THE NO. 1000	Board Item No
•	D OF SUPERVISORS T CONTENTS LIST
Committee: Budget & Finance Commi	ttee Date September 18, 2019
Board of Supervisors Meeting	ttee Date September 18, 2019 Date September 24, 2019
Cmte Board	
Motion Resolution Ordinance Legislative Digest Budget and Legislative A Youth Commission Report Introduction Form Department/Agency Cov MOU Grant Information Form Grant Budget Subcontract Budget Subcontract Budget Contract/Agreement Form 126 – Ethics Commandary Application Public Correspondence	ort ver Letter and/or Report
OTHER (Use back side if addition	nal space is needed)
Completed by: Linda Wong Completed by: Linda Wong	Date Soptember 13 2019 Date Soptember 18 2019

AMENDED IN COMMITTEE 09/18/2019 RESOLUTION NO.

FILE NO. 190768

Programming - Not to Exceed \$39,133,942]

\$15,367,886 for a total contract amount of \$39,133,942.

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Resolution approving the fifth amendment to the contract between the City and County of San Francisco and Heluna Health to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco known as the San Francisco Homeless Outreach Team, to extend the contract agreement term for an additional 20 months from November 1, 2019, for a total term of August 1, 2014, through June 30, 2021, and to increase the contract amount by

[Contract Amendment - Heluna Health - Comprehensive Outreach and Case Management

WHEREAS, As part of the City's efforts to end homelessness in San Francisco, the Department of Public Health sought to procure services to deliver and manage outreach services to individuals experiencing homelessness; and

WHEREAS, In 2014, the Department of Public Health issued a Request for Proposals for services that resulted in the selection of the Heluna Health to provide and manage outreach services to individuals experiencing homelessness; and

WHEREAS, In 2014, the Department of Public Health executed a contract with Heluna Health in the amount of \$6,152,039 for those services; and

WHEREAS, A first amendment to the contract was approved by the Board of Supervisors in Resolution 214-15, a copy of which is on file with the Clerk of the Board of Supervisors in File No. 150403, which is hereby declared to be part of this resolution as if set forth fully herein; and

WHEREAS, The Department of Public Health executed a no-cost second amendment to this agreement in 2016, to update the contract terms to reflect new standardized terms, a copy of which is on file with the Clerk of the Board of Supervisors in File No. 190768; and

WHEREAS, The Board of Supervisors established the Department of Homelessness and Supportive Housing in August 2016, to serve as the City's lead agency with respect to the provision and coordination of services to people experiencing homelessness; and

WHEREAS, The Department of Homelessness and Supportive Housing assumed management of the contract with Heluna Health for outreach services to individuals experiencing homelessness; and

WHEREAS, The Department of Homelessness and Supportive Housing executed a no-cost third amendment to this agreement in 2018, to update the contract terms and extend the agreement term by one year, for a total term of August 1, 2014, through June 30, 2019, a copy of which is on file with the Clerk of the Board of Supervisors in File No. 190768; and

WHEREAS, The Department of Homelessness and Supportive Housing executed a no-cost fourth amendment to this agreement in 2019, to update the contract terms and extend the agreement term for an additional four months, for a total term of August 1, 2014, through October 31, 2019, a copy of which is on file with the Clerk of the Board of Supervisors in File No. 190768; and

WHEREAS, The Department of Homelessness and Supportive Housing desires to extend the expiration date of the Heluna Health contract, from November 1, 2019, to June 30, 2021, and to increase the contract amount by \$15,367,886, from \$23,766,056 to \$39,133,942; and

WHEREAS, A copy of the proposed fifth amendment is on file with the Clerk of the Board of Supervisors in File No. 190768, substantially in final form, with all material terms and conditions included, and only remains to be executed by the parties upon approval of this Resolution; and

WHEREAS, This amendment requires Board of Supervisors approval under Charter, Section 9.118; now, therefore be it

RESOLVED, That the Board of Supervisors hereby authorizes the Director of Department of Homelessness and Supportive Housing and the Director of the Office of Contract Administration/Purchaser, on behalf of the City and County of San Francisco, to execute an amendment to the contract with Heluna Health to extend the term from August 1, 2014 through October 31, 2019, to August 1, 2014 through June 30, 2021, and to increase the contract amount by \$15,367,886, from \$23,766,056 to \$39,133,942; and, be it

FURTHER RESOLVED, That the Board of Supervisors authorizes the Department of Homelessness and Supportive Housing to enter into any amendments or modifications to the contract, prior to its final execution by all parties, that the Department determines, in consultation with the City Attorney, are in the best interest of the City, do not otherwise materially increase the obligations or liabilities of the City, are necessary or advisable to effectuate the purposes of the contract, and are in compliance with all applicable laws; and, be it

FURTHER RESOLVED, That the Department of Homelessness and Supportive
Housing provide a report to the Budget and Finance Committee by June 1, 2020 on the
service and outcome objectives of the SFHOT contracted services outlined in the Fifth
Amendment, and an update on the long-term role of the SFHOT program within the City's
Homelessness Response System to address client needs and community concerns; and, be it

FURTHER RESOLVED, That within 30 days of the contract being executed by all parties, the Department of Homelessness and Supportive Housing shall submit to the Clerk of the Board of Supervisors a completely executed copy for inclusion in File No. 190768. This requirement and obligation resides with the Department, and is for purposes of having a complete file only, and in no manner affects the validity of the approved contract.

RECOMMENDED:

Jeff Kositsky

Director

Department of Homelessness and

Supportive Housing

Item 3	Department:
	Department of Homelessness and Supportive Housing

EXECUTIVE SUMMARY

Legislative Objectives

• The proposed resolution would approve the fifth amendment to the contract between the City and County of San Francisco and Heluna Health to (1) extend the contract term by approximately two years, for a total term of August 1, 2014 through June 30, 2021 and (2) increase the contract amount by \$15,367,886, for a total contract amount of \$39,133,942.

Key Points

- The Department of Public Health selected Heluna Health in March 2014 following a competitive solicitation to provide outreach and case management to the City's homeless population. Administration of the contract was transferred to the Department of Homelessness and Supportive Housing when the new department was formed.
- The original contract was for \$6,152,039 for 11 months from August 1, 2014 through June 30, 2015, with nine one-year options to extend the contract through June 30, 2024. The contract has been amended four times, increasing the contract amount to \$23,766,056 and extending the contract term to December 31, 2019. The proposed fifth amendment to the contract (1) extends the contract term by approximately two years, for a total term of August 1, 2014 through June 30, 2021 and (2) increases the contract amount by \$15,367,886, for a total contract amount of \$39,133,942.
- Of the \$23,766,056 allocated to the contract, \$21,587,482 was spent through the end of FY 2018-19. According to the Department of Homelessness and Supportive Housing, the contract has historically been underspent because of staff turnover and position vacancies. However, staffing at Heluna Health increased from 71 full time equivalent (FTE) positions in FY 2018-19 to 86 FTEs in FY 2019-20. In addition, the contractor has been working to fill vacant positions.

Fiscal Impact

• The proposed resolution would increase the contract amount by \$15,367,886, for a total contract amount of \$39,133,942. The contract increase accounts for the contract term extension, increased case management and outreach staffing in order to increase client contact, and increased wages for caseworkers and outreach workers.

Recommendation

Approve the proposed resolution.

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

In March 2014, the Department of Public Health (DPH) issued a Request for Proposals (RFP) to provide outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco. The Department selected the non-profit Public Health Foundation Enterprises DBA Heluna Health as the highest scorer and entered into a contract with the non-profit with a not-to-exceed amount of \$6,152,039 for 11 months from August 1, 2014 through June 30, 2015, with nine one year options to extend the contract through June 30, 2024. Administration of the contract was transferred to the Department of Homelessness and Supportive Housing when the new department was formed.

Since the execution of the contract, the contract has been amended four times. The first amendment was approved by the Board of Supervisors in June 2015 (File 15-0403), extending the contract through June 30, 2018 and increasing the not to exceed contract amount to \$23,766,056. The second amendment, executed on July 1, 2016, was a no-cost amendment updating contract terms to reflect new standardized terms. The third amendment in 2018 updated the terms of the contract and extended the contract term by a period of one year for a total term of August 1, 2014 through June 30, 2019. The fourth amendment is a no cost amendment and extends the contract term from June 30, 2019 to October 31, 2019.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the fifth amendment to the contract between the City and County of San Francisco and Public Health Foundation Enterprises DBA Heluna Health to (1) extend the contract term by two years, for a total term of August 1, 2014 through June 30, 2021 and (2) increase the contract amount by \$15,367,886, for a total contract amount of \$39,133,942.

According to the Department of Homelessness and Supportive Housing, the increase in the contract amount accounts for the 17-month contract extension, 15 new positions which will be added upon approval of the contract (14.5 outreach positions, .5 FTE supervisory position), and salary increases for outreach and case manager positions. Case managers typically carry caseloads of 15 to 20 high-needs clients who are not already linked to a system of care. HOT outreach teams (two people per team) have a target of serving 5-10 clients a week, or 20-40 clients a month. These targets vary based on special projects, SFHOT contracts, client needs/services available and available staffing.

FISCAL IMPACT

The proposed resolution would increase the contract amount between the City and County of San Francisco and Heluna Health by \$15,367,886 for a total contract not-to-exceed amount of \$39, 133,942, as shown below in table 1.

Table 1: Actual, Projected, and Budgeted Spending in Heluna Health Contract, FY 2014-15 through FY 2020-21

Year .	Amount
Actual	
FY 2014-15	\$3,123,611
FY 2015-16	4,551,353
FY 2016-17	4,393,765
FY 2017-18	4,492,629
FY 2018-19 projected	5,026,080
Subtotal spending to date	21,587,438
FY 2019-20 budget	8,523,252
FY 2020-21 budget	8,523,252
Subtotal budget	17,046,504
Contingency (3%)	500,000
Total Budget FY 2014-15—FY 2020-21	\$39,133,942
Current not to exceed amount	23,766,056
Requested Increase	15,367,886

Of the \$23,766,056 allocated to the contract, \$21,587,482 was spent through the end of FY 2018-19, as shown in Table 1 below. According to Dylan Schneider, Manager of Policy and Legislative Affairs, the contract has historically been underspent because of staff turnover and position vacancies. Staffing at Heluna Health is expected to increase from 71 full time equivalent (FTE) positions in FY 2018-19 to 86 FTEs in FY 2019-20. The contractor has been working diligently to fill vacant positions. As of June 30, 2019 there were only seven vacant positions at the organization. The contractor has made several changes to encourage employee retention, including implementing a tiered employment structure for outreach and caseworkers and increasing wages for outreach and caseworkers.

The FY 2019-20 and FY 2020-21 budgets account for salaries, operating expenses, and indirect costs.

Table 2: Budgeted spending FY 2019-20 and FY 20-21

Cost category	FY 2019-20	FY 2020-21
Salaries and benefits	\$7,122,928	\$7,122,928
Operating expenses	355,702	355,702
Indirect costs	1,044,622	1,044,622
Total ·	\$8,523,252	\$8,523,252

SAN FRANCISCO BOARD OF SUPERVISORS

BUDGET AND LEGISLATIVE ANALYST

The contract is funded by the City's General Fund, subject to annual appropriation by the Board of Supervisors.

RECOMMENDATION

Approve the proposed resolution.

City and County of San Francisco Office of Contract Administration Purchasing Division

Fifth Amendment

THIS AMENDMENT (this "Amendment") is made as of August 1, 2019, in San Francisco, California, by and between Public Health Foundation Enterprises, Inc. dba Heluna Health ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the contract term; increase the contract amount; and budget; and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through a Request for Proposals (RFP) on March 31, 2014 and this modification is consistent therewith; and

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract number 2000-03/04 on July 14, 2014; and

WHEREAS, the City's Board of Supervisors approved this Agreement under San Francisco Charter Section 9.118 by Resolution [insert resolution number] on [insert date of Commission or Board action]; and

NOW, THEREFORE, Contractor and the City agree as follows:

- 1. **Definitions.** The following definitions shall apply to this Amendment:
 - 1.a. Agreement. The term "Agreement" shall mean the Agreement dated August 1,
 2014 between Contractor and City, as amended by the First Amendment, dated
 March 1, 2015; Second Amendment, dated July 1, 2016; Third Amendment,
 dated July 1, 2018; and Fourth Amendment, dated July 1, 2019.
- 2. Modifications to the Agreement. The Agreement is hereby modified as follows:
 - 2.a. Section 2. Section 2 Term of the Agreement of the Agreement currently reads as follows:

Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to October 31, 2019.

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The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/2015 - 06/30/2016	Exercised
Option 2:	07/01/2016 - 06/30/2017	Exercised
Option 3:	07/01/2017 - 06/30/2018	Exercised
Option 4:	07/01/2018 - 06/30/2019	Exercised
Option 5:	07/01/2019 - 10/31/2019	Exercised
Option 6:	11/01/2019 - 06/30/2020	
Option 7:	07/01/2020 - 06/30/2021	
Option 8:	07/01/2021 - 06/30/2022	
Option 9:	07/01/2022- 06/30/2023	
Option 10:	07/01/2023 - 06/30/2024	

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

Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to June 30, 2021.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/2015 - 06/30/2016	Exercised
Option 2:	07/01/2016 - 06/30/2017	Exercised
Option 3:	07/01/2017 - 06/30/2018	Exercised
Option 4:	07/01/2018 - 06/30/2019	Exercised
Option 5:	07/01/2019 - 10/31/2019	Exercised
Option 6:	11/01/2019 - 06/30/2020	Exercised
Option 7:	07/01/2020 - 06/30/2021	Exercised
Option 8:	07/01/2021 - 06/30/2022	
Option 9:	07/01/2022- 06/30/2023	
Option 10:	07/01/2023 - 06/30/2024	

2.b. Section 5. Section 5 Compensation of the Agreement currently reads as follows:

Compensation shall be made for Services identified in the invoice that the Director of the Department of Homelessness and Supportive Housing, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Twenty-Three Million Seven Hundred Sixty-Six

P-550 (6-19) F\$P#: 1000002545 (formerly HSH17-18-083) 2 of 5

Thousand Fifty-Six Dollars (\$23,766,056). The breakdown of charges associated with this Agreement appears in Appendices B, "Budget," attached hereto and incorporated by reference as though fully set forth herein.

In no event shall City be liable for interest or late charges for any late payments.

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

Compensation shall be made for Services identified in the invoice that the Director of the Department of Homelessness and Supportive Housing, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Thirty Nine Million One Hundred Thirty Three Thousand Nine Hundred Forty Two Dollars (\$39,133,942). The breakdown of charges associated with this Agreement appears in Appendices B, Budget, attached hereto and incorporated by reference as though fully set forth herein.

In no event shall City be liable for interest or late charges for any late payments.

Contractor understands that, of the maximum dollars obligation listed in Section 5. Compensation, Five Hundred Thousand Dollars (\$500,000) is included as a contingency amount and is neither to be used in Budgets attached to this Agreement or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing (HSH). Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or revision has been fully approved and executed in accordance with applicable City and Agency laws regulations, policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

- 2.e. Appendix A-3, Services to be Provided, of the Agreement, for the period of July 1, 2019 to October 31, 2019 (dated, July 1, 2019), is hereby replaced in its entirety by Appendix A-4, Services to be Provided, for the period of July 1, 2019 to June 30, 2021(dated August 1, 2019).
- 2.f. Appendix B-3, Budget, for the period of July 1, 2018 to October 31, 2019 (dated July 1, 2019), is hereby replaced in its entirety by Appendix B-4, Budget, for the period of November 1, 2019 to June 30, 2021 (dated July 1, 2019).
- 3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

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4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

P-550 (6-19) F\$P#: 1000002545 (formerly HSH17-18-083) 4 of 5

IN WITNESS WHEREOF, Contractor and City first referenced above.	have executed this Amendment as of the date
CITY	CONTRACTOR
Recommended by:	HELUNA HEALTH (FORMERLY PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.)
Jeff Kositsky	Peter D. Dale
Director	Director, Contract and Grant Management
Department of Homelessness and	12801 Crossroads Parkway South, Suite 200
Supportive Housing	City of Industry, CA 91746
	Phone: 562.222.7886
	Email: pdale@helunahealth.org
Approved as to Form:	Supplier ID: 0000012745
	DUNS Number: 082199324
Dennis J. Herrera	
City Attorney	
By:	
Virginia Dario Elizondo	
Deputy City Attorney	

Alaric Degrafinried
Director of the Office of Contract
Administration, and Purchaser

P-550 (6-19) F\$P#: 1000002545 (formerly HSH17-18-083)

Approved:

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ر 15 أ	Case Manager LV 3	\$ 60,000.00	100%	100.0%		\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000		
_	Clinical Supervisor	\$77,746,00	100%	100.0%		\$ 116,619	\$ 116,619	\$ 116,619	\$ 116,619	\$ 119,534	
_	Community Response Coordinator	\$57,784.00	.100%	100.0%		\$ 57,784	\$ 57,784	\$ 57,784	\$ 7. 57.784	\$ 59,229	.\$ 2
	Data Coordinator	\$71,443,00	100%	100.0%		\$ 71,443	\$ 71,443	\$ 71,443	5 71,443		\$ 3
_	Dispatch Shift Lead	\$64,480,00	100%	100.0%		\$ 64,480	\$ 64,480	\$ 64,480	\$ 64,480		\$ 3
	Operations Coordinator	\$58,222,00	100%	100.0%		\$ 68,222	\$ 58 222	\$ 58,222	\$ 58.222	\$ 59,678	\$ 2
	Operational Supervisor	\$77,746,00	100%	100.0%		\$ 116.619	\$ 116,619	\$ 1,16,619	\$ 118,619		\$ 5
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_	Outreach Specialist LV 2	\$54,122.00	100%	100.0%		\$ 17.00	422,100	\$	\$ 54.122	\$ 452,000	\$
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	Outreach Specialist LV 3	\$77,746.00	100%	100.0%	0.60	ISA PUBAKATENDA DIREKT	\$ 46.648	\$ 46,648	\$ 46,648		\$ 2
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	Program Supervisor	\$77,746.00	100%	100.0%	1.00	MENTERS AND AND THE	TESTON NEW	\$ 7,7,748	TO CHARLES OF STREET		\$ 3 \$
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	Specialist Outreach Shift Leaders	\$64,480.00	100%	100.0%		\$ 451,360	\$	\$ 451,360	\$ 451,360		\$ 2,2
	TSS Coordinator	\$58,222.00	100%	100.0%	1.00	\$ 7 58,222	\$ 4.1 58,222 \$	\$ 58,222	\$1.58,222		\$ 2
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	49 HSH #3					6/14/2018						

T A	8	С	D	E	Н	K	N	a	Т	AL
1 DEPARTMENT OF HOMELI	ESSNESS AN	D SUPP	ORTIVE	HOUSING	3 - PROGRAM E	SUDGET MODIF	ICATION FORM	(Appendix B-	-3)	Page 4 of 9
2 3 Document Dat	e: 7/1/2019						•			
4	6, //1/2019									
5 SALARY & BENEFIT DETA	IL									
6 Contractor: Heluna Health 7 Program: SFHOT (Fiscal Intermedi	ary Services)									
7					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
8 F\$P#: 1000002545 (formerly HSH:	7-18-083)				8/1/2014 -	7/1/2015 -	7/1/2016 -	7/1/2017	7/1/2018-	8/1/2014
9 .					6/30/2015	6/30/2016	6/30/2017	6/30/2018	10/31/2019	10/31/2019
		4273	建設的				Revised	Revised	Amendment	Revised Total
0	Annual Full	Total %	% FTE	Program.	Revised New Budgeted	Revised New Budgeted	New Budgeted	New Budgeted	Amendment	Revised Total
	TimeSalary	FTE.		FTE:	Salary	Salary	Salary	Salary		
	for FTE	l								
POSITION TITLE									New Budgeted Salary	New Budgeted Salary
2 HASA Library	\$12,480,00	100%	100.0%	9.00	\$ 112/320	\$ 112,320	\$ 112,320	t 112 ann		
3	\$ (2,400,00	10078	100.078		\$	\$	The state of the state of the	\$ 2020	\$ 110,120	\$ 507,40
4					「一個なる情報というです。可能報	\$		\$ 7	\$ -	5
	 				\$124 \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	S				s
5	-				5 5	s ************************************	And Control of the	3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	·····	
5					5 C C C C C C	\$	\$ 18 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$ 14 15 E	\$ -	\$
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2					\$ 357 14 7.5	SE PER SE	\$		\$ -	\$.
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5					\$	\$	\$ 20.2	\$ =	\$ -	\$
3				0.00	\$ 200	\$177	\$5000 DES		\$	\$
,				0.00	等的 种的名词	S	SERVER		\$	\$
3.					常物等外的理	制加强胶槽		是1942年 (1942年) 1943年 - 1943年 (1942年)		
TOTALS		1,00	1,00	9,00	\$ 12,320	s 112,320	\$ 112,320	\$69,124,58	\$ 115,128	\$ 564,408
					72,866,377	MANAGE .	553454	# 14 1 THE		
FRINGE BENEFIT RATE	35.50%				35.50%	35.50%	35:50%	35,50%	35.50%	
EMPLOYEE FRINGE BENEFITS		科思想新 力	STATE OF THE PARTY	常知的例识	\$ 4 39,874	\$ 39,874	\$-39,874	\$9,211,45	\$ 40,870	\$ 169,703
				. 8						
TOTAL SALARIES & BENEFITS	19	SECTION IN	and the salt	(484)			\$ 152,194	\$78,336.03	\$ 155,998	\$ 690,915
HSH #2	la	maintain-min	na a stormatick FO	encost the photos			A STATE OF THE RESERVE			6/14/2018

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1	DEPARTMENT OF HOMELES	B	C	D	HOLISING E	DDOCDAM BI	AL Baga E of 0
2	DEPARTMENT OF HOMELES	SONESS AIN	DOUPE	JKIIVE I	HOUSING	- PROGRAM BU	Page δ of 9
3	Document Date:	7/1/2019					
4	0.01 4.001 0.000 0.000 0.000 0.000						
5	SALARY & BENEFIT DETAIL Contractor: Heluna Health						
17	Program: SFHOT (Fiscal Intermedia	y Services)					
	1					Year 5	All Years
8	F\$P#: 1000002545 (formerly HSH17	-18-083)				Participation of the Participa	Control of the Contro
9						7/1/2018- 10/31/2019	8/1/2014- 10/31/2019
		艾斯斯拉基	MAGE.	建物源 。		and a same	
10		Annual Full	otals	ForHS	l Program	Amendment	Revised Total
		TimeSalary	Total %		Adjusted	New Budgeted	New Budgeted
11	POSITION TITLE	for FTE	FTE	% FTE	FTE	Salary	Salary
ં ર્	PATH Specialist	\$48,244,00	. 100%	100.0%	4,50	\$ 222,525	\$ 1,090,917
_ 1	PATH Specialist II	\$57,784.00	100%	100.0%	3.00	\$ 177,686	\$ 871,094
14			_		0,00	\$	\$ -
15					0.00	\$ -	\$ -
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25					0,00	\$	\$ -
26					. 0,00	\$ -	\$ -
27					0.00		5 -
28						-	
79	TOTALS		2,00	2,00	7.50	\$ 400,211	\$ 1,962,011
70 - A	IOIALO			2.00	7.50	\$ 400,211	\$ 1,962,011
	FRINGE BENEFIT RATE	35.50%				35.50%	
32	EMPLOYEE FRINGE BENEFITS		en anima		AHARAL HURSAI		\$ 622,612
33					The state of the s		
34							
35	TOTAL SALARIES & BENEFITS		MARKET MARK	增加的原料		\$ 542,286	\$ 2,376,615
36	HSH #2						6/14/2018

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1	DEPARTMENT OF HOMELES				E HOUSING	- PROGRAM B	
2	1 .						,
3	Document Date:	7/1/2019					
5	SALARY & BENEFIT DETAIL						
6	Contractor: Heluna Health						
7	Program: SFHOT (Fiscal Intermedian	y Services)				**************************************	a successive de la companya de la co
8	F\$P#: 1000002545 (formerly HSH17	-18-083)				Year 6	All Years
9						7/1/2018- 10/31/2019	8/1/2014- 10/31/2019
10		Agency	Totals:	ForHS	H Program	Amendment	Revised Total
11	POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	New Budgeted Salary	
7	Outreach Supervisor	\$77,746,00	100%	100,0%	0,50		
-			100%	~			1
٤.	Shift Leader	\$64,480.00		100.0%	1,00		
15	Outreach Specialist LV 1 Outreach Specialist LV 2	\$48,244.00 \$54,122.00	100%	100.0%	2,00		\$ 484,852 \$ 543,926
_							1
16	Clinical Supervisor	\$77,746,00	100%	100.0%	0,50 0.00	\$ 39,845	\$ 195,337 \$
17 18					0,00		\$ -
19	`				0,00		s -
20					0.00	s -	\$ -
21					0.00	\$ -	s -
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26					0,00	\$	\$
27					0.00	\$ -	\$ -
28							
٦9	TOTALS		5.00	5,00	6.00	\$ 355,632	\$ 1,743,464
30	FRINCE RENEFIT DATE	35 500/				ge ron	
	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	35.50%	MINISTER !	MENINE.	embenjamen	35.50% \$ 126,249	\$ 560,467
33						-	
34	TOTAL SALARIES & BENEFITS . [16	enemananiste lu	esemperant.	Project (Jews)	\$ 481,881	\$ 2,139,415
			and section (5)	ARTHUR STATE S	BOOK US SHAPE POLICY	401,001	6/14/2018
70	HSH #2						0/14/2018

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	1	DEPARTMENT OF HOMELES	SNESS AN	D SUPPO	RTIVE	HOUSING	- PROGRAM BU	
	3	D	7/1/0040					
	4	Document Date:	7/1/2019					
	5	SALARY & BENEFIT DETAIL						
	6	Contractor: Heluna Health						
	7	Program: SFHOT (Fiscal Intermedia)	y Services)				Secured 194 law arrangers	meson interesting unrelia
	8	F\$P#: 1000002545 (formerly HSH17	-18-083)				Year 6	All Years
				•			√- ±7/1/2018- /	8/1/2014-
	9	_	Letota, Sear Secondario, Sa	Parameter Proces	harda umasarta	t Wedthamar Courts ()	2 10/31/2019	10/31/2019
	10		Agency	otals	For HS	l Program	Amendment	Revised Total
			Annual Full				经正常是经验	Partie Victor
	11	POSITION TITLE	TimeSalary for FTE	Total %	% FTE	Adjusted FTE	New Budgeted :: Salary	New Budgeted Salary
	,	Outreach Supervisor	\$77,746.00	100%	100.0%	0,20		
	-	Specialist Outreach Shift Leaders	\$64,480,00	100%	100.0%	1,00	\$ 66,092	\$ 324,012
		Outreach Specialist LV 2	\$54,122,00	100%	100.0%	4.00		
	15	Odiregon opeologist Ev Z	404,122.00	10070	100.070	0.00	\$ -	\$
	16						\$ -	\$
	-						· · · · · · · · · · · · · · · · · · ·	
	17					0,00		\$
	18							\$
	19					0.00		\$ -
	20					0.00	\$ -	\$.
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44	22					0.00	\$ -	\$.
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	24	•				0.00	\$ -	\$ -
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	27	· · · · · · · · · · · · · · · · · · ·					\$ -	\$
					-	- 0.00	-	<u> </u>
	28	TOTALO						
	<u>,</u> 9	TOTALS		3,00	3,00	5,20	\$ 303,930	\$. 1,489,999
	30	FRINGE BENEFIT RATE	35.50%	•			35 500	
		EMPLOYEE FRINGE BENEFITS		他把收拾的到海上	tell single line	ANTHOM LINEAU	35.50% \$ 107,895	\$ 488,394
	33				yes mysepitys I	- Sandah Mandah Care		
	34							
	35	TOTAL SALARIES & BENEFITS		的双数粉膜的	AND THE PROPERTY OF THE PROPER	國際創地影響	\$ 411,825	\$ 1,864,317
	36	HSH #2	• .					6/14/201

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1 2	DEPARTMENT OF HOMELES	SSNESS AN	D SUPPO	ORTIVE	HOUSING	- PROGRAM B	Page 8	of 9
3	Document Date	7/1/2019						
4	·							
5	SALARY & BENEFIT DETAIL Contractor: Heluna Health							
1-2	Program; SFHOT (Fiscal Intermedia							
						Year 5	All Yea	urs.
8	F\$P#: 1000002545 (formerly HSH17	'-18-083)				1481. 45 3 . (2030) (33-34-34	THE PLANT OF STATE	Commence of
9	Management					7/1/2018- 10/31/2019	8/1/201 10/31/2	
		化排列基本		新程放 性		NAME OF STREET	714 TV41646	y dinta
10	{	Annual Full	Fotals :	For HS	H.Program⊯ I	Amendment	Revised	I otal
		TimeSalary	Total %		Adjusted	New Budgeted		
11	POSITION TITLE	for FTE	FTE	% FTE	FTE	Salary	Salar	у
?_	Outreach Supervisor	\$77,746.00	100%	100.0%	0.20	\$ 15,938	\$ 7	78,135
.3	Specialist Outreach Shift Leaders	\$64,480.00	100%	100.0%	1,00	\$ 66,092	\$ 32	24,012
14	Outreach Specialist LV 2	\$54,122.00	100%	100.0%	2.00	\$ 110,950	\$ 54	13,926
15					0.00	\$ -	\$	
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25					0.00		\$	
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27					0.00	5 -	\$	
28					-,95		·	
9	TOTALS		3.00	3,00	3,20	\$ 192,980	\$ 94	6,073
30		h		,,1		,550		
	FRINGE BENEFIT RATE	35.50%				35.50%		
32	EMPLOYEE FRINGE BENEFITS		場別價階上	(金融資金)	National Property of the Party	\$ 68,508	\$ 33	3,727
33								1
34	TOTAL SALARIES & BENEFITS	- 1	Sidang marin	and manageries I a	81 (28) (16)	\$ 261,488	\$ 1.27	3,968
	•	lì	CHANGE BURNE	BRITERION AND L		201,400		
20 1	4SH #2						6/74	/2018

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1	DEPARTMENT OF HOMELES						
2							
3	Document Date:	7/1/2019					
5	SALARY & BENEFIT DETAIL						
6	Contractor: Heluna Health						
7	Program: SFHOT (Fiscal Intermedian	y Services)					
8	F\$P#: 1000002545 (formerly HSH17-	-18-083)				Year 5	All Years
9						7/1/2018- #±10/31/2019	8/1/2014- 10/31/2019
10			otals	For HS	H:Program	⊛≓Amendment≝⊨	Revised Total
	·	Annual Full TimeSalary	Total %		Adjusted	New Budgeted	New Budgeted
11	POSITION TITLE -	for FTE	FTE	% FTE	FTE	Salary Salary	Salary
. 3	Outreach Specialist LV 2	\$54,122,00	100%	100.0%	1.00	\$ 55,475	\$ 271,963
,3					0.00	\$ -	\$
14					0,00	\$ -	\$
15					0,00	\$ -	\$ -
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17					0.00	\$ -	\$ -
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27			-		0.00	\$ -	s -
28							
, i	TOTALS		1.00	1.00	1,00	\$ 55,475	\$ 271,963
30	EDINOE DENEETE DATE	25 500/1				0.5.5	
	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	35.50%	Taging I	AVIONATION I	nential line	35.50% \$ 19,694	\$ 142,041
33			Haramani Alex I	zoanwarenseni 1	-th-residents and (187)		
34	TOTAL SALARIES & BENEFITS [T-analysis of the States	en introduptionen L	NETODO DE SE	\$ 75,169	\$ 542,324
	HSH #2		MININGER AND A	SUNTANTAL STATES	enarang panggar	ψ /υ,109 <u> </u>	
20	⊓on #4						6/14/2018

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1 DEPARTMENT OF HOMELESSNESS AND SU	PPORTIVE HOUSING	PROGRAM BUDGE	T MODIFICATION) M N FORM (Appendix B	3-4) P	5	I	AH Page 1 of 10	1		
2 Document)	•								
3 Contract Term	(# of Years)	٦									
4 Current Term 5 Amended Term	7				•						•
6 BUDGET SUMMARY								-			
B Contractor: Heluna Health	•										
9 Program: SFHOT (Fiscal Intermediary Services)					•						
10 F\$P #: 1000002545 11 (Check One) New Amendment _X Modification	Revision			,		-		_			
12 If Amendment, the Effective Date: 11.01.2019 No. of A				• *	•						
13	· · · · · · · · · · · · · · · · · · ·	Talebania Gares Wolland	attantin envisorement	Transport of the Paris of the P	elegativites in the graphs		Facility of Artest Different and the	l se véri tromas esé es Ario	4		
14	Year 1	Year 2	Year 3	Year.4	Year 5	Year 6	Year 7	All Years	1	•	
15 Program Annual Term	8/1/2014 - 6/30/2015	Appendique, professional appeared.	7/1/2016 - 6/30/2017	entre out the mount during entre	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	8/1/2014 - 6/30/2021	-		
). SFHOT GF Expenditures	Actuals	Actuals	Actuals	Actuals	Projected Spending	- Budget	Budget	Total			
18 Salaries & Benefits	SIMSUAR HANS	《美国新兴》等《美国新兴》	5		\$ 3,913,228 \$ 540,797	\$ 5,469,495			1		
19 Operating Expense 20 Sul	btotal \$		SECRETARIA	1\$ (0) (1) (4) (4) (4) (4) (5) (1)	\$ 4,454,025		\$ 355,702 \$ 5,825,197	\$ 1,252,201 \$ 16,104,419			
21 Indirect Percentage (%)	112362120201213131 \$327271227133			\$ 100 TO \$ 100 ACC	13.00% \$ 579,023	13.00% \$ 757,276	13,00% \$ 757,276	\$ 2,093,575			
22 Indirect Cost (Line 21 X Line 22) 23 Other Expenses (Not subject to indirect %)	5 4 P. P. S. S. P. P. A. P. P. S. S. P. S. S. P. S. S. S. P. S. S. S. P. S.	\$3051755556, 402			\$ 51 766 -575 ((25	\$ 72,400	\$ 72,400	\$ 144,800			
24 Capital Expenditure - insert associated years 25 Total SFHOT GF Expendit	ures \$ 4.5 % 5.5 % 1.5 %	15 TES CALCARDO			5,033,048	\$ 6,654,873	\$ 6,654,873	\$ 18,342,794	l		
26 SFHOT Library WO Expenditures											
28 Salaries & Benefits	file de la companya d		er en	State of the state	\$ 155,998			\$ 462,610	ł		
	ototal \$	\$ 9" proper Labor 169	\$# 46 THE BEST OF	STANDAMENTAL CONTRA	5 155,998	\$ 153,406	\$ 153,406	\$ 462,810	İ		
31 Indirect Percentage (%) 32 Indirect Cost (Line 30 X Line 31)	r 0.00%	0.00%	\$ 0.00%	\$ "T. 15. T. 15. T. 15. T. 15. T. 15.	\$ 7 - 20,280	13,00% \$ · 19,943	13,00% \$ 19,943	\$ 60,165	i		
33 Other Expenses (Not subject to indirect %) 34 Capital Expenditure - insert associated years	图\$年代《安徽经》的基本的 图《安徽》中的《安徽经》		Same of the second	2,488	SEATER ENGINEE	\$ -	<u> </u>	\$ 2,488 \$ -	i ·		
35 West State (SEHOT) Library WO Expendit	ures \$ 1987 Tomber 1972	\$.70 - 4.75 (1) 14 - 6.5 (1) 4 - 21 - 41 - 41 - 41 - 41 - 41 - 41 - 41	\$ - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	The state of the s	\$ 176,278	\$ 173,349	\$ 173,349	\$ 522,975	1 -		
37 M. SEHOT PATH Expenditures					\$ 542,286	505 447	626.447	4 545 400	ı		
38 Salaries & Benefits 39 Operating Expense	Supplemental instances	\$#36 000 TELEVIE	S SA PARTE PARTE AND	\$ 90.000 60.000 60.000	(\$10) 在特别实验中心	\$ -	\$ 536,447 \$	\$ -			
40 Subtotal 41 Indirect Percentage (%)	1.5 74.0 47.7 774 5.0 6.7 47 04.5 6.2 55.0 70 61.7 2.7 5.5	S THE ACT SHOW AND A PARTY OF THE PARTY OF T	\$ 6460935529 <u>.</u> TYPE_UC9442		\$ 542,286 11(58%	\$ 536,447 13.00%	\$ 536,447 13,00%	\$ 1,615,180			
"rect Cost (Line 40 X Line 41)	SHEWWERE PROPERTY		state and server	\$ 1500 000 000 000 000 000 000 000 000 00	\$ 62,775			\$ 202,251 \$			
er Expenses (Not subject to indirect %) eapital Expenditure - insert associated years 45	SUMPLEMENTAL	Selection of the second	\$1600 programs	\$19.44.19.44.19.45.45.45.45.45.45.45.45.45.45.45.45.45.	\$ 2,605,061	\$ -		\$ - \$ 1,817,431			
46		2012 (S. 2015)				3 000,100	\$ 000,100	1,011,401	•	•	•
48 Salaries & Benefits	医阿萨斯斯尼斯斯斯斯斯	A TOTAL CONTRACTOR OF THE PARTY		\$ Care 2	\$ 481,8810		\$ 482,122	\$ 1,446,124			•
49 Operating Expense 50 Subtotal	5 7 7 2 7 7 M 1 5 M 1 7 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	SPCOMMENT OF THE SPCOMM		1 5	\$ 481,881		\$ - \$ 482,122	\$ - \$ 1,446,124			
51 Indirect Percentage (%)	Section of the Committee of the Committe		生物的特殊的	"特殊"等"特别"的"影响"的"影	13,00%	13,00%	13.00%			•	
52 Indirect Cost (Line 40 X Line 41) 53 Other Expenses (Not subject to indirect %)	(\$15) 新疆,新兴经历过2017	(\$ 物品,如何的地址的编辑)。	5元的新时代的动物中心	is to Andrew the Line and Allen	5 10 10 10 10 10 10 10 10 10 10 10 10 10	\$ -	\$ -	\$ -			
54 Capital Expenditure - insert associated years 55 Action 19 Total SFHOT Whole Person Care Expenditu		- \$ The Train of the American Commence of the		· S TO THE PROPERTY OF THE				\$ - \$ 1,634,121		•	-
56 57 TELEMENT SERVICE BART MTAILE PENDITUES TO AND AND AND AND AND AND AND AND AND AND	Committee of the Commit	The state of the s		or and other	entration Leading						
58 Salaries & Benefits	SALES MESTING SERVICE	15 (144) (144) (144) (144)	Book of Talkgreen 2	\$ 75 to 18 t	\$						•
59 Operating Expense 60 Subtotal	\$	(\$470 m breeze tipe (\$400 m)	Safembuble of	\$17 12 14 14 14 14 14 14 14 14 14 14 14 14 14	\$ 411,825	320,972					
61 Indirect Percentage (%) 62 Indirect Cost (Line 40 X Line 41)	13 (17 10 11 10 17 17 17 17 17 17 17 17 17 17 17 17 17	is not the second of the secon		in action of the contract of t	\$ 53,537	13.00% 41,726	13.00% \$ 41,726	\$ 136,990	•		
63 Other Expenses (Not subject to indirect %)		ters and a second of			\$	- 1					
					٠.						
						+ 4					

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1 DEPARTMENT OF HOMELESSNESS AND SUP	PORTIVE HOUSING	PROGRAM BUDGI	T MODIFICATION	N FORM (Appendix	B-4)	s	V	AH Page 1 of 10			
2 Document C	Date: 8/1/2019 Contract Length						-	-			
3 Contract Term	(# of Years)	1									
4 Current Term 5 Amended Term	7]							•		
6 BUDGET SUMMARY		,									
8 Contractor, Heluna Health						• •					
9 Program: SFHOT (Fiscal Intermediary Services)					•						
10 F\$P #: 1000002545 11 (Check One) New Amendment _X Modification	Pavision									,	
12 If Amendment, the Effective Date: 11.01.2019 No. of Am	nendment, 5				•						
64 Capital Expenditure - insert associated years 65 MARIAN SAN TOBLISHHOMBARIMI ATEXPENDI	Samuel Committee	[5\$] 图100 图5 图5 图5 图5 图5 图5 图5 图5 图5 图5 图5 图5 图5			\$ \$45.00 465.363 \$	362,699 \$	- \$ 362,699 \$	1,190,761			
66	四个种类对称的是对此图象的关键。	MATERIAL TOTAL					222,000	1,100,101		÷	
57 SFHOT Rec Park Expenditures 58 Salaries & Benefits	全国的政府的	\$145	**************************************			160,486 \$	160,486 \$	582,460			
ating Expense	\$44,000,000,000	\$ 100 m 12 m 12 m 12 m 12 m 12 m 12 m 12	是共和共和国的政策只	E SAIMER 新加加亚	en stantaments s	- \$ 160,486 \$	160,486 \$	582,460			
71 pridfrect Percentage (%)	TELEPHONE TO THE	五种原理性的一种建筑技术	PART OF THE R	医 经制度制度 医电子	場 5.00%	13.00%	13,00%				
72 Indirect Cost (Line 40 X Line 41) 73 Other Expenses (Not subject to Indirect %)	35. 连接基础处理中的标准 35. 由表现不是现代的公司	\$ 72.74 20.75	(3)清晰探悟的清晰的	中。" S 德斯拉斯斯斯斯斯斯	23. \$20.0000000000000000000000000000000000	20,863 \$	20,863 \$	75,720			
74 Capital Expenditure - insert associated years 75 SFHOT Rec Park Expenditu	(\$3)2000年1000年1000年10	CANDON STABLES SELECTION		海中\$四届作用即等海岸器		- \$ 181,349 \$	- \$ 181,349 \$	658,180			
76					E SPACERS		101,040 3	000,100			,
77 SFHOTIDPH/HHöme/Expenditures 78 Salaries & Benefits		\$ 465,465,465	TST No. 12 TO A STORY	2 3 2 2 3 2 3 2 3		- \$	- \$	75,169			
79 Operating Expense 80 Subtotal	5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(Taring and present of a	\$246577 WEST	Profesional designation of the control of the contr		- \$ - \$	- S	- 75,169		•	
B1 Indirect Percentage (%)	2.684年1689年1886年1	通过的国际有关的	School of the second second	in decreasing	50 1962 Per 2013.00%	13.00%	13,00%				
82 Indirect Cost (Line 40 X Line 41) 83 Other Expenses (Not subject to indirect %)	15 7 7 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	STATE OF THE STATE OF				- \$ - \$	- \$ - \$	9,772			
74 Capital Expenditure - insert associated years	S PARTEZ PROPERCAS	\$3542 \$200 \$3940 \$40 630 \$30 \$30 \$30 \$30 \$30	**************************************			- \$	- \$ - \$	84,941			
36	医内部检查器 建设度 1975	PETROTTER.					<u></u>				
87 All Salaries & Benefits	SELECTION				\$ 5.841,875 \$	7,122,928 \$	7,122,928 \$	20,087,731			
89 Operating Expense Sub					\$ E41 45540,7970 \$ 70 \$ 314 8 46 6 382 6 726 \$	355,702 \$ 7,478,630 \$	355,702 \$ 7,478,630 \$	1,252,201 21,339,932			
on Indirect Percentage (%) Indirect Cost (Line 21 X Line 22)					15 5 5 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13.00% 972,222 \$	13,00% 972,222 \$	2,766,459		,	
Olher Expenses (Not subject to indirect %)	1.53年的经验中的任何中	*\$3年至6年代出北京	48 W 21 11 15 LED 18	[2] 特別部分學是由自己的	EEE 36 36 36 36 36 36 36 36 36 36 36 36 36	72,400 \$	72,400 \$	144,800			
Capital Expenditure - insert associated years	ires \$ 9 00 3 123 611.	\$ 4,551,353	\$ 4,393,76		297 505000007)204;698; \$	- \$ 8,523,252 \$	- \$ 8,523,252 \$	40,812,560			
WWW.Projected.Bildget(Actuals)w//projected:FYM8	19) \$12 4 223,611	\$ 0011000 4,551,053	\$200.4,393,76	511.5 4,492,6	29. \$5,026,080: \$3,00 	8,520 252	MINI 87523 252 3	州(10年438)633[942]			
Total Available HSH Revenues			PARTIE								
99 General Fund 00 Whole Person Care (WPC)	Charles And Andrews		文历明中海自然的原	生。是因此所以此一种的知识的	\$ 638,945 \$ 5 644,526 \$	6,654,873 \$ 272,399	6,654,873				
01 WPC Backfill TBD 02 Work Orders		相比於當時的或可能的 等。 等。	"是是性性的 解析性 的	形 电动性控制器的影响	5 S HARRIS 577 6141 \$	272,399 \$ 717,397 \$	544,797 717,397				•
03 PATH Total HSH Reven				简 中国的新疆市场工程。但代现在	\$ 264,994.92 \$ 29 \$ 5,026,080 \$	606,185 \$ 8,523,251 \$	8,523,251 \$	38,633,941			
	TE PER PER PER PER PER PER PER PER PER PE		TO STATE OF	E. Carlotte Carlotte		9,923,251 3	0,020,031 \$	30,033,34]			
07 Prepared by: Phil Mach Title: Supervising Contract A	ıalyst										
				,				7			•
D9 HSH #1	:										
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2 3	Document Date:	8/1/2019	9												*	
4									•		*			ı		
5 SALARY & 6 Contractor: He	BENEFIT DETAIL	-												ı	•	
	OT (Fiscal Intermedia	ry Services)														
8 FSP #: 100000	2545					"Year	5	Year 6	Year 7		All Years					
	2040					7/1/201	88	7/1/2019 -	7/1/2020 -	8/1/2014	8/1/2014	8.	/1/2014 -			
9	. •	Language of the second to	In 2 697 and 8 thefer early &	Larmosaise.	mest up Terraine con	6/30/20		6/30/2020	6/30/2021	6/30/2021	6/30/2021	6	/30/2021			
10		Agency	Totals	For HS	H Program		性物語									
		Annual Full TimeSalary			Adjusted	基础,许优		1 :	经验 加速数			/ 報答				
11 POS	ITION TITLE	for FTE	FTE	% FTE	FTE		門原理		建制品的							
12 Administrative S	upport	\$45,135.00	100%	100.0%	1.00	\$ 15.00	6,263	\$ 45,135	\$ 45,135	\$ 315,945	\$ 1,128	\$	317,073			
10 -se Manager l	V1	\$49,444.00	100%	100.0%	7.00	\$ 20	7,251	\$ 346,108	\$ 346,108	\$ 1,898,316	\$ 6,031	\$	1,904,347			
: e Manager l	V2	\$59,220.00	100%	100.0%	9.00	\$ 38	8 325	\$ 532,980	\$ 532,980	\$ 2,960,230	\$ 9,471	\$	2,969,701	•		
15 Case Manager L	V3	\$ 68,103.00	100%	100.0%	5.00	\$ 4 1 18	4,500	\$ 340,515	\$ 340,515	\$ 1,581,030	\$ 4,500	\$	1,585,530			
16 Clinical Supervis	or	\$77,746.00	100%	100.0%	0.00	\$ 12.71	9,534	\$ -	\$ -	\$ 583,095	\$ 2,915	\$	586,010			
17 Community Res	onse Coordinator	\$57,784.00	100%	100,0%	1.00	\$ 100	9,229	\$ 57,784	\$ 57,784	\$ 404,488	\$ 1,445	\$	405,933			
18 Data Coordinato		\$71,443.00	100%	100.0%	1.00	\$ 1. T. T. 7		\$. 71,443	\$ 71,443	\$ 500,101	\$ 1,786	\$	501,887			
19 Dispatch Shift		\$74,913.00	100%	100.0%	1.00	\$ 6	6 092	\$ 74,913	\$ 74,913				473,838			
20 Operations Co		\$58,222.00	100%	100.0%			9,678	\$ 58,222	\$ 58,222	\$ 407,554	\$ 1,456		409,010			
21 Operational Su		\$85,520.00	100%	100.0%	1	's 11 111	is affect letter		\$ 85,520	\$ 754,135		 	757,050			
22 Outreach Spec		\$57,784.00	100%	100.0%		\$ 756-11		\$ -	\$ -	\$ 577,840		1	580,729			
23 Outreach Spec		\$49,444.00	100%	100.0%		\$ 43	free ple course	\$ 473,674		1		-	3,225,368			
24 Outreach Spec		\$59,220.00	100%	100.0%		3 14 74 2	Water of Co.	760,385	\$ 760,385		\$ -	s	1,574,892			
25 Outreach Spec		\$68,103,00	100%	100.0%		\$ 32	Annual Section	681,030	\$ 681,030		\$ 7,887	+	2,947,437			
26 Outreach Supe		\$77,746,00	100%	100.0%	10.00	\$ 4	Attendeding	5 - 3	\$ 681,030	\$ 233,238	····		234,404			
					4.00	\$ 7 7		<u></u>	· -			1				
27 Program Super		\$85,520.00	100%	100.0%		\$	11 EV 15 44		\$ 85,520			1	561,714			
28 Specialist Outre		\$72,259.00	100%	100.0%		Contrated to the Contrate of the	. die - 12 k	316,494	\$ 316,494		<u> </u>	\$	632,989			
29 Specialist Outre		\$74,913.00	100%	100,0%		\$ 46		·	\$ -		\$ 11,284		2,268,084			
30 ITSS Coordinate)F	\$60,902.00	100%	100.0%		\$			\$ 60,902	17712	\$ 1,456		414,370			
la Analyst	· · · · · · · · · · · · · · · · · · ·	\$ 45,903.00	100%	100%		Sented Set Sill Landon.	Jon St. Co. o.	45,903	\$ 45,903		<u> </u>	\$	91,806			
35 TOTALS			18.00	18.00		\$. 2,88	7,991	4,036,528	\$ 4,036,528	\$ 22,160,818	\$ 70,439	\$:	22,442,171			
36 37 FRINGE BENE	TENTE [35.50%	I		ę	31	5 50%	35,50%	35.50%				[
38 EMPLOYEE FF		33.3078	新洲 新	airegraine		5 1,02		1,432,967	\$ 1,432,967	\$ 7,671,226	\$ 25,006	\$	7,696,231			
39					ĺ											•
40 41 TOTAL SALAR	re a nexierore - F	· · · · · · · · · · · · · · · · · · ·	ante estucione a la	er heavouget 19:31	Salandanan (2020	5,469,495	\$ 5,469,495	\$ 29,267,145	\$ 95,445	· ·	29,362,589			
·	ES & BENEFILIS [(DESCRIPTION OF THE PROPERTY O			A-1600,029.21	3,2200 4	5,409,495	\$ 5,469,495			Φ 4				
42 HSH #2								· · · · · · · · · · · · · · · · · · ·		Tem	plate last modified:		1/0/1900			
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE	E HOUSING - PROGRAM	I BUDGET MO	DIFICATION FO	ORM (Appendix	B-4)							Page 3 of
Doc	ument Date;				8/1/2019							
OPERATING DETAIL												
Contractor: Heluna Health				•								
Program: SFHOT (Fiscal Intermediary Services)										,		
F3F #: 1000002545	Year 1	Year 2	Year 3	Year 4	file and the	Year 5		Year 6	Year 7	MARK S	All Years	e e e e e e e e e e e e e e e e e e e
7	8/1/2014 -	7/1/2015	7/1/2016	7/1/2017	7/1/2018	7/1/2018	7/1/2018	7/1/2019-1	7/1/2020	8/1/2014 - 5/30/2021	8/1/2014	8/1/201
4	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2019	6/30/2019	6/30/2020	6/30/2021	5/30/2021	6/30/2021	6/30/20
<u>.</u>	Actuals	Actuals	Actuals -	Actuals	es Current	Bart Taylor States	STATE OF THE STATE	45.45.4	The state of the s	Signal Services	MARK TOWN	
Operating Expenses	Budgeled Expense	Budgeted Expense	Budgeled Expense	Budgeted Expense	Budgeled :					超網網	BURNING	100
Building Maintenance	\$100 PM CARE	S To the same	440550 35040		\$ 1000	Caratria Com	\$1.307 m 1.000	\$ 1,000	\$ 1,000	\$ 3,000		\$ 3
Cell Phones	300 400 400	ませんでははない	Control of the Control	SET PERSONAL	\$ 766,380		\$ 66,380	\$ 66,380		\$ 199,140	5	\$ 199,
Staff Training	S THE PARTY	16.7400 图图图图图	150000000000	saccesses.	\$ 18,000		\$ 18,000	\$ 18,000	\$ 18,000	\$ 54,000	\$ -	\$ 54
5 Staff Travel-(Local & Out of Town)	5-12-16-12	多规制的特殊	SAPATE BAT	特別的問題		制統則統制	s # 10 500	\$ 10,500	\$ 10,500	\$ 31,500	\$	\$ 31
Program Supplies	全市的	建 中国学习20	は逆列門		\$ 10 56,595	位的形式的定	\$ 66 695	\$ 30,000	\$ 30,000	\$ 116,695		\$ 116
Computer Hardware/software	(\$7年的開始是	\$4500000000	3-01年15年17日	是不是不可以	\$ 8,000	Secretary of the second	9 000	s 9,000	\$ 9,000	\$ 27,000	\$ -	\$ 27
Offsite Storage	- \$1000000000000000000000000000000000000	在1000年100日	多利的自然		The state of the s	可可能可能因	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000	\$ -	. 5 9
t Related Expenses	· 多数可能的原则	活剂解剂的原料	はは無理など	3 2000年8月1日	\$ 66,000		\$ 68,000		\$ -	\$ 66,000	\$ -	\$ 66
pant Stipends	is the collect	s were the second	A. Marie A. A. A.	建筑和新疆地	\$ 1 1 6,400	州自安水油水	\$ 6,400		s .	\$ 6,400		\$ 6
le Parking	\$542755	1800年的1800	2. 地震時代	\$1000 mg 1000	\$10,000	· PERSONAL PROPERTY OF THE PERSON NAMED IN COLUMN TO THE PERSON N	S 11 2 10,000	\$ 10,000	\$. 10,000	\$ 30,000	\$	\$ 30
Vehicle Expenses	STEELER	多物质等的强性	· \$600 日本	新新加斯斯	\$1.27 136,000	和自由的特殊	\$14 # 138;000 II	\$ 50,000	\$ 50,000	s 236,000	s -	\$ 236
Vehicle Maintenance	1670年10月日	15 129 4000 2	STOP THE TEST		\$ 10,000	THE RESE	\$ 50,000	\$ 10,000	\$ 10,000	\$ 30,000		\$ 30,
Vehicle Lease	3	\$ 到朝命魏数	Small red 50 00 2		s. 1 6,000		\$ 6,000	5 6,000	\$ 6,000	\$ 18,000	s -	S 18,
Consultants / Subcontractors	5	S HATTHER	SERVICE	SUS SEPTEMBER	\$13647-243	CONTAINING.	在20世界中的生活	\$	\$ -		}	ļ
Professional Services to Rep Payee	\$ 1000000000000000000000000000000000000	STATE OF THE	April 100		\$ 100 75,000	斯隆·特别的	\$ 75,000	\$ 75,000	\$ 75,000	\$ 225,000	5 -	\$ 225,
Professional Services - IT Services	\$ (2000) 1000	建筑的原理的	STEEL CONTRACT	\$*15 P. T.	S Francisco	电影图图图图图	S THE STATE OF	\$ -	\$ -	\$ -	5 -	· S
Professional Services & Registry	5746F715395 157649984665	15世紀中福命	\$ 100.000	\$ 1000000000000000000000000000000000000	S 60,822.	AN HOUSE	\$ 160,822	\$ 60,822	\$ 60,822	\$ 182,466	\$ -	\$ 182,
PeopleReady		STORE BUILDING	572.70/Jac		\$ 1.6,000		8,000	6,000	\$ 6,000	\$ 18,000	\$ -	\$ 18,
Professional Service - Cleaning Service	\$55705585	A Charles	5 6 2 7 3 5 5			的基件数据		<u> </u>	\$ -	5 -	5 -	\$
Other Professional Consultants	15 P. 16 P. 17 P.	\$ 1.00 m	\$ 700 000 000 \$ 700 000 000 000	STATE OF STATE	5		第四种的问题	S -	5 -	-7	<u> </u>	<u>s</u>
	ESTABLISTA	300000000000000000000000000000000000000	5 (2) (4) (4)	S Medical	\$ 0.00 CONT.		S. Commercial	-	5 -		\$	<u>\$</u>
	\$227,000		2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	BURNING		Di salparta	SARTERS :		<u>s</u> -	s -	\$ -	s
	(P. 1994年) 1994年 (P. 1994年)	· · · · · · · · · · · · · · · · · · ·	English was	ati at year was		是特別的		·	<u> </u>	-	-	.1.2
TOTAL OPERATING EXPENSES	\$2000 PM	STEERING	The Court		\$ 540.797		\$ 540 797	355,702	S 355,702	\$ 1,252,201	 	\$ 1,252,
TO IAC OFERATING EXPENSES	ESIGNISATE A	A 52 M 200 m C4 20	1720223	CHERONIAL OF	ALC: NEW YORK	TO PART ARE	Vient her indica Co.	033,102	333,702	+ 1,636,601		1 4 1,232,
Other Expenses (not subject to indirect cost %)		而認用透認			编辑的程序		625					
Client Related Expenses	\$ 254 G 1954	S V E TONS	\$100 THE TOTAL		多等上的作品 为15分	25525500.02	GARAGES :	\$ 66,000	\$ 56,000		\$ -	\$ 132,
Participant Stipends	\$ 1200	State of the state of the	SEARCH	\$1.000 APERAS	100 CONTRACTOR	空中的	STATE OF LAND OF STATE OF STAT	6,400	\$ 6,400		5 -	\$ 12.
	Tel periodición	多的特别的	SA THE WAY OF	建 等性的可能的值	WENTER TO	H11345236	(5世) 他的话说:		s -	s -	s -	s
	(基準條例)	多为物理则的物理	是他们的经验的人	省 自然 的 自然 自然 自然 自然 自然 自然 自然 自然 自然 自然 自然 自然 自然	CAMPBELLIAN.	2000円開始號	STATE OF THE STATE OF	-	s -	s -	s -	\$
	计图像温度通用	思思加思《数学》的	京和田田田田市	为中央的关系	可能是在1000年的	WAS ARREST	(1995年1996年					·
TOTAL OTHER EXPENSES	2	5 在世纪的	建的使用的 面包	是是最高的	\$5%年起始起	的問題學到	BORNES :	72,400	\$ 72,400	s -	s	\$ 144,
	25-22-20-20-20-20-20-20-20-20-20-20-20-20-	SPERMINE.	and the latest of the latest o	企業的認識地區	525		25年15年15日					
		大学的 医大学的	Section Williams	The second second	in production of the A	编程型是否的	南的双石炉等					: 1/0/1

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Document Date: 8/1/2019
SALARY & BENEFIT DETAIL
Contractor: Heluna Health
Program: SFHOT (Fiscal Intermediary Services)

POSITION TITLE

OYEE FRINGE BENEFITS

8 FSP #: 1000002545

12 Outreach Specialist LV 1

"IGE BENEFIT RATE

34 35 TOTAL SALARIES & SENEFITS 36 HSH #2

29 TOTALS 30 31 IGE 88

Document Date: 8/1/2019

Agency Totals

Annual Futi Total %
TimeSalary FTE
for FTE

\$49,444.00 100%

Year 5

7/1/2018 -6/30/2019

Amendment

1.00 \$ 112,320 \$ 2,808 \$ 115,128 \$

1.00 \$ 112,320 \$ 2,808 \$ 115,120 1

7/1/2018 -6/30/2019 Projected Spending

New Budgeted Salary

7/1/2018 - ... 6/30/2019

Current Curent Budgeted Salary

35.50%

HSH Program
TE Adjusted
FTE

1.00

1,00

Year 6

7/1/2019 -6/30/2020

Revised

11,669 \$

7/1/2019 -: 6/30/2020

Budget

Total

49,444

49,444

35.50% 17,553

66,997 \$

7/1/2019 - ::: 6/30/2020

Current

49,444 \$

49,444 \$

11,90% 5,884 \$

55,328 \$

7/1/2020 -6/30/2021

49,444

49,444

11.90% 5,884 \$

55,328 \$

7/1/2020 - 1 6/30/2021

Modification

Revised

11,569 \$

7/1/2020 -6/30/2021

Budget

Total

49,444

49,444

35.50% 17,553 \$

66,997 S

Page 4 of 10

All Years

8/1/2014 -6/30/2021

Total

New Budgeled Salary

663,296

663,296

85,187

705,288 1/0/1900

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1	DEPARTMENT OF HOMELE	SSNESS AN	ID SUPP	ORTIVE	HOUSING	9 - PROGRAM B	UDGET MODIF	ICATION FORM	(Appendix B-4)				Page 5 of 10
2								•	,				<u> </u>
3	Document Date:	8/1/2019											
4													
5	SALARY & BENEFIT DETAIL	_											•
	Contractor: Heluna Health												
	Program: SFHOT (Fiscal Intermedia	ary Services)				•							
	, , , , , , , , , , , , , , , , , , , ,					1942-最快的海滨海流	Year 5	Sections in the America	ACTION LAND	Year 6	eria (1997) (1997)	15-2000 - 15-490-490	STREET STREET
8	F\$P #: 1000002545					自己的影響的學位		自由和自由的	177.	. iearo;	•	Year 7	All Years
						7/1/2018 -	7/1/2018 - 11	7/1/2018	7/1/2019 :	7/1/2019 - 77	7/1/2019 -	7/1/2020	8/1/2014
						6/30/2019		16/30/2019 CIL	6/30/2020	6/30/2020	6/30/2020	6/30/2021	6/30/2021
1	Ā	Salbaban restance	Sales (Dental)	48 absorber	diameter and	To the Property Conference of the Conference of	MARKET OF STREET STATE	Projected	PERSONAL PROPERTY.	-2.1 "(3.2"")		SERVICE ASSESSED	SSYS VISITABLE FOR
10		Agency	Totals	For HS	H Programs	Current	Amendment	Spending	Current	Revised	Budget	Budget	Total
1		Angual Full	Total %	% FTE	Adjusted	Curent Budgeted	CODB	THE PROPERTY OF	24531 A 117	1127.217.25		STEEL STEEL STEEL	.dign/set/sets/end
		TimeSalary	FTE	i	FTE	Salary		把握得到的		and the state of t	reneri - pari		lite and the second
		for FTE		İ		Contract Con		计划运动模型	11.00		Print & France	對抗計學的關鍵	
			ļ		l	医多数多数数	经常的	法制度的证明整			Extended to		多大的基本企业 的
1		1) -)	自然是被改建	(2017年) 第2章	New Budgeled	1				New Budgeted
11	POSITION TITLE	 				OF A CHIEF THE PARTY OF	The second second second	Salary	Current	Revised · ·	Total -	Statement of all services	Salary
12	HASA Library	\$12,870.00	100%	100,0%	6,00	\$ 112,320	\$ 2,808	\$ 57 1115,128	\$. 77,220	\$.	\$ 77,220	\$ 77,220	\$ 718,848
20	TOTALS		1,00	1,00	5.00	112,320	1112 2000 000	AND DESCRIPTION	\$ 77,220		\$ 77,220	\$ 77,220	\$ 718,848
120	TIALS	<u> </u>	1.00	1,00	0.00	25-19-19-19-19-19-19-19-19-19-19-19-19-19-	2-152 Company Company	North State Control of Land	9 11,220		11,220	3 11,220	\$ 7(0,040
Ŀ			_			Transfer of the second							
T31,	NGE BENEFIT RATE					0.00%	建设的企业	35.50%	11.90%		11.90%	11.90%	
32	EMPLOYEE FRINGE BENEFITS		USAN MARKET SOLE	河(3)的风湿	MARSHARETAN	1.5万年は日本学学学院である	\$ 40.870	\$ 40.870	\$ _ 9,189	\$ -	\$ 9,189	\$ 9,189	\$ 68,460
					********	HARLES THE STATE OF THE STATE O	POTEST PROPERTY	NAPALTA ALEMPA					
33									i				
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5	SALARY & BENEFIT DETAIL		,							
7	Contractor: Heluna Health Program: SFHOT (Fiscal Intermedia	ry Services)								
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5	SALARY & BENEFIT DETAIL								
6	Contractor: Heluna Health								
7	Program: SFHOT (Fiscal Intermedia	ry Services)							
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13	Specialist Outreach Shift Leaders	\$74,913.00	100%	100.0%		\$ 66,092	\$ -	\$ -	\$ 324,012
14	Outreach Specialist LV 2	\$59,220.00	100%	100.0%	2.00	\$ 10,950	\$ 118,440	\$ 118,440	\$ 780,806
29	TOTALS		3.00	3.00	2.00	\$ 1/92!980	\$ 118,440	\$ 118,440	\$ 1,182,952
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5	SALARY & BENEFIT DETAIL	-							
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34	TOTAL SALARIES & BENEFITS		nkilikeri sin tahal	newskaspassal I	With the military part of	4 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	6		£ 540.004
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City and County of San Francisco Office of Contract Administration Purchasing Division

FOURTH AMENDMENT

THIS AMENDMENT (this "Amendment") is made as of July 1, 2019, in San Francisco, California, by and between Public Health Foundation Enterprises, Inc. dba Heluna Health ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the contract term; and update the scope; and budget; and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through a Request for Proposals (RFP) on March 31, 2014 and this modification is consistent therewith; and

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract number 2000-03/04 on July 14, 2014; and

WHEREAS, the City's Board of Supervisors approved this Agreement by Resolution No. 214-15 on June 5, 2015; and

NOW, THEREFORE, Contractor and the City agree as follows:

- 1. **Definitions.** The following definitions shall apply to this Amendment:
 - 1.a. Agreement. The term "Agreement" shall mean the Agreement dated August 1, 2014 between Contractor and City, as amended by the First Amendment, dated March 1, 2015; Second Amendment, dated July 1, 2016, and Third Amendment, dated July 1, 2018.
- 2. Modifications to the Agreement. The Agreement is hereby modified as follows:
 - 2.a. Section 2. Section 2 Term of the Agreement of the Agreement currently reads as follows:

Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to June 30, 2019.

P-550 (6-19) F\$P#: 1000002545 (formerly HSH17-18-083) July 1, 2019

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/2015 - 06/30/2016	Exercised
Option 2:	07/01/2016 - 06/30/2017	Exercised
Option 3:	07/01/2017 - 06/30/2018	Exercised
Option 4:	07/01/2018 - 06/30/2019	Exercised
Option 5:	07/01/2019 - 06/30/2020	
Option 6:	07/01/2020 - 06/30/2021	-
Option 7:	07/01/2021 - 06/30/2022	*
Option 8:	07/01/2022 - 06/30/2023	
Option 9:	07/01/2023 - 06/30/2024	-

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

Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to October 31, 2019.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

07/01/2015 - 06/30/2016	Exercised
07/01/2016 - 06/30/2017	Exercised
07/01/2017 - 06/30/2018	Exercised
07/01/2018 - 06/30/2019	Exercised
07/01/2019 - 10/31/2019	Exercised
11/01/2019 - 06/30/2020	
07/01/2020 - 06/30/2021	
07/01/2021 - 06/30/2022	
07/01/2022- 06/30/2021	
07/01/2023 - 06/30/2024	
	07/01/2016 - 06/30/2017 07/01/2017 - 06/30/2018 07/01/2018 - 06/30/2019 07/01/2019 - 10/31/2019 11/01/2019 - 06/30/2020 07/01/2020 - 06/30/2021 07/01/2021 - 06/30/2022 07/01/2022 - 06/30/2021

2.b. Section 10. Section 10 Taxes currently reads as follows:

10. Taxes. Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor. Contractor recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

P-550 (6-19) F\$P#: 1000002545 (formerly HSH17-18-083) July 1, 2019

- (1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;
- (2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.
- (3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.
- (4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

Section (5) Withholding is hereby added to Section 10 Taxes:

- (5) Withholding. Contractor agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Contractor further acknowledges and agrees that City may withhold any payments due to Contractor under this Agreement if Contractor is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Contractor, without interest, upon Contractor coming back into compliance with its obligations.
- 2.c. 22. Rights and Duties upon Termination or Expiration. Section 22 Rights and Duties upon Termination or Expiration is hereby replaced in its entirety as follows:
 - 22. Rights and Duties upon Termination or Expiration.
 - 8. Submitting False Claims.
 - 9. Disallowance.
 - 10. Taxes.

- 11. Payment Does Not Imply Acceptance of Work.
- 13. Responsibility for Equipment.

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July 1, 2019

14. Independent Contractor; Payment of Taxes and Other Expenses.

15. Insurance.

16. Indemnification.

17. Incidental and Consequential Damages.

18. Liability of City.

24. Management of Private.

Proprietary or Confidential Information and City Data.

26. Ownership of Results.

27. Works for Hire.

28. Audit and Inspection of Records.

48. Modification of Agreement.

49. Administrative Remedy for Agreement Interpretation.

50. Agreement Made in

California; Venue.

51. Construction.

52. Entire Agreement.

56. Severability.

57. Protection of Private Information, and Item 1 of

Appendix D.

63. Protected Health Information.

- 2.d. 24. Proprietary or Confidential Information of City. Section 24 Proprietary or Confidential Information of City is hereby replaced in its entirety as follows:
 - 24. Management of Private, Proprietary or Confidential Information and City Data.
 - 24.1. Protection of Private Information. If this Agreement requires City to disclose "Private Information" to Contractor within the meaning of San Francisco Administrative Code Chapter 12M, Contractor and subcontractor shall use such information only in accordance with the restrictions stated in Chapter 12M and in this Agreement and only as necessary in performing the Services. Contractor is subject to the enforcement and penalty provisions in Chapter 12M.
 - 24.2. Confidential Information. In the performance of Services, Contractor may have access to City's proprietary or Confidential Information, the disclosure of which to third parties may damage City. If City discloses proprietary or Confidential Information to Contractor, such information must be held by Contractor in confidence and used only in performing the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary or Confidential Information.
 - 24.3. Access to City Data. City shall at all times have access to and control of all data given to Contractor by City in the performance of this Agreement ("City Data" or "Data"), and shall be able to retrieve it in a readable format, in electronic form and/or print, at any time, at no additional cost

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- 24.4. Use of City Data and Confidential Information. Contractor agrees to hold City's Confidential Information received from or created on behalf of the City in strictest confidence. Contractor shall not use or disclose City's Data or Confidential Information except as permitted or required by the Agreement or as otherwise authorized in writing by the City. Any work using, or sharing or storage of, City's Confidential Information outside the United States is subject to prior written authorization by the City. Access to City's Confidential Information must be strictly controlled and limited to Contractor's staff assigned to this project on a need-to-know basis only. Contractor is provided a limited non-exclusive license to use the City Data or Confidential Information solely for performing its obligations under the Agreement. and not for Contractor's own purposes or later use. Nothing herein shall be construed to confer any license or right to the City Data or Confidential Information, by implication, estoppel or otherwise, under copyright or other intellectual property rights, to any third-party. Unauthorized use of City Data or Confidential Information by Contractor, subcontractors or other third-parties is prohibited. For purpose of this requirement, the phrase "unauthorized use" means the data mining or processing of data, stored or transmitted by the service, for commercial purposes, advertising or advertising-related purposes, or for any purpose other than security or service delivery analysis that is not explicitly authorized.
- 24.5. Disposition of Confidential Information. Upon termination of Agreement or request of City, Contractor shall within forty-eight (48) hours return all Confidential Information which includes all original media. Once Contractor has received written confirmation from City that Confidential Information has been successfully transferred to City, Contractor shall within ten (10) business days purge all Confidential Information from its servers, any hosted environment Contractor has used in performance of this Agreement, work stations that were used to process the data or for production of the data, and any other work files stored by Contractor in whatever medium. Contractor shall provide City with written certification that such purge occurred within five (5) business days of the purge.
- 24.6. Notification of Legal Requests. Contractor shall immediately notify City upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to all data given to Contractor by City in the performance of this Agreement ("City Data" or "Data"), or which in any way might reasonably require access to City's Data, and in no event later than 24 hours after it receives the request. Contractor shall not respond to Legal Requests related to City without first notifying City other than to notify the requestor that the information sought is potentially covered

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under a non-disclosure agreement. Contractor shall retain and preserve City Data in accordance with the City's instruction and requests, including, without limitation, any retention schedules and/or litigation hold orders provided by the City to Contractor, independent of where the City Data is stored.

- 2.e. 30. Assignment. Section 30 Assignment currently reads as follows:
 - 30. Assignment. The services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by the Contractor unless first approved by City by written instrument executed and approved in the same manner as this Agreement.

Such Section is hereby replaced in its entirety as follows:

- 30. Assignment. The Services to be performed by Contractor are personal in character. Neither this Agreement, nor any duties or obligations hereunder, may be directly or indirectly assigned, novated, hypothecated, transferred, or delegated by Contractor, or, where the Contractor is a joint venture, a joint venture partner, (collectively referred to as an "Assignment") unless first approved by City by written instrument executed and approved in the same manner as this Agreement in accordance with the Administrative Code. The City's approval of any such Assignment is subject to the Contractor demonstrating to City's reasonable satisfaction that the proposed transferee is: (i) reputable and capable, financially and otherwise, of performing each of Contractor's obligations under this Agreement and any other documents to be assigned, (ii) not forbidden by applicable law from transacting business or entering into contracts with City; and (iii) subject to the jurisdiction of the courts of the State of California. A change of ownership or control of Contractor or a sale or transfer of substantially all of the assets of Contractor shall be deemed an Assignment for purposes of this Agreement. Contractor shall immediately notify City about any Assignment. Any purported Assignment made in violation of this provision shall be null and void.
- **2.f. Limitations on Contributions.** Section 42 Limitations of Contributions currently reads as follows:
 - 42. Limitations on Contributions. Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with 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, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or the board of a state

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agency on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

Such Section is hereby replaced in its entirety as follows:

42. Limitations on Contributions. By executing this Agreement, Contractor acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10% in Contractor: any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Contractor certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the contract, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

2.g. 58. Sugar-Sweetened Beverage Prohibition. 58. Sugar-Sweetened Beverage Prohibition currently reads as follows.

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58. Sugar-Sweetened Beverage Prohibition. Contractor agrees that it will 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.

Such section is hereby replaced in its entirety as follows:

- 58. Distribution of Beverages and Water.
 - 58.1. Sugar-Sweetened Beverage Prohibition. Contractor agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
 - 58.2 Waived pursuant to San Francisco Administrative Code Chapter 24, section 2406. (Packaged Water Prohibition.)
- 2.h. Appendix A-3, Services to be Provided, for the period of July 1, 2019 to June October 31, 2019, dated, July 1, 2019, is hereby added in its entirety as an appendix to this Agreement.
- 2.i. Appendix B-2, Budget, for the period of July 1, 2018 to June 30, 2019, dated, October 11, 2018, is hereby replaced in its entirety by Appendix B-3, Budget, for the period of July 1, 2018 to October 31, 2019, dated July 1, 2019.
- 3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.
- 4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

P-550 (6-19) F\$P#: 1000002545 (formerly HSH17-18-083)

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CONTRACTOR

Peter D. Dale

ENTERPRISES, INC.)

City of Industry, CA 91746

Supplier ID: 0000012745

DUNS Number: 082199324

Email: pdale@helunahealth.org

Phone: 562.222.7886

HELUNA HEALTH (FORMERLY

PUBLIC HEALTH FOUNDATION

Director, Contract and Grant Management

12801 Crossroads Parkway South, Suite 200

CITY

Recommended by:

Jeff Kositsky) Director

Department of Homelessness and

Supportive Housing

Approved as to Form:

Dennis J. Herrera City Attorney

By:

Virginia Dario Elizondo Deputy City Attorney

Approved:

Alaric Degrafinged
Director of the Office of Contract
Administration, and Purchaser

P-550 (6-19) F\$P#: 1000002545 (formerly HSH17-18-083)

Page 9 of 9.

Appendix A-3: Services to be Provided

by

Heluna Health

San Francisco Homeless Outreach Team (SFHOT) July 1, 2019 to October 31, 2019

I. Purpose of Contract

The purpose of the contract is to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco. These services are known as the San Francisco Homeless Outreach Team (SFHOT).

II. Served Population

Contractor shall provide services to individuals experiencing homelessness in San Francisco.

III. Description of Services

Contractor shall provide the following services during the term of this contract:

A. Case Management

Contractor shall provide short-term stabilization case management to individuals who are unsheltered and who have been assessed as "Priority" in the San Francisco Coordinated Entry System, or who experience complex medical, psychiatric, and substance abuse tri-morbidity, use a high number of urgent/emergent care services and are unable to navigate the Department of Homelessness and Supportive Housing (HSH) Coordinated Entry Assessment process on their own.

B. Outreach

Contractor shall provide outreach, engagement and direct referrals from the street to. or between, Coordinated Entry and other urgent/emergent care programs. Contractor shall respond to requests for street outreach/intervention and therapeutic transports from 311, HSH Healthy Streets Operations Center (HSOC) staff, Coordinated Entry, other care coordinators, first responders and urgent/emergent programs. Contractor shall also provide targeted search for high-risk or Priority homeless individuals and, once they are found, attempt to engage them in services, perform wellness checks and refer to coordinated entry and other services identified by HSH or Contractor care plans.

C. San Francisco Public Library Team

Based at the Civic Center Main Branch, Contractor's San Francisco Public Library Team shall conduct outreach and offer referrals to homeless, marginally-housed and/or mentally-ill patrons of the library. With HSH, Contractor shall also facilitate education sessions in group or individual settings to help library staff better understand and serve behaviorally-vulnerable patrons while decreasing the number and severity of incidents that require intervention from library security officials. In addition, Contractor shall select participants from HSH PSH by working with Coordinated Entry Housing Navigators to train as Health and Safety Associates (HaSAs), who use their life experiences to engage with other homeless patrons and work to persuade them to accept services.

Appendix A-3 to P-550 F\$P #: 1000002545 (formerly HSH17-18-083)

Page 1 of 4

IV. Location and Time of Services

Contractor shall provide services to individuals in San Francisco in the field. The time of outreach is variable and shall align with the needs of the served population.

V. Service Requirements

Contractor shall meet the following service requirements:

A. Feedback, Complaint and Follow-up Policies:

Contractor shall provide means for the served population to provide input into the program, including the planning and design. 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 and assess the effectiveness of services and systems within the program. Contractor shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- B. <u>Case Conferences</u>: Contractor shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

C. City Communications and Policies

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

- 1. Regular communication to HSH about the implementation of the program;
- 2. Attendance of quarterly HSH meetings, as needed; and
- 3. Attendance of trainings, as requested.
- D. <u>Critical Incident</u>: Contractor shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form.
- E. <u>Disaster and Emergency Response Plan</u>: Contractor shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Contractor shall update the Agency/site(s) plan as needed and Contractor shall train all employees regarding the provisions of the plan for their Agency/site(s).

F. Data Standards:

 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.

Appendix A-3 to P-550 F\$P #: 1000002545 (formerly HSH17-18-083)

Page 2 of 4

- 2. Contractor 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, Contractor shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Contractors regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Contractors via written notice at least one month prior to expected implementation.
- 3. Any information shared between Contractor, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines, as required.
- G. <u>Record Keeping and Files</u>: Contractor shall maintain confidential files on the served population, including developed Plans, notes, and progress.

XI. Service and Outcome Objectives

Contractor shall achieve the following objectives:

- A. 90 percent of the unsheltered clients engaged will receive a Problem Solving Conversation.
- B. 80 percent of all clients receiving Case Management services will be identified as Priority Status in Coordinated Entry.
- C. 40 percent of the served population engaged in ongoing Case Management will enroll in or maintain mainstream benefits.
- D. Contractor Outreach staff will complete ONE system Profiles for 70 percent of the clients they encounter within one month of the first encounter.

VI. Reporting Requirements

Contractor shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system, and CARBON.

- A. Contractor shall provide a quarterly and annual report of activities, referencing the tasks as described in Section XI. (Service and Outcome Objectives). Contractor shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter. Contractor shall enter the annual metrics in the CARBON database 15 days after the completion of the program year.
- B. Contractor shall provide Ad Hoc reports as required by the HSH.
- C. Contractor shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of

Appendix A-3 to P-550 F\$P #: 1000002545 (formerly HSH17-18-083) Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of HSH. HSH agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

VII. Monitoring Activities

- A. <u>Program Monitoring</u>: Contractor is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Contractor's administrative records, staff training documentation, postings, program policies and procedures, 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 Contractor'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.

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13 Case Manager LV 1	\$48,244,00	100%	100.0%	5,00	\$ 241,220	\$ 241 220	\$ 241,220	\$ 241,220	\$ 247,251	\$ 1,212,131
14 Case Manager LV 2	\$54,122.00	100%	100.0%	7,00	\$ 378,854	\$ 378,854	\$ 378 854	\$106 00 378 854	\$ 388,325	\$ 1,903,741
15 Case Manager LV 3	\$ 60,000.00	100%	100,0%	3,00	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,00b	\$ 184,500	\$ 904,500
16 Clinical Supervisor	\$77,746,00	100%	100.0%	1.50	\$ 116,619	116 619	\$ 116,619	116,619	\$ 119,534	\$ 586,010
17 Community Response Coordinator	\$57,784,00	100%	100.0%	1.00	\$ 57 784	\$ 57.784	57,784	\$ 57,7841	\$ 59,229	\$ 290,365
18 Data Coordinator	\$71,443.00	100%	100.0%	1.00	\$ 71,443	\$ 71 443	\$ 71 443	3 71 443	\$ 73,229	\$ 359,001
19 Dispatch Shift Lead	\$64,480,00	100%	. 100.0%	1.00	\$ 64,480	Saffrontian Constitution Section	64.480	\$ 64 480	· · · · · · · · · · · · · · · · · · ·	\$ 324,012
20 Operations Coordinator	\$58,222,00	100%	100.0%	1.00	\$ 58.222	\$ 58,222	\$ 58,222	\$ 758,222	\$ 59,678	\$ 292,566
21 Operational Supervisor	\$77,746,00	100%	100.0%	1.50	\$ 2 12 116 619	\$ 16619	\$ 116,619	\$ 116,619		\$ 586,010
22 Outreach Specialist (EMS)	\$57,784,00	100%	100.0%	2.00	\$ 115.568	\$ 115,568	\$ 115,568	\$ 110115.568	\$ 118,457	\$ 580,729
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25 Outreach Specialist LV 3	\$60,000.00	100%	100.0%	5,26	Control of the second second	\$315,498	\$ 15 498	\$ 315,498		\$ 1,585,377
26 Outreach Supervisor	\$77,746,00	100%	100,0%	0.60	"两种基础工艺经典"生产社会	\$ 46,648	\$ 46,648	\$ 46.648	\$ 47,8*4	\$ 234,404
27 Program Supervisor	\$77,746.00	100%	100.0%	1.00	THE PARTY OF THE P		\$1,77,745	\$ 277,746	\$ 79,690	
28 Shift Leader	\$64,480.00	100%	100.0%	0.00	30.14.54.20分割はから大震災である		2040678E	NEW STREET	\$ -	\$ -
29 Specialist Outreach Shift Leaders	\$64,480,00	100%	100.0%	7,00	3 451,360	\$ 451,360	\$ 451,360	\$ 451,360		\$ 2,268,084
30 TSS Coordinator	\$58,222,00	100%	100.0%	1.00	\$ 58,222	\$ 58,222	58.222	\$ 58,222	\$ 59,678	\$ 292,566
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34 TOTAL 9		40.55	40.55	0.00	\$ 2,817,552	\$ 2 817 552	A CHARLES AND A CONTROL OF	公司总理以注册信用,少数15周	\$ -	<u> </u>
35 TOTALS	L	18.00	18.00	47.61	, 9-41-712,81./4552	4.0 (A) 2(81/-)552/	\$ 2,817,552	\$2,252,654	\$ 2,887,991	\$ 14,369,116
36 37 FRINGE BENEFIT RATE	35.50%	1			35,50%		35.500		35.500	Ì
38 EMPLOYEE FRINGE BENEFITS	33.50%	WEST AND STATE	ORIGINAL STREET	ALEXA TRAVEL	\$ 1,000,281;	\$ 1,000,231	35(50%) \$22(1)000(231)	\$ 804.367	35.50% \$ 1,025,237	\$ 4,830,297
39	I	- Comment of the l		CHASE DELICATION OF STREET		TATE SALES	19682246274F	CITATION OF THE	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
40								建筑		·
41 TOTAL SALARIES & BENEFITS		THENHALL	連盟級的條件	AND SHORE	\$3,817,784	\$3,817,784	\$ 3/817,784	\$3,057,024	\$ 3,913,228	\$ 18,423,599
12 HSH #2	·									6/14/2018

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	2				
	3	Document Date:			
		OPERATING DETAIL			
	-	Contractor: Heluna Health			
		Program: SFHOT (Fiscal Intermediary Services)			
			Year 5		All Years
	-	F\$P#: 1000002545 (formerly HSH17-18-083)	\$7/1/2018-\\\	-	3/1/2014-
	9		10/31/2019		0/31/2019
·	10		Amendment	Re	vised Total
	1.0		Budgeted	Acres	Budgeted
	11	Operating Expenses	Expense		Expense
		Building Maintenance	\$ 1,000	_	1,000
		Cell Phones	\$ 66,380	1	56,380
		Staff Training	\$ 18,000	_	18,000
		Staff Travel-(Local & Out of Town)	\$ 10,500	1	10,500
		Program Supplies	\$ 56,695	_	56,695
		Computer Hardware/software	\$ 9,000	_	9,000
		Offsite Storage	\$ 3,000	_	3,000
		Client Related Expenses	\$ 66,000	1	66,000
			\$ 6,400	_	6,400
		Participant Stipends		1	
	,	Vehicle Parking	\$ 10,000		10,000
		Vehicle Expenses	\$ 136,000	1	136,000
		Vehicle Maintenance	\$ 10,000	\$	10,000
17	-	Vehicle Lease	\$ 6,000	\$	6,000
73	25		<u> </u>	5	
\sim		Consultants / Subcontractors		├	
	1	Professional Services to Rep Payee	\$ 75,000	\$	75,000
	30	Professional Services - IT Services	\$ <u>-</u>	\$	_
	31	Professional Services & Registry	\$ 60,822	\$	60,822
	32	PeopleReady	\$ 6,000	\$	6,000
_	33	Professional Service - Cleaning Service	\$	\$	
	34	Other Professional Consultants	\$ -	s	
	38				
	39	TOTAL OPERATING EXPENSES	\$ 540,797	\$	540,797
	40		•		
	41	Other Expenses (not subject to indirect cost %)			
	42		\$ -	\$	_
	47	TOTAL OTHER EXPENSES	s -	\$	_
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3		7/1/2019								•	•
5	SALARY & BENEFIT DETAIL									•	•
6	Contractor: Heluna Health	•									
7	Program: SFHOT (Fiscal Intermedia	ry Services)				,	·				
8	F\$P#; 1000002545 (formerly HSH17	r_18_083\				Year 1	Year 2	Year 3	Year 4	Year 5	All Years
		-10-000,				8/1/2014	7/1/2015 -	7/1/2016 =	7/1/2017	7/1/2018-	8/1/2014-
9						6/30/2015	6/30/2016	6/30/2017	6/30/2018	10/31/2019	10/31/2019
10		Agency	对海棠	CAFUC	HiProgram	Revised (1)	Revised	Revised	Revised 25	Amendment	Revised Total
10	1	Annual Full	Total %	% FTE		-New Budgeted	New Budgeted	-New Budgeted	New Budgeted	Service Control	Revised I oral
		TimeSalary	FTE	}	FTE	Salary	Salary	Salary	Salary		
	*	for FTE									
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11	POSITION TITLE	 					projection of the discour	atalogramalynin	encontraction of the contraction	Salary	Salary
12	HASA Library	\$12,480,00	100%	100,0%		\$ 112,320	\$ 112,320	Tribulation March The Miller	CONTRACTOR AND AND AND AND AND AND AND AND AND AND		\$ 564,40
13		<u> </u>				\$ 10 45 10	\$ PROPERTY OF THE	\$	\$ 12000	\$ -	\$
14		<u> </u>			0,00	\$1850 P. T.	\$ 20 10 10 10	\$1900 PM	\$	\$	\$
15]			0.00	\$ 700 000000000000000000000000000000000	\$	s white	\$ 10 miles	\$ -	\$
16					0.00	THE PROPERTY.	Break Street	1900	3 10 10 10 10 10 10 10 10 10 10 10 10 10	\$ -	\$
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20					0,00			\$ 1277 1000000	Salar Property	\$ -	\$
21				<u>-</u>	0.00	; 1444.	\$	\$10.000		<u>\$</u>	\$
22					0,00	\$ 15.2014/212.14	\$100 Policy Conf.	1 2000000	\$ 2.00	\$ -	s
23	·				0,00	\$ 77 1 1 1 1	\$	300 PER 100 PE	*	\$	\$
24)		0.00	5 0年的原始	\$1400.03	\$ 100	3	\$ -	\$.
25					0.00	S THE PARTY OF THE	s 111-111-11	\$ 000000000000000000000000000000000000	\$ 100	s -	\$
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27		 				\$ 17 SEASON		s -	C17-16-15-16	\$ -	\$
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28						\$ 112,320	\$ 112,320	\$ 112,320	\$69,124,58		
29	TOTALS		1.00	1,00	9.00	\$ 112,320	\$1112,320	\$ 1917-1112,320	\$69,124.58	\$ 115,128	\$ 564,408
30			•								
31	FRINGE BENEFIT RATE	. 35.50%	Trixographics	colonias (Line)	eseanuluiseek	\$ 39.874	\$ 235,50%	\$15.50% \$15.4 \$39.874	\$9.211.45	35.50% \$ 40.870	\$ 169,703
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33 34							Tally 1985				
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3	Document Date:	7/1/2019					
5	SALARY & BENEFIT DETAIL						
6	Contractor: Heluna Health	,					
7	Program; SFHOT (Fiscal Intermedian	y Services)					
8	F\$P#: 1000002545 (formerly HSH17	-18-083)			•	Year 5	All Years
9						7/1/2018- 10/31/2019	8/1/2014- 10/31/2019
10		Agency Annual Full	otals	For HS	H Program	Amendment	Revised Total
11	POSITION TITLE	TimeSalary for FTE	Total %	% FTE	Adjusted FTE	New Budgeted Salary	New Budgeted Salary
12	PATH Specialist	\$48,244.00	100%	100.0%	4.50		
13	PATH Specialist II	\$57,784.00	100%	100.0%	3,00	\$ 177,686	\$ 871,094
14					0.00	\$ -	\$
15					0,00	s -	\$ -
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29	TOTALS		2,00	2.00	7.50	\$ 400,211	\$ 1,962,011
30	•						
	FRINGE BENEFIT RATE	35.50%				35,50%	
	EMPLOYEE FRINGE BENEFITS [20%的原则	THE STREET	\$ 142,075	\$ 622,612
33							į
	TOTAL SALARIES & BENEFITS [į.	建 原原性上	(翻線網帳)	LOUIS SPECIAL BANK	\$ 542,286	\$ 2,376,615
36	HSH #2						6/14/2018

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	1 DEPARTMENT OF HOMEL	ESSNESS AN	D SUPPO	RTIVE	HOUSING	- PROGRAM BL	Page 6 of 9
	2						
	3 Document D	ate: 7/1/2019	•				
	5 SALARY & BENEFIT DETA	AIL				**	
	6 Contractor: Heluna Health 7 Program: SFHOT (Fiscal Interme	diani Candona)					
	7 Program: SFHOT (Fiscal Interme	diary Services)				ANTENNA OFFICE STATES	Water tests control
	8 F\$P#: 1000002545 (formerly HSI	117-18-083)				Year 5	All Years
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	9	79.00 per 1987, april	ortoniemi	Telegraphics (in dealership	10/31/2019	10/31/2019
	10		otals 電視	€ For HSI	H Program	Amendment	Revised Total
		Annual Full TimeSalary	· Total %		Adjusted	New Budgeted	New Budgeted
	11 POSITION TITLE	for FTE	FTE	% FTE	FTE	Salary	Salary
	12 Outreach Supervisor	\$77,746.00	100%	100.0%	0,50	\$ 39,845	\$ 195,33
	13 Shift Leader	\$64,480.00	100%	100.0%	1,00	\$ 66,092	\$ 324,01
	14 Outreach Specialist LV 1	\$48,244.00	100%	100.0%	2.00	\$ 98,900	\$ 484,85
	15 Outreach Specialist LV 2	\$54,122.00	100%	100.0%	2.00	\$ 110,950	\$ 543,92
	16 Clinical Supervisor	\$77,746,00	100%	100.0%	0,50		i
	17				0,00	······	.\$
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	28						
	29 TOTALS		5,00	5.00	6.00	\$ 355,632	\$ 1,743,46
	30						
	31 FRINGE BENEFIT RATE	35.50%	Consultation and	mairemare I	nation arrangement	35.50%	
	32 EMPLOYEE FRINGE BENEFITS		25年的計劃在	Confidence of the Confidence o	中的原外目的地位	\$ 126,249	\$ 560,46
	33						
	35 TOTAL SALARIES & BENEFITS			網網網網		\$ 481,881	\$ 2,139,41
	36 HSH #2						6/14/201

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3		e: 7/1/2019					
5		L					
6	Contractor: Heluna Health						
7	Program: SFHOT (Fiscal Intermedia	ary Services)				and have extended by the co	
8	F\$P#: 1000002545 (formerly HSH1	7-18-083)				Year 5	All Years
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9	-	Charge and Carles	ar og allega de	(1276588VZCR	Maria A. See Maria	10/31/2019	10/31/2019
10	<u>.</u>	Agency	Totals 😘 🕆			Amendment	Revised Total
	·	Annual Full TimeSalary	T-1-10/] .		New Budgeted	
11	POSITION TITLE	for FTE	Total %	% FTE	Adjusted FTE	Salary	New Budgeted Salary
12	Outreach Supervisor	\$77,746,00	100%	100,0%	0.20	\$ 15,938	\$ 78,13
13	Specialist Oulreach Shift Leaders	\$64,480.00	100%	100.0%	1.00	\$ 66,092	\$ 324,01
14	Outreach Specialist LV 2	\$54,122.00	100%	100.0%	4.00	\$. 221,900	\$ 1,087,85
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29	TOTALS		3,00	3.00	5.20	\$ 303,930	\$ 1,489,999
30		L	. 0,001	0.00	<u> </u>		1,703,300
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	EMPLOYEE FRINGE BENEFITS		1000年6000		CANDADA		\$ 488,394
33							
34 35	TOTAL SALARIES & BENEFITS	Į Ja	aneraniele	SECTION AND A	SENSON ALCOHOL	\$ 411,825	\$ 1,864,317
	HSH #2	L	emeridada baga 1	AND COMPANY AND A	SERVICE COLUMN	+ +11,0201	6/14/201

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3 SALARY & BENEFIT DETAIL			TOWELLE OF THOMELES	30112007111	00, 10	// \		7 110010 WI BO	1 295 0 010
SALARY & BENEFIT DETAIL			Document Date:	7/1/2019					
6 Contractor: Holuna Health Program: SFHOT (Fiscal Intermediary Services) 8 FSP#: 1000002645 (formerly HSH17-18-083) 10 AgellyTicitis FourHSH Program: Amendment Revised 1 1		-	4						
7 Program: SFHOT (Fiscal Intermediary Services) FSP#: 1000002545 (formerly HSH17-18-083) 10 AgainyFictals FoetHSH brogram Amount Fill (1013/2019) 10031/2019 11 POSITION TITLE for FTE FTE FTE FTE Salary Salary Salary Salary Salary FTE FTE FTE FTE FTE FTE FTE FTE Salary Sal									
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10		8	F\$P#: 1000002545 (formerly HSH17	-18-083)				rears	All rears
10		۵							8/1/2014- 10/31/2019
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12 Outreach Supervisor \$77,746.00 100% 100.0% 0.20 \$ 15,938 \$ 7 7 13 Specialist Outreach Shift Leaders \$64,480.00 100% 100.0% 1.00 \$ 65,092 \$ 32 14 Outreach Specialist LV 2 \$54,122.00 100% 100.0% 2.00 \$ 110,950 \$ 54 15 16 0.00 \$ - \$ 16 0.00 \$ - \$ 16 0.00 \$ - \$ 18 0.00 \$ - \$ 18 0.00 \$ - \$ 18 0.00 \$ - \$ 19 0.00 \$ 19 0.00 \$		11	DOCITION TITLE	TimeSalary		W CTC			New Budgete
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16		14	Outreach Specialist LV 2	\$54,122.00	100%	100.0%	2,00	\$ 110,950	\$ 543,9
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30 31 FRINGE BENEFIT RATE 35.50% 35.50% 32 EMPLOYEE FRINGE BENEFITS 35.50% 68,508 \$ 33 33 34					. 3.00	3,00	3,20	\$ 192,980	\$ 946,0
31 FRINGE BENEFIT RATE 35.50% 35.50% 32 EMPLOYEE FRINGE BENEFITS 35.50% 68,506 \$ 33 34						-			
32 EMPLOYEE FRINGE BENEFITS		j	FRINGE BENEFIT RATE	35.50%				35.50%	
34			3			WITH THE REAL PROPERTY.	MALAWAS		\$ 333,72
			TOTAL SALARIES & BENEFITS			NAMES OF THE PARTY		\$ 261,488	\$ 1,273,96
36 HSH #2 6/14		36	HSH #2						6/14/20

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5	SALARY & BENEFIT DETAIL						=
6	Contractor: Heluna Health	•					
7	Program: SFHOT (Fiscal Intermedia	ry Services)				ev socialistica sullistatura	Ethioperatura in a cette tipe of
8	F\$P#: 1000002545 (formerly HSH17	-18-083)				Year 5	All Years
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10			otals 🦸	For HS	H Program	Amendment	Revised Total
11	POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	New Budgeled Salary	New Budgeted Salary
12	Outreach Specialist LV 2	\$54,122.00	100%	100.0%	1.00		\$ 271,963
13					0.00	s -	s -
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29	TOTALS		1.00	1,00	1.00	\$ 55,475	\$ 271,963
30		·····					
	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	35.50%	anananan I	nazhrasaetari	River de la company de la comp	35.50% \$ 19.694	\$ 142,041
33	FINIT LOTEE LYUNGE DENEFITS [60000000000	merry markets	negalitatja jakanika	15,094	y 142,041
34 35	TOTAL SALARIES & BENEFITS [la la	sanangal.	eringian)		\$ 75,169	\$ 542,324
35	HSH #2						6/14/2018

Appendix A-4: Services to be Provide.

by

Heluna Health

San Francisco Homeless Outreach Team (SFHOT) July 1, 2019 to June 30, 2021

I. Purpose of Contract

The purpose of the contract is to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco. These services are known as the San Francisco Homeless Outreach Team (SFHOT).

II. Served Population

Contractor shall provide services to individuals experiencing homelessness in San Francisco.

III. Description of Services

Contractor shall provide the following services during the term of this contract:

A. Case Management

Contractor shall provide short-term stabilization case management to individuals who are unsheltered and who have been assessed as "Priority" in the San Francisco Coordinated Entry System, or who experience complex medical, psychiatric, and substance abuse tri-morbidity, use a high number of urgent/emergent care services and are unable to navigate the Department of Homelessness and Supportive Housing (HSH) Coordinated Entry Assessment process on their own.

B. Outreach

Contractor shall provide outreach, engagement and direct referrals from the street to. or between, Coordinated Entry and other urgent/emergent care programs. Contractor shall respond to requests for street outreach/intervention and therapeutic transports from 311, HSH Healthy Streets Operations Center (HSOC) staff, Coordinated Entry, other care coordinators, first responders and urgent/emergent programs. Contractor shall also provide targeted search for high-risk or Priority homeless individuals and, once they are found, attempt to engage them in services, perform wellness checks and refer to coordinated entry and other services identified by HSH or Contractor care plans.

C. San Francisco Public Library Team

Based at the Civic Center Main Branch, Contractor's San Francisco Public Library Team shall conduct outreach and offer referrals to homeless, marginally-housed and/or mentally-ill patrons of the library. With HSH, Contractor shall also facilitate education sessions in group or individual settings to help library staff better understand and serve behaviorally-vulnerable patrons while decreasing the number and severity of incidents that require intervention from library security officials. In addition, Contractor shall select participants from HSH PSH by working with Coordinated Entry Housing Navigators to train as Health and Safety Associates (HaSAs), who use their life experiences to engage with other homeless patrons and work to persuade them to accept services.

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August 1, 2019

IV. Location and Time of Services

Contractor shall provide services to individuals in San Francisco in the field. The time of outreach is variable and shall align with the needs of the served population.

V. Service Requirements

Contractor shall meet the following service requirements:

A. Feedback, Complaint and Follow-up Policies:

Contractor shall provide means for the served population to provide input into the program, including the planning and design. 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 and assess the effectiveness of services and systems within the program. Contractor shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- B. <u>Case Conferences</u>: Contractor shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

C. City Communications and Policies

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

- 1. Regular communication to HSH about the implementation of the program;
- 2. Attendance of quarterly HSH meetings, as needed; and
- 3. Attendance of trainings, as requested.
- D. <u>Critical Incident</u>: Contractor shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form.
- E. <u>Disaster and Emergency Response Plan</u>: Contractor shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Contractor shall update the Agency/site(s) plan as needed and Contractor shall train all employees regarding the provisions of the plan for their Agency/site(s).

F. Data Standards:

 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.

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August 1, 2019

- 2. Contractor 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, Contractor shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Contractors regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Contractors via written notice at least one month prior to expected implementation.
- 3. Any information shared between Contractor, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines, as required.
- G. <u>Record Keeping and Files</u>: Contractor shall maintain confidential files on the served population, including developed Plans, notes, and progress.

XI. Service and Outcome Objectives

Contractor shall achieve the following objectives:

- A. 90 percent of the unsheltered clients engaged will receive a Problem Solving Conversation.
- B. 80 percent of all clients receiving Case Management services will be identified as Priority Status in Coordinated Entry.
- C. 40 percent of the served population engaged in ongoing Case Management will enroll in or maintain mainstream benefits.
- D. Contractor Outreach staff will complete ONE system Profiles for 70 percent of the clients they encounter within one month of the first encounter.

VI. Reporting Requirements

Contractor shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system, and CARBON.

- A. Contractor shall provide a quarterly and annual report of activities, referencing the tasks as described in Section XI. (Service and Outcome Objectives). Contractor shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter. Contractor shall enter the annual metrics in the CARBON database 15 days after the completion of the program year.
- B. Contractor shall provide Ad Hoc reports as required by the HSH.
- C. Contractor shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of

Appendix A-4 to P-550 F\$P #: 1000002545 (formerly HSH17-18-083) Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of HSH. HSH agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

VII. Monitoring Activities

- A. <u>Program Monitoring</u>: Contractor is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Contractor's administrative records, staff training documentation, postings, program policies and procedures, 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 Contractor'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.

City and County of San Francisco Office of Contract Administration Purchasing Division

Third Amendment

THIS AMENDMENT (this "Amendment") is made as of July 1, 2018, in San Francisco, California, by and between Public Health Foundation Enterprises, Inc. dba Heluna Health ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

Recitals

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

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

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the contract term, increase the contract amount and update the scope, budget and standard contractual clauses; and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through an RFP on March 31, 2014 and this modification is consistent therewith: and

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract number 2000-03/04 on July 14, 2014; and

NOW, THEREFORE, Contractor and the City agree as follows:

Article 1 DEFINITIONS

The following definitions shall apply to this Amendment:

- 1.a. Agreement. The term "Agreement" shall mean the Agreement dated August 1, 2014, between Contractor and City, First Amendment dated March 1, 2015, and Second Amendment dated July 1, 2016.
- 1.b. City. The term "City" or "the City" means the City and County of San Francisco, a municipal corporation, acting by and through both its Director of the Office of Contract Administration or the Director's designated agent, hereinafter referred to as "Purchasing" and "Department of Homelessness and Supportive Housing" or "HSH."

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1.c. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement,

Article 2 MODIFICATIONS TO THE AGREEMENT

The Agreement is hereby modified as follows:

2.a. Section 2 Term of the Agreement, of the Agreement currently reads as follows:

Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to June 30, 2018.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/2015 - 06/30/2016	Exercised
Option 2:	07/01/2016 - 06/30/2017	Exercised
Option 3:	07/01/2017 - 06/30/2018	Exercised
Option 4:	07/01/2018 - 06/30/2019	
Option 5:	07/01/2019 - 06/30/2020	
Option 6:	07/01/2020 - 06/30/2021	
Option 7:	07/01/2021 - 06/30/2022	
Option 8:	07/01/2022 - 06/30/2023	
Option 9:	07/01/2023 - 06/30/2024	

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

Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to June 30, 2019.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/2015 - 06/30/2016	Exercised
Option 2:	07/01/2016 - 06/30/2017	Exercised
Option 3:	07/01/2017 - 06/30/2018	Exercised
Option 4:	07/01/2018 - 06/30/2019	Exercised
Option 5:	07/01/2019 - 06/30/2020	
Option 6:	07/01/2020 - 06/30/2021	•
Option 7:	07/01/2021 - 06/30/2022	
Option 8:	07/01/2022 - 06/30/2023 ·	•
Outlan Or	07/01/2022 06/20/2024	

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2.b. Section 5 Compensation, of the Agreement currently reads as follows:

Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed Twenty-Three Million Seven Hundred Sixty-Six Thousand Fifty-Six DOLLARS (\$23,766,056). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement. In no event shall City be liable for interest or late charges for any late payments.

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

Compensation shall be made for Services identified in the invoice that the Director of the Department of Homelessness and Supportive Housing, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Twenty-Three Million Seven Hundred Sixty-Six Thousand Fifty-Six DOLLARS (\$23,766,056). The breakdown of charges associated with this Agreement appears in Appendices B, "Budget," attached hereto and incorporated by reference as though fully set forth herein. In no event shall City be liable for interest or late charges for any late payments.

2.c. Section 25 Notice to the Parties of the Agreement is hereby replaced to read as follows:

Unless otherwise indicated elsewhere in this Agreement, all written communications sent by the parties may be by U.S. mail, email or by fax, and shall be addressed as follows:

To City:

Department of Homelessness and Supportive Housing

Contracts Division P.O. Box 427400

San Francisco, CA 94142-7400 Facsimile No. 415.355.5288

To Contractor:

Heluna Health

12801 Crossroads Parkway South, Suite 200

City of Industry, CA 91746

pdale@phfe.org

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- 2.d. Appendix A, Services to be Provided by Contractor and Appendix A-1, of the Agreement, which describe services provided from August 1, 2014 to June 30, 2018, are hereby re-attached in their current form to this Agreement, and supplemented by Appendix A-2, Services to be Provided, which describes the services to be provided from July 1, 2018 to June 30, 2019.
- 2.e. Appendix B, Calculation of Charges, Appendix B-1b and Appendix B-1c, which describe the budget from August 1, 2014 to June 30, 2018, are hereby re-attached in their current form to this Agreement, and supplemented by Appendix B-2, Budget, which describes the budget from July 1, 2018 to June 30, 2019.
- 2.f. Appendix C, Method of Payment is hereby added as an Appendix to the Agreement, attached herewith.
- 2.g. Appendix D, Additional Terms and Appendix E, San Francisco Department of Public Health Business Associate Agreement, of the Agreement are hereby replaced in their entirety with the modified Appendix D, Additional Terms, attached herewith.
- 2.h. Appendix F, Appendix F-1a, Appendix F-1b, and Appendix F-1c, Department of Public Health Contractor Cost Reimbursement Invoice, of the Agreement, are hereby deleted.
- 2.i. Appendix G, Dispute Resolution Procedure, of the Agreement is hereby replaced in its entirety by Appendix E, Dispute Resolution Procedure, attached herewith.

Article 3 EFFECTIVE DATE

Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

Article 4 LEGAL EFFECT

Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY

Recommended by:

Jeff Kositsky Director

Department of Homelessness and Supportive Housing

Approved as to Form:

Dennis J. Herrera City Attorney

By:

Anne Pearson Deputy City Attorney

Approved:

Jaci Fong

Director of the Office of Contract Administration, and Purchaser CONTRACTOR

Heluna Health (formerly Public Health

Foundation Enterprises, Inc.)

Peter D. Dale

Director, Contract and Grant Management 12801 Crossroads Parkway South, Suite 200

City of Industry, CA 91746

Phone: 562.222.7886

Email: pdale@helunahealth.org

Supplier ID: 0000012745

Received By: OCT 30 '18 PM 1:59 Purchasing Department

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Appendix A-2: Services to be Provided by

Heluna Health

San Francisco Homeless Outreach Team (SFHOT)

July 1, 2018 to June 30, 2019

I. Purpose of Contract

The purpose of the contract is to provide Fiscal and Human Resource Management services in support of the San Francisco Homeless Outreach Team (SFHOT). SFHOT provides outreach, medical services and care management to the most vulnerable and atrisk homeless individuals. The team also assesses medical and behavioral crises and refers clients to emergency care as appropriate. The goals of these services are to transition clients into stable living environments with access to services that promote greater health and housing retention.

II. Target Population

Contractor shall support homeless individuals living on the street who suffer from severe mental and/or physical disabilities.

III. Description of Services – SFHOT Program

Contractor shall provide the following services during the term of this contract:

A. Stabilization Case Management

Contractor shall provide short-term stabilization care management for approximately 500 high-risk homeless clients. "High risk" clients are those who have been homeless for more than three years, experience complex medical, psychiatric, and substance abuse tri-morbidity, use a high number of urgent/emergent care services and are unable to navigate the health and human services system on their own.

Contractor shall accept referrals from SFHOT Street Outreach and high-user treatment programs with the goal of transitioning clients from homelessness to permanent housing within six to twelve months. In the process, Contractor shall work with clients to remove personal barriers to housing stability and link them to benefits and services. Contractor shall also coordinate care for high-risk or high-cost clients who are San Francisco Health Network members, but have been unable to engage into the system.

B. Street Outreach Team

Contractor's Engagement Specialist Team (EST) shall provide outreach, engagement and warm-handoffs from the street to (or between) urgent/emergent institutions. Contractor EST shall respond to requests for street outreach/intervention and therapeutic transports from 311, care coordinators, first responders and urgent/emergent facilities. Contractor shall also provide targeted search for high-risk homeless individuals and once they are found, performs wellness checks and attempts to engage them in services identified by community care plans.

C. Medical Team

Contractor's medical team shall provide transitional primary health care to address barriers to primary care in the appropriate setting for each patient. Such barriers may

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include medical, mental health and substance use disorders, lack of benefits and inadequate food, shelter, or clothing. Barriers may also system-related issues that prevent clients from qualifying for or accessing services and discrimination against homeless individuals.

D. San Francisco Public Library Team

Based at the Civic Center Main Branch, Contractor's San Francisco Public Library Team shall conduct outreach and offers referrals to homeless, marginally-housed and/or mentally-ill patrons of the library. Contractor shall also facilitate education sessions in group or individual settings to help library staff better understand and serve behaviorally-vulnerable patrons while decreasing the number and severity of incidents that require intervention from library security officials. In addition, Contractor shall select and train a group of SFHOT Case Management clients as Health and Safety Associates (HaSAs), who use their life experiences to engage with other homeless patrons and work to persuade them to accept services. The team is supervised by a licensed clinician.

E. Homeless HIV Outreach and Mobile Engagement

Homeless HIV Outreach and Mobile Engagement (HHOME), a partnership with Contractor, Asian & Pacific Islander Wellness Center, and the Department of Public Health (DPH), works collaboratively as part of a mobile, multidisciplinary team intervention designed to engage and retain in care the most severely impacted and hardest-to-serve persons experiencing homelessness and living with HIV. HHOME works toward engaging, stabilizing, and housing the chronically homeless individuals living with HIV.

IV. Description of Services – Fiscal Intermediary

Contractor shall provide fiscal intermediary administrative services to support the SFHOT program, including fiscal management and human resource management.

A. Fiscal Management

Contractor shall utilize established fiscal management policies and procedures and employee training materials that assure the ability to meet all fiscal management responsibilities of this project. Such policies shall address the following internal controls:

- Safeguarding assets;
- Transaction authorizations;
- Timely reconciliation of accounting records:
- Financial reporting;
- Accounts payable;
- Accounts receivable;
- Petty cash; and
- Payroll.

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1. Team

Contractor's fiscal management team shall be supported by a Contracts and Grants Manager, a Project Accountant Supervisor and a Project Accountant.

- a. The Contracts and Grants Manager, in collaboration with the HSH Outreach Services Manager, shall lead the team and oversee all fiscal management activities. The Contracts and Grants Manager shall also issue and monitor all subcontracts, leases and consultant agreements.
- b. The Project Accountant Supervisor shall work closely with the Project Accountant and other staff as appropriate and shall be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget. The Project Accountant Supervisor shall also generate monthly invoices and provide oversight and assurance that all expenses are charged and invoiced appropriately.
- c. The Project Accountant shall provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition, the Project Accountant shall be responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

2. Vendor Reimbursement:

Contractor shall work within HSH approved budgets to reimburse program expenses directly to vendors and partners or directly to employees that have made authorized program purchases. Such responsibilities shall include, but are not limited to the following requirements:

- a. Contractor shall pay invoices on a predetermined schedule and/or within 30 days from the date of submission by HSH or vendor or subcontractor.
- b. Contractor shall ensure the accuracy and authenticity of invoice processed.
- c. Contractor shall timely process accounts payable paperwork,
- d. Contractor shall maintain supporting documentation.

3. Vehicles

Contractor shall purchase and replace vehicles as needed for SFHOT to use in outreach activities. Authorized SFHOT staff members shall utilize the vans for program purposes only, including but not limited to therapeutic transport and travel to client meetings and appointments. Vans shall be registered to Contractor, and be serviced by a SFHOT-recommended maintenance provider. Vehicles shall be stored in the Mission Bartlett Garage, located at 3255 21st Street, San Francisco, CA, or when not in use, in the Civic Center Parking Lot, located at 355 McAllister Street, San Francisco, CA. Vehicle purchases and related services and expenses shall be approved by HSH Outreach Services Manager. Contractor shall keep vehicle documentation on file at its business headquarters and make these documents available upon request.

4. Subcontracts

This contract shall include the use of Subcontractors/Consultants:

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- a. Subcontract Agreements shall be in place, by and between the Contractor and the Subcontractor.
- b. Contractor shall provide HSH with a copy of subcontract agreement(s).
- c. Acceptance of the subcontract agreement indicates approval by HSH.

B. Human Resource Management

1. Team

Contractor's Human Resources management team shall be supported by a Contracts and Grants Manager, a Human Resources Generalist and a Human Resource Generalist Assistant. The Human Resources Generalist shall:

- a. Work closely with SFHOT supervisors and staff to oversee staff hired and assigned to the program;
- b. Provide hands on, comprehensive training to all employee supervisors on human resources policies and procedures so they may effectively supervise contracted employees;
- c. Provide full training to SFHOT employees and supervisors on Contractor's time collection system;
- d. Work closely with the Contract Manager and Budget Analyst to assure that payroll costs are correctly allocated and align with the approved position/line item budget as outlined in this contract; and
- e. Maintain confidentiality among SFHOT employees related to salary rates, reimbursements, and the SFHOT budget.

Contractor shall track, monitor and record employee training activity.

2. Recruitment, Compensation, Administration

Contractor shall utilize current human resources policies and procedures, including those described in the Employee Handbook. The Employee Handbook provides the Human Resources Generalist with a systematic process to address issues of discipline, investigations, hiring and terminations consistently and in compliance with federal and state labor laws. Contractor shall periodically review existing policies and procedures and Employee Handbook and update as necessary to reflect any changes in laws and regulations.

Contractor's Human Resources Management team shall manage the complete hiring process from recruitment, employee selection and background/reference checks to new hire orientation. This team shall also manage employee relations, employee benefits, leaves of absence, workforce development, employee performance/reviews, personnel records, complaints, and any disciplinary action.

Contractor shall meet Salary & Benefit budgeted obligations during the contract period. This shall include accurate and on-time payment of salaries, overtime, accrued benefits, and taxes and optimal record keeping.

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3. Record-Keeping and Personnel Files

Contractor shall keep personnel files complete, up-to-date, and in terminology consistent with best practices for human resources. Personnel files shall include:

- a. Signed job descriptions;
- b. Qualifications statement (resume);
- c. Reference verification;
- d. Benefits orientation;
- e. Program orientation;
- f. Proof of annual certification/training in HIPAA Privacy
- g. Signed "User Confidentiality, Security and Electronic Signature Agreement" form:
- h. Signed code of conduct forms;
- i. Skill development/training plans;
- j. On-time performance evaluations; and
- k. Remedial skill development plans as needed.

V. Location and Time of Services

Contractor shall provide services to clients in the field and fiscal intermediary services at its offices located in Oakland and City of Industry, CA.

VI. Service Requirements

Grantee shall meet the following service requirements:

- A. Grantee shall provide fiscal intermediary services for SFHOT program.
- B. Grantee shall maintain documentation of services at its offices and provide such documentation upon request.
- C. Grantee shall attend meetings as requested by HSH.
- D. Contractor shall develop a program specific quality assurance plan agreed upon by both HSH and Contractor.

VII. Other Service Requirements

Contractor shall continue to meet the following service requirements listed in Appendix A – Services to be Provided by Contractor of the Second Contract Amendment. These service requirements shall remain in effect throughout the contract term, except where such requirements conflict with the revised terms of this Third Contract Amendment.

A. Possession of Licenses/Permits

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

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B. Adequate Resources

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

C. Admission Policy

Admission policies for the services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that clients 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. San Francisco Residents Only

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Program Manager.

E. Grievance Procedure

Contractor agrees to establish and maintain a written Client 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
- The right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service.

Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of HSH or his/her designated agent. Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

F. Infection Control, Health and Safety

- 1. Contractor shall have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (http://www.dir.ca.gov/title8/5193.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.
- Contractor shall demonstrate personnel policies/procedures for protection of staff
 and clients from other communicable diseases prevalent in the population served.
 Such policies and procedures shall include, but not be limited to, work practices,

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- personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.
- 3. Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.

4. Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.

- 5. Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- 6. Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- 7. Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.
- 8. Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

G. Aerosol Transmissible Disease Program, Health and Safety

- 1. Contractor shall have an Aerosol Transmissible Disease (ATD) Program as defined in the California Code of Regulations, Title 8, Section 5199, Aerosol Transmissible Diseases (http://www.dir.ca.gov/Title8/5199.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, screening procedures, source control measures, use of personal protective equipment, referral procedures, training, immunization, post-exposure medical evaluations/follow-up, and recordkeeping.
- 2. Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as Aerosol Transmissible Disease and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- 3. Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- 4. Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

H. Client Fees and Third Party Revenue

1. Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or

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- the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.
- 2. Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

I. Patients' Rights

All applicable Patients' Rights laws and procedures shall be implemented.

J. Under-Utilization Reports

For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Contractor shall immediately notify HSH in writing and shall specify the number of underutilized units of service.

K. Compliance With Grant Award Notices

Contractor recognizes that funding for this Agreement is provided to the City through federal, state or private foundation awards. Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

Contractor agrees that funds received by Contractor from a source other than the City to defray any portion of the reimbursable costs allowable under this Agreement shall be reported to the City and deducted by Contractor from its billings to the City to ensure that no portion of the City's reimbursement to Contractor is duplicated.

VIII. Reporting Requirements

Contractor shall submit written reports in a timely manner to HSH and other parties as required. The format of report content shall be determined by HSH.

- A. Contractor shall provide Ad Hoc reports as required by the HSH.
- B. When required by HSH, Contractor shall input data into systems, such as Online Navigation and Entry (ONE) system and/or CARBON.
- C. Contractor shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of HSH. HSH agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

Appendix A-2 to P-550 HSH17-18-083 Contract ID: 1000002545 Page 8 of 9

D. Any information shared between Contractor, HSH and other providers about clients shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with HIPAA guidelines.

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, 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 to P-550 HSH17-18-083 Contract ID: 1000002545 Page 9 of 9

1 2	DEPARTMENT OF HOMELESSNESS AND SUPPO Document Dale:	HTIVE HOUSIN	G - PROGRAM E	SUDGET MODIF	AG CATION FORM (A	AH Appendix B-2)	Al Page 1 of 9
3	Centred Term	End Date					ŀ
4 5	Current Term Amended Yerm BUDGET SUMMARY	6/30/2018 6/30/2019					l
7		-					
	Contractor, Holuna Health Program,: SFHOT (Flacel Informediary Services)						.
10	HSH Contract #; HSH17-18-083						
	(Check One) Nerr Amendment X Modification If Amendment, the Effective Date: 07.01,2018 No. of Amend	Revision med. 3					
13		real-colorates	AMENDMENT YEAR		enanta venye	entreminare Wase	www.comence
14		4,7/1/2018	Year 6 7/1/2018 - 6/30/2019	o; 7/1/2018 -	series to be detected to	All Years	edition (Company)
16	Program Annual Term	6/30/2019 Cutters	Amendment	B/30/2019	8/1/2014 - 6/30/2018 Current Total	B/1/2014 - 6/30/2019 Amendment	N/1/2014 - 6/30/2019 Revised Total
17	Sabries & Borokis	\$ 3,817,764	\$ 95,445	\$ 3,913,228	\$ 18,328,155	\$ 95,445	\$ 18,423,599
19	Operating Expense Subtotal	\$ 540,797 \$ 4,358,581	\$ 95,446	\$ 540,797 \$ 4,454,025	\$ 1,158,456 \$ 19,486,610	\$ - \$ 95,445	\$ 1,158,456 \$ 19,582,055
22	Indirect Percentage (%) Insirect Cost (Uno 21 X Line 22)	13% \$ 596,815	13.00% 5 12,498	13,00% \$ 579,023	\$ 1,046,488	\$ 12,400	\$ 1,050,696
23 24 25	Other Expensions (Not subject to Indirect %) Capital Expenditure - most resuccited years Application - Committee - Total SEHOT GF Expenditures	\$ 4,925,196	\$ 107,862		\$	\$ - \$ 107,852	\$.
25 27	**************************************	\$ 4,825,190	\$ 107,862	\$ 5,033,046	\$ 20,533,099	\$ 107,852	\$ 20,640,951
28	Salaries & Benefits Operating Expense	\$ 250,5157,194	\$ 3,805	\$ 155,998	\$ 687,110	\$ 3,008	\$ 690,915
30	Subtotal Induct Percentage (%)	\$ 152,194 13,00%	5 3,905 13,00%	\$ 155,998 13,00%	\$ 687,110	\$ 3,805	\$ 690,915
32	Indirect Cost (Line 30 X Line 31)	\$ 19,785 \$	5 , 495 \$	\$ 20,280	\$ 29,688 \$ 2,486	\$ 495	\$ 30,383 \$ · 2,488
35	Other Expenses (Not subject to indirect %) Capital Expenditure - insert associated years Indianated Session Total SENOT, Library WO, Expenditures	\$ 171,979	\$ 4,299	\$ 176,278	\$ -	\$ 4,299	1
	SSFHOT PATH Expenditures						
38 39	Salarkes & Benefits Operating Expense	\$35,000 \$	\$ 13,226	\$ 542,286 \$ -	\$ 2,363,389 3	\$ 13,226 \$	5
41	Subjetel Indirect Percentage (%)	\$ 529,060 11,58%	\$ 13,226 11,59%	\$ 542,286 11.58%	\$ 2,363,389	\$ 13,226	\$ 2,376,615
42	Indiced Cost (Une 40 X Line 41) Other Expenses (Not subject to indirect %)	\$ 61,244 \$ -	\$ 1,531	\$ 62,775 \$ -	5 61,244 5 ·	\$ 1,531 \$	\$ 62,775 \$
44	Capital Expenditure - Insent associated years	\$ - \$ 560,304	\$ 14,756	\$ 805,061	3 2,424,633	\$ 14,760	\$ 2,439,580
45 47	Michael SEHOY Whole Person Care Expenditures 202,000	277222					
48	Salarius & Benofits Operating Expense	\$ 470,128	\$ 11,753	\$ 481,881	5 470,128 5 -	\$.	5 .
50 51	Subtobil Industri Percentage (%) Industri Cost (Line 40 X Line 41)	\$ 470,128 13% \$ 61,117	13.00%	13,00%		\$ 11,760	
	Other Expenses (Not subject to Indirect %) Capital Expenditure - Insert misociated years	\$ 61,117 \$ -	\$ 1,528	\$ 62,645 3 -	\$ 61,117	\$ 1,628	\$ 62,645
55 56	SAME SOUTH TOTAL SENOT Whole Person Care Expenditures	\$ 531,245	5 13,281	\$ 544,526	\$ 531,245	\$ 13,281	\$ 544,526
57 58	SALTERATE META Expenditions (1) Solution & Salation & Bonofits	\$ 57.573140 (776) b	S 10,045	3 411,825	s 803,562	\$ 10,045	\$ 813,606
59 60	Operating Expense Subtofal	\$ - \$ 401,781	\$ - 5 10.045	\$ 411,825	5 - 5 803,562	\$ -	\$.
	Indirect Percentage (%) Indirect Cost (Une 40 X Une 41)	13% \$ 52,232	\$ 1,00%	13,00% \$ 53,537	\$ 57,232	5 1,308	\$ 53,537
63 64	Other Expenses (Net subject to Indirect %) Capital Expenditure - Irrsen associated years	5 3 -	\$ -	\$ - \$ -	\$ - \$.	5 - 5 -	5 -
65 66	Cold SEHOL:BARDIMIA Excenditures	\$ 454,012	\$ 11,350	\$' 465,363	\$ 855,793	\$ 11,350	\$ 867,143
	Salarios & Benefits	1 1255,110	\$ 6,378	\$ 261,488	\$ 510,220	\$ 6,376	\$ 516,598
70	Operating Exponse Subjects	\$ 255,110	\$ 6,378	\$ 261,408	\$ 510,220	\$ 6,378	\$ 516,598
72	Indirect Percentage (%) Indirect Cost (Line 40 X Line 41)	13% \$ 33,164	, 13.00% \$ 829	13,00% \$ 33,993	\$ 33,164	\$ 829	\$ 33,993
73 74 75	Other Expenses (Not subject to indirect %) Capital Expenditure - incert associated years VM-1017-FF SFHOT Rec Park Expenditures (6 mos. Budget)	\$ - \$ 288.275	\$ - \$ 7,207	\$ 295,481	\$ 543,385	\$.	5 550,592
75	SFHOT DPH HHome Expendantes	250,213		100,401		1,40	
78	Salatine & Benofits Operating Expense	d 3666 73,335	\$ 1,833	\$ 75,169	\$ 148,671	\$ 1,830	\$ 148,504 \$
60	Subtotal Indigot Percentage (%)	5 73,335 10%	S 1,833	\$ 75,169 13,00%	3 145,671	5. 1,833	\$ 148,504
82 83	Indirect Cost (Line 40 X Uno 41) Other Expenses (Nd xubject to indirect %) Capital Expendence - incent associated years	\$ 9,534 \$ -	\$ 235	\$ 9,772	\$ 9,534	5 23B	\$ 9,772 \$ -
85	Capital Expendence - incert associated years	\$ 62,669	\$ 2,072	\$ -	\$ 62,669	\$ 2,072	\$ - \$ 84,941
86 87	Total Expenditives (1994)						
88 69	Salaries & Benefits Operating Exportso	\$ 540,797	\$ -	\$ 540,797	1,158,456	\$	\$ 1,158,456
	Subtotal Indirect Percentage (%)	13.00%	\$ 142,485 13,00%	13,00%			
92	Indirect Cost (Une 21 X Line 22) Other Exponses (Not subject to indirect %) Capital Exponditure - Insert passecuted years	\$ 803,691	5 18,235	\$ 822,025	\$ 1,293,667 \$ 2,488		\$ 1,312,001 \$ 2,468
95	Capital Expondition - Insort parceuled years [Expenditures Total Combined Expenditures	\$ 7,043,879	\$ 160,819	\$ 7,204,698	\$ 23,605,237	\$ 160,819	\$ 23,765,066
96 97							
96 99	. Other Revenues				3		3
100					5 :	\$.	\$ - \$ -
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1	DEPARTMENT OF HOMELE	SSNESS AN	D SUPPO	ORTIVE	HOUSING	- PROGRAM B	UDGET MODIFI	CATION FORM	(Appendix B-2)	J	Page 2 of 9
3	Document Date	: 10/11/2018	3			•		•		,	
5	SALARY & BENEFIT DETAIL	-									
6 7		· · · Caninas)					AMENDMENT YEA				
<u>+</u>	Program: SPHOT (Piscal intermedia	ary dervices;				research search against an in their	September of a security of	04000000000000000000000000000000000000	a UKSKSTORODET FLAVARO	a ka a ka a ka a ka a ka a ka a ka a k	escaturación de con
8	HSH Contract #: HSH17-18-083					Section 1	Year 5			All Years	
9		waters specified	chill terration of alth	ESanda provinc	50 40 No. 98 MIN	7/1/2018 - 6/30/2019	7/1/2016 = 7/1/2019 = 7/1/2019	7/1/2018 6/30/2019	8/1/2014 - 6/30/2018	8/1/2014 - 6/30/2019 -	8/1/2014 = 6/30/2019
10		Agency	Tolals	ForHS	l Program.	Current	AMENDMENT	Revised	Current Total	Amendment	Revised Total
11	POSITION TITLE	Annual Full TimeSalary for FTE	Total %	% FTE	Adjusted FTE	Curent Búdgetéd Salary	CODB	New Budgeted Salary	Curent Budgeted Salary	Change	New Budgeted Salary
12	Administrative Support	\$45,135.00	100%	100.0%	1.00		3 1,128	\$ 46,263	\$ 225,675	\$ 1,128	\$ 226,803
13		\$48,244.00	100%	100,0%	5,00		\$ 6,031	\$ 247,251	\$ 1,206,100	\$ 6,031	\$ 1,212,131
_	Case Manager LV 2	\$54,122,00	100%	100.0%	7.00		\$. 9,471		1	\$ 9,471	\$ 1,903,741
15	Case Manager LV 3	\$ 60,000.00	100%	100.0%	3,00		\$ 4,500	1	\$ 900,000	\$ 4,500	\$ 904,500
16	Clinical Supervisor.	\$77,746.00	100%	100.0%	1.50		\$ 2,915		1	\$ 2,915	\$ 586,010
17	Community Response Coordinator	\$57,784.00	100%	100,0%	1.00		\$ 1,445	\$ 59,229	\$ 288,920	\$ 1,445	\$ 290,365
18	Dala Coordinator	\$71,443.00	100%	100.0%	1.00		\$ 1,786		\$ 357,215	\$ 1,786	\$ 359,001
19	Dispatch Shift Lead	\$64,480,00	100%	100.0%	1.00		\$ 1,612	\$ 66,092	\$ 322,400	\$ 1,612	\$ 324,012
20	Operations Coordinator	\$58,222,00	100%	100.0%	1.00			\$ 59,678	\$ 291,110		\$ 292,566
21	Operational Supervisor	\$77,746.00	100%	100.0%	1.50			\$ 119,534	\$ 583,095		\$ 586,010
22	Outreach Specialist (EMS)	\$57,784,00	100%	100.0%	2,00	\$ 115,568	\$ 2,889	\$ 118,457	\$ 577,840	\$ 2,889	\$ 580,729
23	Outreach Specialist LV 1	\$48,244.00	100%	100.0%	8.75	\$ 422,135	\$ 10,553	\$ 432,688	\$ 2,110,675		\$ 2,278,021
24			100%	100.0%	0.00	\$ 422,100	\$ 10,000	\$ 432,000	\$ 2,110,075	\$ 10,000	
	Outreach Specialist LV 2	\$54,122.00									
25	Outreach Specialist LV 3	\$60,000,00	100%	100.0%		\$ 315,498		\$ 323,385	\$ 1,577,489	\$ 7,887	\$ 1,585,377
26	Outreach Supervisor	\$77,746.00	100%	100.0%		\$ 46,648	\$ 1,166	\$ 47,814	\$ 233,238		\$ 234,404
27	Program Supervisor	\$77,746.00	100%	100.0%		\$ 77,746	\$ 1,944	\$ 79,690	\$ 388,730		\$ 390,674
28	Shift Leader.	\$64,480.00	100%	100.0%		\$ -	<u> </u>	-	\$ -		\$ <u>-</u>
29	Specialist Outreach Shift Leaders	\$54,480.00	100%	100,0%		\$ 451,360	\$ 11,284	\$ 462,644	\$ 2,256,800		\$ 2,268,084
	TSS Coordinator	\$58,222.00	100%	100.0%	1.00	\$ 58,222	\$ 1,456	\$ 59,678	\$ 291,110		\$ 292,566
31						\$ -		\$ -	\$ -		\$ -
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33	· · · · · · · · · · · · · · · · · · ·					\$ -		3 -	\$ -		\$
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35	TOTALS		18.00	18.00	47.61	\$ 2,817,552	\$ 70,439	\$ 2,887,991	\$ 14,087,762	\$ 70,439	\$ 14,369,116
36		05 5000			.						. •
	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	35.50%	Para Propagata la	ienateratera la	AND DESIGNATION OF THE PERSON	35.50% \$ 1,000,231	\$ 25,006	35,50% \$ 1,025,237	\$ 4,805,291	\$. 25,006	\$ 4,830,297
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42	HSH #2								Tem	plate last modified;	6/14/2018

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSI	NG - PI	ROGRA	M BUDGET I	MOD	FICATION	4 FOF	км (Арр	endix 8-2)	P	age 3 of 9
3	Document Date:		0/11/2018								
1 4	Document Date.		0/11/2018								
5	OPERATING DETAIL										
6	Contractor: Heluna Health					•					
7	Program: SFHOT (Fiscal Intermediary Services)			ENDMENT YE	AR						
В	HSH Contract #: HSH17-18-083	線號		Year 5	100		魔體		-All Years		
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9	,		0/2019	%6/30/2019.	2, 26/	30/20 (9)	1-2	0/2018	6/30/2019	+	/30/2019
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11	Operating Expenses	-	ense 💮	90年3月2日		cpense		pense	Change	+	xpense
12	Building Maintenance	\$	1,000		\$	1,000	\$	1,000	\$ -	\$	1,000
13	Cell Phones	5	66,380		\$	65,380	\$	66,380	\$ -	\$	65,380
14	Staff Training	s	18,000		\$	18,000	\$	18,000	\$ -	+	18,000
15	Siaff Travel-(Local & Out of Town)	\$	10,500		5	10,500	\$	10,500		\$	10,500
16	Program Supplies	\$	56,695	<u> </u>	\$	56,695	5	56,695	\$ -	\$	56,695
17	Computer Hardware/software	\$	9,000		\$	9,000	s	9,000	2	s	9,000
18	Offsite Storage	\$	3,000		5	3,000	\$	3,000	\$ -	\$	3,000
19	Client Related Expenses	\$	66,000		\$	66,000	\$	66,000	\$ -	\$	66,000
20	Participant Stipends	\$	6,400		\$	6,400	\$	6,400	\$ -	\$	6,400
21	Vehicle Parking .	\$	10,000		\$	10,000	\$	10,000	\$ -	\$	10,000
22	Vehicle Expenses	5	135,000		\$	136,000	\$	136,000	\$ -	+	135,000
23	Vehicle Maintenance	\$	10,000		\$	10,000	\$	10,000	\$ -	\$	10,000
24	Vehicle Lease	\$	6,000	ļ,	\$	6,000	\$	6,000	\$ -	\$	6,000
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26		5	-		\$		\$		\$ -	\$	
27		\$			\$		\$		\$ -	\$	
28	Consultants / Subcontractors	5								├	
29	Professional Services to Rep Payee	\$	75,000		\$	75,000	\$	75,000	\$ -	\$	75,000
30	Professional Services - IT Services	5			S		\$		5 -	\$	
31	Professional Services & Registry	\$	60,822		\$	60,822	\$	60,822	\$ -	\$	60,822
32	PeopleReady	\$	6,000		\$	6,000	\$	6,000	\$ -	\$	6,000
33	Professional Service - Cleaning Service	5			\$		\$		ş -	\$	
34	Other Professional Consultants	\$			\$		\$		ş <u>-</u>	s	
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39	TOTAL OPERATING EXPENSES	5	540,/97	ا - ا	\$	540,797	\$	540,797	\$ -	\$	540,797
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41	Other Expenses (not subject to Indirect cost %)	-			_		-			-	
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47	TOTAL OTHER EXPENSES	\$		\$ -	\$		\$.		\$ -	\$	
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3	Document Date	10/11/2018									
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8	HSH Contract #: HSH17-18-083					1953 n. P. 1863. 1. S.	The state of the s	Maria Maria	The state of the s	erfallige seed to contract to	
1.						7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 6/30/2019	8/1/2014 - 6/30/2018	8/1/2014 - 6/30/2019	8/1/2014 = 6/30/2019
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11	POSITION TITLE						的問題的	Salary		Change	New Budgeted Salary
12	HASA Library	\$12,480.00	100%	100.0%	9.00	\$ 112,320	\$ 2,808	\$. 115,128	\$ 561,600	\$ 2,808	\$ 564,408
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28											
29	TOTALS		1.00	1.00	9.00	\$ 112,320	\$ 2,808	\$ 115,128	\$ 561,600	\$ 2,808	\$ 564,408
30	1										
31	FRINGE BENEFIT RATE	35.50%		•	j	35.50%		35.50%			
32	EMPLOYEE FRINGE BENEFITS			(1) (4) (6)	805 0457	\$ 39,874	\$ 997	\$ 40,870	\$ 168,706	\$ 997	\$ 169,703
33						# 1					
34	TOTAL SALARIES & BENEFITS	· · · · · · · · · · · · · · · · · · ·	interesare is to	reasons where		\$ 152,194	\$ 3,805	\$ 155,998	\$ 687,110	\$,3,805	\$ 690,915
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3	Document Date:	10/11/2018									
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5	SALARY & BENEFIT DETAIL										Ì
	Contractor: Heluna Health						AMENDMENT YEA	0			
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8	HSH Contract #: HSH17-18-083						Year 5			All Years	
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11	POSITION TITLE	for FTE			FTE						-
-	PATH Specialist	\$48,244.00	100%	100,0%	4.50		\$ 5,427	\$ 222,525		\$ 5,427	\$ 1,090,917
13	PATH Specialist II	\$57,784.00	100%	100.0%	3,00	\$ 173,352	\$ 4,334	\$ 177,686	\$ 866,760	\$ 4,334	\$ 871,094
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29	TOTALS		2.00	2.00	7.50	\$ 390,450	\$ 9,761	\$ 400,211	\$ 1,952,250	\$ 9,761	\$ 1,962,011
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-	FRINGE BENEFIT RATE	35.50%				35.50%	35,50%	- 35,50%	,		.
32	EMPLOYEE FRINGE BENEFITS		建筑线线线	水面脂肪酮	经额均额的	\$- 138,610	\$ 3,465	\$ 142,075	\$ 619,147	\$ 3,465	\$ 622,612
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9						7/1/2018 -	7/1/2018 - 6/30/2019	7/1/2018- 5/30/2019	8/1/2014 - 5/30/2018	8/1/2014 = 6/30/2019	8/1/2014 - 6/30/2019
10	1	Agency		For HSI	Program	Current	Amendment	Revised	Current Total :	Amendment	Revised Total
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11	POSITION TITLE .	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Curent Budgeted Salary	CODB	New Budgeted	Curent Budgeted Salary	Change	New Budgeted Salary
12	Outreach Supervisor	\$77,746.00	100%	100.0%	0,50	\$ 38,873	\$ 972	\$ 39,845	\$ 194,365	\$ 972	\$ 195,337
13	Shift Leader	\$64,480.00	100%	100,0%	1.00	\$ 64,480	\$ 1,612	\$ 66,092	\$ 322,400	\$ 1,612	\$ 324,012
14	Outreach Specialist LV 1	\$48,244.00	100%	100.0%	2.00	\$ 96,488	\$ 2,412	\$ 98,900	\$ 482,440	\$ 2,412	\$ 484,852
15	Outreach Specialist LV 2	\$54,122.00	100%	100.0%	. 2.00	\$ 108,244	\$ 2,706	\$ 110,950	\$ 541,220	\$ 2,705	\$ 543,926
16	Clinical Supervisor	\$77,746.00	100%	100.0%	0,50	\$ 38,873	\$ 972	\$ 39,845	\$ 194,365	\$ 972	\$ 195,337
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29	TOTALS		5.00	5,00	6.00	\$ 346,958	\$ 8,674	\$ 355,632	\$ 1,734,790	\$ 8,674	\$ 1,743,464
30											
	FRINGE BENEFIT RATE	35,50%		_		35.50%	35,50%	35.50%			
32	EMPLOYEE FRINGE BENEFITS		4.8%常规设置。	APPIN PRINT	就認知的研究	\$ 123,170	\$ 3,079	\$ 126,249	\$ 557,388	\$ 3,079	\$ 560,467
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34 35	TOTAL SALARIES & BENEFITS		建筑海螺纹	INTERNATION IN	REPRODUING TARS	\$ 470,128	\$ 11,753	\$ 481,881	\$ 2,127,662	\$ 11,753	\$ 2,139,415
36	HSH #2									plate last modified:	6/14/2018

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2	Outreach Supervisor	\$77,746,00	100%	100,0%	0.20	\$ 15,549	\$ 389		15,938		77,746		\$	78,1
3	Specialist Outreach Shift Leaders	\$64,480.00	100%	100.0%	1.00	\$ 64,480	\$ 1,612	\$	66,092	5	322,400	\$ 1,612	\$	324,0
4	Outreach Specialist LV 2	\$54,122.00	100%	100,0%	4.00	\$ 216,488	\$ 5,412	\$	221,900	\$	1,082,440	\$ 5,412	\$	1,087,8
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9	TOTALS		3.00	3,00	5.20	\$ 296,517	\$ 7,413	\$	303,930	\$	1,482,586	\$ 7,413	\$	1,489,9
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1	FRINGE BENEFIT RATE	35.50%				35.50%			35,50%		·			
2	EMPLOYEE FRINGE BENEFITS	التستسيا	的時代數學	en august fr	別的時代的問題	\$ 105,264	\$ 2,632	\$	107,895	\$	485,762	\$ 2,632	\$	488,3
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	TOTAL SALARIES & BENEFITS		umiores es		HAMARINER.	\$ 401,781	\$ 10,045	S	411,825	\$	1,854,273	\$ 10,045	\$	1,864,3
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6	Contractor: Heluna Health									•	}
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11	POSITION TITLE	for FTE	FTE	% FTE	FTE		CODE			. Change	
12	Outreach Supervisor	\$77,746.00	100%	100.0%	0,20		\$ 389	\$ 15,938		\$ 389	\$ 78,135
13	Specialist Outreach Shift Leaders	\$64,480.00	100%	100.0%	1.00	\$ 64,480	\$ 1,612	\$ 66,092	\$ 322,400	\$ 1,612	\$ 324,012
14	Outreach Specialist LV 2	\$54,122.00	100%	100.0%	2.00	\$ 108,244	\$ 2,705	\$ 110,950	\$ 541,220	\$ 2,706	\$. 543,926
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29	TOTALS [3.00	3.00	3.20	\$ 188,273	\$ 4,707	\$ 192,980	\$ 941,356	\$ 4,707	\$ 946,073
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	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	35.50%	action meaning to	nggagggaart	LA COMPRESSIONE	35.50% \$ 66,837	35,50% \$ 1,671	35.50%	\$ 332,056	\$ 1,671	\$ 333,727
-	EWILD TEE PRINGE BENEFITS [ATTEMPTED TO	TEATHER.	en samplement	a 60,837 [1,0/1	\$ 68,508	φ 302,056	₽ 1,0/1	φ 333,[2]
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36	HSH #2								Tem	plate last modified:	6/14/2018

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29	TOTALS		1,00	1.00	1.00	\$.54.	122 \$	· 1,353	s 55	,475	\$ 270,610	\$. 1,353	\$ 271,96
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	FRINGE BENEFIT RATE	35.50%				35.	50%	35,50%	35	5.50%			
	EMPLOYEE FRINGE BENEFITS		等和制度的	部制能测器		\$ 19,2	213 \$	480	\$ 19	,694	\$ 141,561	\$ 480	\$ 142,04
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34 35	TOTAL SALARIES & BENEFITS [STATES AND SOLD	application in	Salaran Panalah	\$ 73.3	335 \$	1,833	\$ 75	5,169	\$ 540,491	\$ 1,833	\$ 542,32
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Appendix C - Method of Payment

- 1. In accordance with Section 5 of the Agreement, payments shall be made for actual costs completed and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 of the Agreement.
- 2. Contractor will submit all bills, invoices and related documentation in the format specified by the Department of Homelessness and Supportive Housing (HSH) within 15 days after the month of service to HSH's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: https://contracts.sfhsa.org.
 - Contractor may submit bills, invoices and related documentation in the format specified by HSH via paper or email only upon special permission by their assigned Contract Manager.
- 3. Contractor 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.
- 4. 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. Contractor shall notify HSH Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- 5. 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 Contractor's proposal and specified in the contract, 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 contract budget or modification);
 - 2. Expenses for invoice period;
 - 3. Expenses year-to-date;
 - 4. Percentage of budget expended;

Appendix C to P-550 (9-15)

P-550 (9-15) Page

HSH17-18-083

Contract ID: 1000002545

Page 1 of 3

- 5. Remaining balance;
- 6. Adjustments, including advance payment recovery; and
- 7. Program income when specified in the contract 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, Contractor 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 Contractor'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, Contractor 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 contract 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:

Fu	nding Ag	gency: Federal	CFD.	A or other Id	lentification#	:		_
1.							 	
2.								
3.	•							
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- 6. Within 45 days after the end of the contract period, Contractor shall submit a final report reflecting actual expenditures, which will be supported by the Contractor's accounting records. If a refund is due HSH, it will be submitted with the final report.
- 7. Advances or prepayments are allowable for non-profit organizations as defined in Chapter 12L of the San Francisco Administrative Code, in order to meet the Contractor cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Contractor upon written request an advance amount not to exceed two (2) months or 1/6th of the total annualized contract award, or as mutually agreed upon. The

Appendix C to P-550 (9-15)

Page 2 of 3

October 12, 2018

HSH17-18-083

Contract ID: 1000002545

advanced sum shall be deducted from the Contractor'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 contract the rate of repayment of the advance will be $1/10^{th}$ per month from July to April. Requests for advance payment will be contracted 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 contract is certified, the Contractor, prior to distribution of any advanced payment, must fulfill the following conditions:

- A. 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.
- B. The Contractor 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.
- C. Final invoice from the preceding fiscal year must be received prior to advance distribution.
- 8. <u>Timely Submission of Reports</u> If reports/documents are required, Contractor shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of contract payments.

Appendix C to P-550 (9-15) HSH17-18-083

Contract ID: 1000002545

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Appendix D Additional Terms

1.HIPAA

The parties acknowledge that CITY is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is therefore required to abide by the Privacy Rule contained therein. The parties further agree that CONTRACTOR falls within the following definition under the HIPAA regulations:

	A Covered Entity subject to HIPAA and the Privacy Rule contained therein; or
\boxtimes	A Business Associate subject to the terms set forth in Appendix D;
	Not Applicable, CONTRACTOR will not have access to Protected Health Information

2. Homelessness and Supportive Housing Privacy and Data Security Policies

The Department of Homelessness and Supportive Housing (HSH) has developed Privacy and Data Security Policies that encompass all federal and state confidentiality and data security regulations, including HIPAA and local policies.

CONTRACTOR agrees to abide by the HSH Privacy and Data Security Policies, unless otherwise granted a waiver from certain policies by HSH, and will be monitored and evaluated on the following criteria:

- A.HSH Privacy Policy is integrated in the program's governing policies and procedures regarding patient privacy and confidentiality.
 - As Measured by: Evidence that the policy and procedures that abides by the rules outlined in the HSH Privacy Policy have been adopted, approved and implemented.
- B.All staff that handles patient health information are trained (including new hires) and annually updated in the program's privacy/confidentiality policies and procedures. >As Measured by: Documentation exists showing individuals were trained.
- C.A Privacy Notice that meets the requirements of the Federal Privacy Rule (HIPAA) is written and provided to all patients/clients served in their threshold and other languages. If document is not available in the patient's/client's relevant language, verbal translation is provided.
 - As Measured by: Evidence in patient's/client's chart or electronic file that patient was "noticed." (Examples in English, Cantonese, Vietnamese, Tagalog, Spanish, Russian will be provided.)
- D.A Summary of the above Privacy Notice is posted and visible in registration and common areas of treatment facility.
 - As Measured by: Presence and visibility of posting in said areas. (Examples in English, Cantonese, Vietnamese, Tagalog, Spanish, Russian will be provided.)

Appendix D to P-550 HSH17-18-083 Contract ID: 1000002545 Page 1 of 3

- E.Each disclosure of a patient's/client's health information for purposes <u>other than</u> treatment, payment, or operations is documented.
 - > As Measured by: Documentation exists.
- F.Authorization for disclosure of a patient's/client's health information is obtained prior to release:
 - 1.To providers outside the HSH Safety Net; or
 - 2. From a substance abuse program.
 - > As Measured by: An authorization form that meets the requirements of the Federal Privacy Rule (HIPAA) is signed and in patient's/client's chart/file.

3. Third Party Beneficiaries

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

4. Certification Regarding Lobbying

CONTRACTOR certifies to the best of its knowledge and belief that:

- A.No federally appropriated funds have been paid or will be paid, by or on behalf of CONTRACTOR to any persons for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any federal cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan or cooperative agreement.
- B.If any funds other than federally appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, CONTRACTOR shall complete and submit Standard Form -111, "Disclosure Form to Report Lobbying," in accordance with the form's instructions.
- C.CONTRACTOR shall require the language of this certification be included in the award documents for all subawards at all tiers, (including subcontracts, subgrants, and contracts under grants, loans and cooperation agreements) and that all subrecipients shall certify and disclose accordingly.
- D.This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

5. Materials Review

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CONTRACTOR agrees that all materials, including without limitation print, audio, video, and electronic materials, developed, produced, or distributed by personnel or with funding under this Agreement shall be subject to review and approval by the Contract Administrator prior to such production, development or distribution. CONTRACTOR agrees to provide such materials sufficiently in advance of any deadlines to allow for adequate review. CITY agrees to conduct the review in a manner which does not impose unreasonable delays.

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Appendix E – Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors

Introduction

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/sfc/npcontractingtf/Modules/CNPCTF_BOS_RPT_06-26-03(1)_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.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

Dispute Resolution Procedure

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractor and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, Contractors and departments should employ the following steps:

The Contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The

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Page 1 of 2

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 the Contractor or provide a written response to the Contractor within 10 working days.

- Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the Contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the Contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the Contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the Contractor. The Department will respond in writing within 10 working days.

In addition to the above process, Contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF BOS RPT 06-26-03(1) 3adc.PDF.

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 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. The Contractor must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to the Contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

City and County of San Francisco Office of Contract Administration Purchasing Division

Second Amendment

This AMENDMENT (this "Amendment") is made as of July 1, 2016, in San Francisco, California, by and between PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to update the standard contractual clauses;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2000-03/04, on July 14, 2014;

WHEREAS, it is anticipated that the Board of Supervisors will establish a new City department that will serve as the City's lead agency with respect to the provision and coordination of homeless services, and that such department shall assume management of this Agreement;

NOW THEREFORE, Contractor and the City agree as follows:

- 1. Definitions. The following definitions shall apply to this Amendment:
- 1a. Agreement. The term "Agreement" shall mean the Original Agreement dated August 1, 2014, (BPHC15000042), between Contractor and City, as amended by the

First Internal Contract Revision dated December 1, 2014, (BPHC15000042), and Second Internal Contract Revision dated February 1, 2015, (BPHC15000042), and First Amendment dated March 1, 2015, (BPHC15000042), and Third Internal Contract Revision dated February 1, 2016, (BPHC15000042), and Fourth Internal Contract Revision dated May 1, 2016, (BPHC15000042).

1b. Contract Monitoring Division. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

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

- 2. Modifications to the Agreement. The Agreement is hereby modified as follows:
- a. Section 48. Modification of this Agreement, is herby amended in its entirety to read as follows:
 - 48. Modification of this Agreement.
- a. Modification of this Agreement. This Agreement may not be modified, nor may compliance with any of its terms be waived, except as noted in Section 11.1, "Notices to Parties," regarding change in

CMS# 7492 P550 (9-15: DPH 4-16)

personnel or place, and except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of CMD any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (CMD Contract Modification Form).

b. Departmental Transition and Continuity. Over the course of the term of this Agreement, it is anticipated that management of this contract on behalf of the City shall transfer from the Department of Public Health to a new department which shall be established for the purpose of coordinating homeless services. As part of the transfer, the departmental contact and invoicing procedures specified in this Agreement may shift from the Department of Public Health to the new department, however the responsibilities under this contract shall not change. The Department of Public Health shall notify Contractor/Grantee of the new departmental contact and invoicing procedures. At such time as notice is given, all references in this Agreement to the Department of Public Health or the "Department" shall be construed as a reference to the new department.

b. Section 58. Reserved, is herby amended in its entirety to read as follows:

58. Sugar-Sweetened Beverage Prohibition. Contractor agrees that it will 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.

The Appendices listed below are Amended as follows:

- c. Delete Appendix A, and replace in its entirety with Appendix A to Agreement as amended. Dated: Amendment 07/01/2016.
- d. Delete Appendix A-1, and replace in its entirety with Appendix A-1 to Agreement as amended. Dated: Amendment 07/01/2016.
- e. Delete Appendix B, and replace in its entirety with Appendix B to Agreement as amended. Dated: Amendment 07/01/2016.
- f. Delete Appendix B-1b, and replace in its entirety with Appendix B-1b to Agreement as amended. Dated: Amendment 07/01/2016.
- g. Delete Appendix D, and replace in its entirety with Appendix D to Agreement as amended. Dated; Amendment 07/01/2016.
- h. Delete Appendix E, and replace in its entirety with Appendix E (BAA-version 10/29/15) to Agreement as amended. Dated: (BAA-version 042216 and Attestation forms).
- i. Delete Appendix F-1b (GF-SA), and replace in its entirety with Appendix F-1b (GF-SA) to Agreement as amended. Dated: Amendment 07/01/2016.
- j. Delete Appendix F-1b (GF-WO), and replace in its entirety with Appendix F-1b (PL-WO) to Agreement as amended. Dated: Amendment 07/01/2016.
- k. Add Appendix F-1b (DHSH-GF) to Agreement as amended. Dated: Amendment 07/01/2016.
- 1. Add Appendix F-1b (DHHS-SAMHSA) to Agreement as amended. Dated: Amendment 07/01/2016.
- 3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.
- 4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

Recommended by:

BARBARA A. GARCIA, M.P.A.

Director of Health

Approved as to Form:

Dennis J. Herrera City Attorney

By:

Deputy City Attorney

Approved:

Jaci Fong Director

Office of Contract

Administration and Purchaser

CONTRACTOR

PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

Peter D. Dale

Director, Contract and Grant Management 12801 Crossroads Parkway South, Suite 200 City of Industry, CA 91746

City vendor number: 48661

HECEINED 16 SEP 16 PHIS: 47

FURCHASING DEPARTMENT

3 of 3

Amendment: 07/01/2016

CMS# 7492 P550 (9-15; DPH 4-16)

Appendix A Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Christine Siador, Contract Administrator for the City, or his / her designee.

B. Reports:

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

C. <u>Evaluation</u>:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

E. Adequate Resources:

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

F. Admission Policy:

Admission policies for the Services shall be in writing and available to the public. Except to the extent that the Services are to be rendered to a specific population as described in the programs listed in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement, Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

Contractor agrees to establish and maintain a written Client 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 client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRBCTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

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I. Infection Control, Health and Safety:

- (1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (http://www.dir.ca.gov/title8/5193.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.
- (2) Contractor must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.
- (3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.
- (4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.
- (5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- (6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- (7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.
- (8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

J. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services, Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

K. Client Fees and Third Party Revenue:

- (1) Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.
- (2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service, and for HIV Prevention Services contracts the number of clients (NOC), for any mode of service hereunder, except for taxi scrip, bus tokens, clothing vouchers, and household goods vouchers, which may be

Appendix A CMS#7492 2 of 4

distributed on an as-needed basis, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

N. Quality Assurance:

Contractor agrees to develop and implement a Quality Assurance Plan based on internal standards established by Contractor applicable to the Services as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Assurance Plan.

O. Compliance With Grant Award Notices:

If any portion of funding for this Agreement is provided to the City through federal, state or private foundation awards, Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

P. Aerosol Transmissible Disease Program, Health and Safety:

- (1) Contractor must have an Aerosol Transmissible Disease (ATD) Program as defined in the California Code of Regulations, Title 8, Section 5199, Aerosol Transmissible Diseases (http://www.dir.ca.gov/Title8/5199.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, screening procedures, source control measures, use of personal protective equipment, referral procedures, training, immunization, post-exposure medical evaluations/follow-up, and recordkeeping.
- (2) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as Aerosol Transmissible Disease and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- (3) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- (4) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

Q. Research Study Records:

To facilitate the exchange of research study records, should this Appendix A include the use of human study subjects, Contractor will include the City in all study subject consent forms reviewed and approved by Contractor's IRB.

2. Description of Services

Detailed descriptions of services supporting the period 08/01/14-06/30/18 may be found in the following Appendixes:

Appendix A, 08/01/14-06/30/18 Appendix A-1, 08/01/14-06/30/18 Program Summary SF Homeless Outreach Team

Appendix A CMS#7492

Contractor: Public Health Foundation Emerprises Program: San Francisco Homeless Outreach Team Funding: General Fund

Appendix A Term: 08/1/14-6/30/18

SUMMARY

Service Providers: Fiscal Agent: Total Contract Amount: Program Name:	San Francisco Department of I Public Health Foundation Ente \$23,766,056 San Francisco Homeless Outro	rprises				
	SFHOT			Health Clinic	1.0	
		111121111	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1		
	50 Ivy Street (Lech Walesa)	2712 Mi		i i		
Program Address:	San Francisco, CA 94102	San Fra	ncisco, (CA 94110		*
Program Contact:	Brenda Meskan					
	Appendix A-1 / Appendix B-1			Appendix A-1 / Appendix B-1a		
Amount:	\$5,132,409	•		\$ 6,603,433		
Term:	08/01/14-6/30/15	UOS	NOC	07/01/15-6/30/16	UOS	NOC
Definition of UOS:	SA County- Staff Hours	80,387	N/A	SA County- Staff Hours	103,587	N/A
• 1	SA Work Order- Staff Hours	5,025	N/A	SA Work Order- Staff Hours	6,113	N/A
•						
Total UOS / UDC:	Totals	85,412	. N/A	Totals	109,700	N/A
The state of the s	Appendix A -1/ Appendix B-1b			Appendix A-1 / Appendix B-1c		
951,726	\$7,078,488			\$4,951,726	•	
Term:	07/01/16-6/30/17	UOS	NOC	07/01/17-6/30/18	UOS	NOC
Definition of UOS:	County DHSH GF*	122,374	N/A	SA County- Staff Hours	93,681	825
	County DHSH PL-WO*	6,741	N/A		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	Federal SAMHSA*	9,332	N/A			
	SA County GF	5,242	N/A	SA Work Order- Staff Hours	5,964	30
	*Unit Type: Staff Hours	,	<u> </u>			
Total UOS / UDC:	Totals	143,689	NA	Totals	99,645	N/A

Target Population:	Target population is the San Francisco Department of Public Health's San Francisco Homeless Outreach Team (SF HOT) program.
Description of Service:	Public Health Foundation Enterprises, Inc. will be responsible for providing human resources and fiscal management for this project and for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success. Staff will to provide human resources management, technical assistance, training and fiscal management services to manage the SFHOT program.

Appendix A CMS#7492

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Public Health Foundation Enterprises, Inc. (PHFE) San Francisco Homeless Outreach Team City Fiscal Year: FY16-17 CMS # 7492

Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

 Vendor and Program Nar 	me:
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Public Health Foundation Enterprises, Inc (PHFE) San Francisco Homeless Outreach Team (SFHOT)

SFHOT Staff Located at:

SFHOT 50 Ivy Street (Lech Walesa) San Francisco, CA 94102 Tele: (415) 415-355-7555 FAX: (415) 415-355-7404 Mission Mental Health Clinic 2712 Mission Street San Francisco, CA 94110 Tele: (415) 401-2660 FAX: (415) 401-2671

2. Nature of Document

New	⊠ Ame	endment		Modification
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3. Goal Statement

The goal, in collaboration with the San Francisco Department of Public Health, is to provide Fiscal and Human Resource Management services in support of the San Francisco Homeless Outreach Team (SFHOT) program.

4. Target Population

Target population is the San Francisco Department of Public Health's San Francisco Homeless Outreach Team (SF HOT) program. This multidisciplinary team serves individuals living on the street who are severely disabled. Staff members consist of employees of the Department of Public Health, the Human Services Agency, and community-based organization staff (PHFE). SFHOT uses a client-centered "whatever it takes" approach, and employs comprehensive wrap-around services to meet client needs. The program promotes harm reduction and strength-based recovery philosophies through its daily functioning, and utilizes acuity-based, data-driven, and outcomes-oriented processes to meet its goals. The program also assesses medical and behavioral crises, and refers clients to emergency care as appropriate.

Public Health Foundation Enterprises, Inc. (PHFE) San Francisco Homeless Outreach Team City Fiscal Year: FY16-17 CMS # 7492 Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source; General Fund

SFHOT provides the following lines of service:

Stabilization Case Management

This service line provides short-term stabilization care management for 480 high risk homeless individuals (homeless more than three years, experiencing complex medical, psychiatric, and substance abuse tri-morbidity, using a high number of urgent/emergent care services, and not able to navigate health and human services system on their own). Case Management accepts referrals from SFHOT Street Outreach and high user treatment programs. Within six to twelve months, the goals are to: (1) Stabilize individuals from the street into shelter/SRO, (2) Remove personal barriers to attaining permanent housing; e.g., attain benefits, primary care linkage, behavioral health care linkage, IDs, legal aid, etc., (3) Secure and place into permanent housing, (4) Assess and serve as care coordinators for SF Health Network members who are high risk / high cost individuals and are unable to engage into the system.

Street Outreach Team

This service line provides outreach, engagement and warm-handoffs from the street to (or between) urgent/emergent institutions. The Engagement Specialist Team (EST) operate 24/7 and responds to requests from 311, Care Coordinators, Police, Fire, and Urgent/Emergent facilities (hospitals, SF Sobering Center, Psych Emergency Services, and Dore Psych Urgent Care) for street outreach/intervention and therapeutic transports. The goals are to, within two hours, respond and determine if the individual can be cleared for transport and provide warm-handoff to and/or from urgent/emergent facilities. In addition, the EST provides targeted search and outreach of HUMS (High Users of Multiple Systems) and other high-risk homeless individuals as identified by 311 (citizens) and health care coordinators and once found, performs wellness checks and attempts to engage individuals into services and other resources as identified by community care plans.

Medical Team

The medical team uses the model "Homeless to Primary Care Medical Home" and provides transitional primary health care to address barriers to primary care in the appropriate setting for each patient. Barriers that will be addressed may be related to patient issues such as: medical, mental health and substance use disorders; lack of benefits; competing priorities such as lack of food, shelter, or clothing. Barriers may also be related to systems issues such as: Enrollment and insurance requirements that are difficult for homeless individuals to obtain, inconvenient hours or locations of services; discrimination against homeless individuals in services; or services that have not created adaptations and accommodations for the needs of homeless people.

San Francisco Public Library Team

This service line is situated at the Civic Center Main Branch with staff who conduct outreach and offers referrals to homeless, marginally housed and/or mentally ill patrons of the library. Staff also facilitate education sessions in group or individual settings for

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library staff, in order to improve understanding of behaviorally vulnerable patrons of the library. Staff's goal is to help library staff serve this group of patrons according to their needs, while helping to decrease the number and severity of incidents that require intervention from Library security staff. Staff also train Health and Safety Associates (HaSAs) who are selected from a group of homeless library patrons being served by SF HOT's case management function. These HaSAs assist the team by using their life experiences and learned engagement skills to reach out to other homeless patrons, in order to persuade them to accept case management and other services. In the process, HaSAs gain employment and job-seeking skills.

5. Unit of Service / Modalities

GF: SFHOT and San Francisco Public Library Work Order 8/1/14 – 6/30/15 (B-1)

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)
DPH Units of Service- SA County General Fund Unit Type: Staff Hour	80,387	N/A
DPH Units of Service- SA Work Order- Public Library SFHOT Unit Type: Staff Hour	5,025	N/A
Total UOS	85,412	
Total NOC		N/A

GF: SFHOT and San Francisco Public Library Work Order 7/1/15 – 6/30/16 (B-1a)

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)
DPH Units of Service- SA County General Fund Unit Type: Staff Hour	103,587	N/A
DPH Units of Service- SA Work Order- Public Library SFHOT Unit Type: Staff Hour	6,113	N/A
Total UOS	109,700	
Total NOC		N/A

Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source; General Fund

GF: SFHOT, San Francisco Public Library Work Order, and PATH Grant CFDA 93.150 7/1/16 – 6/30/17 (B-1b)

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)
County DHSH General Fund Unit Type: Staff Hour	122,374	N/A
County DHSH Library Work Order Unit Type: Staff Hour	6,741	N/A
Federal DHHS SAMHSA PATH Grant, CFDA 93.150 Unit Type: Staff Hour	9,332	N/A
DPH Units of Service- SA County General Fund Unit Type: Staff Hour	5,242	
Total UOS	143,689	1
Total NOC		N/A

GF: SFHOT and San Francisco Public Library Work Order 7/1/17 - 6/30/18 (B-1c)

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)
DPH Units of Service- SA County General Fund Unit Type: Staff Hour	93,681	N/A
DPH Units of Service- SA Work Order- Public Library SFHOT Unit Type: Staff Hour	5,964	N/A
Total UOS	99,645	
Total NOC		N/A

6. Methodology

This contract will facilitate the fiscal and human resource management services that support the SFHOT contracted staff. PHFE will provide Fiscal Intermediary administrative services to support the San Francisco Homeless Outreach Team program. This will be a collaborative project with close coordination with the San Francisco Department of Public Health (DPH) SFHOT Program Administrator.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; dispersing programmatic expenditures such as client funds, peer stipends, training, supplies, equipment, and leases according to budget plan; and maintaining all program documentation as related to this contract.

Page 4 of 8

Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

Staff Management for this program consists of primary Human Resource management processes and will be coordinated with the SFHOT DPH Program Administrator. It will include recruiting, hiring, and orienting new staff; managing employee benefits; monitoring employee training, skill development, and performance evaluations on regular basis, and implementing employee discipline when necessary.

A. Fiscal Management

Contractor will utilize established fiscal management policies and procedures and employee training materials that assure the ability to meet all fiscal management responsibilities of this project. The policies address the following internal controls: safeguarding assets, transaction authorizations, timely reconciliation of accounting records; financial reporting; accounts payable; accounts receivable; petty cash; and, payroll.

Fiscal management team assigned to SFHOT program will include support from a Contracts and Grants Manager, a Project Accountant Supervisor, and Project Accountant. These staff will work closely with the SFDPH Program Administrator and Program Director. The PHFE Contracts and Grants Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the contracts and grants manager will issues and monitor all subcontracts, lease, and consultant agreements. The Project Accountant Supervisor, working closely with the Project Accountant and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The Project Accountant will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the Project Accountant is responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

PHFE will work within SFDPH approved budgets to reimburse program expenses directly to vendors and partners or directly to employees that have made authorized program purchases. This includes but not limited to: (1) pay invoices on a predetermined schedule, (2) ensure the accuracy and authenticity of invoice processed, (3) process accounts payable paperwork timely, and (4) maintain support documentation.

As part of the contract, PHFE will purchase up to eight vehicles for SFHOT to use in outreach activities. Authorized SFHOT staff members will utilize the vans for program purposes only including but not limited to the apeutic transport, and client meetings and appointments. The vans will be registered to PHFE, and be serviced by a SFHOT recommended maintenance provider. Vehicles will be stored in the Mission Bartlett

Public Health Foundation Enterprises, Inc. (PHFE) San Francisco Homeless Outreach Team City Fiscal Year: FY16-17 CMS # 7492 Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source; General Fund

Garage located at 3255 21st Street, San Francisco, CA 94110, or the Civic Center Parking Lot, 355 McAllister Street, San Francisco, CA 94102, when not in use. Vehicle purchases, related services and expenses will be approved by the SFHOT Director or designee. Documentation will be kept on file at PHFE headquarters and will be available upon request.

The contract will also include the use of Subcontractors/Consultants:

- Sub Contract Agreements are in place, by and between the Lead Agency and the Sub Contractor.
- The Department has a copy of the sub contract agreement(s).
- Acceptance of the sub contract agreement indicates approval by the Department or its designee (Program Director).

B. Human Resource Management:

Human Resources management team assigned to SFHOT program will include support from a Contract and Grant Manager, the Human Resources Generalist, and the Human Resource Generalist Assistant. The HR Generalist will work closely with the SFDPH SFHOT supervisors and staff to oversee staff hired and assigned to the program. They will also provide hands on, comprehensive training to all employee supervisors so they are familiar with HR policies and procedures in order to provide comprehensive supervision to contracted employees.

Human Resources Generalist will also provide full training to SFHOT employees and supervisors on PHFE's time collection system. The HR Generalist will work closely with the Contract Manager and Budget Analyst to assure that payroll costs are correctly allocated and align with the approved position/line item budget as outlined in the SFDPH contract for SFHOT. The HR Generalist will also maintain confidentiality among SFHOT employees related to salary rates, reimbursements, and the SFHOT budget.

PHFE will utilize current HR policies and procedures to include employee handbook. This will provide the HR Generalist a systematic process to address issues of discipline, investigations, hiring and terminations consistently and remain in compliance with federal and state labor laws. Existing policies and procedures along with PHFE's Employee handbook are reviewed periodically to stay current and updated on any new laws and regulations. Tracking and monitoring of successfully completed trainings by staff is entered into the HRIS for recordkeeping and reporting purposes.

Staff management/HR management will include the complete hiring process from recruitment, employee selection, background/reference checks to new hire orientation. Employee relations, benefit management, leave management, workforce development, employee performance/reviews, personnel records, complaints, and any disciplinary action will also be managed.

Page 6 of 8

Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

7. Objectives and Measurements

Indicator	Data Source / Compliance
P.1 Fiscal Intermediary contractors will pay	Measured and documented by check dates;
95-100% of vendor and subcontractor	contractor prepares Annual Summary Report
invoices within 30 days from the date of	documenting achievement of objective; to
submission by SFDPH or vendor/	Director OFGM, PHD and BOCC within 60
subcontractor.	days of the fiscal year end.
P.2 Effective Fiscal Management: Agency	A. Within 30 days of month's end and if
will meet 95% (correctable to 100%) of	requested, Agency provides a running
Salary & Benefit budgeted obligations during	expense report addressed to Program
the contract period. This includes accurate	Director.
and on-time payment of salaries, overtime,	B. Within in 45 days of DPH quarter's end,
accrued benefits, and taxes and optimal record	Agency self reports this objective for time
keeping.	period and year-to-date in report addressed
	to Director OFGM, PHD.
	C. Contractor prepares Annual Summary
	Report documenting achievement of
	objective; to Director OFGM, PHD and
	BOCC within 60 days of the fiscal year
	end; reports of achievement must be
	consistent with findings of external Annual
	Audit
P.3 Effective Fiscal Management: Agency	A. Within 30 days of month's end and if
will meet 100% of Operating Expense	requested, Agency provides a running
obligations during the contract period. This	expense report addressed to Program
includes paying vendor invoices within	Director.
vendor payment schedule and avoiding late	B. Within in 45 days of DPH quarter's end,
fees (usually 30 days from the date of	Agency self reports this objective for time
submission by vendor or Program).	period and year-to-date in report addressed
	to Director OFGM, PHD.
	C. Contractor prepares Annual Summary
	Report documenting achievement of
	objective; to Director OFGM, PHD and
	end; reports of achievement must be
	consistent with findings of external Annual
	Audit
P.4 Effective Human Resources	
Management: Agency will have 90% of	requested, Agency provides a running
	Program Director.
	BOCC within 60 days of the fiscal year end; reports of achievement must be consistent with findings of external Annual Audit A. Within 30 days of month's end and if requested, Agency provides a running personnel report of these items addressed to

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Public Health Foundation Enterprises, Inc. (PHFE) San Francisco Homeless Outreach Team City Fiscal Year: FY16-17 CMS # 7492 Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

Data Source / Compliance Indicator qualifications statement (resume), 3) period and year-to-date in report addressed reference verification, 4) benefits orientation, to Director OFGM, PHD. 5) program orientation, 6) proof of annual C. Contractor prepares Annual Summary certification/training in HIPAA Privacy and Report documenting achievement of DPH Compliance, 7) signed "User objective; to Director OFGM, PHD and BOCC within 60 days of the fiscal year Confidentiality, Security and Electronic Signature Agreement" form, 8) signed code of end; reports of achievement must be conduct forms, 9) skill development/training consistent with findings of spot checks by plans, 10) on-time performance evaluations, DPH. and 11) remedial skill development plans as needed. P.5 Effective Human Resources A. Within 30 days of month's end and if Management: Agency will help programs requested, Agency provides a running operate at or near full staff capacity by filling Position Control report of these items 90% of vacant positions within 3 months of addressed to Program Director. posting date, during the contract period. This B. Within in 45 days of DPH quarter's end, includes Position Control Reports reflecting Agency self reports this objective for time in aggregate and by service line all positions period and year-to-date in report addressed and their status, including date of vacancy or to Director OFGM, PHD. leave, date of job posting, number of C. Contractor prepares Annual Summary applications, number of qualified candidates, Report documenting achievement of objective; to Director OFGM, PHD and date interviews began, and date position filled. BOCC within 60 days of the fiscal year end; reports of achievement must be consistent with findings of spot checks by

8. Continuous Quality Assurance and Improvement
PHFE will develop a program specific quality assurance plan agreed upon by both
SFDPH and PHFE.

DPH

Page 8 of 8

Appendix B Calculation of Charges

1. Method of Payment

Contractor shall submit monthly invoices in the format attached in Appendix F, by the fifteenth (15th) working day of each month for reimbursement of the actual costs for Services of the immediately preceding month. All costs associated with the Services shall be reported on the invoice each month. All costs incurred under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

2. Program Budgets and Final Invoice

A. Program Budgets supporting the period 08/01/14-06/30/18 may be found in the following Appendixes;

Appendix B, 08/01/14-06/30/18	Budget Summary
Appendix B-1, 08/01/14-06/30/15	FIS – SF Homeless Outreach Team
Appendix B-1a, 07/01/15-06/30/16	FIS – SF Homeless Outreach Team
Appendix B-1b, 07/01/16-06/30/17	FIS – SF Homeless Outreach Team
Appendix B-1c, 07/01/17-06/30/18	FIS – SF Homeless Outreach Team

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$0 is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

The maximum dollar for each funding source shall be as follows:

Original Agreement	County SA General Fund	\$5,350,888	08/01/14-06/30/15	Appendix B-I
Original Agreement	County Public Library Work Order	\$142,004	08/01/14-06/30/15	Appendix B-1
1 st Internal Contract Revision	County SA General Fund	\$0 (No-Con-Mod)	08/01/14-06/30/15	Appendix B-1
1st Internal Contract Revision	County Public Library Work Order	\$0 (No-Com-Mod)	08/01/14-06/30/15	Appendix B-1
2nd Internal Contract Revision	County SA General Fund	(\$360,483)	08/01/14-06/30/15	Apprecia 23-1
First Amendment	County SA General Fund	\$5,815,728	07/01/15-06/30/16	Appendix B-ia
First Amendment	County Public Library Work Order	\$168,549	07/01/15-06/30/16	Approdix B-1
First Amendment	County SA General Fund	\$5,815,728	07/01/16-06/30/17	Appendix B-16
First Amendment	County Public Library Work Order	\$168,549	07/01/16-06/30/17	Apprecia B-1b
First Amendment	County SA General Fund	\$5,476,914	07/01/17-06/30/18	Appendix B-10
First Amendment	County Public Library Work Order	\$168,549	07/01/17-06/30/18	Approxile B-1a
3rd Internal Contract Revision	County SA General Fund	\$619,156	07/01/15-06/30/16	Appendix B-1s
3rd Internal Contract Revision	County SA General Fund	(\$88,972)	07/01/16-06/30/17	Appendix B-16
3rd Internal Contract Revision	County SA General Fund	\$88,972	07/01/17-06/30/18	Appendix 20-3 s
4th Internal Contract Revision	County SA GF & WO	\$0 (No-Cost-Mod)	07/01/15-06/30/16	Appendix B-Ia
Second Amendment	County SA General Fund	(\$5,815,728)	07/01/16-06/30/17	Appendix \$-16
Second Amendment	County Public Library Work Order	(\$168,549)	07/01/16-06/30/17	Appendix N-13
Second Amendment	County DHSH GF	\$6,417,268	07/01/16-06/30/17	Apprentix B-1h
Second Amendment	County Public Library Work Order	\$166,837	07/01/16-06/30/17	Appredia B-16
Second Amendment	Federal DHHS SAMHSA PATH Grant	\$334,383	07/01/16-06/30/17	Appendix H-1h
Second Amendment	County SA General Fund	\$160,000	07/01/16-06/30/17	Appendix E-1h
Second Amendment	County SA General Fund	(\$693,737)	07/01/17-06/30/18	Appraist B-1e
•		\$23,766,056		
	Contingency	\$0		
		\$23,766,056		

C. Upon the effective date of this Agreement, contingent upon prior approval by the CITY'S Department of Public Health of an invoice or claim submitted by Contractor, CITY agrees to make an initial payment to the

Appendix B CMS#:7492

88CONTRACTOR of One Million Six Hundred Forty-Four Thousand Three Hundred Seventeen Dollars (\$1,644,317). CONTRACTOR agrees that a reduction shall be made from monthly payments to CONTRACTOR equal to one sixth (1/6) of the initial payment for the period October 1, 2016 through March 31, 2017. Any termination of this Agreement, whether for cause or for convenience, will result in the total outstanding amount of the advance being due and payable to the CITY within thirty (30) calendar days following written notice of termination from the CITY.

- D. Contractor agrees to comply with its Program Budgets of Appendix B in the provision of Services. Changes to the budget that do not increase or reduce the maximum dollar obligation of the City are subject to the provisions of the Department of Public Health Policy/Procedure Regarding Contract Budget Changes. Contractor agrees to comply fully with that policy/procedure.
- E. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those costs incurred during the referenced period of performance. If costs are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City.

DPH 1: Department of Public Health Contract Budget Summary

DHCS Legal Entity Number.			iiii Colli act Du	Prepared By:	Julia Dysart	Appendix #:	В
		oundation Ent	erprises, Inc.	Document Date: 1		Page #:	3
Contract CMS #:				· -		Fiscal Year:	
Contract Appendix Number:	B-1	B-1a	B-1b	B-1c			
Appendix A/Provider Name:	SFHOT	SFHOT	SFHOT	SFHOT ·			
Provider Number:	383800	383800	383800	383800			
Program Code:		N/A	N/A	N/A			
Funding Term:	8/1/14-6/30/15	07/01/15-06/30/16	07/01/16-06/30/17	07/01/17-06/30/18			∜OTAL
FUNDING USES			THE STATE OF THE STATE OF				罗西美国 电电路
Salaries & Employee Benefits:	3,711,851	5,004,749	5,169,001	4,166,035			18,051,636
Operating Expenses:	682,657	833,173	1,151,077	255,149			2,922,056
Capital Expenses:	\$188,000	\$58,000	\$0	\$0			246,000
Subtotal Direct Expenses:	4,582,508	. 5,895,922	6,320,078	4,421,184			21,219,692
Indirect Expenses:	549,901	707,511	758,410	530,542			2,546,364
Indirect %:	12.00%	12.00%		12.00%			12.00%
TOTAL FUNDING USES	5,132,409	8,603,433	7,078,488	4,951,726	-		23,766,056
					Employee	Fringe Benefits %:	34.43%
BHS WENTAL HEALTH PLEOTHO SOURCES							
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·					<u> </u>		_
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TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-				-	-
BHS SUBSTANCE A DUBE PENDING BOUNCES				MEETING COMMIT	Professional Street	新维护 医子子宫	
SA COUNTY - General Fund	4,990,405	6,430,670	160,000	. 4,783,177	X		16,364,252
SA WORK ORDER - Public Library SFHOT	142,004	168,549	-	168,549			479,102
SA COUNTY - General Fund WO CODB		4,214					4,214
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	5,132,409	6,603,433	160,000	4,951,726	w		16,847,568
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County DHSH General Fund			6,417,268				6,417,268
County DHSH Library Work Order			166,837				166,837
Federal DHHS SAMHSA PATH Grant, CFDA 93.150			334,383				334,383
TOTAL NON-DPH FUNDING SOURCES		· -	6,918,488	-	-		6,918,488
TOTAL FUNDING SOURCES (DPH AND NON-DPH)	5,132,409	6,603,433	7,078,488	4,951,726	-	-	23,766,056

Protect Name Public Health Foundation Enterprises, Inc. Protect Name Strict Protec	DPH 2: Department of Public Heath Cost Reporting/Data Collection (CRDC)	nt of Put	lic Heath Cost	t Reporting/Dat	a Collection (Cf	spc)		
Provider Number 383800 Provider Number 383800 Provider Number 383800 Provider Number 383800 Provider Number 383800 Program Name SPHOT SP	Contracto	or Name: F	Public Health Fo	oundation Entern	prises. Inc.		Appendix.	B-1b
Provider Number: 383800 Provider Number: 387800 Provider Number: 387800 Provider Number: 387800 Provider Number: 387801 Program Name: SPHOT SPHOT SPHOT SPHOT SPHOT Program Name: SPHOT Program Oxder SecPrevial Se	Provide	er Name: 5	SFHOT				Document Date:	8/18/16
Program Name SFHOT SFHOT SFHOT SFHOT SFHOT	Provider N	Number: 3	183800				Fiscal Year;	2016-2017
Program Code NA								
Forgram Code N/A N	Program	п Name:	SFHOT	SFHOT	SFHOT	SFHOT		
SecPrev16 SecP	Prograi	ıт Code:	N/A	N/A	N/A	N/A		
Service Description Subsective and Subsective a	Mode/SFC (MH) or Mode	ility (SA):	SecPrev-19	SecPrev-19	SecPrev-19.	SecPrev-19		
Funding Term: Triol/16-06/30/17 Orfo/16-06/30/17 Orfo/16	2		3A-Sec Prev Outreach	SA-Sec Prev Outreach			-	TOTAL
Salaries & Employee Benefits 4,689,356 146,282 334,383 142,857 142,857 140,450 1			77/01/16-06/30/17	07/01/16-06/30/17		-		
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Sand Services		Benefits:	4,689,336	145,282	334,383			5,169,001
Subtract Expenses:	Operating Ex	xpenses;	1,004,540	3,680	1	142,857		1,151,077
Subtrait Direct Expenses: 5.693.076	Capital Expenses (greater than	\$5,000):	•					-
TOTAL FUNDING USES	Subtotal Direct Ex	xpenses:	5,693,876	148,962	334,383	142,857		6,320,078
TOTAL FUNDING USES: 6.477.288 168.837 334.383 169,000	Indirect Ex	xpenses;	723,392	17,875		17,143		758,410
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Edg Purchased (if applicable): Edg Purchased (if applicable): Edg Purchased (if applicable): Edg Purchased (if applicable): Edg Purchased (id applicable):	FOLAL NON-DPH FUNDING SOURCES		6,417,268	166,837	334,383			6,918,488
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For-Service (FFS): CR	SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx P	Program;						· 一定的 《
H Units of Service: 122.374 6,741 9,332 5,242 6,741 Unit Type: Staff Hour Staff Hour Staff Hour Staff Hour Sources Cnly): 52.44 24.75 35.83 30.52 8 14 Chiding Sources Cnly): 7.073 244 990 4.500	Cost Reimbursement (CR) or Fee-For-Service	e (FFS):	ម		- 1			
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7.073 244 990 4.500	Published Rate (Medi-Cal Provider	rs Only):		,		,		Total UDC:
	Unduplicated Clients	s (UDC):	7,073	244	086	4,500		8,307

		Benefits	

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Program Code:	N/A				`	pendix#: B-1b	
Program Name:	SFHOT		•	•		Page #: 2	
Document Date:	8/18/16	,			·	·	
	TOTAL	County DHSH General Fund HOMSFHOTGF	Public Library Workorder HOMSFHOTWO	Federal DHHS SAMHSA PATH Grant CFDA 93.150 HOMSFHOTGR	SA General Fund HMHSCCRES227		, , , , , , , , , , , , , , , , , , , ,

	·	TOTAL		HSH General Fund MSFHOTGF		.ibrary Workorder MSFHOTWO	PATH G	I DHHS SAMHSA Frant CFDA 93.150 MSFHOTGR		General Fund HSCCRES227		
	Term:	07/01/16-06/30/17	Term:	07/01/16-06/30/17	Term:	07/01/16-06/30/17	Term:	07/01/16-06/30/17	Term	07/01/18-08/30/17	Term:	
Position Title	FTE	Salaries	FTE	Salaries	FIE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Administrative Coordinator .	1.00	-52,531	1.00	52,531								
Community Liaison	1.00	57,784	1,00	57,784	·							
Data Analyst	1,00	71,443	1.00	71,443		-						
Administrative Assistant	1.00	42,025	1.00	42,025								
Social Workers	3,00	233,239	3.00	233,239								
Housing Specialist	1.00	57,784	1.00	57,784								
Program Coordinator EST	1.00	71,443	1.00	71,443								
SFHOT Specialist I (36 pos)	36.00	1,736,771	32.91	1,591,334			3,09	145,437				j
SFHOT Specialist II (22 pos)	21.00	1,213,472	19.23	1,113,688			1,77	99,784				
SFHOT Specialist I - Library (1 pos)	0.77	37,148			0.77	37,148						
Health & Safety Associates (6 pos)	2.64	81,596			2.64	81,596						
EMS Specialist II (2 pos)	2.00	115,569	2.00	115,569								
101 Grove Health & Safety Advocate ·	0.75	. 20,787	0,75	20,787								
·												
				•								
						•						
	-	-							,			
Totals:	72.16	3,791,592	63.69	3,427,627	3.41	118,744	4.86	245,221				•
Employee Fringe Benefits:	36.33%	1,377,409	36.81%	1,261,709	22.35%	26,538	36.36%	89,162				

	1,011,100 1 0010171	1	20,000 0010010	00,100		
· · · · · · · · · · · · · · · · · · ·						
•			•			
F				,—————————————————————————————————————		
TOTAL SALARIES & BENEFITS	5400.004	1 000 000	445.000		1	1
TOTAL SALARIES & BENEFITS	5,169,001	4,669,336	145,282	334,383	1 1	i

DPH	4:0	perating	Expenses	Detail
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Program Code:	N/A		 	 	
Program Name:	SFHOT	 -		 	
Document Date:	8/18/16		 		

Appendix#: B-1b Page# 3

Expenditure Categories & Line Items	TOTAL	County DHSH General Fund HOMSFHOTGF	Public Library Workorder HOMSFHOTWO	Federal DHHS SAMHSA PATH Grant CFDA 93.150 HOMSFHOTGR	SA General Fund HMHSCCRES227	·
	Term:07/01/16-06/30/17	Term: 07/01/16-06/30/17	Term:07/01/16-06/30/17	Term:07/01/16-06/30/17	Term:07/01/18-08/30/17	Term:
Occupancy:						·
Rent	\$ 72,000	\$ 72,000				
 Utilities(telephone, electricity, water, gas) 	\$ 12,000	\$ 12,000		-		
Building Repair/Maintenance		\$ 6,000				
Mobile Phones			\$ 3,680			
Materials & Supplies;						
Office Supplies	\$ 13,500	\$ 13,500				
Program Supplies						,
Handheld Computers and Application		5				
Computer hardware/software		\$ 6,000				
General Operating:	\$ -					
Training/Staff Development		\$ 18,000				
Insurance		\$ -				
Equipment Lease & Maintenance		\$ 2,400				
Offsite Storage						
Audit & Accounting						
Staff Travel:	\$	10,000				
· Local Travel		\$ 2,500				
Out-of-Town Travel						
		\$ 8,000				
Field Expenses						
Consultant/Subcontractor. Professional Services to Rep Payee TBD	19	75.000				
Professional Services to Rep Payee 1BD Professional Services-IT Services						·
Professional Services & Registry			· · · · · · · · · · · · · · · · · · ·		142,857	
Professional Service- Cleaning Service	\$. 6,000				2,507	
Professional Service- Cleaning Service Other Professional Consultants TBD	\$ 4,240					
Other:	\$					
Client Related Supplies & Expenses	\$ 66,000	\$ 66,000				
Participant Stipends						*
Vehicle Parking						•
Vehicle Maintenance						
Vehicle Expenses						
Van Leese		\$ 6,000			<u> </u>	
VEH LIBY	0,000	φ 6,000				

TOTAL OPERATING EXPENSE 1,151,077 1,004,540 3,680 - 142,857

DPH 5: Capital Expenses Detail

Program Code:	N/A	_	•	Appendix:	
Program Name	SFHOT			Page#:	4
Document Date:	8/18/16			•	
		_			
1. Equipment					
			Funding Source		
Item Description	Quantity	Serial #/VIN #	[General Fund, Grant	Purchase Cost	Total Cost
, , , , , , , , , , , , , , , , , , ,			(List Title), or Work	Each	
			Order (List Dept.)]		
					۴.
		·			
	<u> </u>				
Total Equipment Cost					\$0
Total Equipment Cour			•		
					•
2. Remodeling					7-4-10-4
Description					Total Cost
	•				
				,	-
		······································	, , , , , , , , , , , , , , , , , , , 		
Total Remodeling Cost					\$0
Total Nemodeling Cost		· .			
	•				
					· ·
Total Capital Expenditure			•		\$0
(Equipment plus Remodeling Cost)			•		

	tor Name:		dation Enterprises, Inc.	_	Appendix# B-1b	•
	n Name:	SFHOT		_	•	
Funding	r Term:	7/01/16-08/30/17		-		
1) SA	ARIES & BENEFITS:			·		,
<u> </u>		The state of the s	92 manus magalamin di Marana ayar 1			
		Administrative C				
				es operations, in	cluding facilities, equipment, invent	ory, repairs, etc
ļ	Minimum qualifications	Experience or Ba	achelor's degree			
					A	
ì	Annual Salary:	x FTE:	v Montho nor Venr		Annualized (if less than 12 months):	Total
\$	52,531.00	1.00	x Months per Year: 12	T	1.00 \$	52,531
	02,000	1.00		1	1.00 4	02,001
	Staff Position 2	Community Liais	ĊΠ			
<u> </u>	Brief description of job duties			ind special proje	cts planning	
	Minimum qualifications					
1.					Annualized (if less than 12	· [
	Annual Salary:	x FTE:	x Months per Year:		months):	Total
\$	57,784.00	1.00	12		1.00 \$	57,784
			•			
	Staff Position 3:	Data Analyst		, , , , , , , , , , , , , , , , , , ,		
	Brief description of job duties	Respond to com	munity providers regard	ling computer ac	cess, generate data reports, plan o	lata needs
	Minimum qualifications	Bachelor's degre	e In a Health Science.	Experience ana	lysis large datasets and interacting	with community.
į				•		
	10.1				Annualized (if less than 12	
	Annual Salary;	x FTE:	x Month's per Year:	,	months):	Total
\$	71,443,00	1,00	12	<u> </u>	1.00 \$	71,443
J	O. C. D. W.				·	,
ļ		Administrative A		1		
ļ	Brief description of job duties				with vulnerable populations	
ļ	wimmum qualincations	Associates degre	e prefetted. Expenent	se in busy office	with vulnerable populations	
1			0		Annualized (if less than 12	. 1
1	Annual Salary:	x FTE:	x Months per Year:	• •	months):	Total
\$	42,025.00	1.00	12	T	1,00 \$	42,025
<u> </u>		<u> </u>				1272
	Staff Position 5	Social Worker	· · · · · · · · · · · · · · · · · · ·	The state of the s		
	Brief description of job duties		alist I and II in daily wor	k		
					rapy. License preferred. Experience	ce with homeless
İ	Minimum qualifications	population.				
	• .	,				
1					Annualized (if less than 12	
<u> </u>	Annual Salary:	x FTE:	x Months per Year:	-	months):	Total
<u> </u>	77,746.00	3.00	12		1.00 \$	233,239
		Housing Special				
<u> </u>	Brief description of job duties					·
ļ	Minimum qualifications	: Bachelors degre	e. Computer skills and	database manag	gement. Experience with homeless	population.
ĺ					Approximately (If I have then 10)	
1	Annual Salary:	x FTE:	x Months per Year:		Annualized (If less than 12 months):	Total
\$	57,784.00	1,00	12		1,00 \$	57,784
L <u>·</u>	37,704,00	1,007	14.	1	1,00 \$	31,104
r	Staff Dacklan 7	Program Coordin	nator for Engagement S	nacialist Mahila	Toam	
l	Brief description of job duties					·
 	prior description of Job duties				ing a team, knowledge of the popul	lation sovereits
	Minimum avallingtions		iii a Heditii Scielice, ex	hetterine maus8	priy a icairi, knowledge of the popul	auon, computer
 	Minimum qualifications	· anna				
l					Annualized (If less than 12	
	. Annual Salary:	x FTE:	x Months per Year:		months);	Total
\$	71,443.00	1.00	12	1	1.00 \$	71,443
<u> </u>	/ 1 10.00				7.00 4	, -,

Contractor Name:			lation Enterprises, Inc.	_		Appendix #: B-1b	
Program Name:	SFHO						
Funding Term:	7/01/10	8-08/30/17					
Stoff	Position 8: SFHC	T Specialist	H				
Oldit				support for born	eless clients in benefi	ts. housing, treat	ment linkages.
•					gement. Help program		
Brief description of			nunity resources inclu			,	, G
					tri-morbid populations		
					Annualized (if less	than 12	
Annual Salary:		(FIE:	x Months per Year:		months):		Total
\$	48,244.00	36.00	12			1.00 \$	1,736,771
Staff	Position 9; SFHO	OT Specialis	l II				
	Unde	r direction o	f SW or MFT provide :	support for clier	nts in benefits, housing	, treatment links	iges, therapeutic
					p program participants		
Brief description of	Job dutles: comr	nunlty resou	rces including jobs	-			
Minimum qui	alifications: Bach	elor's or Mas	ster's degree and expe	rience with ho	meless and tri-morbid	populations	
					Annualized (if less	than 12	
Annual Salary:		(FTE:	x Months per Year:		months):		Total
\$	57,784.00	. 21.00	12			1.00 \$	1,213,472
0.00							
			t I Library Position				
			t I for Public Library no				
Minimum qu	almoations: Asso	ciates degre	e and expenence with	nomeless and	tri-morbid populations		
			•		Annualized (If less	than 12	
Annual Salary:	,	x FTE:	x Months per Year:		months):		Total
\$	48,244,00	0.77	12	T	11,01,010).	1.00 \$	37,148
100 - 100 -					<u></u>		
			•				
Staff I	osition 11: Heal	ih & Safety A	Associates			The same of the sa	,
	San	Francisco Pi	ublic Library Health &	Safety Associa	tes Identify health & se	afety concerns a	the library, and
Brief description of	Job dutles: Intere	act and prac	lice effective outreach	techniques wit	h homeless population	is. Part-time pos	ittlons-\$13/hr
	Prlor	personal ex	perience with homeles	sness, knowle	dge of the client popul	atlon, ability to w	ork with a
Minimum qu	allfications: diver	se staff & cll	ientele, able to speak,	write and read	English, and ability to	use the internet	
			,		Annualized (if les		
. Annual Salary:		x FTE:	x Months per Year:		months):		Total
\$	30,888.00	2.64	12		<u> </u>	1.00 \$	81,596
		· 					
Staff I	Position 12: Spec			W		· · · · · · · · · · · · · · · · · · ·	
Date for the same					or MFT provide suppo		
Bnet description o	job duties: treat	ment linkage	s, inerapeutic transpo	π, street outre	ach, and case manage	ement. Help prog	gram participants
Minimum qu	laillications: Back	neiors of Ma	sters degree and exp	enence with ho	meless and tri-morbld	populations	
		•			Appropriate Here	n than 10	•
Appual Culeur		x FTE:	v Mantha nor Voca		Annualized (if les months)		Total
Annual Salary:	57,784.00	2.00	x Months per Year:		monins)	1.00 \$	
\$	01,104.00	۲.۷۷	14			1,00 \$	115,569

Contractor Name:	Public Health Foundation Enterprises, Inc.	Appendix #: 1	Appendix #: B-1b			
Program Name:	SFHOT	•				
Funding Term:	7/01/16-06/30/17					
Staff Position 13	: 101 Grove Health & Safety Associate					
. Oldi i collori jo	101 Grove Health & Safety Associate will identifi	fy health & safety concerns at 101 Grove	Street and Interact			
Brief description of job duties	and practice effective outreach techniques with					
K Mark and for an element	Prior personal experience with homelessness, k					
Minimum qualifications	: diverse staff & clientele, able to speak, write an	d read English, and ability to use the inte	rnet			
		Annualized (if less than 12	•			
Annual Salary:	x FTE: x Months per Year:	months):	Total			
\$ 27,716.00	0.75 12	1.00	\$. 20,78			
· · · · · · · · · · · · · · · · · · ·	70.40	Word-1 Audiostana	d :			
Total FTE	: 72.16 Fringe Benefit %:	Total Salarles: 36.33%				
•	i imge benent /6.		φ 1,011,40			
		TOTAL SALARIES & BENEFITS:	\$ 5,169,00			
		house the second				
2) OPERATING EXPENSES:						
A						
Occupancy:		Rent:	\$ 72,00			
Brief description of expense	: \$6000/mo * 12 months	Kont	Ψ 12,00			
	the state of the s		~ ```			
		. Utilities:	\$ 12,00			
Brief description of expense	: \$1000/mo * 12 months					
		Building Maintenance:	\$ 6,00			
Brief description of expense	: \$500/mo * 12 months	building maniferiation,	ψ 0,00			
	:	Mobile Phones	\$ 66,38			
	\$55/mo * 95 mobile devices * 12 months: Mobil					
D:-[-]	cellular phones, and handheld computers/devic					
Brief description of expense	: \$3680 for Cell Phone purhcase and service for	F 1 10-17				
		Total Occupancy:	\$ 156,38			
Materials & Supplies:	·					
materials a copplies.		Office Supplies:	\$ 13,50			
Brief description of expense	: \$15/employee/month x 75 employees x 12 mon					
	moderates that we have been the trackled to the	Program Supplies:				
	\$3187/mo * 12 mo, including, but not limited to masks, lice, flea and tick treatments, etc.), cont					
Brief description of expense	elc.), and gift carde for staff, as approved by pro	ogram directors (ex. safe driver incentive	e)			
- Diter description or experied						
		Computer Hardware/Software	\$ 6,00			
	\$6,000 is budgeled for the purchase of comput					
Buck the second	and broken computers and electronic devices,	and as needed for new staff members. E	sudgeted at \$2,000			
Brief description of expense	per computer x 3 computer systems .					
		Total Materials & Supplies:	\$ 57,50			
,		i i i i i i i i i i i i i i i i i i i	V 27,00			
General Operating: .	• .					
		Training/Staff Development	\$ 18,00			
	\$1500/mo * 12 months for trainings for the SFI	· •				
Dalak danadaklari ak asarara	CPR, First Ald, Course fees, specialized homely	ess and trauma experts, staff care and r	esilence, and staff			
Brief description of expense	e: development activities that support SFHOT.					
		Equipment Lease and Maintenance:	\$ 2,40			
	Equipment Leases & Maintenance to support t		, <u> </u>			
Brief description of expense		1	ca to oopioi ton			
- I I I I I I I I I I I I I I I I I I I						
		Offsite Storage:	\$ 3,00			
Brief description of expense	Storage at \$250/mo * 12 months					

Contractor Name: Program Name:	Public Health Foundation Enterprises, Inc. SFHOT	Appendix #: B	~1.0	
unding Term:	7/01/16-06/30/17			
arrang ()				
		Audit & Accounting:		10,000
Brief description of expense:	Annual expense \$10,000			
		Total General Operating:	\$:	33,400
taff Travel:	• .			
		Local Travel		2,500
Brief description of expense:	\$2500 for local travel to include toll receipts, and o	lipper cards for client drop off, when a	pproved by th	e .
Brief description of expense.	director of designed	Out-of-Town Travel	\$	8,000
Brief description of expense:	\$2000 * 4 staff for Healthcare for Homeless and S	treet Medicine conferences		
	· ·	Total Staff Travel:	ŧ .	10,500
	•	Total Stall Havel.	4	10,500
Consultants/Subcontractors:		, , , , , , , , , , , , , , , , , , , ,		wr nn.
. Brief description of synance:	\$75,000 annually for Representative Payes Service	Consultants/Subcontractors:	\$	75,000
Dital description of expense.	TO,000 annually to representative rayou convic	03	***************************************	
, r		Consultants/Subcontractors:		21,000
Brief description of expanses	\$3000 per month x 12 months for software update homeless services- in addition, \$85,000 carried or	s direction of IT dept for building elections EVAE 16 for IT Brofossianal S	ronic med rec	ord for
Brief description of expense.	Homeless services in auditor, \$400,000 carried of	er nom F1 10-10 to 11 F1016ssional 3	ervices.	···
		Consultants/Subcontractors:	\$ 4	83,45
	\$340600 to professional services & registries for b		ervices during	j staff
Brief description of expense:	shortage; \$142857 for professional registry- CES	Sobering Patrol		
•	,	Consultants/Subcontractors:	\$.	8,00
	Cleaning Services-TBD: Professional Cleaning Services-			1
Brief description of expense:	: \$1,200 x 5 rooms/year			
		Consultants/Subcontractors:	\$.	4.240
Brief description of expense	: Homeless best practice consultants to align with r	Consultants/Subcontractors: _ etion-wide initiatives	\$ ·	4,24
Brief description of expense:		ation-wide initiatives		``
		ation-wide initiatives	\$ 6	89,69
		ation-wide initiatives Total Consultants/Subcontractors: Client Related Supplies & Expenses:	\$ 6	66,00
Other:	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, documen	nation-wide initiatives Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the contractors and supplies and supplies and supplies and supplies.	\$ 6 \$ lients. Expenses, gift cards,	66,000 ses
Other:	Other \$5500/mo for 12 months for client related supplies	nation-wide initiatives Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the contractors and supplies and supplies and supplies and supplies.	\$ 6 \$ lients. Expenses, gift cards,	66,00 ses
Other:	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, documen	nation-wide initiatives Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the contractors and supplies and supplies and supplies and supplies.	\$ the state of the	66,00 ses food,
Other:	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, documen clothing, bedding, hyglene supplies, moving costs	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of sengagement incentives and supplies for transporting client related supplies Other Particlpant Stipends	\$ 6 \$ lients. Expenses, gift cards, s, etc.	66,00 ses food, 6,40
Other: Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, documen clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful the completion of phase 3, and \$150 to be issued	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the supplier of transporting client related supplier of transporting client related supplier of the Cartesian of the GROW Program. Set the completion of phase 4. Budgets	\$ lients. Expenses, gift cards, s, etc.	66,00 ses food, 6,40
Other: Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, document clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the supplier of transporting client related supplier of transporting client related supplier of the Cartesian of the GROW Program. Set the completion of phase 4. Budgets	\$ lients. Expenses, gift cards, s, etc.	66,00 ses food, 6,40
Other: Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, documen clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful the completion of phase 3, and \$150 to be issued	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the compagement incentives and supplies for transporting client related supplies. Other Participant Stipends completion of the GROW Program. \$ at the completion of phase 4. Budget 0 per participant	\$ filents. Expenses, gift cards, s, etc. \$ 250 to be issued at an estimate.	66,00 ses food, 6,40 ued at
Offher: Brief description of expense Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, documen clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful the completion of phase 3, and \$150 to be issued	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the supplier of transporting client related supplier of transporting client related supplier of the Cartesian of the GROW Program. Set the completion of phase 4. Budgets	\$ filents. Expenses, gift cards, s, etc. \$ 250 to be issued at an estimate.	66,00 ses food, 6,40 ued at
Other: Brief description of expense Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, document clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful the completion of phase 3, and \$150 to be Issued a successful completed participation per year x \$400.	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the completion of the GROW Program. \$ at the completion of phase 4. Budgets Other Verhicle Parking:	\$ lients. Expenses, gift cards, s, etc. \$ 250 to be issued at an estim	66,00 ses food, 6,40 ued at nated
Other: Brief description of expense Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, document clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful the completion of phase 3, and \$150 to be issued a successful completed participation per year x \$40 to \$400 per year x \$40	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the first supplies for transporting client related supplies. Other Participant Stipends completion of the GROW Program. \$ at the completion of phase 4. Budget 0 per participant Other Vehicle Parking:	\$ felicits. Expenses, gift cards, s, etc. \$ 250 to be issued at an estim	66,00 ses food, 6,40 ued at nated
Other: Brief description of expense Brief description of expense Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, document clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful the completion of phase 3, and \$150 to be issued a successful completed participation per year x \$40 to \$275 per vehicle x 20 vehicles x 12 months. Required maintenance on vehicles, including but	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the first supplies for transporting client related supplies. Other Participant Stipends completion of the GROW Program. \$ at the completion of phase 4. Budget 0 per participant Other Vehicle Parking:	\$ felicits. Expenses, gift cards, s, etc. \$ 250 to be issued at an estim	66,00 ses food, 6,40 ued at nated
Other: Brief description of expense Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, document clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful the completion of phase 3, and \$150 to be issued a successful completed participation per year x \$40 to \$275 per vehicle x 20 vehicles x 12 months. Required maintenance on vehicles, including but	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the completion of the GROW Program. \$\mathbb{S}\$ at the completion of phase 4. Budgets of the Participant Stipends. Other Vehicle Parking: Other Vehicle Maintenance: not limited to oil changes, tires maintens.	\$ elients. Expenses, gift cards, s, etc. \$ 250 to be issued at an estime.	66,00 ses food, 6,40 ued at nated 1 68,00
Other: Brief description of expense Brief description of expense Brief description of expense	Other \$5500/mo for 12 months for client related supplies include, but not limited to obtaining IDs, document clothing, bedding, hyglene supplies, moving costs \$400 per participant for participation & successful the completion of phase 3, and \$150 to be issued a successful completed participation per year x \$40 and \$275 per vehicle x 20 vehicles x 12 months are grained maintenance on vehicles, including but a damage/accident repair	Total Consultants/Subcontractors: Client Related Supplies & Expenses: s and expenses to support homeless of the completion of the GROW Program. \$ at the completion of phase 4. Budgeto per participant Other Vehicle Parking: Other Vehicle Maintenance: not limited to oil changes, tires mainted.	\$ elients. Expenses, gift cards, s, etc. \$ 250 to be issued at an estime. \$ nance, and	66,000 6,40 6,40 18,00
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Contractor Name:	Public Health Foundation Enterprises, Inc.	Appendix #:	B-1b
Program Name:	SFHOT		
Funding Term:	7/01/16-06/30/17		
,			
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3) CAPITAL EXPENDITURES:			
(If needed. A unit valued at \$5,000 of	or more)		
•	•	Capital Expenditure 1:	
Brief description of expense			
	***************************************	·	
D. E. L. Lake E. L.	•	Capital Expenditure 2:	
Brief description of expense	A		
•		Capital Expenditure 3:	
Brief description of expense	,	Capital Expenditure 3:	
pilet describitor of experise	·		
		TOTAL CAPITAL EXPENDITURES:	* -
		Account of the Control of the Contro	***************************************
		•	
		TOTAL DIRECT COSTS:	\$ 6,320,078
•		<u> </u>	
4) INDIRECT COSTS	y Mariant de l'imperior de monte de la litera est accessor de l'accessor		
Brief description of Indirect Cost E			Amount
	n resources management staff and systems costs.		\$ 758,410
Costs calculated at 12% of total cost	s.		
			L
	port staff salary and related fringe benefits and gene	eral	
overhead expenses related to the co	ntract. Rate is 12% of Direct Cost.	,)	
•	•	TOTAL INDIDECT COSTS.	¢ 750.440
	•	TOTAL INDIRECT COSTS:	\$ 758,410
	•	TOTAL EXPENSES:	\$ 7 D7D 400
		TOTAL EXPENSES;	\$ 7,07B,488

DPH 7: Contract-Wide Indirect Detail

Contractor Name:	Public Health Foundation Enterprises, Inc.	Appendix#:	B-1b
Program Name:	SFHOT	Page #:	10
Document Date:	8/18/16		
Fiscal Year:	2016-2017	•	

1. SALARIES & BENEFITS

Position Title	FTE	Salaries
Benefits Coordinator	0.10	7,491
Workers Comp & Safety Administrator	0.20	10,920
LOA Coordinator	0.20	13,655
HR Generalist - San Francisco	1.00	82,688
Data Support Analyst	1,00	42,000
HR Manager	0.10	11,000
Systems Analyst/Operations Coordinator	0.25	17,500
Contract & Grant Manager	0.45	39,690
Sr Admin Analyst - San Francisco	1.00	88,200
Project Accountant	0.50	29,000
Payroll Manager	0.10	11,000
Payroll Specialist	0.20	12,000
Project Accountant Supervisor	0.26	24,024
Project Accountant Manager	0.05	5,500
Controller	0.05	7,500
Director, Contract and Grant Management	0.15	25,500
HR Officer	0.10	15;000
CFO	0.10	25,000
CEO	0.07	28,000
SUBTOTAL SALARIES		495,668
EMPLOYEE FRINGE BENEFITS	31.10%	154,153
TOTAL SALARIES & BENEFITS		649,820

2. OPERATING COSTS

Expense line item:	Amount
Occupational Inoculations	3,050
Employee Background Checks	5,080
Job Posting/Recruitment	1,500
HR Materials (policy procedure manuals, training manuals)	3,000
Staff Travel	43,189
Physical Check	12,000
Check Delivery	2,000
HQ Liability Insurance	23,771
Staff Travel/SFHOT EE Mileage	15,000
TOTAL OPERATING COSTS	108.590

TOTAL INDIRECT COSTS (Salaries & Benefits + Operating Costs)

758,410

Appendix D Additional Terms

1. PROTECTED HEALTH INFORMATION AND BAA

The parties acknowledge that CITY is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is required to comply with the HIPAA Privacy Rule governing the access, transmission, and storage of health information.

The parties acknowledge that CONTRACTOR is one of the following:

\boxtimes	CONTRACTOR will render services under this contract that include possession or
	knowledge of identifiable Protected Health Information (PHI), such as health status,
	health care history, or payment for health care history obtained from CITY.
	Specifically, CONTRACTOR will:

- Create PHI
- Receive PHI
- Maintain PHI
- Transmit PHI and/or
- Access PHI

The Business Associate Agreement (BAA) in Appendix E is required. Please note that BAA requires attachments to be completed.

CONTRACTOR will not have knowledge of, create, receive, maintain, transmit, or
have access to any Protected Health Information (PHI), such as health status, health
care history, or payment for health care history obtained from CITY.

The Business Associate Agreement is not required.

2. THIRD PARTY BENEFICIARIES

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

3. CERTIFICATION REGARDING LOBBYING

CONTRACTOR certifies to the best of its knowledge and belief that:

A. No federally appropriated funds have been paid or will be paid, by or on behalf of CONTRACTOR to any persons for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any federal cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan or cooperative agreement.

P-550 (9-15; DPH 4-16) CMS# 7492 Page 1 of 2

- B. If any funds other than federally appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, CONTRACTOR shall complete and submit Standard Form -111, "Disclosure Form to Report Lobbying," in accordance with the form's instructions.
- C. CONTRACTOR shall require the language of this certification be included in the award documents for all subawards at all tiers, (including subcontracts, subgrants, and contracts under grants, loans and cooperation agreements) and that all subrecipients shall certify and disclose accordingly.
- D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. MATERIALS REVIEW

Contractor agrees that all materials, including without limitation print, audio, video, and electronic materials, developed, produced, or distributed by personnel or with funding under this Agreement shall be subject to review and approval by the Contract Administrator prior to such production, development or distribution. Contractor agrees to provide such materials sufficiently in advance of any deadlines to allow for adequate review. City agrees to conduct the review in a manner which does not impose unreasonable delays on Contractor's work, which may include review by members of target communities.

5. EMERGENCY RESPONSE

CONTRACTOR will develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each of its service sites. The agency-wide plan should address disaster coordination between and among service sites. CONTRACTOR will update the Agency/site(s) plan as needed and CONTRACTOR will train all employees regarding the provisions of the plan for their Agency/site(s). CONTRACTOR will attest on its annual Community Programs' Contractor Declaration of Compliance whether it has developed and maintained an Agency Disaster and Emergency Response Plan, including a site specific emergency response plan for each of its service site. CONTRACTOR is advised that Community Programs Contract Compliance Section staff will review these plans during a compliance site review. Information should be kept in an Agency/Program Administrative Binder, along with other contractual documentation requirements for easy accessibility and inspection

In a declared emergency, CONTRACTOR'S employees shall become emergency workers and participate in the emergency response of Community Programs, Department of Public Health. Contractors are required to identify and keep Community Programs staff informed as to which two staff members will serve as CONTRACTOR'S prime contacts with Community Programs in the event of a declared emergency.

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San Francisco Department of Public Health Business Associate Agreement

This Business Associate Agreement ("Agreement") supplements and is made a part of the contract ("Contract")] by and between the City and County of San Francisco, the Covered Entity ("CE"), and Public Health Foundation Enterprises, Inc. ("Contractor"), the Business Associate ("BA"), dated August 1, 2014 (CMS #7492). To the extent that the terms of the Contract are inconsistent with the terms of this Agreement, the terms of this Agreement shall control.

RECITALS

- A. CE, by and through the San Francisco Department of Public Health ("SFDPH"), wishes to disclose certain information to BA pursuant to the terms of the Contract, some of which may constitute Protected Health Information ("PHI") (defined below).
- B. For purposes of the Contract, SFDPH requires Contractor, even if Contractor is also a covered entity under HIPAA, to comply with the terms and conditions of this Agreement as a BA of CE.
- C. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Health and Safety Code § 1280.15, California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the "California Regulations").
- D. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Agreement.
- E. BA enters into agreements with CE that require the CE to disclose certain identifiable health information to BA. The parties desire to enter into this Agreement to permit BA to have access to such information and comply with the BA requirements of HIPAA, the HITECH Act, and the HIPAA Regulations.

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

1. Definitions.

a. Breach means the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information, except where an unauthorized person to



San Francisco Department of Public Health

Business Associate Agreement

whom such information is disclosed would not reasonably have been able to retain such information, and shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402], as well as California Civil Code Sections 1798.29 and 1798.82.

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



San Francisco Department of Public Health Business Associate Agreement

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

2. Obligations of Business Associate.

a. Attestations. The BA will be required to complete and return to CE (and retain in BA's records for a period of seven years) the following forms, incorporated by reference as though fully set forth herein, SFDPH Attestations for Privacy (Attachment 1), Data Security (Attachment 2) and Compliance (Attachment 3) within ninety (90) calendar days from the execution of the Contract. If CE makes changes to any of these forms during the term of the Contract that CE believes are substantial, the BA will be required to complete and return CE's updated forms to CE within ninety (90) calendar days from the date that CE provides BA with written notice of such changes.



San Francisco Department of Public Health Business Associate Agreement

- b. User Agreements. The BA shall maintain proof that it has provided all of its employees or agents that will access SFDPH PHI with medical confidentiality and security training and signed forms from the employees/agents acknowledging having received such training, prior to accessing SFDPH PHI for the first time and annually thereafter during the term of the Contract, and retain in BA's records for a period of seven years.
- c. Permitted Uses. BA may use, access, and/or disclose PHI only for the purpose of performing BA's obligations for or on behalf of the City and as permitted or required under the Contract and Agreement, or as required by law. Further, BA shall not use PHI in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.502, 164.504(e)(2). and 164.504(e)(4)(i)].
- d. Permitted Disclosures. BA shall disclose Protected Information only for the purpose of performing BA's obligations for or on behalf of the City and as permitted or required under the Contract and Agreement, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Agreement and used or disclosed only as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2. k. of the Agreement, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)]. BA may disclose PHI to a BA that is a subcontractor and may allow the subcontractor to create, receive, maintain, or transmit Protected Information on its behalf, if the BA obtains satisfactory assurances, in accordance with 45 C.F.R. Section 164.504(e)(1), that the subcontractor will appropriately safeguard the information [45] C.F.R. Section 164.502(e)(1)(ii)].
- e. Prohibited Uses and Disclosures. BA shall not use or disclose PHI other than as permitted or required by the Contract and Agreement, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient



San Francisco Department of Public Health Business Associate Agreement

has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R. Section 164.522(a)(1)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.

- f. Appropriate Safeguards. BA shall take the appropriate security measures to protect the confidentiality, integrity and availability of PHI that it creates, receives, maintains, or transmits on behalf of the CE, and shall prevent any use or disclosure of PHI other than as permitted by the Contract or this Agreement, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.306, 164.308, 164.310, 164.312, 164.314 164.316, and 164.504(e)(2)(ii)(B). BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316, and 42 U.S.C. Section 17931. BA is responsible for any civil penalties assessed due to an audit or investigation of BA, in accordance with 42 U.S.C. Section 17934(c).
- g. Business Associate's Subcontractors and Agents. BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph 2.d. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2) through (e)(5); 45 C.F.R. Section 164.308(b)]. BA shall mitigate the effects of any such violation.
- h. Accounting of Disclosures. Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if



San Francisco Department of Public Health Business Associate Agreement

known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure [45 C.F.R. 164.528(b)(2)]. If an individual or an individual's representative submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five (5) calendar days.

- i. Access to Protected Information. BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within (5) days of request by CE to enable CE to fulfill its obligations under state law [Health and Safety Code Section 123110] and the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains Protected Information in electronic format, BA shall provide such information in electronic format as necessary to enable CE to fulfill its obligations under the HITECH Act and HIPAA Regulations, including, but not limited to, 42 U.S.C. Section 17935(e) and 45 C.F.R. 164.524.
- j. Amendment of Protected Information. Within ten (10) days of a request by CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA and its agents and subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment or other documentation to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R Section 164.526. If an individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request and of any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors [45 C.F.R. Section 164.504(e)(2)(ii)(F)].
- k. Governmental Access to Records. BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- I. Minimum Necessary. BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the intended purpose of such use, disclosure, or request. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary" to accomplish the intended purpose in accordance with HIPAA and HIPAA Regulations.



San Francisco Department of Public Health Business Associate Agreement

- m. Data Ownership. BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- n. Notification of Breach. BA shall notify CE within 5 calendar days of any breach of Protected Information; any use or disclosure of Protected Information not permitted by the Agreement; any Security Incident (except as otherwise provided below) related to Protected Information, and any use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual whose unsecured Protected Information has been, or is reasonably believed by the BA to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. [42 U.S.C. Section 17921; 42 U.S.C. Section 17932; 45 C.F.R. 164.410; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]
- o. Breach Pattern or Practice by Business Associate's Subcontractors and Agents. Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(iii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this Agreement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the contractual arrangement with its subcontractor or agent, if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this Agreement within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

3. Termination.

- a. Material Breach. A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the Contract and this Agreement and shall provide grounds for immediate termination of the Contract and this Agreement, any provision in the CONTRACT to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- b. Judicial or Administrative Proceedings. CE may terminate the Contract and this Agreement, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws



San Francisco Department of Public Health Business Associate Agreement

or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

- c. Effect of Termination. Upon termination of the Contract and this Agreement for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this Agreement to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(2)(ii)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.
- d. Civil and Criminal Penalties. BA understands and agrees that it is subject to civil or criminal penalties applicable to BA for unauthorized use, access or disclosure or Protected Information in accordance with the HIPAA Regulations and the HITECH Act including, but not limited to, 42 U.S.C. 17934 (c).
- e. Disclaimer. CE makes no warranty or representation that compliance by BA with this Agreement, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

4. Amendment to Comply with Law.

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



San Francisco Department of Public Health Business Associate Agreement

regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

5. Reimbursement for Fines or Penalties.

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

Attachment 1 - SFDPH Privacy Attestation, version 10/29/15

Attachment 2 - SFDPH Data Security Attestation, version 10/29/15

Attachment 3 - SFDPH Compliance Attestation, version 10/29/15

Office of Compliance and Privacy Affairs
San Francisco Department of Public Health
101 Grove Street, Room 330, San Francisco, CA 94102
Email: compliance.privacy@sfdph.org
Hotline (Toll-Free): 1-855-729-6040

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San Fra	ncisco I	Departr	nent of Public	Health	(SFDPH) Of	fice of Comp	oliance and	Privacy Affa	irs (OCPA)		<u> </u>		ATTACHMENT
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-			e for "yes"). [
									SFDPH " <u>Use</u>	er Confidentiality, S	ecurity, and Electror	ic Signat	ure Form*?
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			Director	(print)									
	АТТ	STED b	y Chair, Board	Name	:,			Si	gnature			Date	1,4
		of Direct	ors / Trustees	(print)								-	

Signature

Date

EXCEPTION(S) APPROVED | Name by OCPA (print)

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San	Franci	sco De	partment of Pub	lic Health (SFDPH) Offi	ce of Com	pliance	and Priv	acy Af	fairs (OCPA)	}			ATTACHN	∕IENT 2
Orį	ganizat	ion Nar	ne:									Contractor City Vendor ID	*		
						SFDPH	DATA	SECUR	RITY	ATTESTAT	rion:				
Heal (HIT	th Info ECH), a	rmation	n Portability and A American Institute	countabilit of Certified	y Act (HIPAA, I Public Accou	ADMINIST Intants (Al	TRATIVE 4 CPA) req	45 CFR 16 uirement	4.308(: s. I NS T	a)(8)), Health FRUCTIONS:	Information Tech	Associates Agreemen nology for Economic npleted Attestations o.	and Clinic	al Health A	ct
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₿			Use findings from	the assess	ments/audits	to identify	y and mit	igate kno	wn risl	ks into docum	nented remediatio	n plans?			
			Date of last	Data Securi	y Risk Assess	ment/Audi	it ·			· ·					
			Name of t Assessment/A		on(s) who per authored the			• :		. —				٠.	
С			Have a formal Da	ta Security	Awareness Pr	ogram?			′						
D			Have a designate		Officer? .			 ,							
			If yes; IT Secur Officer	ty		•		.·,	Pho	ne#		Email:		• •	
E			Require Data Sec will suffice for '									(Use of <u>SFDPH Privac</u>	y/Data Se	curity Train	ing
F												cies will suffice for "y	res".)		
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Н			Have (or will hav named users, ac								organization and t	his downstream or 3	ird party e	ntity (inclu	ding
ATT	EST: l	Inder	penalty of periur	v. I hereby	attest that	to the be	st of my	, knowle	dge th	ie informati	ion herein is true	and correct.			
٠			TED by Data Securi	ty Name						Signature			Date		
		ATT	ESTED by CEO / Ex Direct	ec Name					· ·	Signature			Date		
			TED by Chair, Boa Directors / Truste	d Name		. ,		: 2 .		Signature		····	Date		
4 100		of	Directors / Truste	es (print)		·		: <u>; ; ; ; </u>	·	<u>.</u>		or call 1 955-779-6			

Signature .

Date :

EXCEPTION(S) APPROVED Name by OCPA (print)

Any "No" answers will need to be reviewed and approved as exceptions by OCPA.

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		Contractor City Vendor ID		
PH COMPLIANCE ATTES	TATION			
		PH COMPLIANCE ATTESTATION Partners that are required to abide by the SECRE Business	PH COMPLIANCE ATTESTATION	

This Attestation is to be completed by Contractors and Data Trading Partners that are required to abide by the SFDPH Business Associates Agreement in compliance with Medicare Medicare Medicare Medicare Conditions of Participation, False Claims Act and other ethics/compliance laws and regulations. INSTRUCTIONS: File and retain completed Attestations for a period of 7 years. Please be prepared to submit your completed Attestations, along with evidence of the following, when and if requested to do so.

	YES	NO*	DOES YO	UR ORGANIZATION										
A		1		rmal Compliance Program?										
В				esignated Compliance Officer?										
			If yes:	Compliance	Phone#		Email:							
				Officer Name										
C			Require all employees who have access to SFDPH Systems or PHI to take Compliance training upon hire and annually thereafter? (Use of SFDPH compliance											
			training v	vill suffice for "yes".) [Beginning in FY1516, DPH wi	ll require you to retain the	ese records for 7 years.]								
D			Have pro	of that employees upon hire, and annually thereafter	, have signed agreement	to the SFDPH " <u>Code of Cond</u>	uct"? [Beginning in FY1516, DPH will							
				ocument retention for 7 years,]										
E	į		Have mechanisms in place to identify and promptly respond to compliance deficiencies and report to the SFDPH all identified compliance deficiencies related											
				s that were billed by SFDPH or that could Jeopardize	your organization's contir	tued participation in governi	ment health care programs, including							
				or Medi-Cal funded programs?										
F	Ì		Publicize	and promote the SFDPH Compliance and Privacy Hot	line number (1-855-729-6	040) or the <u>City's Whistleblo</u>	wer Program including posting a <u>notice</u> of							
			whistleble	ower protections in staff areas where it can be seen?		·								
G			Have a Co	ode of Conduct or Ethics policy that includes a mechan	nism for staff to confident	tially and anonymously repo	rt potential compliance concerns as well							
				non-retaliation policy (Use of SFDPH Compliance pol										
н			Have med	chanisms in place to review the Office of the Inspecto	r General (OIG), General S	Services Administration (GSA	ı), and the California Department of							
	I	-		re Services (DHCS) exclusion lists upon initial hire and										
			or govern	ing body member responsible for administering or de	elivering Federal Healthca	re Program services is exclud	ded from (may not work in) a federal							
			health car	re program? [False Claims Act]	. *	· .								
			Reguire (d	or will require, if/when applicable) subcontractors/ve	ndors to comply with all r	equirements in this Attestat	ion?							

ATTEST: Under penalty of perjury, I hereby attest that to the best of my knowledge the information herein is true and correct.

		, 	,	 ,	
ATTESTED by Compliance	Name		Signature	Date	
Officer	(print)				
ATTESTED by CEO / Exec	Name		Signature	Date	
Director	(print)				
ATTESTED by Chair, Board	Name		Signature	Date	
of Directors / Trustees	(print)				

* EXCEPTIONS: If you have answered "NO" to any question, please contact OCPA at <u>compliance.privacy@sfdph.org</u> or call 1-855-729-6040 for a consultation. Any "No" answers will need to be reviewed and approved as exceptions by OCPA.

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	EXCEPTION(S) APPROVED	Name		Signature	 Date
	ьу осра	(print)	• • •	•	

Appendix F-1b (GF-SA)
PAGE A

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Contractor: Public Health Foundation i	nterprises,	Inc.					Ct. Blanke	t No.: BPHM	TBD			
Address: 12801 Crossroads Parkway	South, Su	ite 200, C	ity of Ind	ustry, CA 9	1746		Ct PO No	.: POHM	TBD			User Cd
Tel. No.: (562) 699-7320					1		Fund Sour	rce:	General Fund			
Fax No.:			В	HS			Invoice Pe	eriod:	July 20	16		
Funding Term: 07/01/2016 - 06/30/201	17			· · · · · · · · · · · · · · · · · · ·	•		Final invoi	ice:			(Chec	k if Yes)
PHP Division: Behavioral Health Servi	ces .			**			ACE Cont	rol Number:		918-2869	78. W.	
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REIMBURSEMENT	-				\$	*	<u></u>		· · · · · · · · · · · · · · · · · · ·		·	
I certify that the Information provided above accordance with the contract approved for claims are maintained in our office at the a	services pro	ovided und								In .		
Signature:	· · · · · · · · · · · · · · · · · · ·				-		Date:					**********************
Printed Name:					_							
Title:						,	Phone:		~		·	
Send to:			1.	<u> </u>		. ·	DPH	l Authorization	for Paym	ent		
Behavioral Health Services-Budget/ Invoice Analyst 1380 Howard St., 4th Floor San Francisco, CA 94103						thorized	Signatory		_	production of the same of the	,	Pate
			j	<u></u>	AU	n for type (Signatory				L	alc

Jul 08-30

Appendix F-1b (PL-WO) PAGE A

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Contractor: Public Health Foundation Ente	erprises, Inc				•		Ct. Blanke	t No.: BPHM	TBD			
Additional Appellance of Declaration		DDG 01	F1 3	. 04.045	140							User Cd
Address: 12801 Crossroads Parkway S	outh, Suite	200, City	of Indust	iry, CA 917	46		Ct. PO No	.: РОНМ	TBD			
Tel. No.: (562) 699-7320 Fax No.:	•		R	HS			Fund Sou	rce:	County D	HSH - Li	brary Wor	k Order
					-		Invoice Pe	eriod:	July 20	16		
Funding Term: 07/01/2016 - 06/30/2017							Final Invo	ice:		If Yes)		
PHP Division: Behavioral Health Service	8						ACE Conf	rol Number;			7.7	
	TOT	AL.	DELI	VERED	DELIV	ERED		% OF	REMA	NING		% OF
	CONTR			PERIOD		PATE		OTAL	DELIVER			TOTAL
Program/Exhibit	UOS	UDC	uos	UDC	uos	ÜDC	UOS	UDC	UOS	UDC	UOS	UDC
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			ı		EXPE	NSES	EXT	PENSES	% (OF.	F	EMAINING
Description			BU	DGET	ı.	ERIOD	1	DATE	BUD		1	BALANCE
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Total Personnel Expenses			\$ 1.	45,282.00	\$	-	\$	h		0.00%	\$	145,282.00
Operating Expenses:												
Occupancy			\$		\$	_	\$			0.00%		-
Materials and Supplies			\$		\$		\$.			0.00%		, ,
General Operating					\$	-	\$		<u> </u>	0.00%		
Staff Travel			\$	-	\$	-	\$		ļ	0.00%		
Consultant/ Subcontractor			\$	0.000.00	\$	-	\$	-	 	0.00%		
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Indirect Expenses				17,875.00			\$	*	1	0.00%		17,875,00
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Less: Initial Payment Recovery			**********		T T		NOTES:					
Other Adjustments (DPH use only)							1					•
]					
REIMBURSEMENT					\$	p					-	
I certify that the information provided above is accordance with the contract approved for se claims are maintained in our office at the add	rvices provid	ed under ti										
Signature:			·				Date:					
Printed Name:		•	TOWN		_							
Title:					_		Phone:					
Send to:	+		7			············	DPI	Authorizatio	n for Paym	ent		
Behavioral Health Services-Budget/ Invo 1380 Howard St., 4th Floor San Francisco, CA 94103	ilce Analyst							· ·				
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Jul 08-30

Appendix F-1b (PL-WO)
PAGE B

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						CT PO No.		. U:	ser Cd
Contractor: Public Health Foundation Enterprises, Inc	t.					CI PO No.	L		
						,			
Tel. No.:						•	•		
									•
DETAIL PERSONNEL EXPENDITURES				•		•			
	<u></u>		BUDGETED	EXPENSES	FX	PENSES	% OF	REI	MAINING
NAME & TITLE	FTE		SALARY	THIS PERIOD		DATE	BUDGET		LANCE
SFHOT Specialist 1 - Library (1 pos)	0.77		37,148,00	\$	\$	-	0.00%		37,148.00
Health & Safety Associates (6 pos)	2.64	13	81,596.00	\$ -	13		0.00%	\$	81,596.00
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TOTAL OAL ADIED	0.44	<u> </u>	440 744 00	ļ	+		0.000/		440 744 00
TOTAL SALARIES	3.41	\$	118,744.00	\$ -	\$		0.00%	*	118,744,00
I certify that the information provided above is, to the accordance with the contract approved for services provide maintained in our office at the address indicated.									
Signature:				•	· Date:				
Printed Name:	. 			, . •					
Title:		-ch-sanc-400			Phone:			b	·

Jul 08-30

Appendix F-1b (DHSH-GF)
PAGE A

	,		Con	trol l	Number		•				•		PAGE A
. , ,	.							INVOICE N	NUMBER:	HOM1	JL	16	
Contracts a Dublic Dealth Franchetter	4	for a						Ct Diaples	No.: BPHM	TDD			
Contractor: Public Health Foundation E	nterpnses,	ine.						CI. DIAIRE	יאורוייםטאו	IDU			User Cd
Address: 12801 Crossroads Parkway	South, Sui	ite 200, C	lty of I	indu	stry, CA 91	1746		Ct. PO No.	: POHM	TBD			
Tel. No.: (562) 699-7320 '			-	DL	HS.			Fund Sour	ce: ,	County DHSH - General Fund			
i ax No	٠		<u> </u>		13			Involce Period:		July 2016			
Funding Term: 07/01/2016 - 06/30/201	7							Final Invoi	ce:	(Check if			ck if Yes)
PHP Division: Behavioral Health Service	ces		·				ACE Conti	rol Number:		74.V.F	DVIV	(在) 學是有學學的	
	TOT				/ERED		/ERED	1	6 OF	REMA	1	% OF	
Program/Exhlbit	UOS	UDC	UO		PERIOD UDC	UOS.	UDC	UOS	OTAL UDC	DELIVER UQS	UDC	UOS	TOTAL
B-1b SFHOT - HOMSFHOTGF				<u> </u>									
SecPrev-19 SA-Sec Prev Outreach	122,371	7,073	-	\Box			-	0%	0%	122,371	7,073	100%	100%
							 						
Unduplicated Counts for AIDS Use Only.	<u> </u>	1			··				L	<u></u>	ل		
	* * * * * * * * * * * * * * * * * * *			51.15			ENSES	1	PENSES	% (REMAINING
Description Total Salaries					OGET 27,627.00	\$	PERIOD	\$	DATE	BUD	0.00%	\$	BALANCE 3,427,627.00
Fringe Benefits			4		1,709.00			\$			0.00%		1,261,709.00
Total Personnel Expenses	The state of the s				39,336.00		-	\$	-		0.00%		4,689,336.00
Operating Expenses:													T Shiphermaker at
Occupancy			\$		2,700.00			\$			0.00%		152,700.00
Materials and Supplies			\$		57,500.00 33,400.00			\$	<u> </u>	ļ	0.00%		57,500.00 33,400,00
General Operating Staff Travel		-	\$		0,500.00			\$			0.00%		10,500.00
Consultant/ Subcontractor	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		\$		16,840.00			\$			0.00%		546,840.00
Other: Client Related Supplies			\$	20	03,600.00	\$		\$	-		0.00%		203,600.00
Participant Stipends, Vehicle P			\$		- .	\$	<u> </u>	\$		ļ	0.00%		
Maintenance, Vehicle Expense	es & Van Le	ease	\$		-	\$		\$		 	0.00%	\$.	
Total Operating Expenses				1,00	04,540.00	\$.		\$	-		0.00%		1,004,540.00
Capital Expenditures			\$		-	\$	-	\$		<u> </u>	0.00%		
TOTAL DIRECT EXPENSES			\$		93,876.00 23,392.00			\$ \$		ļ	0.00%		5,693,876.00 723,392.00
Indirect Expenses					17,268.00			\$		 	0.00%		6,417,268.00
Less: Initial Payment Recovery			1.4	<u>., , , , , , , , , , , , , , , , , , , </u>	-1,200.00	-		NOTES:	<u> </u>		0,0070		0,111,200.00
Other Adjustments (DPH use only)													
REIMBURSEMENT					·	\$							
I certify that the information provided above accordance with the contract approved to claims are maintained in our office at the a Signature:	r services pr	ovided und	knowle der the	e prov	, complete o	and accu	rate; the rate. Full jus	amount requestification and	ested for reimbo i backup record	ursement is is for those	in		
Printed Name:												1	
Title:						_		Phone:			-		
Send to:			7			- 	-	DP	H Authorization	n for Payr	nent		
Behavioral Health Services-Budget/ Invoice Analyst 1380 Howard St., 4th Floor San Francisco, CA 94103						λι	utharizea	Signatory		- .	autoromentorom		Date
			J	- 1		А	uu jorized	Signatury				nc	Late

Appendix F-1b (DHSH-GF)
PAGE B

Amendment: 07/01/2016

			*	•				. PAGE B
			Control h	lumber		•	In	oice Number
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	,	L		······································	s			User Cd
						CT PO No.		·
Contractor: Public Health Foundation Enterprises,	Inc.					•		
Tel. No.:							*	
DETAIL PERSONNEL EXPENDITURES								
Constitute William Constitution	***************************************		BUDGETED	EXPENSES	1	EXPENSES	% OF	REMAINING
NAME & TITLE	FTE		SALARY	THIS PERIOD	İ	TO DATE	BUDGET	BALANCE
						······		
Administrator Coordinator	1.00		52,531.00	\$	\$		0.00%	
Community Liaison	1.00		57,784.00		\$		0.00%	
Data Analyst	1.00	\$	71,443.00		\$		0.00%	
Administrator Assistant	1.00	\$	42,025.00		\$		0.00%	
Sorical Workers	3.00	\$	233,239.00		\$	»-	0.00%	
Housing Specialist	1.00	\$	57,784.00		\$		0.00%	
Program Coorddinator EST	1.00	\$	71,443.00		\$	<u> </u>	0.00%	
SFHOT Specialist I (36 pos) SFHOT Specialist II (22 pos)	36,00 21.00	\$	1,591,334.00 1,113,688.00		.\$		0.00%	
EMS Specialist II (2 pos)	2.00	\$	115,569.00		\$		0.00%	
101 Grove Health & Safety Advocate	0.75		20,787.00		\$		0.00%	
	0,70	Ψ-	20,701100	Ψ	1		0.00 /8	μ 20,101,00
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TOTAL SALARIES	68.75	\$	3,427,627.00	\$ -	\$	·	0.00%	\$ 3,427,627.00
TO IMA O PARAME		ΙΨ.	0,121,027.00	<u> </u>	1.4			4 0,12,102,100
I certify that the information provided above is, to accordance with the contract approved for services provided to the contract approved for services by								
are maintained in our office at the address indicated.			•					
Signature;			•		į	Date:		
Printed Name:								
Title:					Pl	none;		

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Jul 08-30

Appendix F-1b (DHHS-SAMHSA)

	•		Contro	l Number		1						PAGE A
		<u> </u>]	INVOICE	NUMBER:	НОМЗ	JL	16	
Contractor: Public Health Foundation Ente	rodene lu						O Blanka	t No.; BPHM	TPD			
Contractor: Public result Foundation Ente	npuses, m	الند					CI. DIATIKE	KINO., DETIN	LIDD			User Cd
Address: 12801 Crossroads Parkway Sc	uth, Sulte	200, City	of Indus	stry, CA 917	46		CI, PO No	.: POHM	TBD			
Tel. No.: (562) 699-7320 Fax No.;				нѕ			Fund Sour	rce;	Federal D	HSH - S	PATH Grant	
1 200 1 1 1 1 1				/110			Invoice Period:		July 20	16		
Funding Term: 07/01/2016 - 06/30/2017							Final Invol	ice;			(Chec	k if Yes)
PHP Division: Behavioral Health Services							ACE Conf	rol Number:	\$7.44(3)(8	. 75 TO SEE	9.000 MAG	
	TO			IVERED		/ERED	4	% OF	REMAI			% OF
Program/Exhlbit	UOS	ACTED	UOS	PERIOD	UOS	DATE UDC	UOS	OTAL UDC	DELIVER	UDC	uos	TOTAL
B-16 SFHOT - HOMSFHOTGR HMPATH-17	000	ODC	000	000	000	1 000	1 000		000	upo.	000	
SecPrev-19 SA-Sec Prev Outreach	9,332	990				-	0%	0%	9,332	990	100%	. 100%
			<u> </u>			<u> </u>						
Unduplicated Counts for AIDS Use Only.												
Description			В	UDGET .		NSES PERIOD	1	PENSES DATE	% (REMAINING . BALANCE
Total Salaries				245,221.00	\$	EUOD	\$	DATE	1 505	0.00%	\$	245,221.00
Fringe Benefits			\$	89,162.00	\$		\$		 	0.00%		89,162.00
Total Personnel Expenses				334,383.00	1 \$		\$	-	 	0.00%		334,383.00
Operating Expenses:			 		 		+	X-El Ibida certa	†			
Occupancy			\$	-	S	-	. \$	*		0.00%	\$	
Materials and Supplies			\$	-	\$	-	\$	-	1	0.00%		
General Operating			\$	-	\$		\$	*		0.00%		
Staff Travel			\$		\$	÷	\$	-	1	0.00%		
Consultant/ Subcontractor			\$	-	\$		\$			0.00%		-
Other;			\$		\$	•	\$			0.00%	\$	-
			\$	-	\$.	-	\$	-		0.00%	\$	-
			\$	-	\$		\$			0.00%	\$	-
7.410			\$	·	\$		\$		 	0.00%	-	
Total Operating Expenses Capital Expenditures			\$		\$		\$			0.00%		
TOTAL DIRECT EXPENSES		·		334,383.00	\$		\$			0.00%		
Indirect Expenses			\$	334,363.00	\$		1 5	<u> </u>	+	0.00%		334,383.00
murect expenses				334,383.00			15			0.00%		334,383.00
Less: Initial Payment Recovery		-	14	334,363.00	1 4.		NOTES:			0,00%	1 4	334,303,00
Other Adjustments (DPH use only)					 		110120.					į
]					
REIMBURSEMENT					\$	-]	·				
I certify that the information provided above is accordance with the contract approved for se claims are maintained in our office at the add	vices prov	ded under										
Signature:				***************************************	-		Date:			-		
Printed Name:		· . · · · · · · · · · · · · · · · · · ·									• *	
Title:					-		Phone:			,		
Send to:			7		***		DP	'H Authorizatio	on for Payr	nent		
1380 Howard St., 4th Floor								-		•		
San Francisco, CA 94103					٨٠	Hooder	Signatory		nest.	<u> kandanilaannania</u>		Date
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Appendix F-1b (DHHS-SAMHSA) PAGE B

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			Control N	lumber	_		Inv	roice Numb	er
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			•			CT PO No.			
Contractor: Public Health Foundation Enterprises	, Inc.								
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Tel. No.:									
TOL NO.									
DETAIL PERSONNEL EXPENDITURES				-					
,						•			
			BUDGETED	EXPENSES	1	EXPENSES	% OF	RE	MAINING
NAME & TITLE	FTE		SALARY	THIS PERIOD	J	TO DATE	BUDGET	B.	ALANCE
SFHOT Specialist I (36 pos)	3,09	\$	145,437.00		\$	*	0.00%		145,437.00
SFHOT Specialist II (22 pos)	1.77	\$	99,784.00	\$ -	\$		0.00%	\$	99,784.00
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TOTAL SALARIES	4.86	\$	245,221.00	\$ -	\$		0.00%	\$	245,221.00
TOTAL SALARIES						· · · · · · · · · · · · · · · · · · ·		\$	245,221.00
I certify that the information provided above is, t accordance with the contract approved for services pi are maintained in our office at the address indicated.	o the best of r rovided under	the p	orovision of that o	ete and accurate; i contract. Full justil	ne amo ication	and backup records	for those claims		•
Signature:				·	Da	ale:			٠.
	**************************************	***************************************		•		**************************************	*		
Printed Name:	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·						•
Title:					Pho	ina'			
Title:		-	9vad	,	1,110	71C.			
e e									



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/2/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED

RE	PRESENTATIVE OR PRODUCER, AM	ID TH	IE CE	ERTIFICATE HOLDER.						
the	ORTANT: If the certificate holder I terms and conditions of the policy,	certa	in po							
	tificate holder in lieu of such endors	eme	nt(s).		CONTA	CT N.C. Inc. II.	0			
PRODI	г J. Gallagher & Co.				CONTACT Michelle Gonzalez					
Inguinan Profess of CA Ing 11C # 0706202					PHONE (A/C, No, Ext): 818-539-2300 FAX (A/C, No): 818-539-2301 EMAIL ADDRESS: Michelle_Bielen@alg.com					
	N Brand Blvd, Suite 600				ADDRE	ss: Michelle_	Bleien@ajg	.COITI		
Glendale CA 91203				INSURER(S) AFFORDING COVERAGE					NAIC#	
				INSURER A :Landmark American Insurance Company					33138	
· · · · · · · · · · · · · · · · · · ·				INSURER B : Philadelphia Indemnity Insurance Co					18058	
12801 Crossroads Pkwy So.#200 City of Industry, CA 91746				INSURER C: RSUI Indemnity Company					22314	
				INSURER D :Starr Indemnity & Liability Company					38318	
				INSURE	RE:Berkley	Regional In	surance Company		29580	
					INSURER F:					
				NUMBER: 961565440				REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NORTH N										
INBR LTR	TYPE OF INSURANCE	INSD	WAD.	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMIT	3	-
A	X COMMERCIAL GENERAL LIABILITY	Υ		LHC829481		6/1/2018	6/1/2017	EACH OCCURRENCE DAMAGE TO RENTED	\$5,000,	300
	CLAIMS-MADE X OCCUR	Ì						PREMISES (Ea occumence)	\$100,00	
	X Prof Llab\$5M/\$5M						,	MED EXP (Any one person)	\$5,000	·
	X AbuseLiab\$2M/\$2M							PERSONAL & ADV INJURY	\$5,000,	000
	GEN'L AGGREGATE LIMIT APPLIES PER:		ļ. ,					GENERAL AGGREGATE	\$6,000,	000
. [POLICY PRO- LOC	1		. '				PRODUCTS - COMP/OP AGG	\$5,000,	000
	OTHER:								\$	
В	AUTOMOBILE LIABILITY	Y		PHPK1502757		6/1/2016	6/1/2017	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,	000
	X AVY AUTO	'						BODILY INJURY (Per person)	\$	**
	ALL OWNED SCHEDULED AUTOS.		ĺ		_			BODILY INJURY (Per accident)		
	X HIRED AUTOS X NON-OWNED AUTOS							PROPERTY DAMAGE (Per scoldent)	\$	
]						Comp/Coll Ded:	\$1,000	
С	UMBRELLA LIAB X OCCUR			NHA240369		6/1/2016	6/1/2017	EACH OCCURRENCE	\$4,000	,000
	X EXCESS LIAB CLAIMS-MADE		1					AGGREGATE	\$4,000,	,000
	DED RETENTION\$	1	į					Over WC & Auto	\$	
·D	WORKERS COMPENSATION	[-	Y	1000001023		6/1/2016	6/1/2017	X PER OTH- STATUTE ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A						E.L. EACH ACCIDENT	\$1,000	,000
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	II'''A						E.L. DISEASE - EA EMPLOYEE	\$1,000	,000
	If yes, describe under DESCRIPTION OF OPERATIONS below			·			1	E.L. DISEASE - POLICY LIMIT	\$1,000	,000
E	Fidelify Coverage			BCCR4500180021		6/1/2016	6/1/2017	Blanket Limit	\$2,000,	
DESC	RIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES	ACOR	D 101, Additional Remarks Sched	ule, mav	be attached if mo	no space la recul	ired)		
Re:	SFHOT Program. City and County General/Automobile Liability policy rogation for Workers Compensation	of So	an Fi e na	rancisco, its Officers, Ag med Insured per the att	gents a	and Employe Al endorser	es are nam nent. Such i	ed additional insured w	ith res alver c	pect to If
							•			
CERTIFICATE HOLDER C					CAN	CANCELLATION				
	San Francisco Dept of Pu	blic I	- -lealt	h				DESCRIBED POLICIES BE OF		

101 Grove Street, Room 402 San Francisco CA 94102

ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

This Endorsement Changes The Policy. Please Read It Carefully

ADDITIONAL INSURED BLANKET - PRIMARY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM - OCCURRENCE

SCHEDULE

Name of Person or Organization:

Any person or organization to whom or to which you are obligated by virtue of a written contract or by the issuance or existence of a written permit, to provide insurance such as is afforded by this policy.

- A. SECTION II WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown on the SCHEDULE, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - 1. Your acts or omissions; or
 - 2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insured, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- 1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- 2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

If you are required by a written contract to provide primary insurance, this policy shall be primary as respects to your negligence and SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance does not apply, but only with respect to coverage provided by this policy.

All other terms, conditions and warranties remaining unchanged.

This endorsement effective 06/01/2016 forms part of Policy Number LHC829481 issued to PUBLIC HEALTH FOUNDATION ENTERPRISES INC

Endorsement No.: 04

by: Landmark American Insurance Company

MANUSCRIPT

POLICY NUMBER: PHPK1502757

COMMERCIAL AUTO CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM GARAGE COVERAGE FORM MOTOR CARRIER COVERAGE FORM TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who is An Insured Provision of the Coverage Form. This endorsement does not after coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 06/01/2016	Countersigned By:	M bompaly
Named Insured: Public Health Foundation Enterprises		(Authorized Representative)
		1

SCHEDULE

Name of Person(s) or Organization(s): The City and County of San Francisco		
	,	

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

(Ed. 04-84)

WAIVER OF OUR RIGHT TO RECOVE	R FROM OT	HERS ENDORS	EMENT - CALIFO	RNIA
We have the right to recover our payments from anyone right against the person or organization named in the So work under a written contract that requires you to obtain	chedule. (This	agreement appli		
You must maintain payroll records accurately segregating described in the Schedule.	ng the remune	ration of your em	ployees while enga	ged in the work
The additional premium for this endorsement shall be _otherwise due on such remuneration.	2	% of the Call	fornia workers! com	pensation premium
	Schedule	· .		
Person or Organization		Job I	Description	
SF Dept of Public Health Office of Contracts Management and Compliance 101 Grove Street, Room 402 San Francisco, CA 94102				• • • • • • • • • • • • • • • • • • • •
				: :
	·		:	
		•	. •	
		•		
				•
This endorsement changes the policy to which it is attached and in (The Information below is required only when this				he policy.)
Endorsement Effective: 6/01/2016	Policy No.:	100 0001023	Endorsement N	o.:
Insured: Public Health Foundation Enterprises, Inc.	Premjum: 0.	00	S.	MARI
Insurance Company: Starr Indemnity & Liability Co.	Count	ersigned by:	-	

WC 04 03 06 (Ed. 04-84)

AMENDED IN COMMITTEE 6/3/15 RESOLUTION NO. 214-15

FILE NO. 150403

 [Agreement Amendment - Public Health Foundation Enterprises, Inc. - Program Management Services for the San Francisco Homeless Outreach Team (SFHOT) Program - \$23,766,056]

Resolution approving an amendment to the agreement between the Department of Public Health and Public Health Foundation Enterprises, Inc., to provide program management services in support the San Francisco Homeless Outreach Team (SFHOT), increasing the contract by \$17,614,017 for a total contract amount of \$23,766,056 for the period of August 1, 2014, through June 30, 2018.

WHEREAS, As part of the City's efforts to end homelessness in San Francisco, the Department of Public Health selected Public Health Foundation Enterprises, Inc. to provide program management services in support of the San Francisco Homeless Outreach Team program (SFHOT) under a Request for Proposals in 2014; and

WHEREAS, SFHOT provides outreach, engagement, housing placement, and linkages to medical, mental health and substance abuse services and wellness and recovery through community reintegration for people in San Francisco who are homeless; and

WHEREAS, The Department wishes to amend the contract, increasing the total contract amount by \$17,614,017 for a total contract amount of \$23,766,056 for the period of August 1, 2014, through June 30, 2018; and

WHEREAS, A copy of this first amendment is on file with the Clerk of the Board of Supervisors in File No. <u>150403</u>, which is hereby declared to be a part of this resolution as if set forth fully herein; and

WHEREAS, Board of Supervisors' approval is required as the total contract amount is more than \$10,000,000; now, therefore, be it

RESOLVED, That the Board of Supervisors hereby authorizes the Director of Public Health and the Director of the Office of Contract Administration/Purchaser to amend the

^{**}Department of Public Health**
BOARD OF SUPERVISORS

contract with Public Health Foundation Enterprises, Inc. to increase the contract by \$17,614,017 to \$23,766,056 for the period of August 1, 2014, through June 30, 2018; and, be it

FURTHER RESOLVED, That within thirty (30) days of the contract being fully executed by all parties, the Director of Health and/or the Director of the Office of Contract Administration/Purchaser shall provide the final contract to the Clerk of the Board for inclusion into the official file (File No. <u>150403</u>).

RECOMMENDED;

Barbara A. Garcia

Director of Health

APPROVED:

Mark Morewitz, o

Secretary to the Health Commission

Department of Public Health
BOARD OF SUPERVISORS

Page 2 6/5/20156/4/2015



City and County of San Francisco Tails

City Hall 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4689

Resolution

File Number:

150403

Date Passed: June 09, 2015

Resolution approving an amendment to the agreement between the Department of Public Health and Public Health Foundation Enterprises, Inc., to provide program management services in support of the San Francisco Homeless Outreach Team (SFHOT), and increase the contract by \$17,614,017 for a total contract amount of \$23,766,056 for the period of August 1, 2014, through June 30, 2018.

June 03, 2015 Budget and Finance Sub-Committee - AMENDED

June 03, 2015 Budget and Finance Sub-Committee - RECOMMENDED AS AMENDED

June 09; 2015 Board of Supervisors - ADOPTED

Ayes: 11 - Avalos, Breed, Campos, Christensen, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 150403

I hereby certify that the foregoing Resolution was ADOPTED on 6/9/2015 by the Board of Supervisors of the City and County of San Francisco.

> Angela Calvillo Clerk of the Board

Date Approved

City and County of San Francisco Office of Contract Administration Purchasing Division

FIRST Amendment

This AMENDMENT (this "Amendment") is made as of March 1, 2015, in San Francisco, California, by and between PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the contract term, increase the contract amount, update the standard contractual clauses;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2000-03/04, on January 7, 2013;

NOW THEREFORE, Contractor and the City agree as follows:

- 1. Definitions. The following definitions shall apply to this Amendment:
- 1a. Agreement. The term "Agreement" shall mean the Original Agreement dated August 1, 2014, (BPHC15000042/DPHC15000444), between Contractor and City
- 1b. Contract Monitoring Division. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

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

- 2. Modifications to the Agreement. The Agreement is hereby modified as follows:
- a. Section 02. Section 02 Term of the Agreement, of the Agreement currently reads as follows:
- 2. Term of the Agreement. Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to June 30, 2015.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1: 07/01/2015 - 06/30/2016 Option 2: 07/01/2016 - 06/30/2017 Option 3: 07/01/2017 - 06/30/2018 Option 4: 07/01/2018 - 06/30/2019 Option 5: 07/01/2019 - 06/30/2020 Option 6: 07/01/2020 - 06/30/2021 Option 7: 07/01/2021 - 06/30/2022

CMS#7492

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Option 8: 07/01/2022 - 06/30/2023 Option 9: 07/01/2023 - 06/30/2024

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

2. Term of the Agreement. Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to June 30, 2018.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1: 07/01/2015 - 06/30/2016 Exercised Option 2: 07/01/2016 - 06/30/2017 Exercised Option 3: 07/01/2017 - 06/30/2018 Exercised Option 4: 07/01/2018 - 06/30/2019 Option 5: 07/01/2019 - 06/30/2020 Option 6: 07/01/2020 - 06/30/2021 Option 7: 07/01/2021 - 06/30/2022 Option 8: 07/01/2022 - 06/30/2023 Option 9: 07/01/2023 - 06/30/2024

b. Section 05. Section 05 Compensation, of the Agreement currently reads as follows:

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed Six Million One Hundred Fifty-Two Thousand and Thirty-Nine DOLLARS (\$6,152,039). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

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

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed Twenty-Three Million Seven Hundred Sixty-Six Thousand Fifty-Six DOLLARS (\$23,766,056). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

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c. Section 15. Insurance, is hereby amended in their entirety to read as follows:

15. Insurance

- a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:
- 1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and
- 2) 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; and
- 3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- 4) Blanket Fidelity Bond (Commercial Blanket Bond): Limits in the amount of the Initial Payment provided for in the Agreement.
- 5) Professional liability insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with the Services.
- b. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:
- 1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- 2) 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.
- c. All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in the Section entitled "Notices to the Parties."
- d. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.
- e. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.
- f. Before commencing any Services, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.

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- g. 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.
- h. If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds.
- d. Section 19. Reserved. (Liquidated damages), is hereby amended in their entirety to read as follows:
 - 19. Left Blank by agreement of the parties. (Liquidated damages)
- e. Section 55. Supervision of Minors, is hereby amended in their entirety to read as follows:
- 55. Supervision of Minors. In accordance with California Public Resources Code Section 5164, if Contractor, or any subcontractor, 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 Section5164. In addition, if Contractor, or any subcontractor, is providing services to the City involving the supervision or discipline of minors. Contractor and any subcontractor shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for positions involving the supervision of minors. In the event of a conflict between this section and Section 32, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control.

The Appendices listed below are Amended as follows:

- f. Delete Appendix A, and replace in its entirety with Appendix A to Agreement as amended. Dated: Amendment 03/01/2015.
- g. Delete Appendix A-1, and replace in its entirety with Appendix A-1 to Agreement as amended. Dated: Amendment 03/01/2015.
- h. Delete Appendix B, and replace in its entirety with Appendix B to Agreement as amended. Dated: Amendment 03/01/2015.
- i. Add Appendix B-1a to Agreement as amended. Dated: Amendment 03/01/2015.
- j. Add Appendix B-1b to Agreement as amended. Dated; Amendment 03/01/2015,
- k. Add Appendix B-1c to Agreement as amended. Dated: Amendment 03/01/2015.
- 1. Add Appendix F-1a (GF-SA) to Agreement as amended. Dated: Amendment 03/01/2015.
- m. Add Appendix F-1a (GF-WO) to Agreement as amended. Dated: Amendment 03/01/2015.
- n. Add Appendix F-1b (GF-SA) to Agreement as amended. Dated: Amendment 03/01/2015.
- o. Add Appendix F-1b (GF-WO) to Agreement as amended. Dated: Amendment 03/01/2015.
- p. Add Appendix F-1c (GF-SA) to Agreement as amended. Dated: Amendment 03/01/2015.
- q. Add Appendix F-1c (GF-WO) to Agreement as amended. Dated: Amendment 03/01/2015.
- 3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.
- 4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

Recommended by:

BARBARA A. GARCIA, M.P.A. Director of Health

Approved as to Form:

Dennis J. Herrera City Attorney

By: Aleeta Van Runkle Deputy City Attorney

Approved:

Jaci Fong Director

Office of Contract

Administration and Purchaser

CONTRACTOR

PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

Peter D. Dale

Director, Contract and Grant Management 12801 Crossroads Parkway South, Suite 200 City of Industry, CA 91746

City vendor number: 48661

CMS#7492 P550 (9-14; DPH 7-14) 5 of 5

Appendix A Services to be provided by Contractor.

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Christine Siador, Contract Administrator for the City, or his / her designee.

B. Reports:

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

C. Evaluation:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. <u>Possession of Licenses/Permits:</u>

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

B. Adequate Resources:

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

F. Admission Policy:

Admission policies for the Services shall be in writing and available to the public. Except to the extent that the Services are to be rendered to a specific population as described in the programs listed in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

Contractor agrees to establish and maintain a written Client 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 client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRECTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

Appendix A CMS#7492 1 of 4

I. Infection Control, Health and Safety:

- (1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (http://www.dir.ca.gov/title8/5193.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.
- (2) Contractor must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.
- (3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.
- (4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.
- (5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- (6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- (7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.
- (8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

J. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services. Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

K. Client Fees and Third Party Revenue:

- (1) Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.
- (2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service, and for HIV Prevention Services contracts the number of clients (NOC), for any mode of service hereunder, except for taxi scrip, bus tokens, clothing vouchers, and household goods vouchers, which may be

Appendix A CMS#7492

2 of 4

distributed on an as-needed basis, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

N. Quality Assurance:

Contractor agrees to develop and implement a Quality Assurance Plan based on internal standards established by Contractor applicable to the Services as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Assurance Plan.

O. Compliance With Grant Award Notices:

If any portion of funding for this Agreement is provided to the City through federal, state or private foundation awards, Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

P. Aerosol Transmissible Disease Program, Health and Safety;

- (1) Contractor must have an Aerosol Transmissible Disease (ATD) Program as defined in the California Code of Regulations, Title 8, Section 5199, Aerosol Transmissible Diseases (http://www.dir.ca.gov/Title8/5199.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, screening procedures, source control measures, use of personal protective equipment, referral procedures, training, immunization, post-exposure medical evaluations/follow-up, and recordkeeping.
- (2) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as Aerosol Transmissible Disease and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- (3) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- (4) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

Q. Research Study Records:

To facilitate the exchange of research study records, should this Appendix A include the use of human study subjects, Contractor will include the City in all study subject consent forms reviewed and approved by Contractor's IRB.

2. Description of Services

Detailed descriptions of services supporting the period 08/01/14-06/30/18 may be found in the following Appendixes:

Appendix A, 08/01/14-06/30/18 Appendix A-1, 08/01/14-06/30/18 Program Summary SF Homeless Outreach Team

Appendix A CMS#7492 3 of 4

Contractor: Public Health Foundation Enterprises Program: San Francisco Homeless Outreach Team

Funding: General Fund

Appendix A Term: 08/1/14-6/30/18

SUMMARY

Service Providers:

San Francisco Department of Public Health

Fiscal Agent:

Public Health Foundation Enterprises

Total Contract Amount:

\$22,746,426

Program Name:

San Francisco Homeless Outreach Team

SFHOT

Mission Mental Health Clinic

SF Sobering Center for EST

50 Ivy Street (Lech Walesa)

2712 Mission Street

activities 1171 Mission Street

San Francisco, CA 94102

San Francisco, CA 94110

San Francisco, CA 94103

Totals

Program Address:

Program Contact:

Brenda Meskan

08/01/14-6/30/15

Appendix A-1 / Appendix B-1a

Appendix A-1 / Appendix B-1 \$5,132,409

UOS

85,412

\$5,984,277

07/01/15-6/30/16

UOS UDC 93,681 825

855

Definition of UOS:

SA County- Staff Hours

SA Work Order- Staff Hours

80,387 550 SA County- Staff Hours 5,025 20 SA Work Order- Staff Hours

UDC

570

5,964 30

99,645

Total UOS / UDC:

Appendix A -1/ Appendix B-1b

Appendix A-1 / Appendix B-1c

Amount: Term:

Amount:

Term:

\$ 5,984,277

\$5,645,463

07/01/17-6/30/18

UOS UDC 93,681 825

Definition of UOS:

07/01/16-6/30/17 SA County- Staff Hours SA Work Order- Staff Hours

UDC UO.S 93,681 825 5,964 30

SA County-Staff Hours SA Work Order- Staff Hours

5,964 30 **Totals** 99,645

Total UOS / UDC:

99,645 **Totals**

Totals

No direct services are provided to clients. Human resources and fiscal management services are provided to support staff that conduct program management, data, fiscal management and quality improvement activities

Description of Service:

Target Population:

Public Health Foundation Enterprises, Inc. will be responsible for providing human resources and fiscal management for this project and for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success. Staff will to provide human resources management, technical

assistance, training and fiscal management services to manage the SFHOT program.

Appendix A CMS#7492

4 of 4

Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

1. Vendor and Program Name:

Public Health Foundation Enterprises, Inc (PHFE) San Francisco Homeless Outreach Team (SFHOT)

SFHOT Staff Located at:

SFHOT 50 Ivy Street (Lech Walesa) San Francisco, CA 94102 Tele: (415) 415-355-7555 FAX: (415) 415-355-7404

2712 Mission Street San Francisco, CA 94110 Tele:(415) 401-2660 FAX: (415) 401-2671

Mission Mental Health Clinic

SF Sobering Center for EST activities 1171 Mission Street San Francisco, CA 94103 Tele: (415)734-4233

2. Nature of Document

Fax: (415) 735-4223

1	New	X	Renewal	Γ	Amendment	X	Modification

3. Goal Statement

The goal, in collaboration with the San Francisco Department of Public Health, is to provide Fiscal and Human Resource Management services in support of the San Francisco Homeless Outreach Team (SFHOT) program.

4. Target Population

Target population is the San Francisco Department of Public Health's San Francisco Homeless Outreach Team (SF HOT) program. This multidisciplinary team serves individuals living on the street who are severely disabled. Staff members consist of employees of the Department of Public Health, the Human Services Agency, and community-based organization staff (PHFE). SFHOT uses a client-centered "whatever it takes" approach, and employs comprehensive wrap-around services to meet client needs. The program promotes harm reduction and strength-based recovery philosophies through its daily functioning, and utilizes acuity-based, data-driven, and outcomes-oriented processes to meet its goals. The program also assesses medical and behavioral crises, and refers clients to emergency care as appropriate.

Amendment: 03/01/2015 Page I of 8

Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

SFHOT provides the following lines of service:

Stabilization Case Management

This service line provides short-term stabilization care management for 480 high risk homeless individuals (homeless more than three years, experiencing complex medical, psychiatric, and substance abuse tri-morbidity, using a high number of urgent/emergent care services, and not able to navigate health and human services system on their own). Case Management accepts referrals from SFHOT Street Outreach and high user treatment programs. Within six to twelve months, the goals are to: (1) Stabilize individuals from the street into shelter/SRO, (2) Remove personal barriers to attaining permanent housing; e.g., attain benefits, primary care linkage, behavioral health care linkage, IDs, legal aid, etc., (3) Secure and place into permanent housing, (4) Assess and serve as care coordinators for SF Health Network members who are high risk / high cost individuals and are unable to engage into the system.

Street Outreach Team

This service line provides outreach, engagement and warm-handoffs from the street to (or between) urgent/emergent institutions. The Engagement Specialist Team (EST) operate 24/7 and responds to requests from 311, Care Coordinators, Police, Fire, and Urgent/Emergent facilities (hospitals, SF Sobering Center, Psych Emergency Services, and Dore Psych Urgent Care) for street outreach/intervention and therapeutic transports. The goals are to, within two hours, respond and determine if the individual can be cleared for transport and provide warm-handoff to and/or from urgent/emergent facilities. In addition, the EST provides targeted search and outreach of HUMS (High Users of Multiple Systems) and other high-risk homeless individuals as identified by 311 (citizens) and health care coordinators and once found, performs wellness checks and attempts to engage individuals into services and other resources as identified by community care plans.

Medical Team

The medical team uses the model "Homeless to Primary Care Medical Home" and provides transitional primary health care to address barriers to primary care in the appropriate setting for each patient. Barriers that will be addressed may be related to patient issues such as: medical, mental health and substance use disorders; lack of benefits; competing priorities such as lack of food, shelter, or clothing. Barriers may also be related to systems issues such as: Enrollment and insurance requirements that are difficult for homeless individuals to obtain, inconvenient hours or locations of services; discrimination against homeless individuals in services; or services that have not created adaptations and accommodations for the needs of homeless people.

San Francisco Public Library Team

This service line is situated at the Civic Center Main Branch with staff who conduct outreach and offers referrals to homeless, marginally housed and/or mentally ill patrons of the library. Staff also facilitate education sessions in group or individual settings for library staff, in order to improve understanding of behaviorally vulnerable patrons of the library. Staff's goal is to help library staff serve this group of patrons according to their needs, while helping to decrease the number and severity of incidents that require

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Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

intervention from Library security staff. Staff also train Health and Safety Associates (HaSAs) who are selected from a group of homeless library patrons being served by SF HOT's case management function. These HaSAs assist the team by using their life experiences and learned engagement skills to reach out to other homeless patrons, in order to persuade them to accept case management and other services. In the process, HaSAs gain employment and job-seeking skills.

5. Unit of Service / Modalities

GF: SFHOT and San Francisco Public Library Work Order 8/1/14 – 6/30/15 (B-1)

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)
DPH Units of Service- SA County General Fund Unit Type: Staff Hour	80,387	N/A
DPH Units of Service- SA Work Order- Public Library SFHOT Unit Type: Staff Hour	5,025	N/A
Total UOS	85,412	
Total NOC		N/A

GF: SFHOT and San Francisco Public Library Work Order 7/1/15 - 6/30/16 (B-1a)

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)
DPH Units of Service- SA County General Fund Unit Type: Staff Hour	86,193	N/A
DPH Units of Service- SA Work Order- Public Library SFHOT Unit Type: Staff Hour	5,025	N/A
Total UOS	91,218	
Total NOC		N/A

Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

GF: SFHOT and San Francisco Public Library Work Order 7/1/16 – 6/30/17 (B-1b)

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)
DPH Units of Service-SA County General Fund Unit Type: Staff Hour	93,681	N/A
DPH Units of Service- SA Work Order- Public Library SFHOT Unit Type: Staff Hour	5,964	N/A
Total UOS	99,645	
Total NOC	,	N/A

GF: SFHOT and San Francisco Public Library Work Order 7/1/17 – 6/30/18 (B-1c)

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)
DPH Units of Service- SA County General Fund Unit Type: Staff Hour	93,681	N/A
DPH Units of Service- SA Work Order- Public Library SFHOT Unit Type: Staff Hour	5,964	N/A
Total UOS	99,645	
Total NOC		N/A

6. Methodology

This contract will facilitate the fiscal and human resource management services that support the SFHOT contracted staff. PHFE will provide Fiscal Intermediary administrative services to support the San Francisco Homeless Outreach Team program. This will be a collaborative project with close coordination with the San Francisco Department of Public Health (DPH) SFHOT Program Administrator.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; dispersing programmatic expenditures such as client funds, peer stipends, training, supplies, equipment, and leases according to budget plan; and maintaining all program documentation as related to this contract.

Staff Management for this program consists of primary Human Resource management processes and will be coordinated with the SFHOT DPH Program Administrator. It will include recruiting, hiring, and orienting new staff; managing employee benefits; monitoring employee training, skill development, and performance evaluations on regular basis, and implementing employee discipline when necessary.

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Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

A. Fiscal Management

Contractor will utilize established fiscal management policies and procedures and employee training materials that assure the ability to meet all fiscal management responsibilities of this project. The policies address the following internal controls: safeguarding assets, transaction authorizations, timely reconciliation of accounting records; financial reporting; accounts payable; accounts receivable; petty cash; and, payroll.

Fiscal management team assigned to SFHOT program will include support from a Contracts and Grants Manager, a Budget Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and CBA Program Director. The PHFE Contracts and Grants Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the contracts and grants manager will issues and monitor all subcontracts, lease, and consultant agreements. The Budget Analyst (BA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The BA will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the BA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

PHFE will work within SFDPH approved budgets to reimburse program expenses directly to vendors and partners or directly to employees that have made authorized program purchases. This includes but not limited to: (1) pay invoices on a predetermined schedule, (2) ensure the accuracy and authenticity of invoice processed, (3) process accounts payable paperwork timely, and (4) maintain support documentation.

As part of the contract, PHFE will purchase up to four vehicles for SFHOT to use in outreach activities. Authorized SFHOT staff members will utilize the vans for program purposes only including but not limited to therapeutic transport, and client meetings and appointments. The vans will be registered to PHFE, and be serviced by a SFHOT recommended maintenance provider. Vehicles will be stored in the Delta Parking Lot, 1127 Mission St, San Francisco, CA 94103, or the Civic Center Parking Lot, 355 McAllister Street, San Francisco, CA 94102, when not in use. Vehicle purchases, related services and expenses will be approved by the SFHOT Director or designee. Documentation will be kept on file at PHFE headquarters and will be available upon request.

Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source; General Fund

B. Human Resource Management:

Human Resources management team assigned to SFHOT program will include support from a Contract and Grant Manager, the Human Resources Generalist, and the Human Resource Generalist Assistant. The HR Generalist will work closely with the SFDPH SFHOT supervisors and staff to oversee staff hired and assigned to the program. They will also provide hands on, comprehensive training to all employee supervisors so they are familiar with HR policies and procedures in order to provide comprehensive supervision to contracted employees.

Human Resources Generalist will also provide full training to SFHOT employees and supervisors on PHFE's time collection system. The HR Generalist will work closely with the Contract Manager and Budget Analyst to assure that payroll costs are correctly allocated and align with the approved position/line item budget as outlined in the SFDPH contract for SFHOT. The HR Generalist will also maintain confidentiality among SFHOT employees related to salary rates, reimbursements, and the SFHOT budget.

PHFE will utilize current HR policies and procedures to include employee handbook. This will provide the HR Generalist a systematic process to address issues of discipline, investigations, hiring and terminations consistently and remain in compliance with federal and state labor laws. Existing policies and procedures along with PHFE's Employee handbook are reviewed periodically to stay current and updated on any new laws and regulations. Tracking and monitoring of successfully completed trainings by staff is entered into the HRIS for recordkeeping and reporting purposes.

Staff management/HR management will include the complete hiring process from recruitment, employee selection, background/reference checks to new hire orientation. Employee relations, benefit management, leave management, workforce development, employee performance/reviews, personnel records, complaints, and any disciplinary action will also be managed.

7. Objectives and Measurements

Indicator	Data Source / Compliance
P.1 Fiscal Intermediary contractors will pay	Measured and documented by check dates;
95-100% of vendor and subcontractor	contractor prepares Annual Summary Report
invoices within 30 days from the date of	documenting achievement of objective; to
submission by SFDPH or vendor/	Director OFGM, PHD and BOCC within 60
subcontractor.	days of the fiscal year end.

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Appendix A-1 Contract Term: 8/1/14 - 6/30/18 Funding Source: General Fund

	Advisor Control Contro
Indicator	Data Source / Compliance
P.2 Effective Fiscal Management: Agency	A. Within 30 days of month's end and if
will meet 95% (correctable to 100%) of	requested, Agency provides a running
Salary & Benefit budgeted obligations during	expense report addressed to Program
the contract period. This includes accurate	Director.
and on-time payment of salaries, overtime,	B. Within in 45 days of DPH quarter's end,
accrued benefits, and taxes and optimal record	Agency self reports this objective for time
keeping.	period and year-to-date in report addressed
,	to Director OFGM, PHD.
	C. Contractor prepares Annual Summary
	Report documenting achievement of
	objective; to Director OFGM, PHD and
	BOCC within 60 days of the fiscal year
	end; reports of achievement must be
	consistent with findings of external Annual
70 77 77 CC. 4' 77' 11 h ft	Audit
P.3 Effective Fiscal Management: Agency	A. Within 30 days of month's end and if
will meet 100% of Operating Expense	requested, Agency provides a running
obligations during the contract period. This	expense report addressed to Program
includes paying vendor invoices within	Director.
vendor payment schedule and avoiding late	B. Within in 45 days of DPH quarter's end,
fees (usually 30 days from the date of	Agency self reports this objective for time
submission by vendor or Program).	period and year-to-date in report addressed
	to Director OFGM, PHD.
	C. Contractor prepares Annual Summary
	Report documenting achievement of
	objective; to Director OFGM, PHD and
	BOCC within 60 days of the fiscal year
	end; reports of achievement must be
1	consistent with findings of external Annual
	Audit
P.4 Effective Human Resources	A. Within 30 days of month's end and if
Management: Agency will have 90% of	requested, Agency provides a running
personnel files complete, up-to-date, and in	personnel report of these items addressed to
terminology consistent with HR best	Program Director.
practices, during the contract period. This	B. Within in 45 days of DPH quarter's end,
includes: 1) signed job descriptions, 2)	Agency self reports this objective for time
qualifications statement (resume), 3)	period and year-to-date in report addressed
reference verification, 4) benefits orientation,	
	to Director OFGM, PHD.
5) program orientation, 6) proof of annual	C. Contractor prepares Annual Summary
certification/training in HIPAA Privacy and	Report documenting achievement of
DPH Compliance, 7) signed "User	objective; to Director OFGM, PHD and
Confidentiality, Security and Electronic	BOCC within 60 days of the fiscal year
Signature Agreement" form, 8) signed code of	1 ~
conduct forms, 9) skill development/training	consistent with findings of spot checks by
plans, 10) on-time performance evaluations,	DPH.

Indicator and 11) remedial skill development plans as	Data Source/Compliance
needed.	
P.5 Effective Human Resources	A. Within 30 days of month's end and if
Management: Agency will help programs	requested, Agency provides a running
operate at or near full staff capacity by filling	Position Control report of these items
90% of vacant positions within 3 months of	addressed to Program Director.
posting date, during the contract period. This	B. Within in 45 days of DPH quarter's end,
includes Position Control Reports reflecting	Agency self reports this objective for time
in aggregate and by service line all positions	period and year-to-date in report addressed
and their status, including date of vacancy or	to Director OFGM, PHD.
leave, date of job posting, number of	C. Contractor prepares Annual Summary
applications, number of qualified candidates,	Report documenting achievement of
date interviews began, and date position	objective; to Director OFGM, PHD and
filled.	BOCC within 60 days of the fiscal year
	end; reports of achievement must be
,	consistent with findings of spot checks by
	DPH

8. Continuous Quality Assurance and Improvement

PHFE will develop a program specific quality assurance plan agreed upon by both SFDPH and PHFE.

Appendix B Calculation of Charges

1. Method of Payment

Contractor shall submit monthly invoices in the format attached in Appendix F, by the fifteenth (15th) working day of each month for reimbursement of the actual costs for Services of the immediately preceding month. All costs associated with the Services shall be reported on the invoice each month. All costs incurred under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

2. Program Budgets and Final Invoice

A. Program Budgets supporting the period 08/01/14-06/30/18 may be found in the following Appendixes:

Appendix B, 08/01/14-06/30/18	Budget Summary
Appendix B-1, 08/01/14-06/30/15	FIS – SF Homeless Outreach Team
Appendix B-1a, 07/01/15-06/30/16	FIS – SF Homeless Outreach Team
Appendix B-1b, 07/01/16-06/30/17	FIS – SF Homeless Outreach Team
Appendix B-1c, 07/01/17-06/30/18	FIS – SF Homeless Outreach Team

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$1,019,630 is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

The maximum dollar for each funding source shall be as follows:

Original' Agreement	County SA General Fund	\$5,350,888	08/01/14-06/30/15	Appendix B-1
Original Agreement	County Public Library Work Order	\$142,004	08/01/14-06/30/15	Appendix B-1
1st Internal Contract Revision	County SA General Fund	\$0 (No-Cost-Mod)	08/01/14-06/30/15	Appendix B-1
1st Internal Contract Revision	County Public Library Work Order	\$0 (No-Cost-Mod)	08/01/14-06/30/15	Appendix B-1
2 nd Internal Contract Revision	County SA General Fund	(\$360,483)	08/01/14-06/30/15	Appendix B-1
First Amendment	County SA General Fund	\$5,815,728	07/01/15-06/30/16	Appendix B-1a
First Amendment	County Public Library Work Order	\$168,549	07/01/15-06/30/16	Appendix B-1s
First Amendment	County SA General Fund	\$5,815,728	07/01/16-06/30/17	Appendix B-lb
First Amendment	County Public Library Work Order	\$168,549	07/01/16-06/30/17	Appendix H-1b
First Amendment	County SA General Fund	\$5,476,914	07/01/17-06/30/18	Appendix B-1c
First Amendment	County Public Library Work Order	\$168,549	07/01/17-06/30/18	Appendix B-1c
		\$22,746,426		
	Contingency	\$1,019,630	,	
		\$23,766,056		

- C. Upon the effective date of this Agreement, contingent upon prior approval by the CITY'S Department of Public Health of an invoice or claim submitted by Contractor, CITY agrees to make an initial payment to the CONTRACTOR of Nine Hundred Sixty-Nine Thousand Two Hundred Eighty-Eight Dollars (\$969,288). CONTRACTOR agrees that a reduction shall be made from monthly payments to CONTRACTOR equal to one sixth (1/6) of the initial payment for the period October 1, 2015 through March 31, 2016. Any termination of this Agreement, whether for cause or for convenience, will result in the total outstanding amount of the advance being due and payable to the CITY within thirty (30) calendar days following written notice of termination from the CITY.
- D. Contractor agrees to comply with its Program Budgets of Appendix B in the provision of Services. Changes to the budget that do not increase or reduce the maximum dollar obligation of the City are subject to the provisions of the Department of Public Health Policy/Procedure Regarding Contract Budget Changes. Contractor agrees to comply fully with that policy/procedure.

Appendix B CMS#:7492

1 of 3

E. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those costs incurred during the referenced period of performance. If costs are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City.

Appendix B CMS#:7492

DPH 1: Department of Public Health Contract Budget Summary

DHCS Legal Entity Number:		it Of a dollo free	ith Contract Bu	Prepared By:	Julia Decert	Appendix#	P
		oundation Ent	arndese Inc	Document Date:		_ Appendix #. Page #:	
Contract CMS #:		Obligation Line	at pi 1368, 1116.	Document Date. 2/20/13		Fiscal Year: 2015-16	
Contract Appendix Number:	B-1	B-1a	B-1b ·	B-1c	T	ristar rear.	2010-10
Appendix A/Provider Name:	SFHOT ·	SFHOT	SFHOT	SFHOT	f	 	
Provider Number:	383800	383800	383800	383800		 	
Program Code:	N/A	N/A	N/A	N/A		 	<u> </u>
Funding Term:	8/1/14-6/30/15	07/01/15-06/30/16		07/01/17-06/30/18			TOTAL
PUNDING USES		n desemblishmenstelse			7.074		
Salaries & Employee Benefits:	3,711,851	4,504,969	4,504,969	4,504,969			17,226,758
Operating Expenses:	682,657	838,136	758,695	615,062			2,894,550
Capital Expenses:	\$188,000	\$0	\$0	\$0			188,000
Subtotal Direct Expenses:	4,582,508	5,343,105	5,263,664	5,120,031			20,309,308
Indirect Expenses:	549,901	641,172	631,641	614,404			2,437,118
indirect %:	12.00%	12.00%	12.00%	12.00%			12.00%
TOTAL FUNDING USES	5,132,409	5,984,277	5,895,305	5,734,435			22,746,426
					Employee	Fringe Benefits %:	34.43%
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TOTAL BHS MENTAL HEALTH FUNDING SOURCES	_	-	-	-	-		-
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SA COUNTY - General Fund .	4,990,405	5,815,728	5,726,756	5,565,886			22,098,775
SA WORK ORDER - Public Library SFHOT	142,004	168,549	168,549	168,549			647,651
							-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	5,132,409	5,984,277	5,895,305	5,734,435		#	22,746,428
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TOTAL OTHER DPH FUNDING SOURCES	·				·		-
TOTAL DPH FUNDING SOURCES	5,132,409	5,984,277	5,895,305	5,734,435			22,745,426
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TOTAL NON-DPH FUNDING SOURCES						_	
TOTAL FUNDING SOURCES (DPH AND NON-DPH)	5,132,409	5,984,277	5,895,305	5,734,435		-	22,746,426
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DPH 2: Department of Public Heath Cost Reporting/Data Collection (CRDC)

DPH 2: Department of	rubiic rieaui C	ust ivehol tillig/pat	a Conscion (Cr	(DC)	Appendix	R 1c
Contractor Namo	Public Health F	oundation Enterpri	see inc	*	Page #:	
Provider Name		Outroation Enterpri	303, 1110.		Document Date:	
Provider Number:				<u></u>	Fiscal Year: 2015-16	
Program Name:		T SFHOT	T	1	1 ideal i ear,	2010-10
Program Code:		N/A	· · · · · · · · · · · · · · · · · · ·		<u> </u>	
Mode/SFC (MH) or Modality (SA):		SecPrev-19				
Service Description:					 	TOTAL
	07/01/15-06/30/16				 	10175
FUNDING DEES	107701713-00/30710 	2000 1710-00000710	l Vocassas augustamenta estamas esta	NEW TOTAL TANKS OF THE STATE OF	A Estador do Parlamento de Carto dos Se	intervalenda de la compania del compania de la compania de la compania del compania de la compania del c
Salaries & Employee Benefits	4,354,479	150,490		100.00		
Operating Expenses:		100,480		ļ	 	4,504,969 838,136
Capital Expenses (greater than \$5,000):				<u> </u>	 	030,130
Subtotal Direct Expenses:		150,490			 	5,343,105
Indirect Expenses:		18,059	 		 	
TOTAL FUNDING USES:		168,549		 		641,172 5,984,277
BHS MENTAL HEALTH FONDING SQUINGES			Control of the Contro	a to impagiliano del laccio de materiale.	Secretary smith or resolutions and	
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TOTAL BHS MENTAL HEALTH FUNDING SOURCES	ļ		-	ļ		ļ
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ENS SUBSTANCE ABOSE PENDING SOURCES						
SA COUNTY - General Fund HMHSCCRES227		<u> </u>				5,815,728
SA WORK ORDER - Public Library SFHOT HMHSHOMELSWO	ļ	168,549		ļ		168,549
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	- AZE 700	100 510				
	5,815,728	168,549	and the second second second second			5,984,277
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TOTAL OTHER DPH FUNDING SOURCES					ļ	
TOTAL DPH FUNDING SOURCES	5,815,728	168,549				5,984,277
HOLLEGAL LEGISLAND SOURCES	Managara da Marana					
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TOTAL NON-DPH FUNDING SOURCES	-		-		_	
TOTAL FUNDING SOURCES (DPH AND NON-DPH)	5,815,728	168,549				5,984,277
EHS UNITED SERVICE WHITE THE TERM			公司的 的公司的			
Number of Beds Purchased (If applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Serviœ (FFS):		CR				多數學學是不過
DPH Units of Service:		5,964				
Unit Type:		Staff Hour				
Cost Per Unit - DPH Rate (DPH Funding Sources Опіу):		28.26				2009 的印度全部部的
Cost Per Unit - Contract Rate (DPH & Non-DPH Funding Sources):		28.26				
Published Rate (Medi-Cal Providers Only):						Total UDC:
Unduplicated Clients (UDC):	. 825	30				85

TOTAL SALARIES & BENEFITS

DDI	^-	0-1-4		Henefits	m-4-1
DPH	3.	SALADIAS	<i>A</i> . 1	Monaths	Detail

Program Code.	NVA			•						<i>1</i> ~4	haunw 4.	D-14
Program Name:	SFHOT										Page #:	2 .
Document Date:	2/28/15			_								
	·	•		,								
		TOTAL		General Fund		Ibrary Workorder						
			HM	HSCCRES227	нмн	SHOMELSWO				•		
									-		 	
	1	07/01/15-06/30/16		07/01/15-08/30/16		07/01/15-06/30/16	Term:	T	Term:		Term:	T
Position Title	FIE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	. Salaries
Administrative Coordinator	1.00	50,000	1.00	-50,000								ļ
Community Liaison	1.00	55,000	1.00	55,000			<u> </u>				ļ	
Business Analyst Transitions Division	1.00	68,000	1.00	88,000								
Administrative Assistant	1.00	. 40,000	1.00	40,000								
Social Workers	3.00	222,000	3.00	222,000								<u> </u>
Housing Specialist	1.00	55,000	1.00	55,000								
Program Coordinator EST	1.00	68,000	1.00							•		L
SFHOT Specialist I (34 pos)	32.60	1,496,959	32.60	1,496,959								
SFHOT Specialist II (21 pos)	20.00	1,100,000	20,00	1,100,000								L
SFHOT Specialist I - Library (1 pos)	0.50	22,960			0.50	22,960						
SFHOT Specialist II - Library (1 pos)	. 0.58	31,889			0.58	31,889						
Health & Safety Associates (6 pos)	2.63	65,520			2.63	65,520						
Interns (8 pos)	3.30	75,847	3.30	75,847								
·												
	-											
Totals:	68.60	3,351,175	64.90	3,230,806	3.70	120,369			·			
										,		
Employee Fringe Benefits:	34.43%	1,153,794	34.78%	1,123,673	25.02%	. 30,121	. 1					
		المضقف خفت المناسب										

4,354,479

4,504,989

150,490

DPH	4: 0	perating	Expenses	Detai
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Program Code:	N/A	· · · · · · · · · · · · · · · · · · ·
Program Name:	SFHOT	
Document Date:	2/26/15	

Appendix #: B-1a Page # 3

TOTAL	SA General Fund HMHSCCRES227	Public Library Workorder HMHSHOMELSWO	•		
Term:07/01/15-06/30/16	Term: 7/01/15-6/30/16	Term:7/01/15-6/30/16	Term:	Term:	Term:
<u> </u>	•				
\$ 72.000	\$ 72.000	,	······································		
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\$ 30,000	\$ 30,000				
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	Term:07/01/15-06/30/16 \$ 72,000 \$ 12,000 \$ 6,000 \$ 46,200 \$ 30,000 \$ 50,000 \$ 50,000 \$ 18,000 \$ 2,112 \$ 10,000 \$ 2,112 \$ 10,000 \$ 2,112 \$ 10,000 \$ 2,112 \$ 10,000 \$ 2,112 \$ 10,000 \$ 2,112 \$ 10,000 \$ 2,112 \$ 10,000 \$ 3,600 \$ 3,600 \$ 16,800	Term:07/01/15-05/30/16 Term:7/01/15-6/30/16 \$ 72,000 \$ 72,000 \$ 12,000 \$ 6,000 \$ 6,000 \$ 46,200 \$ 12,060 \$ 30,000 \$ 30,000 \$ 50,000 \$ 50,000 \$ 50,000 \$ 50,000 \$ 18,000 \$ 18,000 \$ 18,000 \$ 18,000 \$ 18,000 \$ 18,000 \$ 18,000 \$ 10,000 \$ 10,000 \$ 10,000 \$ 75	Term:07/01/15-08/30/16 Term:7/01/15-08/30/16 Term:7/00/00 Term:7/0	Term:07/01/15-05/30/16	Term:07/01/15-06/30/16 Term:7/01/15-06/30/16 Term:7/01/15-06/30/16 Term:7/01/15-06/30/16 Term:7/01/15-06/30/16 Term:7/01/15-06/30/16 Term:7/01/15-06/30/16 Term:7/01/15-06/30/16 Term:

TOTAL OPERATING EXPENSE 838,136 836,136

DPH 5: Capital Expenses Detail

	Program Code	: N/A		*	Appendix:	B-1a
	Program Name	: SFHOT			Page#:	4
•	Document Date	: 2/26/15		•		
1. Equipment	•					٠.
Item Description		Quantity	Serial #/VIN #	Funding Source [General Fund, Grant (List Title), or Work Order (List Dept.)]	Purchase Cost Each	Total Cost
		•				
	·					

			<u> </u>	·		
Total Equipment Cost					2	\$0
2. Remodeling				· .	·	
Description						Total Cost
	No. 10 Control of the				-	
						·
Total Remodeling Cost					2	. \$0
Table Constant Francis Mari				•	•	60
Total Capital Expenditure Equipment plus Remodeling Cost)						\$0
Edithuour higo isomogening gooth					Amend	ment: 03/01/2015

Contracto			dation Enterprises, Inc.	_		endix#: B-1a	•
Program I		SFHOT		_		Page#: 国	
Funding T	em;	7/01/15-6/30/16		_			
11 EX) A	ARIES & BENEFITS:					0-	
17 SALA	MILO & OLIALITO.	46°C			Many parameters and the second second second second second second second second second second second second se		
[Staff Position 1	1: Administrative Co	ordinator			dartera del del constante	
·	Brief description of job duties			s operations, inc	luding facilities, equipme	ent, inventory,	repairs, etc
	Minimum qualifications	: Experience or Ba	chelor's degree				
		-			Annualized (if less tha	រោ 12	النا
	Annual Salary:	x FTE:	x Months per Year:	,	months):	- 4 66 T &	Total
\$	50,000,00	1.00	12			1.00 \$	50,000
	Ctoff D-161-1	O Community Links			·		
	Brief description of job duties	2: Community Liaisons: Interface with room		nd enectal nmise	de planoina		<u> </u>
			copulation and commun			~-,	
 	manner quantibution	" Espononeo man p	opajakon kina comman	igr Education of a	-groo protottou		
	•				Annualized (if less tha	an 12	. [
	Annual Salary:	x FTE:	x Months per Year:		months):		Total
\$	55,000.00	1.00	12			\$	55,000

ļ	Staff Position 3	3: Business Analyst	Transitions Division				
ļ	Brief description of job duties	x: Respond to comm	nunity providers regard	ut computer acc	cess, generate data repo	irte, plan data i	needs
1	Mintagram munifications	ar Daabalada dawa	- In a Haallh Oatsinas I	Compelance and	ula leven detecte end to	ninvarilya udih	
	мілітит фактовиот	s: Bachelor's degree	e in a Health Science.	experience analy	ysis large datasets and in	nteracting with	community.
1					Annualized (If less tha	an 12	1
	Annual Salary:	x FTE:	x Months per Year:		months):	21(122	Total
.\$	68,000,00	1.00	12			1.00 \$	68,000
	Staff Position	4: Administrative As	sistant				
	Brief description of job duties	s: Manage, mail, su	pplies, office organizati	on			
	Minimum qualifications	3: Associates degre	e preferred. Experience	e in busy office v	with vulnerable populatio	กร	
	•		•		A . 0 1 /rr4 - et		
Į.	Americal Codes of				Annualized (if less the	an 12	T-441
\$	Annual Salary: 40,000.00	x FTE: 0	x Months per Year: 12	T	months):	1.00 \$	Total 40,000
φ	. 40,000.00	7] 1.00]	12		70 <u>0,</u>	1.00 \$	40,000
	Stoff Deallion	5; Social Worker					-
<u> </u>	Brief description of job duties		allet I and II in dally work				
 	Effer decomplicit of Job address				rapy. License preferred.	Experience w	ith homeless
ł	. Minimum qualification		or obold, 1, of k of marti.	, go, (2 ,	upy. Eddined protetred.	Espanonia v	in Hollier
		in the state of th					
			*		Annualized (If less that	an 12	
L	Annual Salary:	x FTE:	x Months per Year:		months):		Total
\$	74,000.00	3.00	12	1		1.00 \$	222,000
			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
		6: Housing Speciall					
ļ	Brief description of job duties						
	Minimum qualification	3; Bachelors degree	a. Computer skills and c	latabase manag	ement. Experience with	nomeless pop	ulation,
	•				Annualized (if less tha	an 12	
	Annual Salary:	x FTE:	x Months per Year:	•	months):	4,, ,,,,	Total
\$	55,000.00		12	T	i –	1.00   \$	55,000
<u> </u>					L		
1	Staff Position	7: Program Coordin	nator for Engagement S	pecialist Mobile	Team	A Secretaria de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Companyo de Co	
<b></b>	Brief description of job dutie					nity	
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	Minimum qualification	s: Master's degree	in a Health Science, ext	oerlence manaoi	ing a team, knowledge o	f the populatio	n, computer skills
	The second second second					1 1 1 1 1 1 1	
1					Annualized (If less that	an 12	Î
L	Annual Salary:	x FTE;	x Months per Year:		months):		Total
\$	68,000.00	0 1.00	12			1.00 \$	68,000

Contractor Name:			lation Enterprises, Inc.	•	App	pendix#: B-1a	
Program Name:		SFHOT		•		Page#: 6	
Funding Term:	·	7/01/15-6/30/16		-		•	
	Staff Position 8:	SFHOT Specialis	11				•
					ess clients in benefits, h		
					nent. Help program pari	licipants enga	ge or re-engage
			esources including jobs				
Min	imum qualifications:	Associates degre	e and experience with h	omeless and tri-	morbid populations		
					Annualized (If less th	an 12	
. Annua	al Salary:	x FTE:	x Months per Year:		months):		Total
\$	45,919,00	32,60	12	•		1.00   \$	1,495,959
· · · · · · · · · · · · · · · · · · ·		<u> </u>			· · · · · · · · · · · · · · · · · · ·		
	Staff Position 9:	SFHOT Specialis	st II				
		Under direction o	f SW or MFT provide s	Inport for clients	in benefits, housing, tre	atment linkao	es therapeutic
					rogram participants en		
Brief des	cription of job dutles:	community resou	rces including jobs				
Mir	nimum qualifications:	Bachelor's or Ma	ster's degree and exper	lence with home	less and tri-morbid pop	ulations	
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Annu	ol Calann	. tre.	' ve Mandhin wan Voore		Annualized (if less th	an 12	Tatal
\$ Annue	al Salary: 55,000.00	x FTE:	x Months per Year;	1	months):	1.00   \$	Total 1,100,000
<u> </u>	55,000.00	20.00	12			1.00   \$	1,100,000
	Staff Poeltion 10:	SEHOT Specialis	at I Library Position		No. of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of		
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Brief des  Annu:  Brief des	45,919.00  Staff Position 11: cription of job duties: nimum qualifications: al Salary:	0.50  SFHOT Specialis SFHOT Specialis Bachelor's or Ma  x FTE: 0.58  Health & Safety San Francisco P Interact and prace	st II Library Position st II for Public Library no ister's degree and expe  x Months per Year: 12  Associates Tublic Library Health & S ctice effective outreach	rience w/ homele iafety Associates techniques with I	months):  tions ss and tri-morbid popul  Annualized (if less tr months):  identify health & safety comeless populations, if	1.00   \$ iations iations iations 2.1.00   \$ concerns at the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the content of the conten	Total 31,88
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Contractor Name: Program Name:		ublic Health Found FHOT	ation Enterprises, Inc.	•	Appendix #:		
Funding Tem;		701/15-6/30/16			Page #:	•	:.
C1-46	D10 42: I					···	
Stait	Position 13: II		erns interact and practic	e effective out	each techniques with homeless	populations	. Part-
Brief description o	of job duties: ti	ime positions	· ·	,	·	· · ·	
Minimum qu					e of the client population, ability nd ability to use the internet	to work with	a diverse
. Annual Salary:	: .	x FTE:	x Months per Year;		Annualized (if less than 12 months):	To	otal
\$	22,984.00	3.30	12		1.00	\$	75,847
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	Total FTE:	69.60			Total Salaries:	.\$	3,351,17
			Fringe Benefit %:		34.43%		1,153,794
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	,			10	TAL SALARIES & BENEFITS:	<u> </u>	4,504,969
			•				
2) OPERATING EXPENSE	ES:			<del></del>	and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s		
Occupancy:							
,				F.	Rent:	\$	72,00
Brief description	of expanse: \$	66000/mo * 12 ma	nths	<del> ,</del>			
•				•	Utilities:	\$	12,00
Brief description	of expense: \$	1000/mo * 12 mc	nths				
					Building Maintenance;	\$	6,000
Brief description	of expense: \$	5500/mo * 12 mor	iths .		building Maintenance,	· ·	0,000
	······································					_	
Priof description	of evenence: \$	55/mo * 70 mahii	e phones * 12 months		Mobile Phones	\$	46,20
Dilet description	OI expense.	. TO MODII	e priories 12 monurs				
					Total Occupancy:	\$	136,200
Materials & Supplies:							
• •					Office Supplies:	\$	12,066
Brief description	of expense: \$	15/employee/mo	nth x 67 employees x 12	months			
					Program Supplies:	\$	30,000
					uniforms, medical supplies (glo		
•		nasks, lice, flea a reshener, etc.).	nd tick treatments, etc.)	, containers, ar	nd vehicle supplies (wipes, disin	fectant spray	y, air
Brief description	of expense: "	resilener, etc.).					
			• • •	Handhe	ld Computers and Applications	\$	50,00
•		Expansion of stat	f necessitates 35 handh	eld computers	linking to medical databases. (	Cost estimate	
Brief description			ncluding applications				
•				,	0		
				•	Computer Hardware/Software	Ф	5,00
	;	Staff expansion n	equires new computer e	quipment and	IT mandated replacement of old	ones, costs	estimated
Brief description	of expense: e	at \$1000/compute	r x 5 computers that hav	re not been up	graded.	· · · · · · · · · · · · · · · · · · ·	
						•	
					Total Materials & Supplies:	\$	97,06
					Total Materials & Supplies:	\$	97,0

ontractor Name:	Public Health Foundation Enterprises, Inc.	Appendix#: B-fa	•
ogram Name: anding Term;	SFHOT 7/01/15-6/30/16	Page#: 8	
eneral Operating:		•	
		Training/Staff Development \$	18,000
Brief description of	\$1550/mo * 12 months for trainings for the SFHC expense: fees, specialized homeless and trauma experts	OT team, including but not limited to CPR, Flo	rst Ald, Course
•		Equipment Lease and Maintenance: _\$	2,400
Brief description of	Equipment Leases & Maintenance to support the expense: \$200/mo * 12 months	SFHOT operations including but not limited	to Copier lease at
Brief description of	expense: storage at \$176/mo * 12 months	Offsite Storage: \$	2,112
Brief description of	expense: Annual audit expense \$10,000	Audit & Accounting: \$	10,000
		Total Ganeral Operating: \$	32,512
otaff Travel:			
Brief description of	f evenence:	Local Travel	
	f expense; \$2000 *5 staff for Healthcare for Homeless and	Out-of-Town Travel \$ Street Medicine conferences	10,000
		Total Staff Travel: \$	10,00
		•	
Consultants/Subcontracto  Brief description of	หร: f expense: \$75,000 annually for Representative Payee Serv	Consultants/Subcontractors: \$	75,000
Rrief description o	f expense: \$125,000 to vendor RTZ at direction of IT dept fo	Consultants/Subcontractors: \$	88,000
. Ditor deportphent o	Tonbollos: \$120,000 to Tanada (1) 2 20 an bollon of 11 append		
Brief description o	f expense: \$240,000 to professional registries for bringing in	Consultants/Subcontractors: \$ n on-call medical and driver services during s	240,000 staff shortage
		Consultants/Subcontractors: \$	4,96
Brief description o	f expense: Homeless best practice consultants to align with		

Contractor		Public Health Foundation Enterprises, Inc.	•	Appendix #:		•
Program N		SFHOT		Page #:	9	
Funding To	eim:	7/01/15-6/30/16		•		
Other:			Parameter and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second secon	***************************************	<del></del>	
ouici.		Othe	Client Related Supplies &	Expenses:	\$	60,000
	•	\$5000/mo for 12 months for client related supplies	• •			
		include, but not limited to obtaining IDs, documen	s, engagement incentives :	and supplies	, gift c	
	Brief description of expense	clothing, bedding, hyglene supplies, moving costs	for transporting client relat	ed supplies,	etc.	
	•				_	
	Drief description of eventors	. ¢280 70 perceptals v 10 vablalar v 12 manths	Other Veni	cle parking:	\$	64,000
	Brief description of expense.	\$280.70 per vehicle x 19 vehicles x 12 months			·	
		•	Other Vehicle Ma	aintenance:	\$	10,000
		Required maintenance on vehicles, including but				
	Brief description of expense			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
,						
			Other- Vehicle	Expenses	\$	3,600
		\$300 per month for 12 months. Vehicle expenses	Includes Installation and in	lerest expen	ses. a	vd bevordge a
		program directors, related to SFHOT Vehicles, inc				
		monthly charges), radios, and other supplies and	equipment needed for the	afety and m	onitori	ing of the SFHOT
	Brief description of expense	: fiset,				
		•	Otherson	da silDanii d	Ф	40 000
	Brief description of evogoes	: \$700/mo * 2 vans * 12 months	Other van Leas	mancamen.	Ψ	16,800
	Direct description of expense.	TOWNIO Z VALIB 12 MONIQIO	·			
	•		•			
		•	T	otal Other:	\$	154,400
	•		TOTAL OPERATING E	XPENSES:	\$	838,136
	TAL EXPENDITURES:			zynamacznych telepotrzena		
(it needs	ed. A unit valued at \$5,000 or	more)	Canital Evi	oondiium 1		
*.	Brief description of expense		Oaphai LA	Janunuia I.		······································
	Effet againpuorr of exporter	·				
	•		. Capitel Ex	penditure 2:		
	Brief description of expense					
	•					•
	Detect dependentless of accessors		Capital Ex	penditure 3:		
	Brief description of expense					
			<del></del>			
			TOTAL CAPITAL EXPE	IDITURES:	\$	-
	,					~~ <u>~~</u> *********************************
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	_	•		•		
				ce z szezé		
		,	TOTAL DIRE	T COSTS:	\$	5,343,105
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אועאוו (4)	RECT COSTS					
Rylaf da	escription of Indirect Cost E	rnaneae.				Amount
		resources management staff and systems costs.			\$	641,172
	alculated at 12% of total costs.				<u> </u>	2111112
		ort staff salary and related fringe benefits and gene	ral			
overhea	d expenses related to the con	tract. Rate is 12% of Direct Cost.		•		
			TOTAL DIFTE	ለ <del>ጉ</del> አአኛዋጆ		632 354
		•	TOTAL INDIRE	21 GUS18:	Þ	641,172
			ተለተላ፣ ደ	XPENSES:	ě	5 984 277

## DPH 7: Contract-Wide Indirect Detail

Contractor Name:	Public Health Foundation Enterprises, In	c. Appendbalt B-1a
Program Name:	SFHOT	Page #: 10
Document Date:	2/26/15	
Fiscal Year:	2016-2017	

#### 1. SALARIES & BENEFITS

Position Title	FTE	Salaries
Benefits Coordinator	0.10	7,491
Workers Comp & Safety Administrator	0.20	10,920
LOA Coordinator	0.20	13,655
HR Assistant	1.00	42,000
HR Generalist - San Francis∞	1.00	78,750
HR Manager	0.08	14,981
Contract & Grant Manager	0.62	52,080
Sr Admin Analyst - San Francisco	1.00	84,000
Sr. Budget Analyst	0.40	32,977
Accounts Payable Specialist	0.30	16,715
Payroll Specialist	0.20	9,964
Director, Contract and Grant Management	0.15	23,625
Controller Controller	0.05	6,300
CFO	0.05	10,000
CEO	0.07	22,050
SUBTOTAL SALARIES		425,508
EMPLOYEE FRINGE BENEFITS	31.10%	132,333
TOTAL SALARIES & BENEFITS		557,841

#### 2. OPERATING COSTS

Expense line item:	Amount
Occupational Inoculations	3,050
Employee Background Checks	5,080
Job Posting/Recruitment	1,200
HR Materials (policy procedure manuals, training manuals)	3,000
Staff Travel	37,001
Physical Check	12,000
Check Delivery	2,000
Liablity Insurance	5,000
Staff Travel/SFHOT EE Mileage	15,000
TOTAL OPERATING COSTS	83,331

TOTAL INDIRECT COSTS (Salaries & Benefits + Operating Costs)

641.172

DPH 2: Department of Public Heath Cost Reporting/Data Collection (CRDC)

DFn 2: Department of	i aplic freatif of	ost (teporting) bat	a consection (or	100)	Appendix	D 1h
Contractor Name	Public Health Fo	oundation Enterpri	ses Inc.	•	Page #:	
Provider Name:					Document Date:	
Provider Number:					Fiscal Year:	
Program Name:		SFHOT			1 local / car.	1 .
Program Code:		N/A	<del> </del>	<del></del>	<del> </del>	<del></del>
Mode/SFC (MH) or Modality (SA):		SecPrev-19	<del> </del>			
Service Description:		SA-Sec Prey Outreach	<del> </del>			TOTAL
			ļ <u>.</u>		ļ	TOTAL
Funding Term:	07/01/16-06/30/17		<u> </u>			
FUNDING USES	Parkette Control					
Salaries & Employee Benefits:		150,490	ļ	<u> </u>	ļ	4,504,969
Operating Expenses:	758,695		<del> </del>		<u> </u>	758,695
Capital Expenses (greater than \$5,000):		150 (00	ļ		<u> </u>	
Subtotal Direct Expenses:		150,490	ļ			5,263,664
Indirect Expenses:		18,059	<u> </u>		<u> </u>	631,641
TOTAL FUNDING USES:	Annual Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the	168,549				5,895,305
BHS MENTALHEATHY LUNDING SCERCES	TAX TAX SALES				上的国际电路的	parties, and the
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					•	
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-				-
BHS SUBSTANCE ABOSE FUNDING SOURCES	ENGINEE CONTRACTOR		necessaries de la company	and her all the residue.	orani dani ke esake u	Contraction (Service Course
SA COUNTY - General Fund HMHSCCRES227	5,726,756					5,726,756
SA WORK ORDER - Public Library SFHOT HMHSHOMELSWO	3,720,730	168,549		<del></del>		168,549
SA WORK ORDER - PROJECTIONAL TO THE MINISTROMETSWO		100,049	<del> </del>		<del></del>	100,549
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	5,726,756	168,549				5,895,305
			and the second to a Security State of	m I was not see Day Tech hope one	A magazine selection and the fire energies	
OTHER DPH FUNDING SOURCES						
,			<b> </b>			
TOTAL OWNER BRILDING COVERNS						
TOTAL OTHER DPH FUNDING SOURCES	· -	•		<u> </u>	·	-
TOTAL DPH FUNDING SOURCES	5,726,756	168,549				5,895,305
NON-DPH FUNDING SOURCES	<b>图 10 图 10 图 10 图 10 图 10 图 10 图 10 图 10</b>	<b>自己的主要是</b>	PERSONAL PROPERTY.	<b>第100年 日报</b> 金融		特別為其語為70萬
,						-
			,			· .
TOTAL NON-DPH FUNDING SOURCES		•	-	-	. •	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)	5,726,756	168,549				5,895,305
DHS UNTO DE SERVICE OTO ONE SEST			Messive encountry	ALEM TRANSPORTER	Providence service de la car	
Number of Beds Purchased (If applicable):				2000		
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):	· · · · · · · · · · · · · · · · · · ·		<del> </del>		1	Fig. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 10 Carrier St. 1
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program;		<del></del>	<del></del>		<del></del>	ASSERTATION OF THE PARTY OF THE
Cost Reimbursement (CR) or Fee-For-Service (FFS):	CR	· CR	<del></del>		·	engendig verstallen produktil Attende bit Albah bribe (bar)
DPH Units of Service:	92,248	5.964				r fores de la compara de Maior. Principal de Santon de Santon de Santon
	Staff Hour	Staff Hour	<del></del>		<del> </del>	Carrier and Adjusted Control of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the Carrier of the
Unit Type:			ļ	<del></del>	<del> </del>	ran en alla della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della della
Cost Per Unit - DPH Rate (DPH Funding Sources Only):	62,08	28.26	· · · · · · · · · · · · · · · · · · ·			TOTAL SHIPS AND AND AND AND AND AND AND AND AND AND
Cost Per Unit - Contract Rate (DPH & Non-DPH Funding Sources):	62.08	28.26	<u> </u>	······································		THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE P
Published Rate (Medi-Cal Providers Only):						Total UDC:
Unduplicated Clients (UDC):	825	30				858

DPH 3: Salaries & Benef	Иs	Detail
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Program Code: N/A	· -	•	Appendix#: 8-1b
Program Name: SFHOT			Page #: 2
Document Date: 2/26/15	_		·

		TOTAL		SA General Fund HMHSCCRES227		Public Library Workorder HMHSHOMELSWO							
	. Term:	07/01/16-06/30/17	Term:	07/01/16-06/30/17	Term:	07/01/16-06/30/17	Term:		Tem:		Term:		
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	
Administrative Coordinator	1.00	50,000	1.00	50,000									
Community Lisison	1.00	55,000	1,00	55,000						?			
Business Analyst Transitions Division	1.00	000,88	1,00	68,000									
Administrative Assistant	1,00	40,000	1.00	40,000							<u> </u>		
Social Workers	3,00	222,000	3.00	222,000									
lousing Specialist	. 1.00	55,000	1.00	55,000							·		
Program Coordinator EST	1,00	68,000	1.00	68,000						·			
FHOT Specialist I (34 pos)	32.60	1,496,959	32.60	1,496,959									
FHOT Specialist II (21 pos)	20.00	1,100,000	20.00	1,100,000						-			
FHOT Specialist I - Library (1 pos)	0.50	22,960			0.50	22,960							
FHOT Specialist II - Library (1 pos)	0.58	31,889			0.58	31,889	<u> </u>						
lealth & Safety Associates (6 pos)	2.63	65,520			2.63	65,520							
nterns (10 pos)	3,30	75,847	3,30	75,847						·			
	]				]							·	
Totals:	68.60	3,351,175	64.90	3,230,806	3.70	120,369				<del></del>		<u>, , , , , , , , , , , , , , , , , , , </u>	
							<del></del>						
Employee Fringe Benefits:	34.43%	1,153,794	34.78%	1,123,673	25.02%	30,121							
						_							
TOTAL SALARIES & BENEFITS	Ī	4,504,969	Γ	4,354,479	. [	150,490	r		Γ		Γ		

TOTAL SALARIES & BENEFITS	4.504.969	1 25/ 170	150,490	1	1 1	1
IOINE SALARIES & BEREFIIS	4,504,808	4,554,415	[ 007,000 ]	t	1	<u> </u>

DPH 4:	Operating	Expenses	Detai
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Program Code:	N/A		_					
Program Name:	SFHOT					•		
Document Date:	2/26/15	·					 	

Appendix#: B-1b Page#3

Expenditure Categories & Line Items	TOTAL	SA General Fund HMHSCCRES227	Public Library Workorder HMHSHOMEL8WO			
·	Term:07/01/18-06/30/17	Term: 07/01/16-06/30/17	Term:07/01/18-06/30/17	Term:	Term:	Term:
Occupancy:	-		•			
Rent	\$ 72,000	\$ 72,000				
Utilities(telephone, electricity, water, gas)	\$ 12,000	\$ . 12,000				
Building Repain/Maintenance	\$ 6,000	\$ 6,000	,			
Mobile Phones						
Materials & Supplies:						·
Office Supplies	\$ 12,600	\$ 12,600				
Program Supplies						
Handheld Computers and Application		\$			<del></del>	
Computer hardware/software		\$			<del></del>	•
General Operating:	\$ -					· · · · · · · · · · · · · · · · · · ·
Training/Staff Development		\$ 28,000				
Insurance	<del></del>	\$ 20,000		<del></del>		
Equipment Lease & Maintenance		\$ 2,400				
Offsite Storage						
Official Storage Audit & Accounting	<del></del>					
Staff Travel:	\$ . 10,000	\$ 10,000				
Local Travel		\$ -				
	<del></del>	<del></del>				· · · · · · · · · · · · · · · · · · ·
Out-of-Town Travel Field Expenses		\$ 10,000				
Consultant/Subcontractor:	\$					
Professional Services to Rep Payee TBD		\$ 75,000				
RTZ software consultation and development						<del></del>
Professional Registry TBD	\$ 240,000	\$ 240,000				
Other Professional Consultants TBD	\$ 15,983					
Other:	\$ -					
Client Related Supplies & Expenses	\$ 60,000	\$ 60,000	*			
Van Parking	\$ 64,000	\$ 64,000				
Vehick Maintenance	\$ 10,000	\$ 10,000			,	
Vehicle Expenses						
Van Lease						
	10,200	, 10,000				

	•	
OTAL OPERATING EXPENSE	758,695	758,695

### DPH 5: Capital Expenses Detail

	Program Code: N/A			Appendix: B-1b						
	Program Name:	SFHOT	_		Page#:	4				
	Document Date:	2/26/15								
	•		-							
1. Equipment										
Item Description		Quantity	Serial #/VIN #	Funding Source [General Fund, Grant (List Title), or Work Order (List Dept.)]	Purchase Cost Each	Total Cost				
			·							
		·								
	· · .									
Total Equipment Cost	•		•		2	\$0				
2. Remodeling		·								
				· ·		Total Cost				
	-									
			_		·	·				
			,							
·					·					
				,						
otal Remodeling Cost				-		\$0				
•			_		. ·					
				•						
otal Capital Expenditure					rt	\$0				
Equipment plus Remodeling Cost)			•		Ameno	Iment: 03/01/2015				

Contractor Name:		dation Enterprises, inc.	· 		ndix#: 8-1b	•
Program Name:	SFHOT		<del></del>	P _i	age#: 5	
Funding Term:	7/01/16-06/30/17					
1) SALARIES & BENEFITS:				,		
Ol-If Double	1: Administrative Co					
Brief description of job dutie			es operations, Inc	uding facilities equipme	nf inventory	renairs etc
Minimum qualification			so operationer into	donig identably oquipme	in, mirornary	, ropalia, oto
·						
Annual Salary:	x FTE:	x Months per Year:		Annualized (if less than months):	12	Total
\$ 50,000.0		12	Ti-		1,00   \$	50,000
Staff Position	2: Community Liais	on				
Brief description of job dutie	es: Interface with con	nmunity departments a copulation and commu	and special projec	ls planning	····	
Millian quancation	is, Experience with	Jopulation and Commu	inty, Daulieloi s ut	gree pretened		
				Annualized (if less than	12	
Annual Salary:	xFTE:	x Months per Year:	y	months):		Total
\$ 55,000.0	00 1,00	12			1.00   \$	55,000
Staff Position	3. Business Analysi	Transitions Division			-	
Brief description of job dutie			ding computer ac	ess, generate data repo	rts, plan dat	a needs
		, , , , , , , , , , , , , , , , , , , ,		,		
Minimum qualification	ns: Bachelor's degre	e in a Health Science.	Experience analy	els large datasets and in	teracting wi	th community.
,				Annualized (If less than	.19	
Annual Salary:	x FTE:	x Months per Year:		months):	1.2	Total
\$ 68,000.0	00 1.00	12	1		1.00   \$	68,000
	4: Administrative A					
Brief description of job dutie				ith vulnerable population	10	
· · · · · · · · · · · · · · · · · · ·	· ·	projected: Experien	oo iii baby biiloo i	nti valiorabio pepalation	13	
				Annualized (if less than	12	
Annual Salary:	x FTE:	x Months per Year:		months):	2 55 T A	Total
\$ 40,000.0	00 ] 1.00 ]	12			1.00 \\$	40,000
Staff Position	5: Social Worker	The same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the sa				
Brief description of job dutie	s: Supervise Specia					<del></del>
		in Social Work or Marr	iage, Family Ther	apy. License preferred.	Experience	with homeless
Minimum qualification	ns: population.					
<b>)</b> •.	•			Annualized (if less than	12	
Annual Salary:	x FTE:	x Months per Year:		months):		Total
\$ 74,000.0	3.00	12			1.00 \$	222,000
Staff Position Brief description of job dutie	6: Housing Speciali		constitute and -	fields Dranger rounds		
				iivity. Prepare reports. ement. Experience with I	homeless or	bulation.
	ia. Laginioro dogre	o, Compotor anno and	adiabaso manay		ioniocos pe	рыннын
				Annualized (if less than	12	
Annual Salary:	x FTE:	x Months per Year.	<del></del>	months):	755 ( -	Total
\$ 55,000.0	00 1.00	12	11		1.00   \$	55,000
Staff Position	7: Program Coordin	ator for Engagement S	necialist Mobile	eam .		- Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of the Constant of
Brief description of job duti					ity	
		<del></del>		ng a team, knowledge of		ion, computer
Minimum qualification		, , , , , , , , , , , , , , , ,			_io populat	· · · · · · · · · · · · · · · · · · ·
		,				
A	. بحرجستو	and the second second second		Annualized (if less than	1 12	···
Annual Salary: 68,000.0	x FTE: 00   1.00	x Months per Year:	·   · · · · · · · · · · · · · · · · · ·	months);	1.00   \$	Total 68,000

ontractor Name:			ation Enterprises, inc.		• • • • • • • • • • • • • • • • • • • •	endix#: B-1	b
rogram Name:		FHOT				Page#: 6	
unding Term:		/01/16-06/30/17	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	•			٠
Sini	Position 8: 5	SFHOT Specialis	: I				
014			SW or MFT provide st	innort for homels	ss clients in benefits. I	nousing to	eatment linkages
			ort, street outreach, ar				
Brief description o			nunity resources includ		manni rioib biogram ha	aoipanio c	ingage or re
			e and experience with h		modid nonulations		
with the second	Billioddyllo. 7	13300iatos degre	e and expendence with	iomeioss und ur	marbio populations		
		•			Annualized (if less the	en 12	
Annual Salary		x FTE:	x Months per Year:		months):	(1-2	Total
\$	45,919.00	32.60	12	1 3		1,00   \$	
<b>à</b>	45,919.00	32.00	12	<u> </u>		1,00   \$	1,490,30
· Oba	EDaaWaa Or C	CELIOT Casalalia	11				
.518	Position 9. 3	SFHOT Specialis	1 //	· · · · · · · · · · · · · · · · · · ·	<del></del>		
	· ·	Under direction o	f SW or MFT provide s	upport for clients	in benefits, housing, tr	eatment li	nkages, theraper
	f	iransport, street o	outreach, and case mar	agement, Help i	program participants er	igage or re	-engage with
Brief description of			rces including jobs		<del>-</del>		
Minimum a	allfications: F	Bachelor's or Mar	ster's degree and expe	lence with home	less and tri-morbid por	ulations	
					Annualized (if less th	en 12	
Annual Salary	:	x FTE:	x Months per Year:		months);		Total
\$	55,000.00	20.00	12	Т Т		1.00 \$	1.100.00
<del></del>	00,000,00	20.00 [	1 &	<u> </u>		1.00	***************************************
01.0	5 % (8)	OFLIGT O	1 1 1 1)				
			t I Library Position				
Brief description	of Job duties: S	SFHOT Specialis	t I for Public Library ne	ighborhood local	ions		
Minimum g	ualifications: /	Associates degre	e and experience with	homeless and tri	-morbid populations		
			,				
					Annualized (If less th	an 12	
Annual Salan		x FTE:	x Months per Year:		months):		Total
\$	45,919.00	0.50	12 ·			1.00 \$	22,9
	Aller Marie Control					1	
Staff	Position 11:	SFHOT Specialis	at II Library Position				
Brief description	of lob duties:	SEHOT Specialis	at II for Public Library n	elahbarhaad lace	flons		
Minimum	unlifications:	Bachelor's or Ma	ster's degree and expe	rience w/ homele	iss and td-morbid none	letions	
TOTAL CONTRACTOR OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY O	Bannoction II.	P40//010/ 0 01 ///	ator o dogree and one	(,01)00 11) (1011101	, and an another pope	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
					Annualized (if less th	an 12	
Annual Salar		x FTE:	x Months per Year:		months):		Total
	55,000.00	0.58	12	1	monutaj.	1.00	
\$	35,000.00	0.00	14			1.00	3 3170
Staf		Health & Safety					
		San Francisco P	ublic Library Health & S				
		San Francisco P					
	of job duties:	San Francisco P interact and prac	ublic Library Health & S tice effective outreach	techniques with	homeless populations.	Part-time	positions.
Brief description	of job duties:	San Francisco P interact and prac Prior personal ex	ublic Library Health & S tice effective outreach sperience with homeles	techniques with sness, knowledg	nomeless populations, e of the client population	Part-time on, ability t	positions. to work with a
Brief description	of job duties:	San Francisco P interact and prac Prior personal ex	ublic Library Health & S tice effective outreach	techniques with sness, knowledg	nomeless populations, e of the client population	Part-time on, ability t	positions. to work with a
Brief description	of job duties:	San Francisco P interact and prac Prior personal ex	ublic Library Health & S tice effective outreach sperience with homeles	techniques with sness, knowledg	nomeless populations, e of the client population nglish, and ability to us	Part-time on, ability t e the inter	positions. to work with a
Brief description Minimum (	of job duties: ualifications:	San Francisco P interact and prace Prior personal ex diverse staff & c	ublic Library Health & S dice effective outreach experience with homeles lientele, able to speak,	techniques with sness, knowledg	nomeless populations, e of the client population nglish, and ability to us Annualized (if less the	Part-time on, ability t e the inter	positions. to work with a net
Brief description	of job duties: ualifications:	San Francisco P interact and prac Prior personal ex	ublic Library Health & S tice effective outreach sperience with homeles	techniques with sness, knowledg	nomeless populations, e of the client population nglish, and ability to us	Part-time on, ability t e the inter nan 12	positions. to work with a

Contractor Name:	Public Health Foundation Enterpr	lses, inc.	Appendix #: B-1b	
Program Name:	Name: SFHOT			•
unding Term:	7/01/16-06/30/17			•
Staff Position		t and amedian offe	ctive outreach techniques with homeless por	ulotiona
Brief description of job du	ities; Part-time positions	· · · · · · · · · · · · · · · · · · ·		······
Minimum qualificat			mowledge of the client population, ability to w d read English, and ability to use the internet	
			Annualized (if less than 12	
Annual Salary:	x FTE: x Months p		months);	Total
\$ 22,98	1.00 3.30 12	2 .	1.00   \$	. 75,84
Total	FTE: 69.60		Total Salaries: \$	3,351,17
tour	· · · · · · · · · · · · · · · · · · ·	Benefit %:	34.43% \$	1,153,79
			TOTAL SALARIES & BENEFITS: \$	4,504,96
			hater any promotion was seen that any companies to digital and a security and a security of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of the companies of	***************************************
		·		
) OPERATING EXPENSES:				
Occupancy:				
Brief description of expe	nse: \$6000/mo * 12 months		Rent: \$	72,00
			Utilities; \$	12,00
Brief description of expe	nse: \$1000/mo * 12 months		Guilles, _ <del></del>	12,00
			Bullding Maintenance: \$	6,00
Brief description of expe	ense: \$500/mo * 12 months			
Brief description of expe	:nse: \$55/mo * 70 mobile phones *	12 months	Mobile Phones \$	46,20
, Dilet description of expe		12 monda	77.4.7.5	100.00
	•		Total Occupancy: \$	136,20
Materials & Supplies:				
Brief description of expe	ense: \$15/employee/month x 70 en	oplovees x 12 mor	Office Supplies: \$	12,60
Dial decomplian of exp.	most vicioniplo) valinomit x 10 an	NPID JOSQ X 12 MO	Program Supplies: \$	36.00
			employee uniforms, medical supplies (gloves	s, hand sanitize
Brief description of expe	Englished with 1	itments, etc.), con	tainers, and vehicle supplies (wipes, disinfect	ant spray, air
Effet description of the		•	· · · · · · · · · · · · · · · · · · ·	
	•			<b>.</b>
			Total Materials & Supplies: \$	48,6

ntractor Name:	Public Health Foundation Enterprises, Inc.	Appendix #: B-1	b
xgram Name:	SFHOT	Page#: 8	
nding Term;	7/01/18-06/30/17		
eneral Operating:		Training/Staff Development \$	28,000
Brief description of expens	\$2,334/mo * 12 months for trainings for the SFI se: fees, specialized homeless and trauma experts		R, First Aid, Course
		Equipment Lease and Maintenance: \$	2,400
Brief description of expens	Equipment Leases & Maintenance to support the at \$200/mo * 12 months	ne SFHOT operations including but not lim	Ited to Copier leas
Brief description of expen	se; Storage at \$176/mo * 12 months	Offsite Storage: _\$	2,112
Brief description of evnen	se: Annual expense \$10,000	Audit & Accounting: _\$	10,00
Diter description of expens	Ser Affiliadi experime projecto	Total General Operating: \$	42,51
taff Travel:  Brief description of expen	ga.	Local Travel	
	se: \$2000 * 5 staff for Healthcare for Homeless and	Out-of-Town Travel \$ I Street Medicine conferences	10,00
		Total Staff Travel: \$	10,00
onsultants/Subcontractors:		Consultante/Subcontractors: \$	75,00
Brief description of expen	se: \$75,000 annually for Representative Payee Ser		
	\$3000 per month x 12 months for software upda	Consultants/Subcontractors: _{	
Brief description of exper	se: record for homeless services		
	nse: \$240,000 to professional registries for bringing	Consultants/Subcontractors: Sin on-call medical and driver services duri	
Bnet description of exper			. •
	nse: Homeless best practice consultants to align wit	Consultants/Subcontractors:	\$ 15,9

Contractor Name:	Public Health Foundation Enterprises, inc.	Appendix #:	B-1b
Program Name:	. SFHOT	Page #:	9
Funding Term:	7/01/16-06/30/17	•	•
Other:			
Onier.	· Oth	er Client Related Supplies & Expenses:	\$ 60,000
	\$7000/mo for 12 months for client related suppl		
	include, but not limited to obtaining IDs, docume		
Brief description of	of expense: clothing, bedding, hygiene supplies, moving cos	sts for transporting client related supplies	s, etc.
	,		•
Data da a a subseta se		Other Vehicle parking:	\$ 64,000
Bner description of	of expense: \$280.70 per vehicle x 19 vehicles x 12 months		
		Other Vehicle Maintenance:	\$ 10,000
	Required maintenance on vehicles, including be		
Brief description of	of expense: repair	at flot siffica to on disanges, mes mante	iation, and dalitage
		- برين يوافق المستخدمة المستخدمة المستخدمة المستخدمة المستخدمة المستخدمة المستخدمة المستخدمة المستخدمة المستخدمة	
	· ·	Other- Vehicle Expenses	\$ 3,600
	\$300 per month for 12 months, Vehicle expense	,	
	program directors, related to SFHOT Vehicles,		
	monthly charges), radios, and other supplies ar		
Brief description of	of expense: SFHOT fleet.		
n rd	.f., #7007 +0 +10	Other van leasing:	\$ 16,800
Bnet description of	of expense: \$700/mo * 2 vans * 12 months		
		Total Other:	\$ 154,400
		Tour Strait	4 (04)400
		TOTAL OPERATING EXPENSES:	\$ 758,695
	·		
3) CAPITAL EXPENDITUR	RES:		
(If needed, A unit valued a	at \$5,000 or more)		
	_	Capital Expenditure 1:	
Brief description of	of expense:		
		Capital Expenditure 2:	
Brief description o	of expense:	-	<u> </u>
		Capital Expanditure 3:	
Brief description of	of expense:		
•			
		TOTAL CAPITAL EXPENDITURES:	<del></del>
		TOTAL CAPITAL EXPENDITURES:	3 -
	•	•	
		TOTAL DIRECT COSTS:	\$ 5,263,664
			AND DESCRIPTION OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERT
4) INDIRECT COSTS			
			•
Brief description of Indire			Amount
	and human resources management staff and systems costs	5.	\$ 631,641
Costs calculated at 12% of	i ioiai cosis,		
An allocation of administra	itive & support staff salary and related fringe benefits and g	eneral (	
	d to the contract. Rate is 12% of Direct Cost.		<b>v</b>
		TOTAL INDIRECT COSTS:	\$ 631,641
•		TOTAL EXPENSES:	\$ 5,895,305

### DPH 7: Contract-Wide Indirect Detail

Contractor Name:	Public Health Foundation Enterpri	ses, Inc. Appendix#: B-1b
Program Name:	SFHOT	Page #: 10
Document Date:	2/26/15	· ·
Fiscal Year:	2016-2017	

### 1. SALARIES & BENEFITS

Position Title	FTE	Salaries
Benefits Coordinator	0.10	7,491
Workers Comp & Safety Administrator	0.20	10,920
LOA Coordinator	0.20	13,655
HR Assistant	1.00	42,000
HR Generalist - San Francisco	1.00	78,750
HR Manager	0.08	14,981
Contract & Grant Manager	0.53	44,520
Sr Admin Analyst - San Francisco	1.00	84,000
Sr. Budget Analyst	0,40	32,977
Accounts Payable Specialist	0.30	16,715
Payroll Specialist	0.20	9,964
Director, Contract and Grant Management	0.15	23,625
Controller	0.05	6,300
CFO	0.05	10,000
CEO	0.07	22,050
SUBTOTAL SALARIES		417,948
EMPLOYEE FRINGE BENEFITS	31.10%	129,982
TOTAL SALARIES & BENEFITS		547,930

### 2. OPERATING COSTS

Expense line item:	Amount
Occupational Inoculations	3,050
Employee Background Checks	5,080
Job Posting/Recruitment	1,200
HR Materials (policy procedure manuals, training manuals)	3,000
Staff Travel	37,381
Physical Check	12,000
Check Delivery '	2,000
Liability Insurance	5,000
Staff Travel/SFHOT EE Mileage	15,000
TOTAL OPERATING COSTS	83,711

TOTAL INDIRECT COSTS (Salaries & Benefits + Operating Costs)

631,641

DPH 2: Department of Public Heath Cost Reporting/Data Collection (CRDC)

DFILZ. Department	t of Fublic heatif C	ost reporting/bat	a confection for		·	5.4
0-4	ame: Public Health F	oundation Enternri	ees Inc	•	Appendix:	
	ame: FUDIIC HEART I	oundation Enterpri	303, 1110.		Page #: Document Date:	
	ame. 377101 nber: 383800				Fiscal Year:	
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Mode/SPC (MIT) or Modality	ofion: SA-Sec Prev Outreach		ļ		ļ	TOTAL
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Salaries & Employee Ben		150,490	ļ			4,504,969
Operating Exper Capital Expenses (greater than \$5,		<del> </del>	<del> </del>			615,062
Subtotal Direct Exper	nses: 4,969,541	150,490	<del> </del>			5,120,031
Indirect Exper		18,059	ļ		<del> </del>	
			-			614,404
TOTAL FUNDING U		168,549				5,734,435
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SA COUNTY - General Fund HMHSCCRES						5,565,886
SA WORK ORDER - Public Library SFHOT HMHSHOMELS	SWO	168,549				168,549
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TOTAL FUNDING SOURCES (DPH AND NON-DPH)	5,565,886	168.549		**************************************		5,734,435
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SA Only - Nort-Res 33 - ODF # of Group Sessions (class SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Prog		<del> </del>	<del> </del>			Files Lackbase and St.
Cost Relimbursement (CR) or Fee-For-Service (F		CR		· · ·		er en ar ar en en en en en en en en en en en en en
Cost Relimbursement (CR) or Fee-Por-Service (P		5,964			<del></del> ,	r-Marie VII in the contract resolution of the con-san
Unit 1		Staff Hour	<del>                                     </del>			
Cost Per Unit - DPH Rate (DPH Funding Sources C		28.26	<del> </del>		<u> </u>	Parish and Salar Salar S
Cost Per Unit - Contract Rate (DPH & Non-DPH Funding Sources C		28.26				
Published Rate (Medi-Cal Providers C		20.20	<u> </u>			Total UDC:
Published Rate (Medi-Cal Providers C Unduplicated Clients (U		30			ļ	855
Unduplicated Clients (U	DC)-1 825	1 30	<u> </u>		L	000

### DPH 3: Salarles & Benefits Detail

Program Code: N/A

Program Name:	SFHOT			_							Page #:	2
Document Date:	2/26/15			-								
		TOTAL		General Fund ASCCRES227		Library Workorder ISHOMELSWO						
	Term:	07/01/17-06/30/18	Term:	07/01/17-06/30/18	Term:	07/01/17-06/30/18	Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salarles	FTE	Salaries	FTE	Salaries	FTE	Salaries
Administrative Coordinator	1.00	50,000	1.00	50,000								
Community Ligison	1.00	55,000	1.00	55,000				·				
Business Analyst Transitions Division	1.00	68,000	1,00	58,000				·				
Administrative Assistant	1,00	40,000	1.00	40,000								
Social Workers	3,00	222,000	3.00	222,000					<u> </u>			
Housing Specialist	1.00	55,000	1.00	. 55,000								
Program Coordinator EST	1.00	88,000	1.00	68,000					). 		L	
SFHOT Specialist I (34 pos)	32.60	1,496,959	32,60	1,496,959								*
SFHOT Specialist II (21 pos)	20.00	1,100,000	20.00	1,100,000								
SFHOT Specialist I - Ubrary (1 pos)	0.50	22,960			0.50	22,960						·
SFHOT Specialist II - Library (1 pos)	0,58	31,889			0.58	31,889				·		
Health & Safety Associates (6 pos)	2.63	65,520			. 2.63	65,520		,				
Interns (10 pos)	3.30	75,847	3.30	75,847							-	
						·						
				-			· .					
						·		<del></del>				
Totals:	68,60	3,351,175	64.90	3,230,806	3,70	120,369		·····			<u></u>	
									,		<del></del>	
Employee Fringe Benefits:	34.43%	1,153,794	34.78%	1,123,673	25.02%	. 30,121				· · · · · · · · · · · · · · · · · · ·		
		<u> </u>							_			
TOTAL SALARIES & BENEFITS	Ī	4,504,969		4,354,479		150,490	Γ	-				

Appendix #: B-1c

DPH 4: Operating Expenses Deta	DPH 4;	Operating	Expenses	Deta
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Ditt of operating and periods a section			
Program Code: N/A			Appendix #: B-1c
Program Name: SFHOT	•		Page # 3
Document Date: 2/26/15		*	*

Expanditure Categories & Line Items	TOTAL	SA General Fund HMHSCCRES227	Public Library Workorder HMHSHOMELSWO			
	Term:07/01/17-06/30/18	Term: 07/01/17-06/30/18	Term:07/01/17-06/30/18	Term:	Term:	Term:
Occupancy:					-	
Rent	\$ 72,000	\$ 72,000				
Utilities(telephone, electricity, water, gas)	\$ 12,000	\$ 12,000				
Building Repair/Maintenance	\$ 6,000	\$ 6,000				
Mobile Phones		\$ 46,200				
Materials & Supplies:						
Office Supplies	\$ . 12,800	\$ 12,600	•			
Program Supplies	\$ 36,000	\$ 36,000				
Handheld Computers and Application	\$ -	s -				
Computer hardware/software		\$ -				
General Operating:	\$ -					
Training/Staff Development	\$ 28,000	\$ 28,000	•			
: Insurance		\$				
Equipment Lease & Maintenance		\$ . 2,400				
Offsite Storage	<del>                                     </del>	\$ 2,112				
Audit & Accounting						
Staff Travel:	\$ -					
Local Travel		s -				
Out-of-Town Travel					<del> </del>	
Field Expenses	· · · · · · · · · · · · · · · · · · ·	10,000			<del> </del>	
Consultant/Subcontractor:	\$					
Professional Services to Rep Payee TBD	\$ 75,000					
RTZ software consultation and development						
Professional Registry TBD Other Professional Consultants TBD	\$ 107,350 \$ 5,000				<del> </del>	
<del>~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~</del>		Ş 0,000			<del> </del>	l
Other:		\$ 60,000		<del> </del>	<del> </del>	
Client Related Supplies & Expenses Van Parking						<del> </del>
				<u> </u>		
Vehicle Maintenance						
A CHIRGE TYDO 1909					<del> </del>	<u> </u>
Van Lease	\$ . 16,800	\$ 16,800		<u> </u>		<del></del>

### DPH 5: Capital Expenses Detail

	Program Code: j	N/A			Appendix:	B-1c
	Program Name:	SFHOT		•	Page#:	4
	Document Date:	2/26/15				•
1. Equipment						
Item Description		Quantity	Serial #/VIN #	Funding Source [General Fund, Grant (List Title), or Work Order (List Dept.)]	Purchase Cost Each	Total Cost
		·			,	
				·		
						· · · · · · · · · · · · · · · · · · ·
Total Equipment Cost		•	•			\$0
2. Remodeling				·	. ,	
Description	· · · · · · · · · · · · · · · · · · ·					Total Cost
	· ·				·	
	. ·		·			
					· · · · · · · · · · · · · · · · · · ·	
						i
				·		
otal Remodeling Cost	•				• • • =	\$0
	•		-		·	
otal Capital Expenditure						\$0
Equipment plus Remodeling Cost)				•	. 20	
, ,					Amend	ment 03/01/2015

	actor Name: Public Health Foundation Enterprises, Inc.				Appendix#: B-1c Page#: <b>5</b>					
Funding			17/01/17-06/30/18		<del>-</del> .		raye#. 5	•		
13.53	ISIPA A SPILEPIPA					District Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Commencer Control of the Control of the Commencer Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control	<del></del>			
1) BAL	ARIES & BENEFITS:				<del></del>					
			Administrative Co			***************************************				
			Manages SFHOT Experience or Ba		s operations, inc	luding facilities, equipme	nt, inventory,	epairs, etc		
	waaaaaa quaa	ilications. E	experience or ba	Gielor s degree						
						Annualized (if less tha	n 12	]		
\$	Annual Salary:	0,000,00	x FTE:	x Months per Year; 12	7	· months):	1.00   \$	Total 50,000		
L <del>"</del>		0,000.00	1,00	1 A	J		110014	30,000		
			Community Liaise							
				nmunity departments at copulation and commun						
	mmann qua	modition t		opalization and committee	ing. Dadrioto. Da			-:		
	Annual Salary:		x FTE;	x Months per Year;		Annualized (if less the months):	ın 12 _.	Total		
\$		5,000.00	1.00	12	1	monuis).	1.00   \$	55,000		
				Transitions Division			.111-1-			
<b> </b>	prier description or ju	op gunes; i	respond to com	nunity providers regard	ing computer acc	cess, generate data repo	rte, pian oata i	ieeas		
	Minimum qual	ifications: I	Bachelor's degre	e in a Health Sclence.	Experience analy	vsis large datasets and ir	nteracting with	community.		
	•				•	Annualized (If less tha	n 12			
	Annual Salary:		x FTE:	x Months per Year:		months):		Total		
\$	6	00,000,8	1.00	12	I	MACON COLUMN TO THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF TH	1.00 \$	68,000		
·····	CLET	1-141 de d	Cambalateathia A	ološaut						
			Administrative As Manage, mail, su	pplies, office organizati	on					
						vith vulnerable populatio	ns			
				• •		Annualized (if less the	n 12			
	Annual Salary:		x FTE:	x Months per Year:		months):		Total		
\$	4	0,000.00	1.00	12	1		1.00 \$	40,000		
	Staff 5	Position 5: 5	Social Worker		***************************************					
				alist I and II in daily worl	ς , ,					
	1.1			in Social Work or Mami	age, Family Ther	apy. Ucense preferred.	Experience w	ith homeless		
<del> </del>	Minimum qual	meations: p	oopulation.							
						Annualized (if less that	ın 12			
<u> </u>	Annual Salary:	4 000 pp T	xFTE:	x Months per Year:	<del>,</del>	months):	4.00   6	Total		
\$		4,000.00	3.00	12	<del>\</del>		1.00 \$	222,000		
<u> </u>			Housing Special		······································					
				Stabilization Room res						
}	Minimum qual	ilications; i	dachelora degree	e. Computer skills and c	database manag	ement. Experience with	nomeless pop	ulation.		
			•			Annualized (If less the	an 12			
	Annual Salary:	7 000 00 I	x FTE:	x Months per Year:	·	months):	4.00   6	Total		
\$	5	5,000.00	1.00	12	1		1.00 \$	55,000		
	Staff F	Position 7: I	Program Coordin	nator for Engagement S	pecialist Mobile	Team .				
	Brief description of j	ob dutles: I	Manage schedule	es, manage team opera	tion, analyze pro	gress, relate to commur	ity			
	Affect	Ud 11		to a fire able of the second			raha aa oo a a			
<u> </u>	Minimum qual	meations; I	waster's degrée	in a Health Science, ex	perience managi	ng a team, knowledge of	uie population	i, computer skills		
						Annualized (If less the	an 12			
	Annual Salary:	n non no 1	xFTE:	x Months per Year:		months):	400 1 &	Total		
\$	6	00.000,8	1.00	12	1	L	1.00 \$	68,000		

Contractor Name:			dation Enterprises, Inc.		ıdix#. B-1c		
rogram Name:		FHOT		_	P	age#: 🚱	
runding Term:	· · · · · · · · · · · · · · · · · · ·	7/01/17-06/30/18		-			
Š	aff Position 8: 5	FHOT Specialis	rt I				
				pport for homele	ss clients in benefits, hou	sing, treatn	nent linkages.
					ent Help program partic		
Brief description			escurces including lobs.			,	
			e and experience with h		morbid populations		
					Annualized (If less than	12	
'Annual Sala	ry:	x FTE:	x Months per Year:		months):		Total
\$	45,919,00	32.60	12			1.00 \$	1,496,95
			_				
S	taff Position 9: 8	SFHOT Specialis	st Il				
					in bonefite becates tract		
					in benefits, housing, treat		
Dula fala a suludin.				agament. Help b	rogram participante enga	ge or re-en	gage with
			rces including jobs	(aa		.61	
Minimum	quaimeations: I	Sacreiors or Ma	ster a degree and exper	ience with nome	ess and tri-morbid populs	tions	
					Annualized (If less than	40	*
Annual Sala	0.0	x FTE:	x Months per Year:		months);	112	Total
\$	55,000,00	20.00 1	12	γ	monns).	40016	
<del></del>	99,000.00	20.00	12	<u> </u>		1.00   \$	1,100,00
				-			
			et I Library Position				
Brief descriptio	n of Job duties:	SFHOT Specialis	st I for Public Library nei	ghborhood locati	ons		
Minimum	qualifications:	Associates degre	e and experience with l	nomeless and tri-	morbid populations		
•			•		A No. 1 (251 - 1)	40	
A 1 D-1-		🗆			Annualized (if less than	112	·
Annual Sala		xFTE:	x Months per Year:	·,·,	months);		Total
\$	45,919.00	0.50	12	<u> </u>		1.00 \$	22,96
			st II Library Position		<u> </u>		
			st II for Public Library ne				
Minimum	qualifications:	Bachelor's or Ma	ister's degree and exper	ience w/ homele	ss and tri-morbid populat	ons	
					A. 16 C.7744 A		
			and the second second		Annualized (if less than	112	See . I
Annual Sala		x FTE:	x Months per Year:	· · · · · · · · · · · · · · · · · · ·	months):	/ 00 T 1	Total
\$	55,000.00	0.58	12			1.00 \$	31,88
·							
St		Health & Safety.					
					identify health & safety o		
Brief description	n of job duties:	interact and prac	tice effective outreach t	echniques with h	omeless populations. Pa	rt-time posi	ions
		Prior personal e	xperience with homeless	ness, knowledge	of the client population,	ability to wo	ork with a diverse
Minimum					nd ability to use the Intern		
				u mignori, ur			
			•.		Annualized (If less that	n 12	17.
Annual Sale	ary:	x FTE;	x Months per Year:		months):		Total
\$	24,960,00	2,63	12	1		1.00   \$	65,52

#### <u>DPH 6: BHS BUDGET JUSTIFICATION</u>

Public Health Found	Appendix#: B-1c					
SFHOT		Page#:	7.			
07/01/17-06/30/18	,					
13: Interns						
	terns interact and practice effec	:live outreach techniques with homeless p	populations. Par			
			o work with a divers			
-		Annualized (if less than 12				
			Total			
.00 3.30	12	1,00 [	\$ 75,8			
TE: 69.60		Total Salaries:	\$ 3,351,1			
	Fringe Benefit %:	34.43%	\$ 1,153,7			
		TOTAL SALARIES & BENEFITS:	\$ 4,504,9			
•						
•	•	Dont	\$ 72,0			
nse: \$6000/mo * 12 m	onths	Kenc_	Φ 72,0			
	•	Utilities:	\$ 12,0			
ise: \$1000/mo.* 12 m	onths					
treat to		Building Maintenance:	\$ 6,0			
nse: \$500/mo - 12 mo	inths	·.				
nse: '\$55/mo * 70 mob	ille phones * 12 months	Mobile Phones_	\$ 46,2			
	•	Total Occumancy	\$ 136,2			
,		Total Occupancy,	Ψ 130,2			
		-				
rse: \$15/employee/mi	noth y 70 employees y 12 mont	Office Supplies:	\$ 12,6			
·	OTALLY TO STOPPOSO A 12 MOTE					
		employee uniforms, medical supplies (glov	ves, hand sanitizer,			
masks, lice, flea	and tick treatments, etc.), conta	ilners, and vehicle supplies (wipes, disinfe	ectant spray, air			
130,	<del></del>	Miles Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the				
		·				
		Total Materials & Supplies:	\$ 48,6			
	SFHOT	13: Interns Client Training Interns Interact and practice effectes: time positions Prior personal experience with homelessness, kins: staff & clientele, able to speak, write and read Erx FTE: x Months per Year:  x FTE: x Months per Year:  x FTE: x Months per Year:  x FTE: 69.60 Fringe Benefit %:  TE: 69.60 Fringe Benefit %:  see: \$6000/mo * 12 months  see: \$1000/mo * 12 months  see: \$550/mo * 70 mobile phones * 12 months  see: \$55/mo * 70 mobile phones * 12 months  see: \$15/employee/month x 70 employees x 12 months  see: \$15/employee/month x 70 employees x 12 months  see: \$15/employee/month x 70 employees x 12 months  see: \$15/employee/month x 70 employees x 12 months	SFHOT 07/01/17-06/30/16  13: Interns Client Training Interns Interact and practice effective outreach techniques with homeless rest time positions Prior personal experience with homelessness, knowledge of the client population, ability to rest the internet staff & clientele, able to speak, write and read English, and ability to use the internet  XFTE: X Months per Year: Annualized (if less than 12 months):  1.00			

Contractor Name: Program Name:	Public Health Foundation Enterprises, Inc. SFHOT	Appendix#: B-1c Page#: <a href="#">Appendix#: B-1c</a>	
unding Term:	07/01/17-06/30/18	ւպն #. 🔏	
	CCC demonstrate the County of the County of the County of the County of the County of the County of the County	andergroups (CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s
Seneral Operating:		Training/Staff Development \$	28,000
Brief description of expe	\$2,334/mo * 12 months for trainings for the SFHG ense: fees, specialized homeless and trauma experts	OT team, including but not limited to CPR, Fir	st Aid, Course
		Equipment Lease and Maintenance: \$	2,400
Brief description of expe	Equipment Leases & Maintenance to support the ense: \$200/mo * 12 months	SFHOT opérations including but not limited	to Copter lease a
Brief description of expe	ense: Storage at \$176/mo * 12 months	Offsite Storage; \$	2,11:
Brief description of expe	ense: Annual expense \$10,000	Audit & Accounting: _\$	10,00
		Total General Operating: \$	42,51
staff Travel:		Local Travel	
Brief description of expe	ense:		
Brief description of expe	ense: \$2000 * 5 staff for Healthcare for Homeless and	Out-of-Town Travel \$ Street Medicine conferences	10,00
		Total Staff Travel: \$	10,00
Consultants/Subcontractors:	•		
Brief description of exp	ense: \$75,000 annually for Representative Payee Serv	Consultants/Subcontractors: _\$_lces	75,00
Brief description of exp	\$3000 per month x 12 months for software updatense: record for homeless services	Consultants/Subcontractors: \$ es for RTZ at direction of IT dept for building	36,00 electronic med
Brief description of exp	ense: \$107,350 to professional registries for bringing in	Consultants/Subcontractors: \$ n on-call medical and driver services during si	107,35 laff shorlage
Brief description of exp	ense: Homeless best practice consultants to align with	Consultants/Subcontractors: \$ nation-wide initiatives	5,00
		Total Consultants/Subcontractors: \$	223,3!

Contractor		Public Health Foundation Enterprises, Inc. Appendix #:		
Program N		SFHOT Page #:	9	
Funding To	eitn:	07/01/17-06/30/18	·	
Other:				
Other.		Other Client Related Supplies & Expenses:	\$ 60.	,000
		\$5000/mo for 12 months for client related supplies and expenses to support homeless cli		
	•	include, but not limited to obtaining IDs, documents, engagement incentives and supplies		
	Brief description of expense:	clothing, bedding, hygiene supplies, moving costs for transporting client related supplies,		
	n to grahamata et al	Other Vehicle parking:	\$ 64,	000
	Bnet description of expense:	280.70 per vehicle x 19 vehicles x 12 months		**************
		Other Vehicle Maintenance:	\$ 10.	,000
		Required maintenance on vehicles, including but not limited to oil changes, tires mainten		
	Brief description of expense:		anna   anna   anni-3-	
		Other- Vehicle Expenses	\$ .3,	,600
		\$300 per month for 12 months. Vehicle expenses includes installation and interest expen	ises, as approved b	V
		program directors, related to SFHOT Vehicles, including but not limited to the installation		•
		monthly charges), radios, and other supplies and equipment needed for the safety and m	onitoring of the SF	HOT
<u>.                                    </u>	Brief description of expense:	fleet.		
		Other van leasing:	g 16	,800
	Brief description of expense	\$700/mo * 2 yans * 12 months	, φ , τα,	,000
			**************************************	
		Total Other:	\$ 154,	,400
٠.	,			
		TOTAL OPERATING EXPENSES:	\$ 615,	,062
3) CAPI	TAL EXPENDITURES:			
<u></u>	ed. A unit valued at \$5,000 or		•	
(ii riocae		Capital Expenditure 1:	,	•
	Brief description of expense			
	,			
	B. Calana de Roma Communica	Capital Expenditure 2:		
	Brief description of expense		•	
	•	Capital Expenditure 3:		
	Brief description of expense			
	•	HAT TAKE TO THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PA		
		TOTAL CAPITAL EXPENDITURES:	\$	اــــــــــــــــــــــــــــــــــــــ
		• •		
	•	•		
•		TOTAL DIRECT COSTS:	\$ 5,120,	,031
Suppression and the same				•
4) INDIF	RECT COSTS		*	
mu	and the afternational Care Fr	***************************************	A	
	escription of indirect Cost E	resources management staff and systems costs.	\$ . 614.	,404
	alculated at 12% of total costs.	resources management dum and systems costs.	, O14	<del>,707</del>
				$\neg$
		ort staff salary and related fringe benefits and general		
overhea	d expenses related to the con	tract. Rate is 12% of Direct Cost.		
		TOTAL INDIRECT COSTS:	1 ha 3	404
	,	1 O FAL HUMALO J COSTS,	ψ 101%	1-00-4
	•	TOTAL EXPENSES:	\$ 5,734	435
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### DPH 7: Contract-Wide Indirect Detail

Contractor Name:	Public Health Foundation	on Enterprises, Inc.	Appendix#: B-1c
Program Name:	SFHOT		Page #: 10
Document Date:	2/26/15		
Flscal Year:	2017-2018		•

### 1. SALARIES & BENEFITS

Position Title	FIE	Salaries
Benefits Coordinator	0.10	7,491
Workers Comp & Safety Administrator	0.20	10,920
LOA Coordinator	0.20	13,655
HR Assistant	1.00	42,000
HR Generalist - San Francisco	1.00	78,750
HR Manager	0.08	14,981
Contract & Grant Manager	0.53	44,520
Sr Admin Analyst - San Francisco	1.00	84,000
Sr. Budget Analyst	0.40	32,977
Accounts Payable Specialist	0.20	11,143
Payroll Specialist	0.20	9,964
Director, Contract and Grant Management	0.15	23,625
Controller	0.05	6,300
CFO	0.05	10,000
CEO	0.07	22,050
SUBTOTAL SALARIES		. 412,377
EMPLOYEE FRINGE BENEFITS	31.10%	128,249
TOTAL SALARIES & BENEFITS		540,626

### 2. OPERATING COSTS

Expense line item:	Amount
Occupational Inoculations	3,050
Employee Background Checks	5,080
Job Posting/Recruitment	1,200
HR Materials (policy procedure manuals, training manuals)	3,000
Staff Travel	27,448
Physical Check	12,000
Check Delivery	2,000
Liability Insurance	5,000
Staff Travel/SFHOT EE Mileage	15,000
TOTAL OPERATING COSTS	73,778

TOTAL INDIRECT COSTS (Salarles & Benefits + Operating Costs)

614,404

Appendix F-1a (GF-SA) PAGE A

			Contro	l Number			•					,	AGE A
	i						INV	OICE N	UMBER:	S01	JL	15	
Contractor: Public Health Foundation	Enterprises.	. Inc.					Ct.	Blanket	No.; BPHM	TBD			
													Jser Cd
Address: 12801 Crossroads Parkwa	y South, Su	ite 200, C	ity of Ind	lustry, CA 9	1746		Ct.	PO No.:	POHM	TBD			
Tel. No.: (562) 699-7320 Fax No.:		:	CI	BHS				d Sourc		General F			·
				<del></del>			Invo	olce Peri	iod:	July 20	15		
Funding Term: 07/01/2015 - 06/30/20	16						Fina	al Invoic	e;			(Check l	f Yes)
PHP Division: Community Behavioral	Health Serv	lces .					ÁC	E Contro	Number:				
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Program/Exhibit	UOS	UDC	UOS	PERIOD	UOS	DATE	+	JOS T	OTAL UDC	DELIVER	UDC	UOS	TOTAL
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SecPrey-19 SA-Sec Prey Outreach	93,681	825				-		0%	0%	93,681	825	100%	100%
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Description				JDGET		PERIOD	<u> </u>	то	DATE	BUD			ALANCE
Total Salaries				30,806.00	\$		15	<del></del>	p+		0.00%		3,230,806.00
Fringe Benefits				23,673.00	\$		\$		<u> </u>	ļ	0.00%		1,123,673.00
Total Personnel Expenses			\$ 4,3	54,479.00	\$	<u> </u>	\$		••		0.00%	\$	4,354,479.00
Operating Expenses:							4.						
Occupancy				36,200.00		<u>-</u>	\$				0.00%		136,200.00
Materials and Supplies	<u>:</u>			97,060,00		-	\$		-		0.00%		97,060.00
General Operating				32,512.00			\$		<u> </u>		0.00%		32,512.00
Staff Travel				10,000.00			\$				0.00%		10,000.00
Consultant/ Subcontractor				107,964.00		-	\$				0,00%		407,964.00
Other: Client Related Supplies				54,400.00		-	\$		-		0.00%		154,400.00
Car Parking, Van Parking, Vel		ance,	\$		\$		\$				0.00%		
Vehicle Expenses, Van Leas	i <del>0</del> .		\$	. ·	\$		\$		**	ļ	0.00%	5	
Total Operating Expenses			\$ 8	338,136.00	\$	~	\$		<del>-,</del>		0.00%	s	838,136.00
Capital Expenditures			\$	-	\$	-	\$		н		0.00%		
TOTAL DIRECT EXPENSES		***************************************	\$ 5,1	92,615.00	\$		\$		n-		0.00%		5,192,615.00
Indirect Expenses				23,113.00	\$		\$		-	ļ	0.00%		623,113.00
Total Expenses				315,728.00	\$	-	\$	· · · · · · · · · · · · · · · · · · ·	_	-	0.00%	\$	5,815,728.00
Less: Initial Payment Recovery					Ī		NO	TES:					
Other Adjustments (DPH use only)	······································						1				•		
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REIMBURSEMENT					\$		l						·
I certify that the information provided above accordance with the contract approved for claims are maintained in our office at the secondary and the secondary are maintained.	services pro	ovided und											
Signature:				***************************************				Date:	jarimonjanomenakoninista (halimina)	, i	-		-
Printed Name:													
Title:					•		F	hone:					
Send to:		************	1		-	**************************************	*******		Authorization for	or Payment			
Community Programs Budget/ Invoice And 1380 Howard St., 4th Floor San Francisco, CA 94103	alyst	,			,		•						
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Appendix F-1a (GF-SA) PAGE B

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Contractor: Public Health Foundation Enterprise	es, Inc.									
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Tel. No.:										
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DETAIL PERSONNEL EXPENDITURES										
			BUDGETED		PENSES	[	EXPENSES	% QF		REMAINING
NAME & TITLE	FIE		SALARY	1 HI	S PERIOD	<u> </u>	TO DATE	BUDGET	<u></u>	BALANCE
	4.00	4		-				0.000		50,000,00
Administrative Coordinator Community Liason	1.00	\$	50,000,00			\$		0,00%		50,000.00
Community Liason	1.00	\$	55,000,00			\$		200.0		55,000.00
Business Analyst Transitions Division	1.00		68,000.00			\$		0.00%		68,000.00
Administrative Assistant	1.00	\$	40,000.00			\$	b.	0.00%		40,000.00
Social Workers	3.00	\$	222,000.00	<del></del>		\$		0.00%		222,000.00
Housing Specialist	1.00		55,000.00 68,000.00			\$		0,00%		55,000.00
Program Coordinator EST	1.00	\$						0.00%		68,000.00
SFHOT Specialist I (34 pos)	32.60		1,498,959.00			\$		0.00%		1,496,959.00
SFHOT Specialist II (21 pos)	20.00	\$	1,100,000.00			\$		0.00%		1,100,000.00
Interns (8 pos)	3.30	\$	75,847.00	19		\$		0.00%	1-3-	75,847.00
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TOTAL SALARIES	64.90	+-	3,230,806.00	+		╁	and the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of th	0,009	+-	00 000 000 0
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Appendix F-1a (GF-WO) PAGE A

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Contractor: Public Health Foundation	Enternations	les						No.: BPHM	TBD		10	
Contractor: Public Realist Positioation	miter huses	, 1176,					OF DISHIVE	MO., DI THA	Han			User Cd
Address: 12801 Crossroads Parkway S	outh, Suite 20	00, City of I	ndustry, (	CA 91746			Ct. PO No.	: РОНМ	TBD			
Tel. No.: (562) 699-7320 Fax No.:			^	BHS	1		Fund \$our	ce; .	SA Work	Order-P	ublic Libr	ary SFHOT
FBX NO				2110	1		Invoice Pe	riod:	July 20	15		
Funding Term: 07/01/2015 - 06/30/2016			,		•		Final Invoi	œ:			(Check	if Yes)
PHP Division: Community Behavioral He	alth Services						ACE Contr	ol Number:				<b>不可能是</b>
<u> </u>	TOT	AL	DEL	IVERED	DELI	/ERED	]	% OF	REMA	NING		% OF
	CONTR			PERIOD		DATE		OTAL	DELIVER			TOTAL
Program/Exhibit	UOS	UDC	uos	UDC	UOS	UDC	UOS	UDC	UOS	UDC	uos	UDC
B-1a SFHOT - HMHSHOMEL8WO				<del> </del>		<del> </del>			F 001		10001	
SecPrev-19 SA-Sec Prev Outreach	5,964	30		<u> </u>			0%	0%	5,964	30	100%	100%
Unduplicated Counts for AIDS Use Only.	<u> </u>		<u> </u>						L			
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Description	•		D)	DGET		ENSES PERIOD		PENSES DATE	% ( BUD			EMAINING BALANCE
Total Salaries			THE RESERVE OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE	20,369.00	\$	ERIOD	\$	-	1 500	0,00%		120,369.00
Fringe Benefits				30,121.00	\$		\$		<del> </del>	0.00%		30,121,00
Total Personnel Expenses				50,121.00	S S	<del></del>	\$	······································		0.00%		150,490,00
Operating Expenses:	<del></del>		1 40 1	30,490.00	Φ		1 4		+	0,0076	Φ	150,490,00
Occupancy			\$	<u> </u>	\$		\$		<del> </del>	0.00%	\$	i
Materials and Supplies			\$		\$		\$	·	+	0.00%		<u>-</u>
General Operating			\$				\$		<del> </del>	0.00%		
Staff Travel	· · · · · · · · · · · · · · · · · · ·		\$		\$		\$		<del> </del>	0.00%		-
Consultant/ Subcontractor			\$		\$		\$	· .	<del> </del>	0.00%		
Other:			\$		\$		\$		<del> </del>	0.00%		
Otiot.			\$		\$		15		+	0.00%		
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Total Operating Expenses	<del></del>		\$	-	\$		\$	-	<del></del>	0.00%	\$	
Capital Expenditures			\$		1 \$		1\$	·	+	0.00%		
TOTAL DIRECT EXPENSES				50,490.00	\$		1 \$		<del> </del>	0.00%		150,490.00
Indirect Expenses				18,059.00	<del></del>	-	\$		<del> </del>	0.00%		18,059.00
Total Expenses		***************************************		68,549.00		<del></del>	5	**		0.00%		168,549,00
Less: Initial Payment Recovery			14	00,0,0,00	<del>                                     </del>		NOTES:		<u> </u>		<u> </u>	100,010.00
Other Adjustments (DPH use only)							]	ė				
REIMBURSEMENT					\$		-					
I certify that the information provided aboraccordance with the contract approved for claims are maintained in our office at the	r services pr	ovlded und			and accurate contract		tification an	d backup recor		in		
Signature:							Date:					
Printed Name:												
Title:					-		Phone:					
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Community Programs Budget/ Invoice An	alyst		l									
1380 Howard St., 4th Floor San Francisco, CA 94103												
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Appendix F-1a (GF-WO)

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al. No.:				•		•			
ETAIL PERSONNEL EXPENDITURES								•	
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NAME & TITLE	FTE		SALARY	THIS PERIC		TO DATE	BUDGET		ALANCE
		4							
FHOT Specialist I - Ubrary (1 pos)	0.50	\$	22,960.00	\$ -	-   \$ -   \$		0.00%		22,960.00
FHOT Specialist II - Library (1 pos) ealth & Safety Associates (6 pos)	0.58 2.63	\$	31,889.00 65,520.00		- \$		0.00%		31,889.00 65,520.00
sailt & Salety Associates (0 pos)	2,03	Ψ	55,520.00	Ψ -	- 10		0.00 /6	Ψ	00,020.0
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OTAL SALARIES	3.71	9	120,369.00	<del>)</del>	- 9	-	0.00%	1 3	120,369.0
I certify that the information provided above is accordance with the contract approved for services	provided un	of my	knowledge, cor is provision of the	nplete and acc	urate; ti ull justif	ne amount requested for ication and backup reco	reimbursement in rds for those claims	,	
are maintained in our office at the address indicated	1,								
Signature:				_	•	Date:			
Printed Name:				=		• .			
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Appendix F-1b (GF-SA)

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	. 1		Contro	Number		7						
	. '					-	INVOICEN	UMBER:	S01	JL.	18	
Contractor: Public Health Foundation	Enterprises.	Inc.					Ct. Blanket	No.: BPHM	TBD .		•	-
•											,	User Cd
Address: 12801 Crossroads Parkwa	ry South, Su	ite 200, C	ity of Ind	ustry, CA 9	11746		Ct. PO No.:	POHM	TBD			
Tel. No.: (562) 699-7320			· · · · · · · · · · · · · · · · · · ·		1		Fund Source	be:	General F	und		
Fax No.:			C	3HS								
			L		]		Involce Per	iod:	July 20	16		
Funding Term: 07/01/2016 - 06/30/20	117						Final Invoic	e:	<u> </u>		(Check	if Yes)
PHP Division: Community Behavioral	Health Sen	ices				•	ACE Contro	ol Number	NAME OF THE OWNER.		neseria.	
THE DIVISION. COMMITTING DONAVIOLES	- 700 100 Market - 100 Market			detta-manufacture and manufacture del></del>								
	CONTR			IVERED PERIOD		VERED DATE		% OF OTAL	REMA DELIVER			% OF TOTAL
Program/Exhibit	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
B-15 SFHOT						ļ				205	1224	
SecPrev-19 SA-Sec Prev Outreach	93,881	825	<u> </u>	ļ	<del> </del>	-	0%	0%	93,681	825	100%	100%
Unduplicated Counts for AIDS Use Only.												
						ENSES		ENSES		OF .		EMAINING
Description Total Salaries	<del>January Marine Marine Resident</del>	<del>- 17 - 14 - 14 - 14 - 14 - 14 - 14 - 14 </del>		DGET 30,806,00		PERIOD	\$	DATE	BUD	GET 0.00%		3,230,806.00
Fringe Benefits				23,673.00			\$		<del> </del>	0.00%		1,123,673.00
Total Personnel Expenses		ypi <del>nteisiinis ja ja ja</del>		54,479.00			\$		<del> </del>	0.00%		4,354,479.00
Operating Expenses:					T							
Occupancy			\$ 1	36,200.00	\$.	-	\$			0.00%	\$	136,200.00
Materials and Supplies				48,600.00		-	\$	-		0.00%		48,600.00
General Operating				42,512.00		-	\$	, p	<u> </u>	0.00%		42,512.00
Staff Travel				10,000.00		-	\$ .		ļ	0.00%		10,000.00
Consultant/ Subcontractor				66,983.00	<del></del>	-	\$		<del> </del>	0.00%		366,983,00
Other: Client Related Supplies		l	\$ 1 \$	54,400.00		-	\$	-		0.00%		154,400.00
Van Parking, Vehicle Mair Vehicle Expenses, Van Le			\$	<u>-</u>	\$	-	\$		<del> </del>	0.00%		
VOITIONS EXPORTSON, VALVE		<del></del>	ΙΨ		-		<del>  *</del>		ļ	0.0070	-	
Total Operating Expenses			\$ 7	58,695,00	\$	<del>-</del>	\$		1	0.00%	.\$	758,695.00
Capital Expenditures			\$	-	\$ .	-	\$	-		0.00%	\$	-
TOTAL DIRECT EXPENSES			\$ 5,1	13,174.00	\$	٠.	\$	-		0.00%		5,113,174.00
Indirect Expenses				13,582.00		-	\$			0.00%		613,582.00
Total Expenses	· · · · · · · · · · · · · · · · · · ·		\$ 5,7	26,756.00	\$	-	\$	-		0.00%	\$	5,726,756.00
Less: Initial Payment Recovery			· .		<u> </u>		NOTES:					:
Other Adjustments (DPH use only)					ļ		1					
REIMBURSEMENT					\$		1					
!!····································			1 1		<u> </u>			4 12 1 1 1				
I certify that the information provided abor accordance with the contract approved for												
claims are maintained in our office at the			or the pre	APOIDII DI (III	at ooningt	a. Tunjuo	uncanon and	·	24 10; ti 1040			
Signature:			•				Date:			•		
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Title:			.	<u> </u>	_		Phone:		****			
Send to:			} .				DPH	Authorization f	or Payment	:		
Community Programs Budget/ Invoice An	alyst		1	1			•					ļ
1380 Howard St., 4th Floor			1			*			•			
San Francisco, CA 94103					- 				<u>.</u>			
<u> </u>			1		Α	uthorized	Signatory				Da	.te

Appendix F-1b (GF-SA) PAGE B

	Control Number	•	. In	voice Number	
			S01 JL	16 User Cd	
•		CT PO No.		User Cu	
Contractor: Public Health Foundation Enterprises, Inc.					

Tel. No.;

DETAIL PERSONNEL EXPENDITURES

			BUDGETED	EXPENSES	-	EXPENSES	% OF 1	REMAINING	,411
NAME & TITLE	FTE		SALARY	THIS PERIOR	D .	TO DATE	BUDGET	BALANCE	ali proper
N. J. J. J. J. Bir. O and J. Alex	. 400	0	EO 000 00	0			n nany	\$ 50.000	0.00
Administrative Coordinator	1.00	\$	50,000.00				. 0.00%		
Community Llason	1.00	\$	55,000.00	\$ -			0.00%	\$ 55,000	
Business Analyst Transitions Division	1.00	\$	68,000.00				0.00%		
Administrative Assistant	1.00	\$	40,000.00				0.00%	\$ 40,000	
Social Workers	3,00	\$	222,000.00	\$ -			0.00%	\$ 222,000	
Housing Specialist	1.00	\$	55,000.00				0.00%	\$ 55,000	
Program Coordinator EST	1.00	\$	68,000.00	\$ -			0,00%	\$ 68,000	
SFHOT Specialist I (34 pos)	32.60	\$	1,496,959.00	\$ -			0.00%		
SFHOT Specialist II (21 pos)	20,00	\$	1,100,000.00	\$ -			0.00%		
Interns (10 pos)	3.30	\$	75,847.00	\$ -	- \$		0.00%	\$ 75,84	7.00
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TOTAL SALARIES	64.90	\$	3,230,808.00	\$ -	. \$		0.00%	\$ 3,230,80	16.0

i certify that the Information provided above is, to the best of my knowledge, complete and accurate; the amount requested for relimbursement in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature:		Date:	
Printed Name:	(
Title:		Phone:	Name of the second seco

Appendix F-1b (GF-WO)

		,	Contro	l Number					•			PAGE A
				- TAGITIDO]	INVOICE N	I MADED.	S02	JL	16	
							HAACICE IA	OWIDER.	302	<u> </u>	10	
Contractor: Public Health Foundation I	Enterprises,	Inc.					Ct. Blanket	No.: BPHM	TBD			
Address: 12801 Crossroads Parkway So	uth, Suite 20	0, City of	industry, (CA 91746			Ct. PO No.	РОНМ	TBD			User Cd
Tel. No.: (562) 699-7320							Fund Source	æ;	SA Work	Order-Pi	ublic Libra	ary SFHOT
Fax No.;			C	3HS			Invoice Per	iod:	July 20	16		
Funding Term: 07/01/2016 - 06/30/2017			J				Final Invoice	:e;			(Check	if Yes)
PHP Division: Community Behavioral Hea	ith Services						ACE Contro	ol Number:	USES S			
	тот	· A1	DEL	IVÉRED	DELL	VERED	T	6 OF	REMA			% OF
·	CONTR			PERIOD		DATE		OTAL	DELIVER			TOTAL
. Program/Exhibit	UOS	UDC	uos	UDC	uos	UDC	UOS	UDC	UOS	UDC	UOS	UDC
B-1b SFHOT - HMHSHOMELSWO	5,964	30	ļ	 		-	0%	0%	5,964	. 30	100%	100%
SecPrev-19 SA-Sec Prev Outreach	0,864	30	ļ	 	<u> </u>	 	U76	<u> </u>	0,904	. 30	10076	100%
					·							
Unduplicated Counts for AIDS Use Only.				,				•				
			1		EXP	ENSES	EXF	ENSES	%()F	RE	EMAINING
Description				IDGET		PERIOD		DATE	BUD			ALANCE
Total Salaries				20,369.00	\$		\$			0.00%		120,369.00
Fringe Benefits			1	30,121.00			\$	<u> </u>	 	0.00%		30,121.00
Total Personnel Expenses Operating Expenses:			[3]	50,490,00	3		1 3		 	0.00%	1 3	150,490.00
Occupancy			\$		\$		\$		 	0.00%	•	
Materials and Supplies			\$		\$		\$, , , , , , , , , , , , , , , , , , ,	0.00%		
General Operating			\$		\$	-	\$		<u> </u>	0.00%		
Staff Travel			\$	-	\$	-	\$			0.00%		-
Consultant/ Subcontractor			\$, -	\$	-	\$	-		0.00%	\$	-
Other:			\$		\$		\$			0.00%		944
	<u> </u>		\$		\$		\$		<u> </u>	0.00%		
			\$		\$	`	\$		 	0,00%	\$	
T-1-10			•		\$		\$	····		0,00%	-	
Total Operating Expenses Capital Expenditures			\$		\$		\$	-	 	0.00%		
TOTAL DIRECT EXPENSES	·			50,490.00	\$	-	\$	-	 	0.00%		150,490.00
Indirect Expenses				18,059,00	\$		\$	-	+	0.00%		18,059.00
Total Expenses	·			68,549,00			\$		†	0.00%		168,549.00
Less: Initial Payment Recovery							NOTES:					
Other Adjustments (DPH use only)	١.] .		,			
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REIMBURSEMENT					\$	*	<u></u>	······································		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
I certify that the information provided above accordance with the contract approved for	services pro	ovided unc										
claims are maintained in our office at the s	iddress indic	ated.										
Signature:					•		Date:	-	·		<u> </u>	
Printed Name:	·											
Title:					_		Phone:	-	.			
Send to:			1		-		DPH	Authorization	for Payment			
Community Programs Budget/ Involce Ana	aluet			1.								
1380 Howard St., 4th Floor	aryot		ł	1								
San Francisco, CA 94103			1	L								
			1		A	uthorized	Signatory		-	**************************************	Da	le

Appendix F-1b (GF-WO) PAGE B

			Control N	umber -	_			e Numbe	r
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ontractor: Public Health Foundation Enterprises	s, inc.					011010.			
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el. No.:									
the state of the s									•
DETAIL PERSONNEL EXPENDITURES									
		Ē	UDGETED	EXPENSES		EXPENSES	% OF	RE	MAINING
NAME & TITLE	FIE		SALARY	THIS PERIOD		TO DATE	BUDGET	В	ALANCE
SFHOT Specialist I - Library (1 pos)	0.50	\$	22,960,00	\$ -	\$		0.00%	•	22,960.00
SFHOT Specialist II - Library (1 pos)	0.58		31,889.00		\$		0.00%		31,889.00
Health & Safety Associates (6 pos)	2.63		65,520.00		\$		0.00%		65,520.00
Totala a Calety / Baobatos (o pos)	2,00	Ψ	00,020.00	Ψ	14		0.0078	Ψ	00,020.00
	 				 				
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TOTAL GALARIES	3.71] \$	120,369.00	<u> </u>]\$		0,00%	1.5	120,369.00

Appendix F-1c (GF-SA)

			Cont	rol Number								•	,	AGE A
· .				·		,		IN	VOICE N	JMBER:	S01	JL	17	
Contractor: Public Health Foundation	Enterprises,	Inc.						C	t, Blanket I	No.: BPHM	TBD			
Address: 12801 Crossroads Parkwa	av South Sui	te 200. C	ity of Ir	ndustry ČA 9	117	46		CH	t. PO No.:	РОНМ	TBD			User Cd
	y Count, Cu	10 200, 0	10,010	iddau y, Or C	1									
Tel. No.: (562) 699-7320 Fax No.:	•		C	BHS				Ft	and Sourc	e:	General F			
·								ln	voice Peri	od:	July 20	17		
Funding Term: 07/01/2017 - 06/30/20	18 .							Fi	nal Invoice	∋:			(Check	fYes).
PHP Division: Community Behavioral	Health Serv	ices						Αđ	CE Contro	l Number:		30 (d) (d)	76; A.S.	
,	TOT			LIVERED	Т		ERED	Τ		oF	REMAI			% OF
· Program/Exhibit	UOS	ACTED UDC	UOS	S PERIOD	-	TO E	DATE UDC	+	UOS	UDC	DELIVER	UDC	UOS	TOTAL UDC
B-1c SFHOT	1 000	000	000	000	+	000		†	000	000	1 000	000	000	
SecPrev-19 SA-Sec Prev Outreach	93,681	825				-		T	0%	0%	93,681	825	100%	100%
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Unduplicated Counts for AIDS Use Only.			1		ل			1	todosty and the second	***************************************	<u> </u>			
	es ament gamestrad at basesse		Ī		T		NSES	T		ENSES	% (MAINING
Description	,			UDGET		THIS P	ERIOD	1		DATE	BUD			ALANCE
Total Salaries				,230,806.00		·	-	1 \$		· •	ļ	0.00%		3,230,806.00
Fringe Benefits		,		123,673.00				\$				0.00%		1,123,673.00
Total Personnel Expenses			1 9 4	,354,479.00	1.7			13)	-		0.0076	•	4,354,479.00
Operating Expenses: Occupancy			 	400 000 00	15			+,			 	0.0007		400,000,00
Materials and Supplies			\$	136,200.00 48,600,00				\$		+		0.00%		136,200.00 48,600.00
General Operating			\$	42,512.00	-			\$			ļ	0.00%		42,512.00
Staff Travel			\$	10,000,00				3				0.00%		10,000.00
Consultant/ Subcontractor			\$	223,350,00				3			·	0.00%		223,350.00
Other: Client Related Supplies	& Evnancas		\$	154,400.00				13			 	0,00%		154,400.00
Van Parking, Vehicle Mair		l	\$	10-1,-100.00	\$			1			 	0.00%		101,100.00
Vehicle Expenses, Van Le			\$		\$			1		-	 	0.00%		
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Total Operating Expenses			\$	615,062.00	\$		_	13		···	†	0.00%	\$	615,062.00
Capital Expenditures			\$	-	Ś		-	1		_	<u> </u>	0.00%		~
TOTAL DIRECT EXPENSES		,	\$ 4	,969,541.00	1\$	3		13	5	**		0.00%	\$	4,989,541.00
Indirect Expenses			\$	596,345.00		ì	-	1	3	-		0.00%	\$	596,345,00
Total Екрепвез			\$ 5	,565,886.00	1\$			13	,	-		0.00%	\$	5,565,886.00
Less: Initial Payment Recovery					T			N	OTES:		William Timer			
Other Adjustments (DPH use only)			7		1			1	٠.					
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REIMBURSEMENT					\$	3	M	丄						
I certify that the information provided above												ln		
accordance with the contract approved for claims are maintained in our office at the			ler the p	provision of the	at c	ontraot	L Full Jus	stific	cation and	packnb tecor	ds for those			
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Signature:					-				Date.					
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Appendix F-1c (GF-SA)

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ontractor: Public Health Foundation Enterpris	es, Inc.									
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ETAIL PERSONNEL EXPENDITURES										
			BUDGETED	EV	PENSES	1	EXPENSES	% OF		REMAINING
NAME & TITLE	FTE		SALARY		S PERIOD		TO DATE	BUDGET		BALANCE
		-						200021		DY ELT II YOL
Administrative Coordinator	1,00	\$	50,000,00	\$	•	\$	-	0.00%	\$	50,000.00
Community Liason	1.00		55,000.00	\$	-	\$	-	0.00%		55,000,00
Business Analyst Transitions Division	1.00	\$	68,000.00	\$	P-	\$	-	0.00%	\$	68,000.00
Administrative Assistant	1.00		40,000.00		-	\$		0.00%		40,000.00
Social Workers	3.00	\$	222,000.00	\$		\$	_	0.00%	\$	222,000.00
lousing Specialist	1.00		55,000.00	\$	-	\$	-	0.00%	\$	55,000.00
rogram Coordinator EST	1.00	\$	68,000,00	\$	-	\$	-	0.00%	\$	68,000.00
SFHOT Specialist I (34 pos)	32.60		1,496,959.00		-	\$		0.00%	\$	1,496,959.00
SFHOT Specialist II (21 pos)	20.00	\$	1,100,000,00	\$	-	\$	-	0.00%	\$	1,100,000.00
nterns (10 pós)	3,30	\$	75,847.00	\$	10	\$	-	0.00%	\$	75 ₁ 847.00
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TOTAL SALARIES	64 90	2	3 230 808 00	5		+		0.00%	1	3,230,806.00
TOTAL SALARIES	64,90	\$	3,230,808.00	\$	14	\$		0.00%	55	3,230,8

Appendix F-1c (GF-WO) PAGE A

		·	Contro	ol Number		-		•	. ,			
		L	·				INVOICE N	IUMBER:	\$02	JL	17	
Contractor: Public Health Foundation	Enterprises	, inc.					Ct. Blanket	No.: BPHM	TBD			
Address: 12801 Crossroads Parkway So	outh, Suite 20	00, City of i	ndustry,	CA 91746			Ct. PO No.	: РОНМ	TBD ·			User Cd
T-1 M- : /500\ 000 7000		. 1			1		-i.a		10 A 14/		.1.0 - 1.16	OFLICT
Tel. No.: (562) 699-7320 Fax No.:			C	BHS			Fund Soun	ce:	SA WORK	Jraer-Pt	Iblic Libr	ary SFHOT
V 100 - 100					1		Invoice Pe	riod:	July 201	7		
Funding Term: 07/01/2017 - 06/30/2018							Final Invok	æ;	\Box . \Box		(Check	if Yes)
PHP Division: Community Behavioral Hea	alth Services						ACE Contr	ol Number:	12.55		70000	
		FAL		NERED		IVERED	3	% OF	REMAIL			% OF
P	CONTR			PERIOD		DATE		OTAL	DELIVER.			TOTAL
Program/Exhibit B-1c SFHOT - HMH\$HOMELSWO	uos	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	uos	DDC
SecPrev-19 SA-Sec Prev Outreach	5,964	30		 	 		0%	0%	5,964	30.	100%	100%
000 18 0/1000/101 0 34000/	1			<u> </u>					0,00		10070	10070
Unduplicated Counts for AIDS Use Only.		<u> </u>	<u> </u>				<u> </u>				L	
Criduplicated Courts for AlbS Ose Only.				Aurora (1900)			,					
Description			101	JDGET		ENSES PERIOD		PENSES DATE	% O BUDG			MAINING JALANCE
Total Salaries	 	******		120,369.00		- FERROD	\$	PATE	1 0000	0.00%		120,369.00
Fringe Benefits			\$	30.121.00			\$		 	0.00%		30,121,00
Total Personnel Expenses	***************************************		<u></u>	150,490.00		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	1 \$	-		0.00%		150,490,00
Operating Expenses:			<u> </u>	100,700.00	1 47				 	0,00,0	ΙΨ	100,480,00
· Occupancy			\$		\$		\$		 	0.00%	\$	
Materials and Supplies			\$		\$		\$		 	0.00%		
General Operating			\$		\$		\$	_	 	0.00%		
Staff Travel			\$		\$		\$		 -	0.00%		
Consultant/ Subcontractor	······		\$		\$	·	\$		 	0.00%		
Other:			\$		\$		\$		 	0.00%		
3401			\$		\$		\$	-	1	0.00%		
			\$		\$		\$		 	0.00%		-
							1				<u> </u>	***************************************
Total Operating Expenses		4	\$		\$		\$	_		0.00%	\$	-
Capital Expenditures			\$	-	\$	-	\$	-	1	0.00%	\$	-
TOTAL DIRECT EXPENSES			\$	150,490.00	\$		\$			0.00%	\$	150,490.00
indirect Expenses			\$	18,059.00	\$		\$.	-		0.00%	\$	18,059.00
Total Expenses			\$	168,549.00	\$	-	\$			0.00%	\$	168,549.00
Less: Initial Payment Recovery							NOTES:					
Other Adjustments (DPH use only)												
REIMBURSEMENT					\$		1		·			
I certify that the information provided above accordance with the contract approved for claims are maintained in our office at the a	r services pr	ovided und					tification and	i backup recon	ds for those	n		
Slgnature;							Date:	h				
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Community Programs Budget/ Invoice And 1380 Howard St., 4th Floor San Francisco, CA 94103	alyst							•	-, - -,			
Can Hatteleeu, CA 8410a			[Authorized	Signatory		- •		Da	te ·
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Appendix F-1c (GF-WO)
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ontractor: Public Health Foundation Enterpri	ses, inc.								
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ETAIL PERSONNEL EXPENDITURES						•			
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NAME & TITLE	FIE	E	UDGETED SALARY	EXPENSES THIS PERIOD		EXPENSES TO DATE	% OF BUDGET		EMAINING IALANCE
NAME & TILE	- FIE		OALAK I	. ITIS PERIOD	-	TODATE	DODGET		ALARGE
FHOT Specialist I - Library (1 pos)	. 0.50	\$	22,960.00	\$	\$		0.00%	\$	22,960,00
SFHOT Specialist II - Library (1 pos)	0.58	\$	31,889.00	\$ -	\$	*	0.00%		31,889.00
lealth & Safety Associates (6 pos)	2.63	\$	65,520.00		\$	-	0.00%		65,520.00
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TOTAL ALLENSE	2.74	+	120 260 00	0	-		0.000	6	100 200 0
TOTAL SALARIES	3.71	\$	120,369.00	\$	\$		0.00%	\$	120,36



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES

	ELOW. THIS CERTIFICATE OF INS EPRESENTATIVE OR PRODUCER, AN				EAC	ONTRACT E	BETWEEN T	HE ISSUING INSURER(S),	AUTHORIZED			
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	rance Brokers of CA, Inc. LIC # 072	629	3		PHONE (AJC, No, Ext): 818-539-2300 FAX (AJC, No): 818-539-2301 E-MAIL ADDRESS: Michelle_Bielen@ajg.com							
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Sier	idale CA 91203							DING COVERAGE	NAIC #			
								Insurance Company	33138			
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Pub	Public Health Foundation Enterprises, Inc.					INSURER C : RSUI Indemnity Company 22314						
12801 Crossroads Pkwy So.#200 City of Industry, CA 91746					INSURER D : Berkley Regional Insurance Company 29580							
City of industry, CA 91746				INSURE	RE:Starr Inc	demnity & Li	ability Company	38318				
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Re: SFHOT Program. City and County of San Francisco, its Officers, Agents and Employees are named additional insured with respect to the General/Automobile Liability policy of the named insured per the attached AI endorsement. Such insurance is primary. Waiver of Subrogation for Workers Compensation policy applies in favor of certificate holder.												
									<u> </u>			
CE	RTIFICATE HOLDER				CAN	ELLATION						
San Francisco Dept of Public Health 101 Grove Street, Room 402				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.								
San Francisco CA 94102 USA				AUTHORIZED REPRESENTATIVE								

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ACORD 25 (2014/01)

(Ed. 04-84)

WAIVER OF OUR RIGHT TO RECOVER FROM (OTHERS ENDORSEMENT - CALIFORNIA
We have the right to recover our payments from anyone liable our right against the person or organization named in the School perform work under a written contract that requires you to	nedule. (This agreement applies only to the extent that
You must maintain payroll records accurately segregating the work described in the Schedule.	remuneration of your employees while engaged in the
The additional premium for this endorsement shall be 2 otherwise due on such remuneration.	% of the California workers' compensation premium
Schedu	le
Person or Organization	Job Description
Any person or organization to whom you become obligated to waive your rights of recovery against, under any contract or agreement you enter into prior to the occurrence of loss.	Where required by contract,
San Francisco Dept of Public Health	

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated. (The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 06/01/2015

San Francisco, CA 94102

Policy No.: 1000001023

Endorsement No.: 1

Insurad: Public Health Foundation Enterprises, Inc.

Premlum:

Insurance Company: Starr Indemnity & Liability Company

Countersigned by:

WC 04 03 06 (Ed. 04-84)

COMMERCIAL AUTO CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM GARAGE COVERAGE FORM MOTOR CARRIER COVERAGE FORM TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 09/05/2014	Countersigned By:
	Mooma la
Named Insured:	MIPAINACE
PUBLIC HEALTH FOUNDATION ENTERPRISE	(Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s):
The City and County of San Francisco, Department of Public Health, its

The City and County of San Francisco, Department of Public Health, its offices, agents, and employees

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

This Endorsement Changes The Policy. Please Read It Carefully.

ADDITIONAL INSURED BLANKET - PRIMARY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name of Person or Organization:

Any person or organization to whom or to which you are obligated by virtue of a written contract or by the issuance or existence of a written permit, to provide insurance such as is afforded by this policy.

- A. SECTION II WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown on the SCHEDULE, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - 1. Your acts or omissions; or
 - 2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

- **B.** With respect to the insurance afforded to these additional insured, the following additional exclusions apply:

 This insurance does not apply to "bodily injury" or "property damage" occurring after:
 - All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - 2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

If you are required by a written contract to provide primary insurance, this policy shall be primary as respects to your negligence and SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance does not apply, but only with respect to coverage provided by this policy.

All other terms, conditions and warranties remaining unchanged.

This endorsement effective 9/5/2014 forms part of Policy Number LHC824736 issued to PUBLIC HEALTH FOUNDATION ENTERPRISES INC by: Landmark American Insurance Company

Endorsement No.: 06

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

Agreement between the City and County of San Francisco and

PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.

This Agreement is made this 1st day of August, 2014, in the City and County of San Francisco, State of California, by and between: PUBLIC HEALTH FOUNDATION ENTERPRISES, INC., 12801 Crossroads Parkway South, Suite 200, City of Industry, CA 91746, hereinafter referred to as "Contractor," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City," acting by and through its Director of the Office of Contract Administration or the Director's designated agent, hereinafter referred to as "Purchasing."

Recitals

WHEREAS, the Department of Public Health, San Francisco Health Network, ("Department") wishes to secure Housing and Urban Health fiscal management services to support the San Francisco Homeless Outreach Team (SFHOT); and,

WHEREAS, a Request for Proposal ("RFP") was issued on March 31, 2014, and City selected Contractor as the highest qualified scorer pursuant to the RFP; and

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

WHEREAS, approval for this Agreement was obtained when the Civil Service Commission approved Contract number 2000-03/04, dated January 7, 2013;

Now, THEREFORE, the parties agree as follows:

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

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08/01/2014 CMS#7492 THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.

2. Term of the Agreement. Subject to Section 1, the term of this Agreement shall be from August 1, 2014 to June 30, 2015.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

```
Option 1:
            07/01/2015 - 06/30/2016
Option 2:
            07/01/2016 - 06/30/2017
Option 3:
            07/01/2017 - 06/30/2018
Option 4:
           07/01/2018 - 06/30/2019
Option 5:
            07/01/2019 - 06/30/2020
Option 6:
            07/01/2020 - 06/30/2021
Option 7:
            07/01/2021 - 06/30/2022
Option 8:
            07/01/2022 - 06/30/2023
Option 9:
            07/01/2023 - 06/30/2024
```

- 3. Effective Date of Agreement. This Agreement shall become effective when the Controller has certified to the availability of funds and Contractor has been notified in writing.
- 4. Services Contractor Agrees to Perform. The Contractor agrees to perform the services provided for in Appendix A, "Services to be provided by Contractor," attached hereto and incorporated by reference as though fully set forth herein.
- 5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed Six Million One Hundred Fifty-Two Thousand and Thirty-Nine DOLLARS (\$6,152,039). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

6. Guaranteed Maximum Costs. The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

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CMS#7492

- 7. Payment; Invoice Format. Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller, and must include a unique invoice number and must conform to Appendix F. All amounts paid by City to Contractor shall be subject to audit by City. Payment shall be made by City to Contractor at the address specified in the section entitled "Notices to the Parties."
- 8. Submitting False Claims; Monetary Penalties. Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

9. Reserved. (Disallowance)

- 10. Taxes. Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor. Contractor recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:
- (1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;
- (2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.
- (3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest, (see, e.g., Rev. & Tax. Code section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.
- (4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.
- 11. Payment Does Not Imply Acceptance of Work. The granting of any payment by City, or the receipt thereof by Contractor, shall in no way lessen the liability of Contractor to replace unsatisfactory

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work, equipment, or materials, although the unsatisfactory character of such work, equipment or materials may not have been apparent or detected at the time such payment was made. Materials, equipment, components, or workmanship that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Contractor without delay.

- 12. Qualified Personnel. Work under this Agreement shall be performed only by competent personnel under the supervision of and in the employment of Contractor. Contractor will comply with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. Contractor shall commit adequate resources to complete the project within the project schedule specified in this Agreement.
- 13. Responsibility for Equipment. City shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or by any of its employees, even though such equipment be furnished, rented or loaned to Contractor by City.

14. Independent Contractor; Payment of Taxes and Other Expenses

- Independent Contractor. Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor, its agents, and employees will not represent or hold themselves out to be employees of the City at any time. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same, Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Agreement. Contractor agrees to maintain and make available to City, upon request and during regular business hours, accurate books and accounting records demonstrating Contractor's compliance with this section. Should City determine that Contractor, or any agent or employee of Contractor, is not performing in accordance with the requirements of this Agreement, City shall provide Contractor with written notice of such failure. Within five (5) business days of Contractor's receipt of such notice, and in accordance with Contractor policy and procedure, Contractor shall remedy the deficiency. Notwithstanding, if City believes that an action of Contractor, or any agent or employee of Contractor, warrants immediate remedial action by Contractor, City shall contact Contractor and provide Contractor in writing with the reason for requesting such immediate action.
- b. Payment of Taxes and Other Expenses. Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this

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Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability). A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, Contractor agrees to indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all claims, losses, costs, damages, and expenses, including attorney's fees, arising from this section.

15. Insurance

- a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:
- (1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and
- (2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and
- (3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (4) Professional liability insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under this Agreement.
- (5) Blanket Fidelity Bond (Commercial Blanket Bond): Limits: \$998,708 Limits in the amount of the Initial Payment provided for in the Agreement.
- b. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide the following:
- (1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- (2) 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.
- c. Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy 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.

- d. All policies shall provide thirty (30) days' advance written notice to City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to the City address in the "Notices to the Parties" section:
- e. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.
- f. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- g. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.
- h. Before commencing any operations under this Agreement, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.
- i. Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.
- j. If a subcontractor will be used to complete any portion of this agreement, the Contractor 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 the Contractor listed as additional insureds.

16. Indemnification

Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Contractor or loss of or damage to property, arising directly or indirectly from Contractor's performance of this Agreement, including, but not limited to, Contractor's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even

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if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Agreement. Contractor shall also indemnify, defend and hold harmless from all suits or claims or administrative proceedings for breaches of federal and/or state law regarding the privacy of health information, electronic records or related topics, arising directly or indirectly from Contractor's performance of this Agreement, except where such breach is the result of the active negligence or willful misconduct of City.

- 17. Incidental and Consequential Damages. Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that City may have under applicable law.
- 18. Liability of City. CITY'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 5 (COMPENSATION) OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

19. Reserved. (Liquidated damages)

20. Default; Remedies

- a. Each of the following shall constitute an event of default ("Event of Default") under this Agreement:
- (1) Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:
- 8. Submitting False Claims; Monetary Penalties.
- 10. Taxes
- 15. Insurance
- 24. Proprietary or confidential information of City
- 30. Assignment

- 37. Drug-free workplace policy,
- 53. Compliance with laws
- 55. Supervision of minors
- 57. Protection of private information

And, item 1 of Appendix D attached to this Agreement

63. Protected Health Information

- (2) Contractor fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement, and such default continues for a period of ten days after written notice thereof from City to Contractor.
- (3) Contractor (a) is generally not paying its debts as they become due, (b) 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, (c) makes an assignment for the benefit of its creditors, (d) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of

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Contractor or of any substantial part of Contractor's property or (e) takes action for the purpose of any of the foregoing.

- (4) A court or government authority enters an order (a) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Contractor or with respect to any substantial part of Contractor's property, (b) 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 (c) ordering the dissolution, winding-up or liquidation of Contractor.
- b. On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any Event of Default; Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor all damages, losses, costs or expenses incurred by City as a result of such Event of Default and any liquidated damages due from Contractor pursuant to the terms of this Agreement or any other agreement.
- c. All remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

21. Termination for Convenience

- a. City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective.
- b. Upon receipt of the notice, Contractor shall commence and perform, with diligence, all actions necessary on the part of Contractor to effect the termination of this Agreement on the date specified by City and to minimize the liability of Contractor and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:
- (1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.
- (2) Not placing any further orders or subcontracts for materials, services, equipment or other items.
 - (3) Terminating all existing orders and subcontracts.
- (4) At City's direction, assigning to City any or all of Contractor's right, title, and interest under the orders and subcontracts terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.
- (5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts.

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- (6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.
- (7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Contractor and in which City has or may acquire an interest.
- c. Within 30 days after the specified termination date, Contractor shall submit to City an invoice, which shall set forth each of the following as a separate line item:
- (1) The reasonable cost to Contractor, without profit, for all services and other work City directed Contractor to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Contractor's direct costs for services or other work. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice.
- (2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Contractor can establish, to the satisfaction of City, that Contractor would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.
- (3) The reasonable cost to Contractor of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.
- (4) A deduction for the cost of materials to be retained by Contractor, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.
- d. In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).
- e. In arriving at the amount due to Contractor under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Contractor's final invoice; (2) any claim which City may have against Contractor in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.
 - f. City's payment obligation under this Section shall survive termination of this Agreement.
- 22. Rights and Duties upon Termination or Expiration. This Section and the following Sections of this Agreement shall survive termination or expiration of this Agreement:
- 8. Submitting false claims

26. Ownership of Results

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- 9. Disallowance
- 10. Taxes
- 11. Payment does not imply acceptance of work
- 13. Responsibility for equipment
- Independent Contractor; Payment of Taxes and Other Expenses
- 15. Insurance
- 16. Indemnification
- 17. Incidental and Consequential Damages
- 18. Liability of City
- 24. Proprietary or confidential information of City

- 27. Works for Hire
- 28. Audit and Inspection of Records
- 48. Modification of Agreement.
- 49. Administrative Remedy for Agreement Interpretation.
- 50. Agreement Made in California; Venue
- 51. Construction
- 52. Entire Agreement
- 56. Severability
- 57. Protection of private information And, item 1 of Appendix D attached to this Agreement.
- 63. Protected Health Information

Subject to the immediately preceding subsection sentence, upon termination of this Agreement prior to expiration of the term specified in Section 2, this Agreement shall terminate and be of no further force or effect. Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired in connection with the performance of this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City. This subsection shall survive termination of this Agreement.

23. Conflict of Interest. Through its execution of this Agreement, Contractor acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

24. Proprietary or Confidential Information of City

- a. Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.
- b. Contractor shall maintain the usual and customary records for persons receiving Services under this Agreement. Contractor agrees that all private or confidential information concerning persons receiving Services under this Agreement, whether disclosed by the City or by the individuals themselves, shall be held in the strictest confidence, shall be used only in performance of this Agreement, and shall be disclosed to third parties only as authorized by law. Contractor understands and agrees that this duty of care shall extend to confidential information contained or conveyed in any form, including but not limited to documents, files, patient or client records, facsimiles, recordings, telephone calls, telephone answering machines, voice mail or other telephone voice recording systems, computer files, e-mail or other computer network communications, and computer backup files, including disks and hard copies. The City reserves the right to terminate this Agreement for default if Contractor violates the terms of this section.

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- Contractor shall maintain its books and records in accordance with the generally accepted standards for such books and records for five years after the end of the fiscal year in which Services are furnished under this Agreement. Such access shall include making the books, documents and records available for inspection, examination or copying by the City, the California Department of Health Services or the U.S. Department of Health and Human Services and the Attorney General of the United States at all reasonable times at the Contractor's place of business or at such other mutually agreeable location in California, This provision shall also apply to any subcontract under this Agreement and to any contract between a subcontractor and related organizations of the subcontractor, and to their books, documents and records. The City acknowledges its duties and responsibilities regarding such records under such statutes and regulations.
- The City owns all records of persons receiving Services and all fiscal records funded by this Agreement if Contractor goes out of business. Contractor shall immediately transfer possession of all these records if Contractor goes out of business. If this Agreement is terminated by either party, or expires, records shall be submitted to the City upon request.
- All of the reports, information, and other materials prepared or assembled by Contractor under this Agreement shall be submitted to the Department of Public Health Contract Administrator and shall not be divulged by Contractor to any other person or entity without the prior written permission of the Contract Administrator listed in Appendix A.
- Notices to the Parties. Unless otherwise indicated elsewhere in this Agreement, all written communications sent by the parties may be by U.S. mail, e-mail or by fax, and shall be addressed as follows:

To City: Department of Public Health

Contracts Unit

101 Grove Street, Room 402 FAX: (415) 431-1100 San Francisco, California 94102 e-mail: Kristine.ly@sfdph.org

and: Christine Siador, MPH

Contract Administrator

San Francisco Department of Public Health

101 Grove Street, Room 408

San Francisco, CA 94102

FAX: (415) 431-1100

e-mail: christine.siador@sfdpg.org

PUBLIC HEALTH FOUNDATION

To Contractor:

ENTERPRISES, INC.

For Notices:

12801 Crossroads Parkway South, Suite 200

City of Industry, CA 91746

FAX: (562) 699-8856

e-mail: pdale@phfe.org

For Payments: Same as For Notices

Any notice of default must be sent by registered mail.

- Ownership of Results. Any interest of Contractor or its Subcontractors, in drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared by Contractor or its subcontractors in connection with services to be performed under this Agreement, shall become the property of and will be transmitted to City. However, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.
- Works for Hire. If, in connection with services performed under this Agreement, Contractor or its subcontractors create artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems

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designs, software, reports, diagrams, surveys, blueprints, source codes or any other original works of authorship, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of the City. If it is ever determined that any works created by Contractor or its subcontractors under this Agreement are not works for hire under U.S. law, Contractor hereby assigns all copyrights to such works to the City, and agrees to provide any material and execute any documents necessary to effectuate such assignment. With the approval of the City, Contractor may retain and use copies of such works for reference and as documentation of its experience and capabilities.

28. Audit and Inspection of Records

- a. Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.
- b. Contractor shall annually have its books of accounts audited by a Certified Public Accountant and a copy of said audit report and the associated management letter(s) shall be transmitted to the Director of Public Health or his /her designee within one hundred eighty (180) calendar days following Contractor's fiscal year end date. If Contractor expends \$500,000 or more in Federal funding per year, from any and all Federal awards, said audit shall be conducted in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Said requirements can be found at the following website address: http://www.whitehouse.gov/omb/circulars/a133/a133.html. If Contractor expends less than \$500,000 a year in Federal awards, Contractor is 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. Contractor agrees to reimburse the City any cost adjustments necessitated by this audit report. Any audit report which addresses all or part of the period covered by this Agreement shall treat the service components identified in the detailed descriptions attached to Appendix A and referred to in the Program Budgets of Appendix B as discrete program entities of the Contractor.
- c. The Director of Public Health or his / her designee may approve of a waiver of the aforementioned audit requirement if the contractual Services are of a consulting or personal services nature, these Services are paid for through fee for service terms which limit the City's risk with such contracts, and it is determined that the work associated with the audit would produce undue burdens or costs and would provide minimal benefits. A written request for a waiver must be submitted to the DIRECTOR ninety (90) calendar days before the end of the Agreement term or Contractor's fiscal year, whichever comes first.
- d. Any financial adjustments necessitated by this audit report shall be made by Contractor to the City. If Contractor is under contract to the City, the adjustment may be made in the next subsequent billing by Contractor to the City, or may be made by another written schedule determined solely by the City. In the event Contractor is not under contract to the City, written arrangements shall be made for audit adjustments.

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- 29. Subcontracting. Contractor is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is first approved by City in writing. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.
- 30. Assignment. The services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by the Contractor unless first approved by City by written instrument executed and approved in the same manner as this Agreement.
- 31. Non-Waiver of Rights. The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

32. 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 www.sfgov.org/olse/fco. A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. 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, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and 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.
- c. Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- d. Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received, base an Adverse Action on an applicant's or potential applicant for employment's, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.
- e. Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details

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of any conviction history, unresolved arrest, or any matter identified in subsection, above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

- f. Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.
- g. Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.
- h. Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

33. Local Business Enterprise Utilization; Liquidated Damages

a. The LBE Ordinance. Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provisions of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall entitle City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

b. Compliance and Enforcement

If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Contract Monitoring Division (CMD) or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of CMD") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of CMD will

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determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of CMD or the Controller upon request.

34. Nondiscrimination; Penalties

- a. Contractor Shall Not Discriminate. In the performance of this Agreement, Contractor agrees not to discriminate against any employee, City and County employee working with such contractor or subcontractor, applicant for employment with such contractor or subcontractor, 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. Contractor shall incorporate by reference in all subcontracts the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- c. Nondiscrimination in Benefits. Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of 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 §12B.2(b) of the San Francisco Administrative Code.
- d. Condition to Contract. As a condition to this Agreement, Contractor 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 Contracts Monitoring Division (formerly 'Human Rights Commission').
- 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. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing,

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Contractor understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of \$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 Contractor and/or deducted from any payments due Contractor.

- 35. MacBride Principles—Northern Ireland. Pursuant to San Francisco Administrative Code §12F.5, the City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco 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 Contractor acknowledges and agrees that he or she has read and understood this section.
- 36. Tropical Hardwood and Virgin Redwood Ban. Pursuant to §804(b) of the San Francisco Environment Code, the City and County of San Francisco urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.
- 37. Drug-Free Workplace Policy. Contractor 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. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents or assigns will be deemed a material breach of this Agreement.
- 38. Resource Conservation. Chapter 5 of the San Francisco Environment Code ("Resource Conservation") is incorporated herein by reference. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.
- 39. Compliance with Americans with Disabilities Act. Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Agreement.
- 40. Sunshine Ordinance. In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors' bids, responses to solicitations and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person 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. Information provided which is covered by this paragraph will be made available to the public upon request.
- 41. Public Access to Meetings and Records. If the Contractor receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Contractor shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the Contractor agrees to open its meetings and records to the public in the manner set forth in §§12L.4 and 12L.5 of the Administrative Code. Contractor further agrees to make-good faith efforts to promote community membership on its Board of Directors in the manner set forth in §12L.6 of the Administrative Code. The Contractor acknowledges that its material failure to comply with any of the provisions of this paragraph shall P-500 (8-14;DPH 7-14)

constitute a material breach of this Agreement. The Contractor 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.

Limitations on Contributions. Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with 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, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or the board of a state agency on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

43. Requiring Minimum Compensation for Covered Employees

- a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.
- b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.
- c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

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- d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.
- e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor
- f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.
- g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.
- h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.
- i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.
- 44. Requiring Health Benefits for Covered Employees. Contractor agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of section 12Q.5.a of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the HCAO is available on the web at www.sfgov.org/olse. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.
- a. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission.
- b. Notwithstanding the above, if the Contractor is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

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- c. Contractor's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Contractor if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6). Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.
- d. Any Subcontract entered into by Contractor shall require the Subcontractor to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Contractor shall notify City's Office of Contract Administration when it enters into such a Subcontract and shall certify to the Office of Contract Administration that it has notified the Subcontractor of the obligations under the HCAO and has imposed the requirements of the HCAO on Subcontractor through the Subcontract. Each Contractor shall be responsible for its Subcontractors' compliance with this Chapter. If a Subcontractor fails to comply, the City may pursue the remedies set forth in this Section against Contractor based on the Subcontractor's failure to comply, provided that City has first provided Contractor with notice and an opportunity to obtain a cure of the violation.
- e. Contractor shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Contractor's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.
- f. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the HCAO.
- g. Contractor shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Contract.
 - h. Contractor shall keep itself informed of the current requirements of the HCAO.
- i. Contractor shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subcontractors and Subtenants, as applicable.
- j. Contractor shall provide City with access to records pertaining to compliance with HCAO after receiving a written request from City to do so and being provided at least ten business days to respond.
- k. Contractor shall allow City to inspect Contractor's job sites and have access to Contractor's employees in order to monitor and determine compliance with HCAO.
- 1. City may conduct random audits of Contractor to ascertain its compliance with HCAO. Contractor agrees to cooperate with City when it conducts such audits.
- m. If Contractor is exempt from the HCAO when this Agreement is executed because its amount is less than \$25,000 (\$50,000 for nonprofits), but Contractor later enters into an agreement or agreements that cause Contractor's aggregate amount of all agreements with City to reach \$75,000, all the agreements

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shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Contractor and the City to be equal to or greater than \$75,000 in the fiscal year.

45. First Source Hiring Program

- a. Incorporation of Administrative Code Provisions by Reference. The provisions of Chapter 83 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. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.
- b. First Source Hiring Agreement. As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:
- (1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.
- (2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.
- (3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

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- (4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.
- (5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.
 - (6) Set the term of the requirements.
 - (7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.
- (8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.
- (9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.
- c. Hiring Decisions. Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.
- d. Exceptions. Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.
 - e. Liquidated Damages. Contractor agrees:
 - (1) To be liable to the City for liquidated damages as provided in this section;
- (2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;
- (3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.
- (4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and

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that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;

- (5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:
- A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and
- B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

(6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

- f. Subcontracts. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.
- 46. Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this Agreement. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this section.
- 47. Preservative-treated Wood Containing Arsenic. Contractor 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

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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. Contractor 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 Contractor 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.

48. Modification of Agreement. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of CMD any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (CMD Contract Modification Form).

49. Administrative Remedy for Agreement Interpretation

- a. Negotiation; Alternative Dispute Resolution. The parties will attempt in good faith to resolve any dispute or controversy arising out of or relating to the performance of services under this Agreement by negotiation. The status of any dispute or controversy notwithstanding, Contractor shall proceed diligently with the performance of its obligations under this Agreement in accordance with the Agreement and the written directions of the City. If agreed by both parties in writing, disputes may be resolved by a mutually agreed-upon alternative dispute resolution process. Neither party will be entitled to legal fees or costs for matters resolved under this section.
- b. Government Code Claims. No suit for money or damages may be brought against the City until a written claim therefor has been presented to and rejected by the City in conformity with the provisions of San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq. Nothing set forth in this Agreement shall operate to toll, waive or excuse Contractor's compliance with the Government Code Claim requirements set forth in Administrative Code Chapter 10 and Government Code Section 900, et seq.
- 50. Agreement Made in California; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- 51. Construction. All paragraph captions are for reference only and shall not be considered in construing this Agreement.
- 52. Entire Agreement. This contract sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This contract may be modified only as provided in Section 48, "Modification of Agreement".
- 53. Compliance with Laws. Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.
- 54. Services Provided by Attorneys. Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.
- 55. Supervision of Minors. Contractor, and any subcontractors, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest P-500 (8-14;DPH 7-14)

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pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Contractor, or any subcontractor, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Contractor, or any subcontractor, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Contractor, or any of its subcontractors, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Contractor shall comply, and cause its subcontractors to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Contractor shall provide, or cause its subcontractors to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Contractor shall expressly require any of its subcontractors with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subcontractor. Contractor acknowledges and agrees that failure by Contractor or any of its subcontractors to comply with any provision of this section of the Agreement shall constitute an Event of Default. Contractor further acknowledges and agrees that such Event of Default shall be grounds for the City to terminate the Agreement, partially or in its entirety, to recover from Contractor any amounts paid under this Agreement, and to withhold any future payments to Contractor. The remedies provided in this Section shall not limited any other remedy available to the City hereunder, or in equity or law for an Event of Default, and each remedy may be exercised individually or in combination with any other available remedy. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

- 56. Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.
- 57. Protection of Private Information. Contractor 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. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

58. Reserved

59. Food Service Waste Reduction Requirements. Contractor 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, Contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for P-500 (8-14;DPH 7-14)

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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 Contractor's failure to comply with this provision.

60. Slavery Era Disclosure

- a. Contractor acknowledges that this contract shall not be binding upon the City until the Director receives the affidavit required by the San Francisco Administrative Code's Chapter 12Y, "San Francisco Slavery Era Disclosure Ordinance."
- b. In the event the Director finds that Contractor has failed to file an affidavit as required by Section 12Y.4(a) and this Contract, or has willfully filed a false affidavit, the Contractor shall be liable for liquidated damages in an amount equal to the Contractor's net profit on the Contract, 10 percent of the total amount of the Contract, or \$1,000, whichever is greatest as determined by the Director. Contractor acknowledges and agrees that the liquidated damages assessed shall be payable to the City upon demand and may be set off against any monies due to the Contractor from any Contract with the City.
- c. Contractor shall maintain records necessary for monitoring their compliance with this provision.
- 61. Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.
- 62. Dispute Resolution Procedure. A Dispute Resolution Procedure is attached under the Appendix G to address issues that have not been resolved administratively by other departmental remedies.
- 63. Protected Health Information. Contractor, all subcontractors, all agents and employees of Contractor and any subcontractor shall comply with all federal and state laws regarding the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contactor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.
- 64. Additional Terms. Additional Terms are attached hereto as Appendix D and are incorporated into this Agreement by reference as though fully set forth herein.

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

CITY

Recommended by:

CONTRACTOR

PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.

Director of Health

Approved as to Form:

Dennis J. Herrera City Attorney

By: Alcota Van Runkie Deputy City Attorney 9,6,17 Date

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

Approved:

Peter D. Dale

Director, Contract and Grant Management 12801 Crossroads Parkway South, Suite 200 City of Industry, CA 91746

City vendor number: 48661

For Jaci Fong

Director Office of Contract

Administration and Purchaser

Appendices

A: Services to be provided by Contractor

B: Calculation of Charges

C: Reserved

Additional Terms D:

E: HIPAA Business Associate Agreement

F: Invoice

G: Dispute Resolution

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Appendix A Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Christina Siador, Contract Administrator for the City, or his / her designee.

B. Reports:

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

C. Evaluation:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

E. Adequate Resources:

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

F. Admission Policy:

Admission policies for the Services shall be in writing and available to the public. Except to the extent that the Services are to be rendered to a specific population as described in the programs listed in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

Contractor agrees to establish and maintain a written Client 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 client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRECTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

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I. Infection Control, Health and Safety:

- (1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (http://www.dir.ca.gov/title8/5193.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.
- (2) Contractor must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.
- (3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.
- (4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.
- (5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- (6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- (7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.
- (8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

J. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services. Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

K. Client Fees and Third Party Revenue:

- (1) Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.
- (2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. <u>Under-Utilization Reports</u>:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service, and for HTV Prevention Services contracts the number of clients (NOC), for any mode of service hereunder, except for taxi scrip, bus tokens, clothing vouchers, and household goods vouchers, which may be

Appendix A CMS#7.492 2 of 4

distributed on an as-needed basis, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

N. Quality Assurance:

Contractor agrees to develop and implement a Quality Assurance Plan based on internal standards established by Contractor applicable to the Services as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Assurance Plan.

O. Compliance With Grant Award Notices:

If any portion of funding for this Agreement is provided to the City through federal, state or private foundation awards, Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

P. Aerosol Transmissible Disease Program, Health and Safety:

- (1) Contractor must have an Aerosol Transmissible Disease (ATD) Program as defined in the California Code of Regulations, Title 8, Section 5199, Aerosol Transmissible Diseases (http://www.dir.ca.gov/Title8/5199.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, screening procedures, source control measures, use of personal protective equipment, referral procedures, training, immunization, post-exposure medical evaluations/follow-up, and recordkeeping.
- (2) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as Aerosol Transmissible Disease and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- (3) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- (4) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

Q. Research Study Records:

To facilitate the exchange of research study records, should this Appendix A include the use of human study subjects, Contractor will include the City in all study subject consent forms reviewed and approved by Contractor's IRB.

2. Description of Services

Detailed descriptions of services supporting the period 08/01/14-06/30/15 may be found in the following Appendixes:

Appendix A, 08/01/14-06/30/15, Page 4

Program Summary

Appendix A-1, 08/01/14-06/30/15, Pages 1-6

SF Homeless Outreach Team

Appendix A CMS#7492 Contractor: Public Health Foundation Enterprises Program: San Francisco Homeless Outreach Team

Funding: General Fund

Appendix A Term: 08/1/14-6/30/15

SUMMARY

Service Providers:

San Francisco Department of Public Health

Fiscal Agent:

Public Health Foundation Enterprises

Total Contract Amount:

5,492,892

Program Name:

San Francisco Homeless Outreach Team

SFHOT

Mission Mental Health Clinic

SF Sobering Center for EST

50 lvy Street (Lech Walesa)

2712 Mission Street

activities

San Francisco, CA

San Francisco, CA 94110

1171 Mission Street

94102

San Francisco, CA 94103

Program Contact:

Program Address:

Carol Chapman

Appendix A-1 / Appendix B-1

Amount:

\$5,492,892

Term:

08/01/14-6/30/15

Definition of UOS:

UOS

UDC 11

11

Total UOS / UDC:

Totals

Target Population:

No direct services are provided to clients. Human resources and fiscal management services are provided to support staff that conduct program management, data, fiscal management and quality improvement activities

Description of Service:

Public Health Foundation Enterprises, Inc. will be responsible for providing human resources and fiscal management for this project and for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success. Staff will to provide human resources management, technical assistance, training and fiscal management services to manage the SFHOT program.

Appendix A CMS#7492

4 of 4

Public Health Foundation Enterprises, Inc. (PHFE) San Francisco Homeless Outreach Team FY 14-15 CMS # 7492 Appendix A-1 8/1/14 - 6/30/15 General Fund

Mission Mental Health Clinic

San Francisco, CA 94110

2712 Mission Street

Tele:(415) 401-2660

FAX: (415) 401-2671

1. Vendor and Program Name:

Public Health Foundation Enterprises, Inc (PHFE) San Francisco Homeless Outreach Team (SFHOT)

SFHOT Staff Located at:

SFHOT 50 Ivy Street (Lech Walesa) San Francisco, CA 94102 Tele: (415) 415-355-7555 FAX: (415) 415-355-7404

SF Sobering Center for EST activities 1171 Mission Street San Francisco, CA 94103 Tele: (415)734-4233

Fax: (415) 735-4223

2. Nature of Document

New New	Renewal	Amendm	ant
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3. Goal Statement

The goal, in collaboration with the San Francisco Department of Public Health, is to provide Fiscal and Human Resource Management services in support of the San Francisco Homeless Outreach Team (SFHOT) program.

4. Target Population

Target population is the San Francisco Department of Public Health's San Francisco Homeless Outreach Team (SF HOT) program. This multidisciplinary team serves individuals living on the street who are severely disabled. Staff members consist of employees of the Department of Public Health, the Human Services Agency, and community-based organization staff (PHFE). SFHOT uses a client-centered "whatever it takes" approach, and employs comprehensive wrap-around services to meet client needs. The program promotes harm reduction and strength-based recovery philosophies through its daily functioning, and utilizes acuity-based, data-driven, and outcomes-oriented processes to meet its goals. The program also assesses medical and behavioral crises, and refers clients to emergency care as appropriate.

Page 1 of 6

Appendix A-1 8/1/14 - 6/30/15 General Fund

SFHOT provides the following lines of service:

Stabilization Case Management

This service line provides short-term stabilization care management for 480 high risk homeless individuals (homeless more than three years, experiencing complex medical, psychiatric, and substance abuse tri-morbidity, using a high number of urgent/emergent care services, and not able to navigate health and human services system on their own). Case Management accepts referrals from SFHOT Street Outreach and high user treatment programs. Within six to twelve months, the goals are to: (1) Stabilize individuals from the street into shelter/SRO, (2) Remove personal barriers to attaining permanent housing; e.g., attain benefits, primary care linkage, behavioral health care linkage, IDs, legal aid, etc., (3) Secure and place into permanent housing, (4) Assess and serve as care coordinators for SF Health Network members who are high risk / high cost individuals and are unable to engage into the system.

Street Outreach Team

This service line provides outreach, engagement and warm-handoffs from the street to (or between) urgent/ emergent institutions. The Engagement Specialist Team (EST) operate 24/7 and responds to requests from 311, Care Coordinators, Police, Fire, and Urgent/Emergent facilities (hospitals, SF Sobering Center, Psych Emergency Services, and Dore Psych Urgent Care) for street outreach/intervention and therapeutic transports. The goals are to, within two hours, respond and determine if the individual can be cleared for transport and provide warm-handoff to and/or from urgent/emergent facilities. In addition, the EST provides targeted search and outreach of HUMS (High Users of Multiple Systems) and other high-risk homeless individuals as identified by 311 (citizens) and health care coordinators and once found, performs wellness checks and attempts to engage individuals into services and other resources as identified by community care plans.

Medical Team

The medical team uses the model "Homeless to Primary Care Medical Home" and provides transitional primary health care to address barriers to primary care in the appropriate setting for each patient. Barriers that will be addressed may be related to patient issues such as: medical, mental health and substance use disorders; lack of benefits; competing priorities such as lack of food, shelter, or clothing. Barriers may also be related to systems issues such as: Enrollment and insurance requirements that are difficult for homeless individuals to obtain, inconvenient hours or locations of services; discrimination against homeless individuals in services; or services that have not created adaptations and accommodations for the needs of homeless people.

San Francisco Public Library Team

This service line is situated at the Civic Center Main Branch with staff who conduct outreach and offers referrals to homeless, marginally housed and/or mentally ill patrons of the library. Staff also facilitate education sessions in group or individual settings for library staff, in order to improve understanding of behaviorally vulnerable patrons of the library. Staff's goal is to help library staff serve this group of patrons according to their

Page 2 of 6

needs, while helping to decrease the number and severity of incidents that require intervention from Library security staff. Staff also train Health and Safety Associates (HaSAs) who are selected from a group of homeless library patrons being served by SF HOT's case management function. These HaSAs assist the team by using their life experiences and learned engagement skills to reach out to other homeless patrons, in order to persuade them to accept case management and other services. In the process, HaSAs gain employment and job-seeking skills.

5. Unit of Service / Modalities

GF: SFHOT and HIV HOME 8/1/14 - 6/30/15

Unit of Service Description	Units of Service (UOS)	Number of Clients (NOC)	
1 UOS = 1 month of Fiscal Management/ Intermediary services	11	N/A	
Total UOS	11		
Total NOC		N/A	

6. Methodology

This contract will facilitate the fiscal and human resource management services that support the SFHOT contracted staff. PHFE will provide Fiscal Intermediary administrative services to support the San Francisco Homeless Outreach Team program. This will be a collaborative project with close coordination with the San Francisco Department of Public Health (DPH) SFHOT Program Administrator.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; dispersing programmatic expenditures such as client funds, peer stipends, training, supplies, equipment, and leases according to budget plan; and maintaining all program documentation as related to this contract.

Staff Management for this program consists of primary Human Resource management processes and will be coordinated with the SFHOT DPH Program Administrator. It will include recruiting, hiring, and orienting new staff; managing employee benefits; monitoring employee training, skill development, and performance evaluations on regular basis, and implementing employee discipline when necessary.

Appendix A-1 8/1/14 - 6/30/15 General Fund

A. Fiscal Management

Contractor will utilize established fiscal management policies and procedures and employee training materials that assure the ability to meet all fiscal management responsibilities of this project. The policies address the following internal controls: safeguarding assets, transaction authorizations, timely reconciliation of accounting records; financial reporting; accounts payable; accounts receivable; petty cash; and, payroll.

Fiscal management team assigned to SFHOT program will include support from a Contracts and Grants Manager, a Budget Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and CBA Program Director. The PHFE Contracts and Grants Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the contracts and grants manager will issues and monitor all subcontracts, lease, and consultant agreements. The Budget Analyst (BA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The BA will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the BA and Accounts Payable Specialist are responsible for yendor management, including ensuring yendors are set up correctly with required documentation.

PHFE will work within SFDPH approved budgets to reimburse program expenses directly to vendors and partners or directly to employees that have made authorized program purchases. This includes but not limited to: (1) pay invoices on a predetermined schedule, (2) ensure the accuracy and authenticity of invoice processed, (3) process accounts payable paperwork timely, and (4) maintain support documentation.

B. Human Resource Management:

Human Resources management team assigned to SFHOT program will include support from a Contract and Grant Manager, the Human Resources Generalist, and the Human Resource Generalist Assistant. The HR Generalist will work closely with the SFDPH SFHOT supervisors and staff to oversee staff hired and assigned to the program. They will also provide hands on, comprehensive training to all employee supervisors so they are familiar with HR policies and procedures in order to provide comprehensive supervision to contracted employees.

Human Resources Generalist will also provide full training to SFHOT employees and supervisors on PHFE's time collection system. The HR Generalist will work closely with the Contract Manager and Budget Analyst to assure that payroll costs are correctly allocated and align with the approved position/line item budget as outlined in the SFDPH

Page 4 of 6

Appendix A-1 8/1/14 - 6/30/15 General Fund

contract for SFHOT. The HR Generalist will also maintain confidentiality among SFHOT employees related to salary rates, reimbursements, and the SFHOT budget.

PHFE will utilize current HR policies and procedures to include employee handbook. This will provide the HR Generalist a systematic process to address issues of discipline, investigations, hiring and terminations consistently and remain in compliance with federal and state labor laws. Existing policies and procedures along with PHFE's Employee handbook are reviewed periodically to stay current and updated on any new laws and regulations. Tracking and monitoring of successfully completed trainings by staff is entered into the HRIS for recordkeeping and reporting purposes.

Staff management/HR management will include the complete hiring process from recruitment, employee selection, background/reference checks to new hire orientation. Employee relations, benefit management, leave management, workforce development, employee performance/reviews, personnel records, complaints, and any disciplinary action will also be managed.

7. Objectives and Measurements

Indicator	Data Source//Compliance
P.1 Fiscal Intermediary contractors will pay	Measured and documented by check dates;
95-100% of vendor and subcontractor invoices	contractor prepares Annual Summary Report
within 30 days from the date of submission by	documenting achievement of objective; to
SFDPH or vendor/ subcontractor.	Director OFGM, PHD and BOCC 9/1/15
P.2 Effective Fiscal Management: Agency	A. Within 30 days of month's end and if
will meet 95% (correctable to 100%) of Salary	requested, Agency provides a running
& Benefit budgeted obligations during the	expense report addressed to Program
contract period. This includes accurate and on-	Director.
time payment of salaries, overtime, accrued	B. Within in 45 days of DPH quarter's end,
benefits, and taxes and optimal record keeping.	Agency self reports this objective for time
	period and year-to-date in report addressed
	to Director OFGM, PHD.
·	C. Contractor prepares Annual Summary
	Report documenting achievement of
	objective; to Director OFGM, PHD and
	BOCC by 9/1/15; reports of achievement
	must be consistent with findings of external
	Annual Audit
P.3 Effective Fiscal Management: Agency	A. Within 30 days of month's end and if
will meet 100% of Operating Expense	requested, Agency provides a running
obligations during the contract period. This	expense report addressed to Program
includes paying vendor invoices within vendor	Director.
payment schedule and avoiding late fees	B. Within in 45 days of DPH quarter's end,
(usually 30 days from the date of submission	Agency self reports this objective for time
by vendor or Program).	period and year-to-date in report addressed

Page 5 of 6

Indicator	Data Source / Compliance
	to Director OFGM, PHD.
	C. Contractor prepares Annual Summary
	Report documenting achievement of
	objective; to Director OFGM, PHD and
	BOCC by 9/1/15; reports of achievement
·	must be consistent with findings of external
	Annual Audit
P.4 Effective Human Resources	A. Within 30 days of month's end and if
Management: Agency will have 90% of	requested, Agency provides a running
personnel files complete, up-to-date, and in	personnel report of these items addressed
terminology consistent with HR best practices,	to Program Director.
during the contract period. This includes: 1)	B. Within in 45 days of DPH quarter's end,
signed job descriptions, 2) qualifications	Agency self reports this objective for time
statement (resume), 3) reference verification,	period and year-to-date in report addressed
4) benefits orientation, 5) program orientation,	to Director OFGM, PHD.
6) proof of annual certification/training in	C. Contractor prepares Annual Summary
HIPAA Privacy and DPH Compliance, 7)	Report documenting achievement of
signed "User Confidentiality, Security and	objective, to Director OFGM, PHD and
Electronic Signature Agreement" form, 8)	BOCC by 9/1/15; reports of achievement
signed code of conduct forms, 9) skill	must be consistent with findings of spot
development/training plans, 10) on-time	checks by DPH.
performance evaluations, and 11) remedial	
skill development plans as needed.	
P.5 Effective Human Resources	A. Within 30 days of month's end and if
Management: Agency will help programs	requested, Agency provides a running
operate at or near full staff capacity by filling	Position Control report of these items
90% of vacant positions within 3 months of	addressed to Program Director.
posting date, during the contract period. This	B. Within in 45 days of DPH quarter's end,
includes Position Control Reports reflecting in	Agency self reports this objective for time
aggregate and by service line all positions and	period and year-to-date in report addressed
their status, including date of vacancy or leave,	to Director OFGM, PHD.
date of job posting, number of applications,	C. Contractor prepares Annual Summary
number of qualified candidates, date interviews	Report documenting achievement of
began, and date position filled.	objective; to Director OFGM, PHD and
	BOCC by 9/1/15; reports of achievement
	must be consistent with findings of spot
	checks by DPH

8. Continuous Quality Assurance and Improvement
PHFE will develop a program specific quality assurance plan agreed upon by both
SFDPH and PHFE.

Appendix B Calculation of Charges

1. Method of Payment

Contractor shall submit monthly invoices in the format attached in Appendix F, by the fifteenth (15th) working day of each month for reimbursement of the actual costs for Services of the immediately preceding month. All costs associated with the Services shall be reported on the invoice each month. All costs incurred under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

2. Program Budgets and Final Invoice

A. Program Budgets supporting the period 08/01/14-06/30/15 may be found in the following Appendixes:

Appendix B, 08/01/14-06/30/15, Page 2 Budget Summary

Appendix B-1, 08/01/14-06/30/15, Pages 1-11 FIS – SF Homeless Outreach Team

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$659,147 is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

The maximum dollar for each funding source shall be as follows:

Original Agreement	County SA General Fund	\$5,350,888	08/01/14-06/30/15	Appendix B-1
Original Agreement	County Public Library Work Order	\$142,004	08/01/14-06/30/15	Appendix B-1
		\$5,492,892	•	· .
	Contingency	\$659,147	•	
		\$6,152,039		

- C. Upon the effective date of this Agreement, contingent upon prior approval by the CITY'S Department of Public Health of an invoice or claim submitted by Contractor, CITY agrees to make an initial payment to the CONTRACTOR of Nine Hundred Ninety-Eight Thousand Seven Hundred and Eight Dollars (\$998,708). CONTRACTOR agrees that a reduction shall be made from monthly payments to CONTRACTOR equal to one ninth (1/9) of the initial payment for the period August 1, 2014 through April 30, 2015. Any termination of this Agreement, whether for cause or for convenience, will result in the total outstanding amount of the advance being due and payable to the CITY within thirty (30) calendar days following written notice of termination from the CITY.
- D. Contractor agrees to comply with its Program Budgets of Appendix B in the provision of Services. Changes to the budget that do not increase or reduce the maximum dollar obligation of the City are subject to the provisions of the Department of Public Health Policy/Procedure Regarding Contract Budget Changes. Contractor agrees to comply fully with that policy/procedure.
- E. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those costs incurred during the referenced period of performance. If costs are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City.

Appendix B CMS#:7492

1 of 2

DPH 1: Department of Public Health Contract Budget Summary

DHCS Legal Entity Number:		c abdo no	ith Contract Di			Appendix#	: B
Contractor Name: Public Health Foundation Enterprises, Inc.				Prepared By: Arfana Sogal Document Date: 8/22/14		Page #: 2	
Contract CMS #:				Document Date. 6/22/14		Fiscal Year: 2014-15	
Contract Appendix Number:	The second second second		T T T T T T T T T T T T T T T T T T T		T		
Appendix A/Provider Name:							
Provider Number:	383800						
Program Code:	N/A						
Funding Term:	8/1/14-6/30/15						TOTAL
FUNDING USES						200 March 1980	CONTRACTOR OF SEC.
Salaries & Employee Benefits:	3,964,912						. 3,964,912
Operating Expenses:	839,456						839,456
Capital Expenses:	100,000						. 100,000
Subtotal Direct Expenses:	4,904,368						4,904,368
Indirect Expenses:	588,524						588,524
Indirect %:	12.00%		<u> </u>				12.00%
TOTAL FUNDING USES	5,492,892	-	_	-		<u> </u>	5,492,892
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SA COUNTY - General Fund	5,350,888		<u> </u>				5,350,888
SA WORK ORDER - Public Library SFHOT	14:2,004						142,004
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DPH 2: Department of Public Heath Cost Reporting/Data Collection (CRDC)

Drii Z, Depa	anunent of Pi	ublic Heath Co.	st Reporting/Da	ta Conection (O	TOO)	Appendix:	R-1
Contractor Name: Public Health Foundation Enterprises, Inc.					Page #:		
Provider Name: SFHOT					Document Date:		
	vider Number:					Fiscal Year:	
	rogram Name:	SFHOT :	SFHOT				
	Program Code:	N/A	N/A	· · · · · · · · · · · · · · · · · · ·			
Mode/SFC (MH) or		SecPrev-19	SecPrev-19				
			SA-Sec Prev Outreach			<u> </u>	TOTAL
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TOTAL OTHER DPH FUNDING SOURCES							
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		and the second second second section in	Annual Control of the State of	contract of the are livery for the		entere artification and an interest in the	
Number of Beds Purchased (if applicable): SA Only - Non-Res 33 - ODF # of Group Sessions (classes):							
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:							
Cost Reimbursement (CR) or Fee-For-Service (FFS):		CR	CR				THE MAN DE PARTIE OF THE
	DPH Units of Service:		5,025		· · · · · · · · · · · · · · · · · · ·		
1	Unit Type:	- 86,193 Staff Hour	Staff Hour	·			41,408,832,233,423,6
Cost Per Unit - DPH Rate (DPH Funding		62.08	28.26		· · · · · · · · · · · · · · · · · · ·	 	\$ 7056 S 54 6 15 15 16
Cost Per Unit - Contract Rate (DPH & Non-DPH Fun		62.08	28.26			 	
Published Rate (Medi-Cal P			~3120				Total UDC:
	Clients (UDC):	550	20				550
2.1007104	14.50					L	

DPH 3: Salaries & Benefits Detail

Program Code:	N/A	
Program Name:	SFHOT	
Document Date:	8/22/14	

Appendix #:	B-1
Page #	2

		TOTAL ·		General Fund HSCCRES227		Library Workorder ISHOMELSWO		·	,			
	Term:	8/1/14-6/30/15	Tem:	8/1/14-6/30/15	Term	9/1/14-6/30/15	Term:		Term	:	Term	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Operations Manager	1.00	73,333	1.00	73,333								
Community Liason	1,00	50,417	1.00	50,417								
Business Analyst Transitions Division	1.00	62,333	1.00	62,333					<u> </u>			
Administrative Assistant	1.00	33,333	1.00	33,333								
Social Workers	3.00	185,000	3.00	185,000								
Housing Specialist	1.00	50,417	1,00	50,417								
Community Integration Coordinator	2.00	76,532	2.00	76,532							<u> </u>	
SFHOT Specialist I	15.00	573,988	15.00	573,988								
SFHOT Specialist II	9.00	412,500	9.00	412,500								
SFHOT Specialist I - Library (1 pos)	0.50	19,133		·	0.50	19,133						
SFHOT Specialist II - Library (1 pos)	0.81	33,330			0.81	33,330						
Program Coordinator EST	1.00	62,333	1.00	62,333								
SFHOT Speicalist I - Dispach (5 pos)	4.20	160,717	4.20	160,717								
SFHOT Spelcalist II - Transporters (5 pos)	4,20	160,717	4.20	160,717								
SFHOT Speicalist I - Street	8.00	306,127	8.00	306,127	•							
SFHOT Spelcelist II - Street	8.00	366,667	8.00	366,667		·						
SFHOT Speicalist I - Floats (4 pos)	3.40	130,104	3,40	130,104								
SFHOT Speicalist II - Floats (4 pos)	3.00	137,500	3.00	137,500								
	<u>.</u> ·	J								-		
· Totals:	67.11	2,894,481	65.80	2,842,018	1.31	52,463						
. ,												
Employee Fringe Benefits:	36.98%	1,070,431	37.00%	1,051,544	36.00%	18,887						
•												
TOTAL SALARIES & BENEFITS		3,984,912	Γ	3,893,562	ſ	71,350	ſ					

	,	,	,	y	,	,
TOTAL SALARIES & BENEFITS	3,964,912	3,893,562	71,350			Pathingadhithmannadital sympo

DPH	4:	Operating	Expenses	Detail
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			 	 		-		
Program Code:	N/A			 	_			
Program Name:	SFHOT		 				·	_
Document Date:	8/22/14							_

Appendix 批 <u>B-1</u> Page # 3

Expenditure Categories & Line Items	TOTAL	SA General Fund HMHSCCRES227	Public Library Workorder HMHSHOMELSWO			
	Term:8/1/14-6/30/15	Term:8/1/14-6/30/15	Term:9/1/14-6/30/15	Term:	Term:	Term:
Occupancy:						
Rent	54,000	54,000				
Utilities/telephone, electricity, water, gas)	13,500	13,500				
Building Repair/Maintenance	4,500	. 4,500				
Mobile Phones	36,000	36,000				
Materials & Supplies:						
Office Supplies	27,000	27,000				
Program Supplies	16,200	16,200				\
Workstation Furniture	20,000	20,000				
Handheid Computers and Application	. 50,000	_ 50,000				
Computer hardware/software	34,000	34,000			•	
General Operating:	-				•	
Training/Staff Development	13,500	13,500	<u>.</u>			·
Insurance	30,000	30,000			·	•
Equipment Lease & Maintenance	1,800	1,800				
Offsite Storage	2,700	2,700				
Audit & Accounting	7,500	7,500				
Staff Travel:						
Local Travel					•	
Out-of-Town Travel	10,000	10,000				
Fleid Expenses	-					
Consultant/Subcontractor:					·	
Professional Services to Rep Payee TBD	56,250	56,250				,
RTZ software consultation and development Professional Registry TBD	125,000 20,000	125,000 20,000				
Other Professional Consultants TBD	21,326	21,326				
Other:	· -					<u></u>
SFPL Client Training/ Intern Stipends	55,440	-	. 55,440			
Vocational Client Training/ Intern Stipends	50,000	50,000				
Client Related Supplies & Costs	63,000	63,000				
Car Parking	27',000	27,000				
Van Parking	20,340	20,340				
Van Maintenance	30,000	30,000	*			
Van Lease	50,400	50,400				

TOTAL OPERATING EXPENSE

839,456

784,016

55,440

DPH 5: Capital Expenses Detail

Program Code:	N/A			Appendix:	R)
Program Name:	SFHOT	_		Page#:	4
Document Date:	8/22/14				
		_			
1. Equipment	· · · · · · · · · · · · · · · · · · ·				
Item Description	Quantity	Serial #/VIN #	Funding Source [General Fund, Grant (List Title), or Work Order (List Dept.)]	Purchase Cost Each	Total Cost
Van fleet augmentation with spcialty radio/GPS equipment	1		General Fund	45,000.00	45,000
	-				
		· .			
	-			<u> </u>	
Total Equipment Cost					\$45,000
2. Remodeling				•	
Description			•.	·	Total Cost
Phone and internet wiring upgrades to accommodate EST e	xpansion				35,000
Construction of Medication storage station					20,000
			The state of the s		
Total Remodeling Cost	,				\$55,000
·				=	
Total Capital Expenditure					\$100,000
Equipment plus Remodeling Cost)			•		·

	for Name;		idation Enterprises, Inc.	Appendix #: B-1	
Program		SFHOT		_ Page#: 5	
Funding	Term:	8/1/14-6/30/15		• · · · · · · · · · · · · · · · · · · ·	•
	· · · · · · · · · · · · · · · · · · ·				
1) SAL	ARIES & BENEFITS:				
Des Santinoppe	and the second s				
-	Staff Position	1: Operations Man	aner		
				quipment, leases, supples, repairs	
		s; expendie and b	achelor's degree, Maste	ars preferred	
ļ	Formula:			4	,
				Annualized	
	Annual Salary:	x FTE:	x Months per Year:	(If less than 12 months):	Total
. \$	80,000.00	0 1,00	11	0.92 \$	73,333
- Market Sandard					
	Staff Position :	2: Community Liase	on		
	Brief description of job duties			nd special projects planning	
 				nity. Bachelor's degree preferred	
 	· · · · · · · · · · · · · · · · · · ·	o. Expercioned with	population and continu	· ·	
				Annualized	
	Assessed Only in				No. 4. N
	Annual Salary:	xFTE:	x Months per Year:	(If less than 12 months):	Total
\$	55,000.00	1.00	11	0.92 \$	50,417
	Staff Position :	3: Business Analys	t Transitions division		
	Brief description of lob dutle	s: Respond to com	munity providers regard	ígn computer access, generate data reports, plan dat	a needs
l					
1	Minimum qualification	s: Bachelor's degre	e in a Health Science	Expereince analylns large datasets and interacting wi	th community.
	Million Control	ar Badinstor o dogre	io ii a i rodani o oronoo.		an downing my
		#		Annualized	
	Annual Salary:	xFTE:	x Months per Year:	(if less than 12 months):	Tetal
<u> </u>					Total
\$	68,000.00	0 1.00	11	0.92 \$	62,333
	·				
		4: Administrative A			
	Brief description of job duties	s: Manage, mail, si	upplies, office organizati	on	
	Minimum qualification	s: Associates degre	ee preferred. Experienc	e in busy office with vulnerable populations	
		,			
	·	•		Annualized	
	Annual Salary:	x FTE:	x Months per Year:	(if less than 12 months):	Total
\$	40,000.00		10	0,83 \$	33,333
<u> </u>	10,00010	-1.001		1 control of the cont	
	OL KED III	F. O1-1141 1	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
 		5: Social Worker			
	Brief description of job duties	s: Supervise Speci	alls I and in daily work		
•				age, Family Therapy. License preferred. Expereienc	e with
	Minimum qualification	s: homeless popula	ation.		
l		•		Annualized	
	Annual Salary:	x FTE:	x Months per Year:	(if less than 12 months):	Total
\$	74,000.00	3.00	10	0.83 \$	185,000
	The state of the s				
	Staff Dooblon	6: Housing Special	in-4		-
<u> </u>	Stati Postitori	o. Hodaling Special	6/ 10/ 10- 5	ervations and activity. Prepare reports.	
 					
ļ	Minimum qualification	s: Bachelors degre	e. Computer skills and o	latabase management. Experience with homeless po	opulation.
				•	
ĺ				Annualized	
<u> </u>	Annual Salery:	x FTE:	x Months per Year:	(if less than 12 months):	Total
\$	55,000.00	1.00	11	0.92 \$	50,417
			·	en en en en en en en en en en en en en e	The state of the s
	Staff Pacifion	7. Community Into	gration Coordinator		
				And and with an annually space to a legal trained labor	
<u> </u>				engage with community resources including jobs	P = -41101
 	· Minimum qualification	s. Associate's Dere	e, experience with reco	very principles, homeless population, communty voc	or activities
		•		Annualized	
l				Annualizad	
\$	Annual Salary: 45,919.00	x FTE:	x Months per Year:	(if less than 12 months):	Total 76,532

Appendix #: B-1

Public Health Foundation Enterprises, Inc.

Contractor Name:

Program I	Name:	SFHOT			Page #: 6	
Funding T	Term:	8/1/14-6/30/15				•
					•	
<u> </u>	and the second s					
	Staff Dogition	18: SFHOT Specialis	st 1		American programme and the second second second second second second second second second second second second	
					at the base Star based on the atmost II	plea - d'a
					ess in benefits, housing, treatment li	nkages
	Minimum qualificatio	ns: Associates degre	ee and experienece with	homeless and tr	i-morbid populations	
İ					•	į.
·	•	•			Annualized	
l	Annual Salary:	x FTE:	x Months per Year:		(if less than 12 months):	Totai
\$	45,919.	00 15.00	10		0.83 \$	573,988
					The state of the s	
-	Ctoff Doolfor	9: SFHOT Speicial	ent II			
ļ					7 1 P/ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
					ss in benefits, housing, treatment link	kages
	Minimum qualificatio	ns: Bachelor's or Ma	ister's degree and exper-	ence with homel	ess and trl-morbid populations	
}						
İ					Annualized	1
	Annual Salary:	x FTE:	x Months per Year:		(if less than 12 months):	Total
\$	55,000.	00 9.00	10]	0.83 \$	412,500
<u> </u>					Constitution of the Consti	
	CL-ED-TE	AN DELICE DATE !!	111 N D '11			
<u></u>		10: SFHOT Speciali		.11 . 1 . 111		
<u> </u>	Brief description of job dut					·
L	Minimum qualification	ins: Associates degr	ee and experience with h	nomeless and tri	-morbid populatoins	
l					,	. 1
1					Annualized	[
	Annual Salary:	x FTE:	x Months per Year:		(If less than 12 months):	Total
\$	45,919	00 0.50	10	T	0.83 \$	19,133
1						
	Ct-RDW	44. CEUOT C	of 11.1 (horange 17 14.5 m			<u> </u>
<u></u>	Stan Position	11: SFHOT Special	St II Library Position			
	Brief description of job du					
	Minimum qualification	ons: Bachelor's or Ma	aster's degree and exper	ience w/ homele	ess and tri-morbid populations	
1						i
"					Annualized	1
1	Annual Salary:	x FTE;	x Months per Year:		(If less than 12 months):	Total
\$	55,000	.00 0.8080	9	1	0.75 \$	33,330
L	The second secon		Letter and the second			
	Ctoff Danillon	10. Deagram Coard	natar for Engagement C	onsiglist Mahila	Tank	
	Stail Position	12. Flogram Coold	nator for Engagement S	pecialist Mobile	i eam	
	Brief description of job du	lies: Ivianage scheol	iles, manage team opera	mon, analyze pri	ogress, relate to community	
	Minimum qualificati	ons: Master's degree	in a Health Science, ex	perience manag	lng a team, knowledge of population	, computer skills
Į						ļ
1		,			Annualized	
1	Annual Salary:	x FTE:	x Months per Year:		(if less than 12 months):	Total
\$	68,000	.00 1.00	11		0.92 \$	62,333
<u> </u>	***************************************		I—————————————————————————————————————			
	Stoff Donikor	13: SFHOT Special	Ict I		Historia de la companya de la companya de la companya de la companya de la companya de la companya de la compa	THE STREET STREET, STR
	Brief description of job du	ties: SFHOT Special	ist i for Dispatch			
	Minimum qualificati	ons: Associatés deg	ree and experience with	homeless and tr	i-morbid populations	
i			•			,
1					Annualized	
	Annual Salary:	x FTE:	x Months per Year:		(if less than 12 months):	Total
\$	45,919	.00 4.20	10	T	0.83 \$	160,717
J	.2,010					~~,
	ni-kn-in-	AA. OEUOT O	lint 1			
		114: SFHOT Specia				
	Brief description of Job du					
	Minimum qualificati	ons: Associates deg	ree and experience with	homeless and tr	i-morbld populations	
	,					
1	•				Annualized	
1	Annual Salary:	x FTE:	x Months per Year:		(If less than 12 months):	Total
\$	45,919		10	1.	0.83 \$	160,717
Ι φ	40,818	7,00 4.20	10		0.03 \$	100,117

Contractor Name:	Public Health Foun	dation Enterprises, Inc.		Appendix #: B-	
Program Name:	SFHOT	· · · · · · · · · · · · · · · · · · ·		Page#: 7	
Funding Term:	8/1/14-6/30/15				
Staff Position 15	5: SFHOT Specialis	st I			
Brief description of job duties	s: SFHOT Specially	st I for street outreach			
Minimum qualifications	s: Associates degre	e and experience with he	omeless and tri-m	orbld populations	
4 10.1	permittee		÷	Annualized	
Annual Salary:	x FTE:	x Months per Year:		(if less than 12 months):	Total
\$ 45,919.00	00.8	10		0.83 8	306,127
				Constitution of the Consti	
	SFHOT Specialis				
Brief description of job duties			anna vil hamalana	and tel morbid nanulations	
lymmum qualincations	s: bachelors of Ma	ister's degree and expeni	ence w/ nomeress	and tri-morbid populations	
				Annualized	
Annual Salary:	x FTE:	x Months per Year:		(if less than 12 months):	Total
		10	г т	0.83	
\$ 55,000.00	0.00	IV		7 (60,0	9 300,007
Stoff Doubling 16	O CEUCT Canadall				
Brief description of job duties	S: SFHOT Specialis				
		ee and experience with hi	omeless and tri-m	orbid populations	
Withintent quaincations	s. Associates degre	se and expendictive will th	Officiess and ul-ill	iorbid populations	
				Annualized	1
Annual Salary:	x FTE:	x Months per Year:		(if less than 12 months):	Total
\$ 45,919.00		. 10		0,83 9	
Ψ το το το το το το το το το το το το το	0,701				12011011
Staff Position 1	7: SFHOT Specialis	zf 11			
Brief description of job duties			1	,	
				and tri-morbid populations	
Mikanian, qaqimoqayii	3. Dadios 0 01 1110	iotor o dogress arra supari	Office to Hollywice	and an incipia population	
				Annualized	
Annual Salary:	xFTE:	x Months per Year:		(If less than 12 months):	Total
\$ 55,000,00		10		0.83	137,500

•					
				•	
Total FTE	67.11			Total Salaries: \$	2,894,481
		Fringe Benefit %:		36.98% \$	1,070,431
•					
	,		TOTA	AL SALARIES & BENEFITS: 3	3,964,912
	•		·		
2) OPERATING EXPENSES:					
Occupancy:			• •		*
				Rent	54,000
Brief description of expense	e: \$6000/mo * 9 mo	onths			
			•		
•		•		Utilities: _S	13,500
Brief description of expense	e: \$1500/mo * 9 mo	onths			
•				Building Maintenance: _S	4,500
Brief description of expense	e: \$500/mo * 9 moi	nths			
	,				
				Building Maintenance: _5	36,000
Brief description of expense	e: 50 phones * 80/r	no * 9 months			·
			· .	Total Occupancy:	\$ 108,000

	Appendix #: B-1	Public Health Foundation Enterprises, Inc.	Contractor Name:
	Page#: 😵	SFHOT 8/1/14-6/30/15	Program Name: Funding Term:
27,00	Office Supplies: \$	•	Naterials & Supplies:
27,00	Omoc Supplies. 4	e: \$3000/mo * 9 months	Brief description of expe
16,20	Program Supplies: \$		
. 10,20	r rogram Supplies w	: \$1800/mo * 9 mo, includes employee uniforms	Brief description of expe
20.00	Workstation Furniture: \$		
20,00 st of setting up		Expansion of staff requires two rooms to be preparative; workstaions in two office spaces.	Brief description of expe
50.00	eld Computers and Applications \$	}-	
		Expansion of staff necessitates 35 handheld comp s: \$1,428.57/device including applications	Brief description of expe
34,00	Computer Hardware/Software \$		
s, costs	IT mandated replacement of old ones,	Staff expansion requires new computer equipment	
nonths for	on funds cover cost of \$1000/mo * 9 mo	estimated at \$1000/computer x 25 computers. In a broken computers and specialized software.	Brief description of expe
		s. Broken compacts the specialized software.	Biter description of expe
147,20	Total Materials & Supplies: \$		
171,20	Total materials a outphies.		
			Seneral Operating:
13,50	Training/Staff Developent \$		seneral Operating,
erts	pecialized homeless and trauma exper	e: \$1500/mo * 9 months for CPR, First Aid, Course for	Brief description of expe
30,00	Insurance: \$		•
	40000 annually, 30000 for 9 months	e: Includes all liability Insurance excl Workman's Cor	Brief description of expe
1,80	ipment Lease and Maintenance: \$	e: Copler lease at \$200/mo * 9 months	Brief description of exp
2,70	Offsite Storage: \$		•
	Onone Ctopage	e: storage at \$300/mo * 9 months	Brief description of exp
7,50	. Audit & Accounting: \$		
7,00		e: Annual audit proportional exp \$7500 for 9 months	Brief description of exp
55,5	Total General Operating: \$		
	· ·		•
		·	Staff Travel:
10,0	Out-of-Town Travel \$		otan mayor.
	Medicine conferences	e: \$2000 * 5 staff for Healthcare for Homeless and S	Brief description of exp
10,0	Total Staff Travel: \$	·	
		•	Consultants/Subcontractors:
56,2	Consultants/Subcontractors: \$		
	ee services,\$56,250 for 9 months	e: \$75,000 annually for Sal & Ben for Representativ	Brief description of exp
125,0	Consultants/Subcontractors: \$		
ess svcs	ding electronic med record for homeles	se: \$125,000 to vendor RTZ at direction of IT dept fo	Brief description of exp
20,0	Consultants/Subcontractors: \$		•
	medical and driver svcs during staff sh	se: 20,000 to professional registries for bringing in or	Brief description of exp

<u>DPH 6: BHS BUDGET JUSTIFICATION</u>

Contractor Name:	Public Health Foundation Enterprises, Inc.	Appendix #: B-1	
Program Name: SFHOT		Page #: 9	•
Funding Term:	8/1/14-5/30/15		
		Consultants/Subcontractors: \$	21,326
Brief description of ex	pense: Homeless best practice consultants to align		
•		- 4 d G 14 d G . 4 4 4	000 570
•	•	Total Consultants/Subcontractors: \$	222,576
·			
Other:			
	STOLON AT LLAND ON A	Other SFPL interns; \$	55,440
Brief description of ex	pense: Approx 6 peers x max 17.5.	ofessionals under tax law (no fringe, no tax rpt).	
		Other Voc trng Interns: \$	60.000
	Vocational Client Training/Intern Stipends:	not professionals under tax law (no fringe, no tax rpt).	00,000
Brief description of ex	pense: Approx 10 peers x max 17 hours/wk x appro	x. \$11.55/hr x 52 wks/yr	
,		Other standarday, Lawrence	aa oo o
Brief description of ex	nense: \$7000/mo to place homeless clients in hous	Other client related supplies: \$ ing: IDs, documents, engagement incentives, food for 9	63,000
Direct Goddy, bright of O.	Politica di odditilo de pidos notificioso dilatta in fiddo	rig, iba, documento, engagement (learnivos, toda ter o	momi
•		Other car parking for outreach: \$	27,000
Brief description of ex	pense: \$3000/mo to overnight park 8-12 cars for 9 i	months	
	Other van parking for Fi	ngagement Specialists and Street Medicine: \$	20,340
Brief description of ex	pense: \$2260/mo to reserve park 8 vans for 9 mont		20,010
Dwint description of or	pense: required maintenance on leased vans, tires,	Other van maintenance: \$	30,000
Brief description of ex	pense. required maintenance on leased valis, thes,	uatnage repair	
•		Other van leasing: \$	50,400
Brief description of ex	pense: \$700/mo x 8 vans x 9 months		
·		Total Other: \$	ሳባድ ተዋሰ
		Total Other, \$	296,180
		TOTAL OPERATING EXPENSES: \$	839,456
3) CAPITAL EXPENDITURES:			
(If needed. A unit valued at \$5,	000 or more)	Capital Expenditure 1: \$	45,000
Brief description of ex	pense: Van fleet augmentation with spcialty radio/G	· · · · · · · · · · · · · · · · · · ·	40,000
		Capital Expenditure 2: \$	35,000
Brief description of ex	pense: Phone and Internet wiring upgrades to accor	nmodate EST expansion	
•		Capital Expenditure 3: \$	20,000
Brief description of ex	pense: expansion of staff requires new facility to co		
		TOTAL CARITAL EVENTURES.	100 000
		TOTAL CAPITAL EXPENDITURES: \$	100,000
	•		
•		·	•
. •			
	•	TOTAL DIRECT COSTS: \$ 4,	904,368

Contractor Name:	Public Health Foundation Enterprises, Inc.	Append	ix #: B-1	
Program Name:	SFHOT	Pag	e#: 10	
Funding Term:	8/1/14-6/30/15			
4) INDIRECT COSTS				
Brief description of Ind	lirect Cost Expenses:			Amount
Indirect costs cover fisca	l and human resources management staff and systems	costs. Costs calculated at 12% of total cos	ts. \$	588,524
			-+-	
	rative & support staff salary and related fringe benefits at to the contract. Rate is 12% of Direct Cost.	and general		
		TOTAL INDIRECT COS	TS: \$	588,524
		TOTAL EXPENS	ES: \$	5,492,892

DPH 7: Contract-Wide Indirect Detail

Contractor Name:	Public Health Found	iation Enterprises, Inc.	Appendix#: B-1
Program Name:	SFHOT		Page #: 11
Document Date:	8/22/14		
Fiscal Year:	2014-15		-

1. SALARIES & BENEFITS

Position Title	FIE	Salaries
Benefits Coordinator	0.10	7,491
Workers Comp & Safety Administrator	0.20	10,920
LOA Coordinator	0.15	10,241
HR Assistant	1.00	42,000
HR Generalist - San Francisco	1.00	78,750
HR Manager	0.08	14,981
Contract & Grant Manager	0.55	46,200
Sr Admin Analyst - San Francisco	1.00	84,000
Sr. Budget Analyst	0.30	24,733
Accounts Payable Specialist	0.30	16,715
Payroll Specialist	0.15	7,473
Director, Contract and Grant Management	0.10	13,125
Controller	0.05	6,300
CFO	0.05	10,000
CEO	0.05	15,750
SUBTOTAL SALARIES		388,679
EMPLOYEE FRINGE BENEFITS	30%	116,098
TOTAL SALARIES & BENEFITS		504,777

2. OPERATING COSTS

Expense line Item:	- Amount
Occupational Inoculations	3,050
Employee Background Checks	5,080
Job Posting/Recruitment	1,200
HR Materials (policy procedure manuals, training manuals)	3,000
Staff Travel	37,417
Physical Check	12,000
Check Delivery	2,000
Liability insurance	5,000
Staff Travel/SPHOT EE Mileage	15,000
TOTAL OPERATING COSTS	83,747

TOTAL INDIRECT COSTS (Salarles & Benefits + Operating Costs)

588,524

Appendix C

RESERVED

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Appendix C

1 of 1

Appendix D Additional Terms

1. HIPAA

The partie	s acknowledge that City is a Covered Entity as defined in the Healthcare Insurance Portability and
Accountability A	ct of 1996 ("HIPAA") and is therefore required to abide by the Privacy Rule contained therein.
The parties furth	er agree that Contractor falls within the following definition under the HIPAA regulations:
<u>L</u>	A Covered Entity subject to HIPAA and the Privacy Rule contained therein; or
\geq	A Business Associate subject to the terms set forth in Appendix E;
	Not Applicable Contractor will not have access to Protected Health Information

2. THIRD PARTY BENEFICIARIES

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

3. MATERIALS REVIEW

Contractor agrees that all materials, including without limitation print, audio, video, and electronic materials, developed, produced, or distributed by personnel or with funding under this Agreement shall be subject to review and approval by the Contract Administrator prior to such production, development or distribution. Contractor agrees to provide such materials sufficiently in advance of any deadlines to allow for adequate review. City agrees to conduct the review in a manner which does not impose unreasonable delays on Contractor's work, which may include review by members of target communities.

4. EMERGENCY RESPONSE

CONTRACTOR will develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each of its service sites. The agency-wide plan should address disaster coordination between and among service sites. CONTRACTOR will update the Agency/site(s) plan as needed and CONTRACTOR will train all employees regarding the provisions of the plan for their Agency/site(s). CONTRACTOR will attest on its annual Community Programs' Contractor Declaration of Compliance whether it has developed and maintained an Agency Disaster and Emergency Response Plan, including a site specific emergency response plan for each of its service site. CONTRACTOR is advised that Community Programs Contract Compliance Section staff will review these plans during a compliance site review. Information should be kept in an Agency/Program Administrative Binder, along with other contractual documentation requirements for easy accessibility and inspection

In a declared emergency, CONTRACTOR'S employees shall become emergency workers and participate in the emergency response of Community Programs, Department of Public Health. Contractors are required to identify and keep Community Programs staff informed as to which two staff members will serve as CONTRACTOR'S prime contacts with Community Programs in the event of a declared emergency.

5. CERTIFICATION REGARDING LOBBYING

Contractor certifies to the best of its knowledge and belief that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of Contractor to any persons for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any federal cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, Contractor shall complete and submit Standard Form -111, "Disclosure Form to Report Lobbying," in accordance with the form's instructions.

Appendix D CMS#:7492 1 of 2

08/01/2014

- C. Contractor shall require the language of this certification be included in the award documents for all subawards at all tiers, (including subcontracts, subgrants, and contracts under grants, loans and cooperation agreements) and that all subrecipients shall certify and disclose accordingly.
- D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Appendix D CMS#:7492

2 of 2

08/01/2014

Appendix E

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between the City and County of San Francisco, Covered Entity ("CE") and Contractor, Business Associate ("BA").

RECITALS

A. CE wishes to disclose certain information to BA pursuant to the terms of the Contract, some of which may constitute Protected Health Information ("PHI") (defined below).

B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the "California Regulations").

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

("C.F.R.") and contained in this Addendum.

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

1. Definitions

- a. Breach shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402].
- Breach Notification Rule shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and D.
- Business Associate shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- Covered Entity shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- Data Aggregation shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- Designated Record Set shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- Electronic Protected Health Information means Protected Health Information that is maintained in or transmitted by electronic media.
- Electronic Health Record shall have the meaning given to such term in the HITECT Act, including, but not limited to, 42 U.S.C. Section 17921.
- Health Care Operations shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- Privacy Rule shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

BAA - FNL Ctty Atty 5-7-14

k. Protected Health Information or PHI means any information, whether oral or recorded in any form or medium: (i) that relates to the part, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].

 Protected Information shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.

m. Security Incident shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.

n. Security Rule shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

o. Unsecured PHI shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.

2. Obligations of Business Associate

a. Permitted Uses. BA shall use Protected Information only for the purpose of performing BA's obligations under the Contract and as permitted or required under the Contract and Addendum, or as required by law. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2) and 164.504(e)(4)(i)].

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

c. Prohibited Uses and Disclosures. BA shall not use or disclose PHI other than as permitted or required by the Contract and Addendum, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R.

- Section 164.522(a)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.
- d. Appropriate Safeguards. BA shall implement appropriate safeguards to prevent the use or disclosure of Protected Information other than as permitted by the Contract or Addendum, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316. [42 U.S.C. Section 17931]
- e. Business Associate's Subcontractors and Agents. BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such Protected Information and implement the safeguards required by paragraph 2.d. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1))
- Accounting of Disclosures. Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least six(6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. If a patient submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five(5) calendar days.
- g. Governmental Access to Records. BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the

Secretary concurrently with providing such Protected Information to the Secretary.

- h. Minimum Necessary. BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)] BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."
- Data Ownership. BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- Notification of Possible Breach. BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of Protected Information; any use or disclosure of Protected Information not permitted by the Contract or Addendum; any security incident (i.e., any attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system) related to Protected Information, and any actual or suspected use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual who unsecured Protected Information has been, or is reasonably believed by the business associate to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. (This provision should be negotiated.) [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]
- k. Breach Pattern or Practice by Business Associate's Subcontractors and Agents. Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(ii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
- 3. Termination
 - a. Material Breach. A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
 - b. Judicial or Administrative Proceedings. CE may terminate the Contract, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated

any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or

civil proceeding in which the party has been joined.

c. Effect of Termination. Upon termination of the Contract for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this Addendum to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(ii)(2)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.

d. Disclaimer

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

4. Amendment to Comply with Law.

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

5. Reimbursement for Fines or Penalties

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

DEPARTMENT OF PUBLIC HEALTH CONTRACTOR COST REIMBURSEMENT INVOICE

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CMHS/CSAS/CHS INVOICEB/Z/2014

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DEPARTMENT OF PUBLIC HEALTH CONTRACTOR COST REIMBURSEMENT INVOICE

Appendix F (GF-WO)

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Funding Term: 09/01/2014 - 06/30/2015							Final Invoice	e:			(Check i	(Yes)
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Occupancy			\$	-	\$		\$		 	0.00%	\$	
Materials and Supplies			\$		\$	<u> </u>	\$		 	0.00%		
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Staff Travel		***************************************	\$		\$		\$			0.00%		
Consultant/ Subcontractor			\$		\$	-	\$	-		0.00%	\$	-
Other: SFPL Client Training/ Intern	Stipends		\$	55,440.00	\$	-	\$			0.00%	\$	55,440.00
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Capital Expenditures			\$	-	\$		\$	-		0.00%	\$	
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Appendix G

Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors 9-06

Introduction

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 http://www.sfgov.org/site/npcontractingtf index.asp?id=1270. 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.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

Dispute Resolution Procedure

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.
- Step 2 Should the dispute or concern remain unresolved after the completion of Step I, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

Appendix G CMS#:7492 1 of 2

08/01/2014

Appendix G

In addition to the above process, contractors have an additional forum available only for <u>disputes that concern</u> <u>implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and <u>adopted by the Board of Supervisors</u>. 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 http://www.sfgov.org/site/npcontractingtf index.asp?id=1270.</u>

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 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. The contractor must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

Appendix G CMS#:7492 2 of 2

08/01/2014



PRODUCER License # 0726293

CERTIFICATE OF LIABILITY INSURANCE

CYYYYOD/MM) STAD

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

505 1	or J. Gallagher & Co. Insurance Broke I Brand Blvd, Suite 600 dale, CA 91203	ers o	FCA.	, Inc.	PHONE (A/C, No E-MAIL ADDRES	, _{Ext):} (818) 53	39-2300	(A/C, No): (E	318)	539-2301
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Certificate holder is named as Additional insured, but only with respects to the operations to the Named Insured. 30 days notice or cancellation, except 10 days for nonpayment of premium.

CERTIFICATE HOLDER	CANCELLATION
City and County of San Francisco 25 Van Ness Avenue, Suite 750 San Francisco, CA 94102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
barriancisco, on sarre	AUTHORIZED REPRESENTATIVE
	Natural Japanes

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ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

This Endorsement Changes The Policy. Please Read it Carefully.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM - CLAIMS MADE

SCHEDULE

name of Auditional institled Person(s) of organization(s) The City and County of San Francisco, Department of Public Health, its officers, agents, employees and members of Boards & Commission.					
Re: Approved Vendor Lis	t.				
Information required to con	aplete this Schedule, if not sho	own above, will be sho	wn in the Declarati	ons.	

Section II — Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "properly damage" or "personal and advertising injury" caused, in whole of in part, by your acts or omissions of the acts or omissions of these acting on your behalf:

- A. In the performance of your origoing operations; or
- B. In connection with your premises owned by or rented to you.

All other terms and conditions of this policy remain unchanged.

This endorsement effective. 9/5/2014 forms part of Policy Number: LHC824736

ISSUED TO PUBLIC HEALTH FOUNDATION ENTERPRISES INC

by Landmark American Insurance Company

Endorsement No.: 1

R\$G 55003 0408

POLICY NUMBER: PHPK1227045

COMMERCIAL AUTO CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM GARAGE COVERAGE FORM MOTOR CARRIER COVERAGE FORM TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 09/05/2014	Countersigned By:
Named Insured; PUBLIC HEALTH FOUNDATION ENTERPRISE	May (Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s):
The City and County of San Francisco, Department of Public Health, its offices, agents, and employees

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

Copyright, Insurance Services Office, Inc., 1998

(Ed. 04-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone flable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

Any person or organization to whom you become obligated to waive your rights of recovery against, under any contract or egreement you enter into prior to the occurrence of loss.

Where required by contract.

County of Los Angeles Dept, of Public Health Contracts & Grants Division 313 N Figueroa St 6 Flr West Los Angeles, CA 90012

L & O Aliso Viejo, LLC dba: Renaissance ClubSport Aliso Viejo 50 Enterprise Drive Aliso Viejo, CA 92656

The City and County of San Francisco Department of Public Health 25 Van Ness Avenue, #500 San Francisco, CA 94102

> This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated. (The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

> > Premium:

Endorsement Effective: 6/1/2014

Policy No.: 1000001023

Endorsement No.:

Enterprises, Inc.

Insured: Public Health Foundation

Insurance Company:

Page 1 of 1

WC 04 03 06 (Ed. 04-84)

OFFICE OF THE MAYOR SAN FRANCISCO



LONDON N. BREED MAYOR

TO: FROM: Angela Calvillo, Clerk of the Board of Supervisors

Sophia Kittler

RE:

Contract Amendment - Heluna Health - San Francisco Homeless

Outreach Team - Department of Homelessness and Supportive Housing -

Not to Exceed \$39,133,942

DATE:

Tuesday, September 3, 2019

Resolution approving the fifth amendment to the contract between the City and County of San Francisco and Heluna Health to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco, known as the San Francisco Homeless Outreach Team (SFHOT), to extend the contract agreement term, for an additional 20 months, for a total term of August 1, 2014 through June 30, 2021, and to increase the contract amount by \$15,367,886, for a total contract amount of \$39,133,942.

This item is meant to substitute File No. 190786.

Should you have any questions, please contact Sophia Kittler at 415-554-6153.

Office of the Mayor san francisco



LONDON N. BREED MAYOR

TO:

Angela Calvillo, Clerk of the Board of Supervisors

FROM:

Sophia Kittler

RE:

Contract Amendment – Heluna Health – San Francisco Homeless

Outreach Team - Department of Homelessness and Supportive Housing -

Not to Exceed \$39,133,942

DATE:

7/9/19

Resolution approving the fourth amendment to the contract between the City and County of San Francisco and Heluna Health to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco known as the San Francisco Homeless Outreach Team (SFHOT), to extend the contract agreement term by two years, for a total term of August 1, 2014 through June 30, 2021, and to increase the contract amount by \$15,367,886, for a total contract amount of \$39,133,942.

Should you have any questions, please contact Sophia Kittler at 415-554-6153.

2019 JUL -9 PM 4: 53

FORM SFEC-126: NOTIFICATION OF CONTRACT APPROVAL

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

Public Health Foundation Enterprises, Inc. dba Heluna Health	City Elective Officer Informațion (Pa	lease print clearly.)		
Name of contractor: Public Health Foundation Enterprises, Inc. dba Heluna Health Please list the names of 1) members of the contractor's board of directors (also attached) Erik D. Ramanathan, Chair Alexander Baker, Member Bolevecchio Finley, Vice Chair Georgia Casciato, Member Robert Jenks, Treasurer Susan De Santi, Member Carladenise Edwards, Member Carladenise Edwards, Member Contractor's chief executive officer, chief financial officer and chief operating officer; Chief Executive Officer- Dr. Blayne Cutler Chief Finance Officer- Mr. Brian Gieseler Chief Finance Officer- Mr. Peter Dale (3) any person who has an ownership of 20 percent or more in the contractor; N/A (4) any subcontractor listed in the bid or contract; and People Ready Community Payee Partnership (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. N/A Amount of contract: \$39,133,942 (By the SF Board of Supervisors) Describe the nature of the contract that was approved: Comments:				
Name of contractor: Public Health Foundation Enterprises, Inc. dba Heluna Health Please list the names of 1) members of the contractor's board of directors (also attached) Erik D. Ramanathan, Chair Alexander Baker, Member Bolevecchio Finley, Vice Chair Georgia Casciato, Member Robert Jenks, Treasurer Susan De Santi, Member Carladenise Edwards, Member Carladenise Edwards, Member Contractor's chief executive officer, chief financial officer and chief operating officer; Chief Executive Officer- Dr. Blayne Cutler Chief Finance Officer- Mr. Brian Gieseler Chief Finance Officer- Mr. Peter Dale (3) any person who has an ownership of 20 percent or more in the contractor; N/A (4) any subcontractor listed in the bid or contract; and People Ready Community Payee Partnership (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. N/A Amount of contract: \$39,133,942 (By the SF Board of Supervisors) Describe the nature of the contract that was approved: Comments:			<u> </u>	
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Dembers of the contractor's board of directors (also attached) Erik D. Ramanathan, Chair Alexander Baker, Member	Name of contractor:		Health	
Erik D. Ramanathan, Chair Delvecchio Finley, Vice Chair Robert Jenks, Treasurer Susan De Santi, Member Carladenise Edwards, Member Scott Filer, Member Von Nguyen, Member Sarah Mullen Rich, Member Gliver Chief Executive Officer, chief financial officer and chief operating officer; Chief Executive Officer- Dr. Blayne Cutter Chief Executive Officer- Mr. Peter Dale (3) any person who has an ownership of 20 percent or more in the contractor; N/A (4) any subcontractor listed in the bid or contract; and People Ready Community Payee Partnership (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. N/A Contractor address: 13300 N/Crossroads Parkway #450 City of Industry, CA 91746 Date that contract was approved: (By the SF Board of Supervisors) Describe the nature of the contract that was approved: The agreement is to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco.	Please list the names of			
Delvecchio Finley, Vice Chair Robert Jenks, Treasurer Susan De Santi, Member Carnadara Joseph, Secretary Scott Filer, Member Clarence Lam, Member Von Nguyen, Member Jean O'Connor, Member Santosh Vetticaden, Member Edward Yip, Member (2) the contractor's chief executive officer, chief financial officer and chief operating officer; Chief Executive Officer- Dr. Blayne Cutler Chief Finance Officer- Mr. Peter Dale (3) any person who has an ownership of 20 percent or more in the contractor; N/A (4) any subcontractor listed in the bid or contract; and People Ready Community Payee Partnership (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. N/A Contractor address: 13300 N/Crossroads Parkway #450 City of Industry, CA 91746 Date that contract was approved: (By the SF Board of Supervisors) Describe the nature of the contract that was approved: The agreement is to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco.				
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Print Name of Board

X a board on which the City elective officer(s) serves: Board of Supervisors

☐ the board of a state agency (Health Authority, Housing Authority Comm. Board, Parking Authority, Redevelopment Agency Commission, Relocate Development Authority) on which an appointee of the City elective office.	ion Appeals Board, Treasure Island
Print Name of Board	
Filer Information (Please print clearly.)	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.supervisors@sfgov.org
	•
Signature of City Elective Officer (if submitted by City elective officer)	Date Signed
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)	Date Signed

Current Heluna Health Board Composition

OFFICERS

Erik D. Ramanathan, Chair

Chair, New Politics Leadership Academy

Delvecchio Finley, Vice Chair

CEO, Alameda Health Systems

Robert R. Jenks, Treasurer

Managing Director, Redbrook Partners LLC

Tamara Joseph, Secretary

General Counsel, Enzyvant Therapeutics

MEMBERS

Alexander K. Baker

Chief Operating Officer, John Snow, Inc.

Georgia Casciato

Managing Director, Healthcare, Patina Solutions

Susan De Santi

Vice-President, Medical Affairs North America & Asia Pacific, Life Molecular Imaging, Inc.

Carladenise Edwards

Executive Vice-President, Chief Strategy Officer Providence St. Joseph Health

Scott Filer

CEO, Force Diagnostics, Inc.

Clarence Lam

Member, Maryland Senate (D – Dist. 12)

Preventive Medicine Residency Program Director, Johns Hopkins Bloomberg School of Public Health

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