently affordable housing, including applying to appropriate wait lists.

Grantee shall document households' good faith verifiable efforts in making progress toward short and long-term goals.

B. Housing-Focused Case Management:

Grantee shall provide Housing-Focused Case Management by working collaboratively with households to develop and implement a plan to secure and

sustain housing. If other service goals are identified in the plan, they should be directly connected to housing stability or other challenges that might impact housing stability.

Grantee Case Manager shall meet with households once per month. Grantees shall provide households with linkages to existing resources for employment and training services. Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward and achievement of short and long-term objectives.

C. Housing Locator Assistance:

Grantee shall provide Housing Locator assistance through the following activities:

1. Identify available units and recruit and retain landlord partners, with units in the communities and neighborhoods where households want to live. Grantee shall exclude housing units with serious code violations;
2. Develop and utilize an apartment inspection checklist to ensure that units meet minimum safety guidelines and are child-safe;
3. Assist households in navigating the application and leasing process, including helping them resolve or mitigate screening barriers, such as rental and utility arrears or multiple evictions, as well as obtain necessary identification or other documents, if needed;
4. Provide transportation, as needed, to submit housing applications or visit locations;
5. Assist households in making an informed housing choice, including discussing housing options;
6. Negotiate with landlords during the leasing process;
7. Assist households with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease; and
8. Ensure any sub-standard housing issues are addressed prior to household move-in.

D. Rental Assistance:

Grantee shall provide Rental Assistance ranging in term from one month to up to 24 months. Monthly rental assistance may not exceed \$1,500 per household per month during the term of the Rapid Rehousing program. Case by case exceptions to the maximum monthly rental assistance amount to may be requested to Department of Homelessness and Supportive Housing (HSH) Rapid Rehousing Program Manager if a unit is identified that exceeds \$1500.

Grantee shall determine the rental assistance period using an evidence-based approach in which households receive an initial one-year term of assistance. At the end of the initial rental assistance period, if the household is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the household at the time. Grantee may extend rental assistance in three month increments until the household can sustain the rent on their own or they reach the maximum rental assistance period of 24 months. The

maximum monthly rental assistance per household is \$1,500, except as outlined above.

Grantee must set rental assistance amounts at the lowest possible amount needed to obtain housing for the household. For households receiving rental assistance, the tenant portion of the rent cannot exceed 50 percent of the net monthly income upon enrollment in the Rapid Rehousing program.

Grantee shall share the following expectations with households:

1. For households with an income, a contribution toward the rent shall be expected after the first month; and
2. Households are expected to take over the full rent as quickly as possible, and on average within 12 months.

To ensure that this is possible, Grantee shall help households locate and select housing with the lowest possible rents that can be expected to be covered by the household once assistance is no longer being provided.

If a household is unable to transition off of the rental assistance within 24 months, and if they are actively engaged in their Housing Stability Plan as demonstrated by verifiable documentation, Grantee may request up to two three month extensions from the HSH Rapid Rehousing Program Manager for up to six additional months.

Grantee shall recertify the household's eligibility to receive rental assistance every three months, at minimum, and more frequently if the household's income reaches 175 percent of the rent amount. The rental assistance may be renewed if households are moving toward successful transition from the rental assistance, focusing primarily on increasing income and, when that is not a realistic goal, on transitioning to another subsidized housing situation.

Grantee may provide rental assistance for units outside of San Francisco if every effort has been made to find housing within San Francisco within the household's rental range, or if a household requests to move outside the city.

Grantee shall contact all households who received assistance and successfully completed the program six months and 12 months after the last date on which financial assistance was provided to determine whether they have maintained stable housing.

## **V. Location and Time of Services**

Grantee shall provide Rapid Rehousing services at 37 Grove Street, San Francisco, CA, Monday through Friday from 9:00 am to 5:00 pm.

## **VI. Service Requirements**

### **A. Income Verification and Eligibility:**

1. Grantee shall verify income after receipt of the Access Point referral to ensure eligibility, and recertify eligibility at least every three months.
  2. In determining eligibility for rental assistance, Grantee shall take into account a household's total income and expenses.
- B. Admission Policy: Admission policies for the services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that households are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, family size, national origin, ancestry, sexual orientation, gender identity, disability, or HIV/AIDS status.
- C. Language and Interpretation Services:
1. Grantee shall ensure that interpreter services are available, as needed.
  2. Grantee shall address the needs of and provide services to household members who primarily speak language(s) other than English.
- D. Grievance Procedure: Grantee agrees to establish and maintain a written Household Grievance Procedure which shall include the following elements as well as others that may be appropriate to the services:
1. The name or title of the person or persons authorized to make a determination regarding the grievance;
  2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and
  3. The right of a household dissatisfied with the decision to ask for a review and recommendation from upper level management who have purview over the aggrieved service within the agency.
- Grantee shall ensure that households are promptly informed of the Grievance policy. Additionally, Grantee shall provide a copy of this procedure, and any amendments thereto, to each household who requests it and to the HSH Program Manager or his/her designated agent. Households who do not receive direct Services will be provided a copy of this procedure upon request.
- E. City Communications, Meetings and Trainings
1. Grantee shall communicate regularly with HSH about the implementation of the program;
  2. Grantee shall attend all meetings as required by HSH; and
  3. Grantee shall attend trainings as requested by HSH.
- F. Critical/Significant Incident Policies: Grantee shall adhere to all applicable Critical/Significant Incident policies, including those regarding relevant and appropriate emergency notifications and submission of written reports to HSH.
- G. Data Standards:

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

H. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on households, including developed plans, notes, and progress.

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

**VII. Service Objectives**

Grantee shall achieve the following Service Objectives:

- A. Grantee shall provide rental subsidies to a minimum of 72 households over the three year grant term.
- B. Grantee shall provide 100 percent of households with a Housing Stability Plan as verified by sampling household files during annual program monitoring site visits.
- C. Grantee shall provide 100 percent of households with Housing Locator and navigation assistance as verified by sampling household files during annual program monitoring site visits.

- D. During housing search, Grantee shall make every effort to meet with households at least twice a month as verified by sampling household files during annual program monitoring site visits.
- E. Grantee shall make every effort to meet with housed households at minimum once a month after move-in as verified by sampling household files during annual program monitoring site visits.
- F. Grantee shall conduct an exit survey with 100 percent of households after six and 12 months following exit to determine their housing status.
- G. Grantee shall administer an annual Household Satisfaction survey to 100 percent of households that are active in the program.

### **VIII. Outcome Objectives**

Grantee shall achieve the following Outcome Objectives:

- A. Reduce the average length of time that households experience homelessness from referral to housing as calculated by:  $\frac{[\text{Housing move-in}] - [\text{Referral start date}]}{\text{Sum of households where } [\text{Destination}] = \text{Permanent Housing}}$ .
- B. At least 80 percent of households that exit this program should exit to permanent housing as calculated by:  $\frac{\text{the sum of households where } ([\text{Destination}] = \text{Permanent Housing})}{\text{Sum of households with } [\text{Project end date}] \text{ during the time period}}$ .
- C. At least 85 percent of households that exit this program to permanent housing will not become homeless again within one year as calculated by:  $\frac{\text{sum of households where } ([\text{Follow-up after exit}] = \text{Permanent Housing})}{\text{Sum of households with } [\text{Project end date}] \text{ during the time period}}$

### **IX. Reporting Requirements**

- A. Grantee shall be required to collect data using both the ONE system and using an excel template provided by HSH. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
  - 1. **ONE System.** The grantee shall receive training on how to use the ONE system and shall be expected to enter household information into the system in a timely manner. Providers shall be responsible for maintaining accurate and complete household level records in the ONE System. The records shall be expected to meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>

2. **Excel Reporting.** For the first six months of the grant term, Grantee shall report Rapid Rehousing data to HSH via secure email of an excel template. HSH shall provide grantees with a data collection template and an explanation of the required fields. Data for each month shall be due by the 15<sup>th</sup> of the following month.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will submit monthly metrics by the 15<sup>th</sup> of the following month.
- C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee.
- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- E. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

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

## **X. Monitoring Activities**

- A. **Program Monitoring:** Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, household files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Report (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 backup documentation for reporting progress towards meeting Service and Outcome Objectives.
- B. **Fiscal Compliance and Contract Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans

with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-3, Services to be Provided**  
**by**  
**Catholic Charities**  
**CalWORKs Housing Locator, Housing Connector, and Housing Stabilization**  
**July 1, 2019 to June 30, 2021**

**I. Purpose of Grant**

The purpose of the grant is to provide CalWORKs families meeting the California Department of Social Services (CDSS) definition of homelessness with Housing Locator, Housing Connector, Housing Stabilization, and Case Management services. The goal of these services is to help families obtain and retain permanent housing.

**II. Served Population**

Grantee shall serve households experiencing homelessness, regardless of their barriers to housing or other challenges. This includes households that may be unsheltered at the time of referral to or enrollment in the Rapid Rehousing Program.

**III. Referral and Prioritization**

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

HSH will verify CalWORKs active status before referring households to Grantee. CalWORKs families may meet the definition of homelessness developed for this program by the California Department of Social Services. However, for this partnership, the referrals are facilitated by the HSH Family Coordinated Entry System. Households who are doubled or tripled up will not be referred to Grantee.

**IV. Description of Services**

Grantee shall utilize a Housing First philosophy when providing the following services for up to 36 families annually:

**A. Housing Locator**

1. Grantee shall provide a list of units with descriptions and placement process for every housing match. Grantee shall identify and establish a current list of available housing units for this program within the City and County of San Francisco and surrounding Bay Area Counties, including but not limited to: Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, and Solano.
2. Grantee shall use a systematic approach to search for suitable units, using standard real estate networking listings and publications, landlord outreach, and other methods. Grantee shall develop a portfolio of units that vary in size reflective of the CalWORKs families' needs, and that have monthly rent amounts which a family could conceivably assume without the help of a subsidy after exiting program.
3. Grantee shall target housing search to neighborhoods where participants have a higher likelihood economic success and housing stability.
4. Grantee shall maintain a centralized and virtually accessible listing of units with description and information on how to apply, within San Francisco and the nine

Bay Area surrounding counties, and other counties as appropriate, that is updated weekly and could be accessible to CalWORKs staff and assigned participants in the Housing Support Program.

5. Grantee shall provide assistance to families experiencing problems post-placement with ongoing housing retention, including arbitrating conflicts with the landlord. This service must be provided to all CalWORKs Housing Subsidy Program (CWHSP) families, regardless of whether case management is provided by HSH or by the contracted provider.
6. Grantee shall communicate frequently with the CalWORKs program and Housing Connector through emails, phone calls, and possibly web-based resources to disseminate information about housing resources, coordinate the matching of families to housing options, and navigate placement and retention in housing.

B. Housing Connector

1. Work with Housing Locators and CalWORKs social workers to match and place the families with available housing units, and assist families throughout the lease application and placement process.
2. Negotiate leases with landlords on behalf of families to be placed in their rental properties. Leases shall be at least one year in length and signed prior to move-in and sent to the CWHSP within five days of completion.
3. Conduct and document a pre-move-in inspection report of units considered for match and placement process to ensure basic habitability, safety and cleanliness. This report shall include documentation and photos to identify any pending repairs, and shall be provided to the CalWORKs social worker prior to the move-in date.
4. In collaboration with the CalWORKs social worker and CalWORKs families, perform appropriate housing matches between units and identified families, recommend housing options, solutions, and placements, including making housing-related service referrals that lead to lease approval.
5. Transport families to and show available units determined to be a match.
6. Work with the CalWORKs social workers to identify, gather and coordinate issuances of approved move-in costs expenditures for families, including deposits, first and last month's rent, furniture, etc. Assist families in applying for move-in assistance from other sources as appropriate.
7. Directly pay for: approved housing search costs, including credit checks, application fees, paying off debt to utility companies, assistance in correcting erroneous unlawful detainers; move-in costs, including security deposit, first, second, and last month's rent, furniture; and other related costs approved by CalWORKs per CWHSP guidelines.
8. Serve as the direct landlord liaison and communicate with CalWORKs social workers.
9. Coordinate the housing search process, focusing on the intensive beginning phase to match/place CalWORKs families with housing. This shall include: completing the housing application and assistance on obtaining required documentation to get the lease completed; providing a unit move-in to-do list to placed families; and

completing the move-in checklist requirements for CalWORKs program documentation.

10. Provide a weekly progress report to the CalWORKs social worker on the status of families in the matching and placement process.
11. Track leased units in a database, noting occupancy dates and lease terms as well as any changes in ownership or property management. Grantee shall share that information with HSH on a monthly basis for the ongoing subsidy payments.
12. Communicate with the CalWORKs program and Housing Stabilization provider to disseminate information about housing resources, coordinate the matching of families to housing options, and navigate placement and retention in housing.
13. Produce Neighborhood Welcome packets, including information on local community services and resources, and distribute to families once placed.

C. Housing Stabilization and Case Management (for CWHSP Families)

1. Provide wrap-around ongoing and intensive housing case management until the family exits the CalWORKs Housing Support Program. Case management services shall include:
  - a. Conduct face-to-face meetings with each family and its head of household upon beginning case management or following housing placement. Meetings shall be conducted at least monthly, and additionally as needed.
  - b. Provide a resource list and referrals to local social services and employment services providers, in all counties where participants are placed, to actively support participant linkages to needed services and facilitate connection with local employment opportunities.
  - c. Establish quarterly housing goals with each family, including a plan for when the subsidy ends.
  - d. Monitor and support participating families' progress toward obtaining or maintaining employment situations and increasing income, as well as housing retention and stability.
  - e. Coordinate as needed with CWHSP and the San Francisco Coordinated Entry System to connect CWHSP participants with deeper housing needs to the broader array of housing and homeless services available, including emergency shelter and permanent supportive housing.
2. Provide follow-up housing placement and retention services to all placed CalWORKs families until program exit.
3. Provide assistance to families experiencing problems post-placement with ongoing housing retention, including arbitrating conflicts with the landlord. This service must be provided to all CalWORKs Housing Subsidy Program (CWHSP) families, regardless of whether case management is provided by HSH or by the contracted provider.
4. Administer rental subsidies for designated program participants, and follow program guidelines for the increasing share of his or her monthly income towards the rent for families' participating in case management.

5. Collect and maintain family CalWORKs eligibility documents from program participants on a monthly basis. Income reported to Grantee Case Manager must be verified.
6. Verify participant's ongoing CalWORKs eligibility on a monthly basis, and notify CalWORKs the social worker if discontinued. Determine if participant will continue receiving retention services under CalWORKs Welfare-to-Work program and for how long. Families no longer active in CalWORKs or not receiving retention services shall become ineligible for CWHSP.
7. If applicable, verify program participants' ongoing CalWORKs Welfare-to-Work Retention Services in counties outside of San Francisco on a monthly basis.
8. CalWORKs social worker staff will work closely together with Grantee staff on matching and housing placement and stability. All program participants shall have access to a full array of wrap-around services, unless otherwise ineligible through their CalWORKs Housing social worker. When a CWHSP participant is housed outside of San Francisco, the CalWORKs social worker will complete the CalWORKs program Inter-County Transfer in the new county of residence and will facilitate connection as appropriate.

**V. Location and Time of Services**

Grantee shall provide services at the Bayview Access Point, located at 1641 LaSalle Avenue, San Francisco, CA 94124, the Human Service Agency CalWORKs Office located at 170 Otis Street, San Francisco, CA 94103, and at scattered sites, as needed. Services shall be provided Monday through Friday from 9:00 am to 5:00 pm. Services may also be provided during evenings and weekends, when necessary to best serve the needs of participating families.

**VI. Service Requirements**

- A. Language and Interpretation Services: Grantee shall ensure that interpreter services are available, as needed.
- B. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- C. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- D. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:

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

E. City Communications and Policies

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

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

F. Critical Incident: Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form.

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

H. Data Standards:

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

release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines, as applicable.

I. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System<sup>1</sup> and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
3. Grantee shall upload all lease and payment verifications into Launchpad. Grantee shall be responsible for maintaining accurate and complete participant level records in Launchpad.

**VII. Service Objectives**

Grantee shall achieve the following Service Objectives:

- A. Grantee shall provide Housing Locator and Housing Connector services to all referred CalWORKs families. The number of referrals made each year shall be based on the agreed upon number of families to be placed in housing within the program year.
- B. Grantee shall provide ongoing case management and direct rent subsidy payments to referred CalWORKs families placed out of county.
- C. Grantee shall move families referred by HSH to Housing Connector Services within seven days of the referral date.

**VIII. Outcome Objectives**

Grantee shall achieve the following Outcome Objectives:

- A. Grantee shall place 36 families in housing annually, with the families being placed in permanent housing in an average of 30 days from the start of their housing search.
- B. Grantee shall ensure that 95 percent of families will remain stably housed three months after being housed.
- C. Grantee shall ensure that 85 percent of families placed who receive case management services from Grantee will retain housing three months after housing placement.
- D. Grantee shall ensure that 80 percent of families in CWHSP who receive case management services from Grantee that exit the program will exit to permanent housing
- E. Grantee shall ensure that 85 percent of families exiting CWHSP who receive case management services from Grantee will not become homeless within a year.
- F. Grantee shall ensure that a minimum of 50 percent of CWHSP families served during a survey sample period shall complete a Client Satisfaction Survey. 80 percent of participants in the Client Satisfaction Survey will rate services as “Excellent” or “Good”. Grantees shall include the following standardized questions: “How would you rate the [specific services] Program overall?”, “How would you rate staff responsiveness and follow-through with issues?”, “How would you rate of staff effectiveness in connecting you to services in your new county of residence?”. The

options shall be “Excellent”, “Good”, “Fair” and “Poor”. This survey shall be conducted by the contracted provider according to HSH guidelines.

## **IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system and Launchpad. Grantee shall receive training on how to use Launchpad and shall be expected to enter initial and ongoing participant information into the system in a timely manner.

- A. Grantee shall enter program enrollments, exits, and in the ONE System, and other data requests as directed by HSH.
- B. Grantee shall provide a weekly update report on the new lease agreements, the receipt of all other accounting expenses at time of move-in, the W-9 tax information form endorsed by the landlord/property manager, and other forms as needed.
- C. Grantee shall provide the CWHSP State Data report monthly through the Launchpad data system by the 10<sup>th</sup> of each month. Grantee shall include employment status in the State data report.
- D. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee’s services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall adhere to the HSH’s Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee’s administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and

activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

APPENDIX B, BUDGET

3	Document Date	9/9/2019		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2018	6/30/2021	3
6	Amended Term	7/1/2018	6/30/2023	5
7	Provider Name	Catholic Charities		
8	Program	FEPCO & SF Home		
9	FSP Contract ID#	1000012571		
10	Action (select)	Amendment		
11	Effective Date	7/1/2019		

12	Budget Names	FEPCO (Homelessness Prevention Assistance), SF Home (Rapid Re-Housing), Cal-WORKs		
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13		Current	New	
14	Term Budget	\$ 4,716,993	\$ 6,427,669	
15	Contingency	\$ 369,960	\$ 1,285,534	20%

16	Not-To-Exceed	Year 1			Year 2			Year 3			All Years		
		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023
		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures												
20	Salaries & Benefits	\$ 510,185	\$ (1)	\$ 510,184	\$ 527,643	\$ 150,194	\$ 677,837	\$ 527,643	\$ 150,194	\$ 677,837	\$ 1,565,472	\$ 300,387	\$ 1,865,859
21	Operating Expense	\$ 158,565	\$ -	\$ 158,565	\$ 191,719	\$ 51,121	\$ 242,840	\$ 191,719	\$ 51,121	\$ 242,840	\$ 542,003	\$ 102,243	\$ 644,246
22	Subtotal	\$ 668,750	\$ (1)	\$ 668,749	\$ 719,362	\$ 201,315	\$ 920,677	\$ 719,362	\$ 201,315	\$ 920,677	\$ 2,107,475	\$ 402,630	\$ 2,510,104
23	Indirect Percentage												
24	Indirect Cost (Line 21 X Line 22)	\$ 113,119	\$ (0)	\$ 113,118	\$ 123,808	\$ 30,197	\$ 154,005	\$ 123,808	\$ 30,197	\$ 154,005	\$ 360,735	\$ 60,394	\$ 421,129
25	Other Expenses (Not subject to indirect %)	\$ 690,761	\$ -	\$ 690,761	\$ 813,448	\$ 623,826	\$ 1,437,274	\$ 744,576	\$ 623,826	\$ 1,368,402	\$ 2,248,785	\$ 1,247,652	\$ 3,496,437
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Total Expenditures	\$ 1,472,630	\$ (1)	\$ 1,472,629	\$ 1,656,618	\$ 855,339	\$ 2,511,957	\$ 1,587,746	\$ 855,339	\$ 2,443,085	\$ 4,716,994	\$ 1,710,676	\$ 6,427,670
28													
29	HSH Revenues (select)												
30	General Fund - Ongoing	\$ 1,541,501	\$ -	\$ 1,541,501	\$ 1,541,501	\$ -	\$ 1,541,501	\$ 1,541,501	\$ -	\$ 1,541,501	\$ 4,624,503	\$ -	\$ 4,624,503
31		\$ -	\$ -	\$ -	\$ 46,245	\$ -	\$ 46,245	\$ 46,245	\$ -	\$ 46,245	\$ 92,490	\$ -	\$ 92,490
32	General Fund - One-Time Carryforward	\$ (68,872)	\$ -	\$ (68,872)	\$ 68,872	\$ -	\$ 68,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Cal-WORKs (HSA Work Order)	\$ -	\$ -	\$ -	\$ -	\$ 855,338	\$ 855,338	\$ -	\$ 855,338	\$ 855,338	\$ -	\$ 1,710,676	\$ 1,710,676
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	Total HSH Revenues	\$ 1,472,629	\$ -	\$ 1,472,629	\$ 1,656,618	\$ 855,338	\$ 2,511,956	\$ 1,587,746	\$ 855,338	\$ 2,443,084	\$ 4,716,993	\$ 1,710,676	\$ 6,427,669
40	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47													
48	Total HSH + Other Revenues	\$ 1,472,629	\$ -	\$ 1,472,629	\$ 1,656,618	\$ 855,338	\$ 2,511,956	\$ 1,587,746	\$ 855,338	\$ 2,443,084	\$ 4,716,993	\$ 1,710,676	\$ 6,427,669
49	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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56 Template last modified 9/16/2019

3	Document Date	10/1/2019		Duration
4	Contract Term	Begin Date	End Date	(Years)
5	Current Term	7/1/2018	6/30/2021	3
6	Amended Term	7/1/2018	6/30/2023	5
7	Provider Name	Catholic Charities		
8	Program	FEPCO & SF Home		
9	F\$P Contract ID#	1000012571		
10	Action (select)	Amendment		
11	Effective Date	7/1/2019		
12	Budget Name	FEPCO (Homelessness Prevention Assistance)		

13		Current	New	
14	Term Budget	\$ 2,253,776	\$ 2,253,776	20%
15	Contingency	\$ 2,833,177	\$ 450,755	
16	Not-To-Exceed	\$ 5,086,953	\$ 2,704,531	

	Year 1			Year 2			Year 3			All Years			
	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023	
	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	
19	<b>Expenditures</b>												
20	Salaries & Benefits	\$ 325,650	\$ (0)	\$ 325,650	\$ 341,470	\$ 0	\$ 341,470	\$ 341,470	\$ 0	\$ 341,470	\$ 1,008,589	\$ 1	\$ 1,008,590
21	Operating Expense	\$ 94,226	\$ -	\$ 94,226	\$ 109,826	\$ -	\$ 109,826	\$ 109,826	\$ -	\$ 109,826	\$ 313,878	\$ -	\$ 313,878
22	Subtotal	\$ 419,876	\$ (0)	\$ 419,876	\$ 451,296	\$ 0	\$ 451,296	\$ 451,296	\$ 0	\$ 451,296	\$ 1,322,467	\$ 1	\$ 1,322,468
23	Indirect Percentage	16.11%		16.11%	16.58%		16.58%	16.58%		16.58%			
24	Indirect Cost (Line 21 X Line 22)	\$ 67,641	\$ (0)	\$ 67,641	\$ 74,823	\$ 0	\$ 74,823	\$ 74,823	\$ 0	\$ 74,823	\$ 217,287	\$ 0	\$ 217,287
25	Other Expenses (Not subject to indirect %)	\$ 202,647	\$ -	\$ 202,647	\$ 255,687	\$ -	\$ 255,687	\$ 255,687	\$ -	\$ 255,687	\$ 714,021	\$ -	\$ 714,021
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	<b>Total Expenditures</b>	\$ 690,164	\$ (0)	\$ 690,163	\$ 781,806	\$ 1	\$ 781,806	\$ 781,806	\$ 1	\$ 781,806	\$ 2,253,775	\$ 1	\$ 2,253,776
28	<b>HSH Revenues (select)</b>												
30	General Fund - Ongoing	\$ 759,036		\$ 759,036	\$ 759,036		\$ 759,036	\$ 759,036		\$ 759,036	\$ 2,277,108	\$ -	\$ 2,277,108
31	General Fund - CODB			\$ -	\$ 22,770		\$ 22,770	\$ 22,770		\$ 22,770	\$ 45,540	\$ -	\$ 45,540
32	General Fund - One-Time Carryforward	\$ (68,872)		\$ (68,872)			\$ -			\$ -	\$ (68,872)	\$ -	\$ (68,872)
33				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
34				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
39	<b>Total HSH Revenues</b>	\$ 690,164	\$ -	\$ 690,164	\$ 781,806	\$ -	\$ 781,806	\$ 781,806	\$ -	\$ 781,806	\$ 2,253,776	\$ -	\$ 2,253,776
40	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>												
41				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
42				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
46	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	<b>Total HSH + Other Revenues</b>												
48		\$ 690,164	\$ -	\$ 690,164	\$ 781,806	\$ -	\$ 781,806	\$ 781,806	\$ -	\$ 781,806	\$ 2,253,776	\$ -	\$ 2,253,776
49	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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56	Template last modified	9/16/2019

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							Page 3 of 10	
SALARY & BENEFIT DETAIL																								
Document Date: 10/1/2019																								
Provider Name: Catholic Charities																								
Program: HEPCO & 3 <sup>rd</sup> Home																								
FSP Contract ID#: 1000012571																								
Budget Name: HEPCO (Homelessness P)																								
POSITION TITLE	Year 1						Year 2						Year 3						All Years					
	Agency Totals		For HSH Funded Program		7/1/2018-6/30/2019 Current/Actuals	7/1/2018-6/30/2019 Amendment	7/1/2018-6/30/2019 New	Agency Totals		For HSH Funded Program		7/1/2019-6/30/2020 Current/Actuals	7/1/2019-6/30/2020 Amendment	7/1/2019-6/30/2020 New	Agency Totals		For HSH Funded Program		7/1/2020-6/30/2021 Current/Actuals	7/1/2020-6/30/2021 Amendment	7/1/2020-6/30/2021 New	7/1/2018-6/30/2021 Modification	7/1/2018-6/30/2021 New	
	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	Budgeted Salary	Change	Budgeted Salary
11 Sr. Associate Division Director	\$ 74,480	1.00	27%	0.27	\$ 20,377	\$ 0	\$ 20,377	\$ 75,608	1.00	28%	0.28	\$ 21,441	\$ 0	\$ 21,442	\$ 75,608	1.00	28%	0.28	\$ 21,441	\$ 0	\$ 21,442	\$ 63,260	\$ 0	\$ 63,260
12 Housing Specialist, TBD	\$ 41,350	1.00	57%	0.57	\$ 23,567	\$ 0	\$ 23,567	\$ 48,558	0.50	100%	0.50	\$ 24,279	\$ -	\$ 24,279	\$ 48,558	0.50	100%	0.50	\$ 24,279	\$ -	\$ 24,279	\$ 22,125	\$ 0	\$ 22,125
13 Program Mgr./Coordinator I	\$ 57,984	1.00	100%	1.00	\$ 57,984	\$ -	\$ 57,984	\$ 57,984	1.00	13%	0.13	\$ 7,356	\$ 0	\$ 7,356	\$ 57,984	1.00	13%	0.13	\$ 7,356	\$ 0	\$ 7,356	\$ 72,695	\$ 0	\$ 72,695
14 Case-Manager I	\$ 46,259	1.00	100%	1.00	\$ 46,259	\$ -	\$ 46,259	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ -	\$ 47,840	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ -	\$ 47,840	\$ 141,939	\$ -	\$ 141,939
15 Case-Manager I	\$ 41,766	1.00	100%	1.00	\$ 41,766	\$ -	\$ 41,766	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ -	\$ 47,840	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ -	\$ 47,840	\$ 137,446	\$ -	\$ 137,446
16 Housing Assistant /Program Assistant	\$ 41,771	1.00	100%	1.00	\$ 41,771	\$ -	\$ 41,771	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ -	\$ 47,840	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ -	\$ 47,840	\$ 137,451	\$ -	\$ 137,451
17 Bilingual Receptionist/Problem Support	\$ 41,163	1.00	27%	0.27	\$ 11,298	\$ (0)	\$ 11,298	\$ 47,840	1.00			\$ -	\$ -	\$ 47,840	1.00			\$ -	\$ -	\$ -	\$ -	\$ 11,298	\$ (0)	\$ 11,298
18 Clinical Dir./Training Mgr.					\$ -	\$ -	\$ -	\$ 82,867	1.00	3%	0.03	\$ 2,486	\$ 0	\$ 2,486	\$ 82,867	1.00	3%	0.03	\$ 2,486	\$ 0	\$ 2,486	\$ 4,972	\$ 0	\$ 4,972
19 Program Administrator (Bilingual)					\$ -	\$ -	\$ -	\$ 47,840	1.00			\$ -	\$ -	\$ 47,840	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20 Program Director					\$ -	\$ -	\$ -	\$ 63,710	1.00	87%	0.87	\$ 55,746	\$ (0)	\$ 55,746	\$ 63,710	1.00	87%	0.87	\$ 55,746	\$ (0)	\$ 55,746	\$ 111,492	\$ (0)	\$ 111,492
21					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74					\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75					\$ -	\$																		

	A	B	C	D	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 4 of 10
2	OPERATING DETAIL												
3	Document Date	10/1/2019											
4	Provider Name	Catholic Charities											
5	Program	FEPCO & SF Home											
6	FSP Contract ID#	1000012571											
7	Budget Name	FEPCO (Homelessness Preventio											
8													
9		Year 1			Year 2			Year 3			All Years		
10		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 34,000	\$ -	\$ 34,000	\$ 38,975	\$ -	\$ 38,975	\$ 38,975	\$ -	\$ 38,975	\$ 111,950	\$ -	\$ 111,950
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 10,825	\$ -	\$ 10,825	\$ 8,575	\$ -	\$ 8,575	\$ 8,575	\$ -	\$ 8,575	\$ 27,975	\$ -	\$ 27,975
15	Office Supplies, Postage	\$ 2,500	\$ -	\$ 2,500	\$ 2,700	\$ -	\$ 2,700	\$ 2,700	\$ -	\$ 2,700	\$ 7,900	\$ -	\$ 7,900
16	Building Maintenance Supplies and Repair	\$ 4,500	\$ -	\$ 4,500	\$ 9,253	\$ -	\$ 9,253	\$ 9,253	\$ -	\$ 9,253	\$ 23,006	\$ -	\$ 23,006
17	Printing and Reproduction	\$ 2,495	\$ -	\$ 2,495	\$ 8,703	\$ -	\$ 8,703	\$ 8,703	\$ -	\$ 8,703	\$ 19,901	\$ -	\$ 19,901
18	Insurance	\$ 6,268	\$ -	\$ 6,268	\$ 8,703	\$ -	\$ 8,703	\$ 8,703	\$ -	\$ 8,703	\$ 23,674	\$ -	\$ 23,674
19	Staff Training	\$ 204	\$ -	\$ 204	\$ 204	\$ -	\$ 204	\$ 204	\$ -	\$ 204	\$ 612	\$ -	\$ 612
20	Staff Travel-(Local & Out of Town)	\$ 400	\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ 1,200	\$ -	\$ 1,200
21	Rental of Equipment	\$ 2,580	\$ -	\$ 2,580	\$ 8,703	\$ -	\$ 8,703	\$ 8,703	\$ -	\$ 8,703	\$ 19,986	\$ -	\$ 19,986
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Janitorial Service (Commercial Cleaning Pros)	\$ 14,300	\$ -	\$ 14,300	\$ 14,300	\$ -	\$ 14,300	\$ 14,300	\$ -	\$ 14,300	\$ 42,900	\$ -	\$ 42,900
56	The Job Shop (Temporary Receptionist Until Filled)	\$ 9,654	\$ -	\$ 9,654	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,654	\$ -	\$ 9,654
57	The Magic All Touch Clean (Clean Up)	\$ 6,500	\$ -	\$ 6,500	\$ 9,310	\$ -	\$ 9,310	\$ 9,310	\$ -	\$ 9,310	\$ 25,120	\$ -	\$ 25,120
58		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67													
68	TOTAL OPERATING EXPENSES	\$ 94,226	\$ -	\$ 94,226	\$ 109,826	\$ -	\$ 109,826	\$ 109,826	\$ -	\$ 109,826	\$ 313,878	\$ -	\$ 313,878
69													
70	Other Expenses (not subject to indirect cost %)												
71	Program Supplies	\$ 6,000	\$ -	\$ 6,000	\$ 1,400	\$ -	\$ 1,400	\$ 1,400	\$ -	\$ 1,400	\$ 8,800	\$ -	\$ 8,800
72	Rental Assistance	\$ 265,519	\$ -	\$ 265,519	\$ 254,287	\$ -	\$ 254,287	\$ 254,287	\$ -	\$ 254,287	\$ 774,093	\$ -	\$ 774,093
73		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75	FY18-19 One-time Carryforward	\$ (68,872)	\$ -	\$ (68,872)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (68,872)	\$ -	\$ (68,872)
76		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83													
84	TOTAL OTHER EXPENSES	\$ 202,647	\$ -	\$ 202,647	\$ 255,687	\$ -	\$ 255,687	\$ 255,687	\$ -	\$ 255,687	\$ 714,021	\$ -	\$ 714,021
85													
86	Capital Expenses												
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94													
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96													
97	HSH #3												

3	Document Date	10/1/2019		Duration
4	Contract Term	Begin Date	End Date	(Years)
5	Current Term	7/1/2018	6/30/2021	3
6	Amended Term	7/1/2018	6/30/2023	5
7	Provider Name	Catholic Charities		
8	Program	FEPCO & SF Home		
9	F\$P Contract ID#	1000012571		
10	Action (select)	Amendment		
11	Effective Date	7/1/2019		
12	Budget Name	SF Home (Rapid Re-Housing)		

13		Current	New	
14	Term Budget	\$ 2,463,217	\$ 2,463,217	20%
15	Contingency	\$ 2,623,736	\$ 492,643	
16	Not-To-Exceed	\$ 5,086,953	\$ 2,955,860	

		Year 1			Year 2			Year 3			All Years		
		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023
		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	<b>Expenditures</b>												
20	Salaries & Benefits	\$ 184,535	\$ (0)	\$ 184,535	\$ 186,173	\$ (1)	\$ 186,173	\$ 186,173	\$ (1)	\$ 186,173	\$ 556,882	\$ (2)	\$ 556,881
21	Operating Expense	\$ 64,339	\$ -	\$ 64,339	\$ 81,893	\$ -	\$ 81,893	\$ 81,893	\$ -	\$ 81,893	\$ 228,125	\$ -	\$ 228,125
22	Subtotal	\$ 248,874	\$ (0)	\$ 248,874	\$ 268,066	\$ (1)	\$ 268,066	\$ 268,066	\$ (1)	\$ 268,066	\$ 785,007	\$ (2)	\$ 785,006
23	Indirect Percentage	18.27%		18.27%	18.27%		18.27%	18.27%		18.27%			
24	Indirect Cost (Line 21 X Line 22)	\$ 45,478	\$ (0)	\$ 45,478	\$ 48,985	\$ (0)	\$ 48,985	\$ 48,985	\$ (0)	\$ 48,985	\$ 143,447	\$ (0)	\$ 143,447
25	Other Expenses (Not subject to indirect %)	\$ 488,114	\$ -	\$ 488,114	\$ 557,761	\$ -	\$ 557,761	\$ 488,889	\$ -	\$ 488,889	\$ 1,534,764	\$ -	\$ 1,534,764
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	<b>Total Expenditures</b>	\$ 782,466	\$ (1)	\$ 782,466	\$ 874,812	\$ (1)	\$ 874,812	\$ 805,940	\$ (1)	\$ 805,940	\$ 2,463,219	\$ (2)	\$ 2,463,217
28													
29	<b>HSH Revenues (select)</b>												
30	General Fund - Ongoing	\$ 782,465		\$ 782,465	\$ 782,465		\$ 782,465	\$ 782,465		\$ 782,465	\$ 2,347,395	\$ -	\$ 2,347,395
31	General Fund - CODB			\$ -	\$ 23,475		\$ 23,475	\$ 23,475		\$ 23,475	\$ 46,950	\$ -	\$ 46,950
32	General Fund - One-Time Carryforward			\$ -	\$ 68,872		\$ 68,872			\$ -	\$ 68,872	\$ -	\$ 68,872
33				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
34				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
39	<b>Total HSH Revenues</b>	\$ 782,465	\$ -	\$ 782,465	\$ 874,812	\$ -	\$ 874,812	\$ 805,940	\$ -	\$ 805,940	\$ 2,463,217	\$ -	\$ 2,463,217
40	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>												
41				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
42				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
43				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
46	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47													
48	<b>Total HSH + Other Revenues</b>	\$ 782,465	\$ -	\$ 782,465	\$ 874,812	\$ -	\$ 874,812	\$ 805,940	\$ -	\$ 805,940	\$ 2,463,217	\$ -	\$ 2,463,217
49	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

51		
52	Prepared by	Bobby McCarthy
53	Phone	415-355-5232
54	Email	<a href="mailto:robert.l.mccarthy@sfgov.org">robert.l.mccarthy@sfgov.org</a>
55		
56	Template last modified	8/14/2019



	A	B	C	D	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 7 of 10
2	OPERATING DETAIL												
3	Document Date	10/1/2019											
4	Provider Name	Catholic Charities											
5	Program	FEPCO & SF Home											
6	FSP Contract ID#	1000012571											
7	Budget Name	SF Home (Rapid Re-Housing)											
8													
9		Year 1			Year 2			Year 3			All Years		
10		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 25,782	\$ -	\$ 25,782	\$ 48,893	\$ -	\$ 48,893	\$ 48,893	\$ -	\$ 48,893	\$ 123,568	\$ -	\$ 123,568
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 4,794	\$ -	\$ 4,794	\$ 10,735	\$ -	\$ 10,735	\$ 10,735	\$ -	\$ 10,735	\$ 26,264	\$ -	\$ 26,264
15	Office Supplies, Postage	\$ 2,000	\$ -	\$ 2,000	\$ 1,250	\$ -	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ 4,500	\$ -	\$ 4,500
16	Building Maintenance Supplies and Repair	\$ 1,730	\$ -	\$ 1,730	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ 4,130	\$ -	\$ 4,130
17	Printing and Reproduction	\$ 350	\$ -	\$ 350	\$ 350	\$ -	\$ 350	\$ 350	\$ -	\$ 350	\$ 1,050	\$ -	\$ 1,050
18	Insurance	\$ 1,620	\$ -	\$ 1,620	\$ 2,752	\$ -	\$ 2,752	\$ 2,752	\$ -	\$ 2,752	\$ 7,124	\$ -	\$ 7,124
19	Staff Training	\$ 1,000	\$ -	\$ 1,000	\$ 600	\$ -	\$ 600	\$ 600	\$ -	\$ 600	\$ 2,200	\$ -	\$ 2,200
20	Staff Travel-(Local & Out of Town)	\$ 11,000	\$ -	\$ 11,000	\$ 4,689	\$ -	\$ 4,689	\$ 4,689	\$ -	\$ 4,689	\$ 20,378	\$ -	\$ 20,378
21	Rental of Equipment	\$ 8,848	\$ -	\$ 8,848	\$ 1,124	\$ -	\$ 1,124	\$ 1,124	\$ -	\$ 1,124	\$ 11,096	\$ -	\$ 11,096
22	Recruitment Cost	\$ 400	\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ 1,200	\$ -	\$ 1,200
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	JSCO Property Management Fee of Family Service Sp	\$ 215	\$ -	\$ 215	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215	\$ -	\$ 215
44	Janitorial Services - Commercial Cleaning Pros	\$ 6,600	\$ -	\$ 6,600	\$ 9,900	\$ -	\$ 9,900	\$ 9,900	\$ -	\$ 9,900	\$ 26,400	\$ -	\$ 26,400
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 64,339	\$ -	\$ 64,339	\$ 81,893	\$ -	\$ 81,893	\$ 81,893	\$ -	\$ 81,893	\$ 228,125	\$ -	\$ 228,125
69		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70	Other Expenses (not subject to indirect cost %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71	Program Activities	\$ 3,000	\$ -	\$ 3,000	\$ 1,800	\$ -	\$ 1,800	\$ 1,800	\$ -	\$ 1,800	\$ 6,600	\$ -	\$ 6,600
72	Program Supplies	\$ 3,000	\$ -	\$ 3,000	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ 4,000	\$ -	\$ 4,000
73	Computer Related	\$ 1,400	\$ -	\$ 1,400	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ 1,100	\$ 3,600	\$ -	\$ 3,600
74	Shallow Rent Subsidies	\$ 448,714	\$ -	\$ 448,714	\$ 506,846	\$ -	\$ 506,846	\$ 437,974	\$ -	\$ 437,974	\$ 1,393,534	\$ -	\$ 1,393,534
75	Direct Assistance For Families Basic Needs	\$ 32,000	\$ -	\$ 32,000	\$ 47,515	\$ -	\$ 47,515	\$ 47,515	\$ -	\$ 47,515	\$ 127,030	\$ -	\$ 127,030
76		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ 488,114	\$ -	\$ 488,114	\$ 557,761	\$ -	\$ 557,761	\$ 488,889	\$ -	\$ 488,889	\$ 1,534,764	\$ -	\$ 1,534,764
85		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
86	Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3												

2 APPENDIX B, BUDGET

3 Document Date 10/1/2019

4 Contract Term	Begin Date	End Date	Duration (Years)
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5 Current Term	7/1/2018	6/30/2021	3
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6 Amended Term	7/1/2018	6/30/2023	5
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7 Provider Name	Catholic Charities		
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8 Program	FEPCO & SF Home		
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9 FSP Contract ID#	1000012571		
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10 Action (select)	Amendment		
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11 Effective Date	7/1/2019		
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12 Budget Name	Cal-WORKs		
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13	Current	New	
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14 Term Budget	\$ -	\$ 1,710,676	
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15 Contingency	\$ 5,086,953	\$ 342,135	20%
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16 Not-To-Exceed	\$ 5,086,953	\$ 2,052,811	
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NEW BUDGET NEW BUDGET

	Year 1			Year 2			Year 3			All Years		
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	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023
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	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
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19 Expenditures

20 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ 150,194	\$ 150,194	\$ -	\$ 150,194	\$ 150,194	\$ -	\$ 300,388	\$ 300,388
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21 Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ 51,121	\$ 51,121	\$ -	\$ 51,121	\$ 51,121	\$ -	\$ 102,243	\$ 102,243
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22 Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 201,315	\$ 201,315	\$ -	\$ 201,315	\$ 201,315	\$ -	\$ 402,631	\$ 402,631
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23 Indirect Percentage	0.00%		0.00%	15.00%		15.00%	15.00%		15.00%			
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24 Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ 30,197	\$ 30,197	\$ -	\$ 30,197	\$ 30,197	\$ -	\$ 60,395	\$ 60,395
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25 Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ 623,826	\$ 623,826	\$ -	\$ 623,826	\$ 623,826	\$ -	\$ 1,247,652	\$ 1,247,652
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26 Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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27 Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 855,339	\$ 855,339	\$ -	\$ 855,339	\$ 855,339	\$ -	\$ 1,710,677	\$ 1,710,677
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28												
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29 HSH Revenues (select)												
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30			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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31			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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32			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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33 Cal-WORKs (HSA Work Order)			\$ -		\$ 855,338	\$ 855,338		\$ 855,338	\$ 855,338	\$ -	\$ 1,710,676	\$ 1,710,676
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34			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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35			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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36			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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37			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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38			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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39 Total HSH Revenues	\$ -	\$ -	\$ -	\$ -	\$ 855,338	\$ 855,338	\$ -	\$ 855,338	\$ 855,338	\$ -	\$ 1,710,676	\$ 1,710,676
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40 Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
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41			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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42			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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43			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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44			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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45			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
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46 Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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47												
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48 Total HSH + Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ 855,338	\$ 855,338	\$ -	\$ 855,338	\$ 855,338	\$ -	\$ 1,710,676	\$ 1,710,676
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49 Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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50												
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51												
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52 Prepared by	Bobby McCarthy		
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53 Phone	415-355-5232		
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54 Email	<a href="mailto:robert.j.mccarthy@sfgov.org">robert.j.mccarthy@sfgov.org</a>		
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	A	B	C	D	E	F	G	H	I	J	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 10 of 10	
2	OPERATING DETAIL													
3	Document Date	10/1/2019												
4	Provider Name	Catholic Charities												
5	Program	FEPCO & SF Home												
6	FSP Contract ID#	1000012571												
7	Budget Name	Cal-WORKs												
8		NEW BUDGET					NEW BUDGET							
9		Year 1			Year 2			Year 3			All Years			
10		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023	
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$	-	\$	-	\$ 14,638	\$ 14,638	\$	14,638	\$ 14,638	\$	-	\$ 29,276	\$ 29,276
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$	-	\$	-	\$ 5,621	\$ 5,621	\$	5,621	\$ 5,621	\$	-	\$ 11,243	\$ 11,243
15	Office Supplies, Postage	\$	-	\$	-	\$ 951	\$ 951	\$	951	\$ 951	\$	-	\$ 1,901	\$ 1,901
16	Building Maintenance Supplies and Repair	\$	-	\$	-	\$ 3,168	\$ 3,168	\$	3,168	\$ 3,168	\$	-	\$ 6,337	\$ 6,337
17	Printing and Reproduction	\$	-	\$	-	\$ 1,267	\$ 1,267	\$	1,267	\$ 1,267	\$	-	\$ 2,535	\$ 2,535
18	Insurance	\$	-	\$	-	\$ 650	\$ 650	\$	650	\$ 650	\$	-	\$ 1,299	\$ 1,299
19	Staff Training	\$	-	\$	-	\$ 1,584	\$ 1,584	\$	1,584	\$ 1,584	\$	-	\$ 3,168	\$ 3,168
20	Staff Travel-(Local & Out of Town)	\$	-	\$	-	\$ 11,000	\$ 11,000	\$	11,000	\$ 11,000	\$	-	\$ 22,000	\$ 22,000
21	Staff Related: Recruitment, Fingerprinting	\$	-	\$	-	\$ 300	\$ 300	\$	300	\$ 300	\$	-	\$ 600	\$ 600
22	Rental of Equipment	\$	-	\$	-	\$ 5,163	\$ 5,163	\$	5,163	\$ 5,163	\$	-	\$ 10,327	\$ 10,327
23	Computer Related	\$	-	\$	-	\$ 228	\$ 228	\$	228	\$ 228	\$	-	\$ 456	\$ 456
24	Start Up: Small Equipment (2 workstations)	\$	-	\$	-	\$ 3,000	\$ 3,000	\$	3,000	\$ 3,000	\$	-	\$ 6,000	\$ 6,000
25	Program Supplies (Reception Child Care Supplies)	\$	-	\$	-	\$ 250	\$ 250	\$	250	\$ 250	\$	-	\$ 500	\$ 500
26		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
27		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
28		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
29		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
30		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
31		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
32		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
33		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
34		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
35		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
36		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
37		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
38		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
39		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
40		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
41		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
42	Consultants	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
43		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
44		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
45		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
46		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
47		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
48		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
49		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
50		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
51		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
52		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
53		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
54	Subcontractors	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
55	Janitor - Commercial Cleaning	\$	-	\$	-	\$ 3,300	\$ 3,300	\$	3,300	\$ 3,300	\$	-	\$ 6,600	\$ 6,600
56		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-
57		\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-

	A	B	C	D	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 10 of 10
2	OPERATING DETAIL												
3	Document Date	10/1/2019											
4	Provider Name	Catholic Charities											
5	Program	FEPCO & SF Home											
6	FSP Contract ID#	1000012571											
7	Budget Name	Cal-WORKs											
8													
9													
58		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
59		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
60		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
61		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
62		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
63		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
64		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
65		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
66		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
67													
68	TOTAL OPERATING EXPENSES	\$	-	\$	-	\$	51,121	\$	51,121	\$	-	\$	102,243
69													
70	Other Expenses (not subject to indirect cost %)												
71	Direct Assistance - Rental Subsidy 12 months 17100	\$	-	\$	-	\$	425,826	\$	425,826	\$	-	\$	851,652
72	Direct Assistance - Security Deposit , First Month Rent, Moving Cost, Furn	\$	-	\$	-	\$	198,000	\$	198,000	\$	-	\$	396,000
73		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
74		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
75		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
76		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
77		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
78		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
79		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
80		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
81		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
82		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
83													
84	TOTAL OTHER EXPENSES	\$	-	\$	-	\$	623,826	\$	623,826	\$	-	\$	1,247,652
85													
86	Capital Expenses												
87		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
88		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
89		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
90		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
91		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
92		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
93		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
94													
95	TOTAL CAPITAL EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
96													
97	HSH #3												

## Appendix C – Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSH within 15 days after the month of service to SFHSH's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>  
  
Grantee may submit bills, invoices and related documentation in the format specified by SFHSH via paper or email only upon special permission by their assigned Contract Manager.
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: [http://www.paymode.com/city\\_countyofsanfrancisco](http://www.paymode.com/city_countyofsanfrancisco)
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
  - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
  - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  - C. Grantee shall notify the Department of Homelessness and Supportive Housing (HSH) Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
  - A. The invoice supplied shall include the total dollar amount claimed for the month.
  - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant, unless otherwise approved in writing per HSH Invoicing and Contract Modification policy.
  - C. The invoice shall show by line item:
    1. Budgeted amount (per approved grant budget or modification)
    2. Expenses for invoice period
    3. Expenses year-to-date
    4. % of budget expended
    5. Remaining balance
    6. Adjustments, including advance payment recovery
    7. Program income when specified in the grant agreement.
  - D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
  - E. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
- If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: Federal \_\_\_\_\_ CFDA or other Identification #: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

- VI. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due SFHSH, it will be submitted with the final report.
- VII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6<sup>th</sup> of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. 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. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

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

1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.
2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
3. Final invoice from the preceding fiscal year must be received prior to advance distribution.

VIII. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.

## Appendix D - Interests In Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
San Francisco Department of Public Health	Variable	\$4,594,974.00
San Francisco Dept. of Homelessness & Supportive Housing	July 1, 2019 thru June 30, 2020	\$2,994,692.00
San Francisco Human Services Agency	Variable	\$1,205,988.00
San Francisco Dept. of Children, Youth & Families	July 1, 2019 thru June 30, 2020	\$478,685.00
Mayor's Office of Housing	Variable	\$3,358,329.00
Office of Civic Engagement & Immigrant Affairs	July 1, 2019 thru June 30, 2020	\$60,000.00

## Appendix E – Permitted Subcontractors

1. Commercial Cleaning Pros
2. The Job Shop
3. The Magic All Touch Clean