

Agreement No. _____

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND LIFEMOVES

This Agreement is entered into this ____ day of _____, 20____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and LifeMoves, hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of providing homeless shelter services such as housing-focused case management and service linkage for a safe, decent environment for residents to stay until they find permanent housing.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates
- Exhibit B1—Budget
- Exhibit C—Performance Measures
- Exhibit D—HMIS
- Attachment F—Fingerprinting Certification
- Attachment P—Personally Identifiable Information
- Attachment I—§ 504 Compliance

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed **SIX MILLION FIVE HUNDRED AND SIX THOUSAND, SEVEN HUNDRED AND THIRTY-TWO DOLLARS** (\$6,506,732). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this Agreement.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2023 through June 30, 2026.

5. Termination

This Agreement may be terminated by Contractor or by the Director of the Human Services Agency or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. General Hold Harmless

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;

(B) damage to any property of any kind whatsoever and to whomsoever belonging;

(C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or

(D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

10. Insurance

a. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

b. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any

subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

(a) Comprehensive General Liability... \$1,000,000

(b) Motor Vehicle Liability Insurance... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. Compliance With Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Further, Contractor certifies that it and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware. Accordingly, Contractor shall not use any non-recyclable plastic disposable food service ware when providing prepared food on property owned or leased by the County and instead shall use biodegradable, compostable, reusable, or recyclable plastic food service ware on property owned or leased by the County.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. Non-Discrimination and Other Requirements

a. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political

beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

c. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services under this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

d. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

e. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

f. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

g. Reporting: Violation of Non-discrimination Provisions

Contractor shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days

such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

h. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

13. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

14. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and

Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

15. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

16. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

17. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Selina Toy Lee, Director, CCO
Address: 1 Davis Dr., Belmont, CA 94402
Telephone: 650-802-5120
Email: SToy-Lee@smcgov.org

In the case of Contractor, to:

Name/Title: Aubrey Merriman, Chief Executive Officer
Address: 181 Constitution Drive, Menlo Park, CA 94025
Telephone: 650-685-5880 ext 121
Email: amerriman@lifemoves.org

18. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

19. Payment of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

* * *

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: LifeMoves

<p>DocuSigned by: <i>Paul Simpson</i> <small>A37B20A11230473</small></p> <hr/>	<p>5/19/2023 2:57 PM PDT</p> <hr/>	<p>Paul Simpson</p> <hr/>
<p>Contractor Signature</p>	<p>Date</p>	<p>Contractor Name (please print)</p>

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

A. Purpose

The purpose of this Agreement between County and Contractor is to provide homeless shelter services, including specific program components such as housing-focused case management and service linkage; a safe, decent environment for residents to stay until they find permanent housing.

Homeless shelters, both emergency shelter and transitional housing programs, are short-term interventions designed to act as a safety net for households who are unsheltered or who are in the midst of a housing crisis and have no alternative housing options. Homeless shelter services provide an entry point into stabilization services and move households towards permanent housing as quickly as possible. Individuals and families who enter a homeless shelter receive immediate short-term case management to address and resolve current crises, as well as case management focused on addressing barriers that prevent households from re-entering housing. Shelter stays are generally short term (1 month) or medium term (2-4 months), but the stays vary by client/household.

B. Population to Be Served

The target population for homeless shelter services are homeless persons who are unsheltered (living outdoors, in vehicles, or other places not meant for human habitation), as well as those who are experiencing a housing crisis and have no alternative housing options after having been assessed and referred from the Coordinated Entry System (CES). This includes persons with disabilities, little to no income, evictions, criminal convictions, alcohol or substance use issues, mental and physical health challenges, and/or other barriers to maintaining housing. Contractor must follow the process established by County and only accept referrals from County's CES.

The specific population to be served under this Agreement are homeless individuals and households as defined by Categories 1, 2, and 4 of the [Department of Housing and Urban Development's \(HUD\) Homeless Definition Final Rule](#), current and inclusive of any updates during the term of this Agreement. Households will be identified and referred to the homeless shelter programs through San Mateo County's CES.

Category 1:

"Literally Homeless" includes an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Has a primary nighttime residence that is a public or private place not meant for human habitation;
- Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels/motels paid for by charitable organizations or by federal, state, and local government programs); or
- Is exiting an institution where (s)he has resided for 90 days or less and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2:

"Imminent Risk of Homelessness" includes an individual or family who will imminently lose their primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance;
- No subsequent residence has been identified; and
- The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Note: CES will work with each household to identify alternate housing situations, rather than the household entering into homelessness. Households in Category 2 will only be eligible for shelter services

after receiving CES/Diversion services and CES determining that the household is in need of shelter and there is no appropriate alternative housing resource.

Category 4:

“Fleeing/Attempting to flee domestic violence” includes any individual or family who:

- Is fleeing, or is attempting to flee, domestic violence;
- Has no other residence; and
- Lacks the resources or support networks to obtain other permanent housing.

Note: For individuals and families who are within Category 4, the Contractor will work with domestic violence service provider, Community Overcoming Relationship Abuse (CORA), to ensure that the household is being served by the most appropriate shelter resource (a general shelter or a shelter specifically for domestic violence survivors) and also that the household is connected to additional resources and supportive services offered by CORA and other organizations for survivors of domestic violence.

San Mateo County Residency

Program participants will be San Mateo County residents at the time of program enrollment. Case management and housing plans may include strategies for out-of-county permanent housing solutions; however, if a household chooses to move out of County, services under this Agreement would cease and Contractor would identify resources in the community to which the client moves so the client could continue to receive services in his/her new location.

Services to Be Provided

A. Program Philosophy and Design, Contractor will:

1. Develop, document, maintain, and update program policies and procedures to ensure shelter program adheres to County principles and philosophies.
2. Focus on serving the households determined to need shelter at the time of assessment through CES. This entails serving households who are unsheltered or are at imminent risk of being unsheltered, who cannot otherwise be diverted from shelter entry.
3. Accept clients who are referred via CES.
4. Assess clients for the sole purpose of informing client’s housing-focused case plan and determining immediate needs. Service needs or other types of assessments are not to be used to make eligibility and admission decisions.
5. Employ Housing First principles and seek to reduce requirements that act as barriers to shelter services. Contractor will not deny admission based on conditions of sobriety and/or an expressed commitment to becoming sober, participation in supportive services or other programming, proof of employment or citizenship, ability to pay, etc.
6. Provide ongoing, comprehensive staff trainings on safety protocols and procedures, job functions and responsibilities, and emergency response protocol, and Housing First principles.
7. Train all staff in cultural competence and sensitivity.
8. Maintain written documentation of policies and procedures and update the documents as necessary.
9. Operate in compliance with HUD Equal Access to Housing Final Rule, ensuring that all individuals have equal access and accommodations to shelter, regardless of gender, gender identity, sexual orientation, and/or marital status.
10. Record data for all clients served in the San Mateo County Clarity Homeless Management Information System (HMIS).
11. Shelter program(s) will obtain and record information of every client who stays in the shelter. Client information, including universal data elements and program-specific data elements, will be accurate, complete, and current.
12. Train staff on HMIS data collection and entry.
13. Continuously monitor data quality and review data/outcomes and utilize for continuous quality improvement.

B. Shelter Referrals, Contractor will:

1. Only accept clients who have been referred by County via CES. The only exception to this is if the shelter has received approval from the County for a modified referral process for a specific number of beds as listed below or as updated by the County in writing.

C. Contracted Shelter Beds/ Units, Contractor will:

1. Provide 87 family units of which up to 78 will be “General Units” and 9 units will be “Restricted” units as described below.
2. Provide Emergency Shelter (ES) beds and Transitional Shelter (TH) beds to fulfill the role of interim housing, which is short-term shelter program where people are assisted with connecting to permanent housing as quickly as possible. Contractor must obtain approval from County in advance to modify the number of shelter units.
3. General units are units that are available only for homeless families in San Mateo County referred by Coordinated Entry System (CES), or referred under the CFS Shelter Bed Protocol that HSA will issue to contractor. The CFS (Children and Family Services) Shelter Bed Protocol will list the maximum number of CFS units and the tracking, reporting and referral process.
4. Contractor is authorized to utilize a separate referral process for the following restricted beds/contracted units: up to 9 units to the Department of Veteran Affairs to serve veteran families experiencing homelessness as shown in the table below.

Shelter	Unit # and Type (ES or TH)	# of General Units	# of Restricted Units	Funded By	Population
First Step for Families	39 ES	39	0	N/A	N/A
Family Crossroads	15 TH	15	0	N/A	N/A
Haven Family House	23 TH	14	Up to 9	VA (HCHV)	Homeless families with at least one member who is a Veteran
Redwood Family House	10 TH	10	0	N/A	N/A
TOTALS	87	78	Up to 9		

5. Contractor may not contract any beds/units other than the restricted units listed in the table above, without prior written approval from HSA.
6. For the 78 beds identified as general units in the table above, Contractor will only accept clients for those units as referred by the County’s CES or referred via Children and Family Services (CFS), as described by the CFS Shelter Bed Protocol that HSA will issue to contractor.
7. Contractor will accept all clients referred by CES and, for the beds under the CFS Shelter Bed Protocol, by CFS, unless there is a specific safety concern with that client or the client is ineligible.
8. Contractor will track and report on CFS clients, following the CFS Shelter Bed Protocol issued by HSA.
9. Contractor may also provide some or all of the beds in an alternate location, if approved in writing by County.

D. Housing Focused Case Management and Service linkages, Contractor will:

Provide housing-focused case management to all clients to address barriers to housing, resolve current crises, and help each client develop and implement a plan to move into permanent housing as quickly as possible.

1. Provide effective, housing-focused case management and service linkage to all clients.
2. Provide case managers that will engage with and develop a rapport with each client and offer assistance that is relevant and useful to addressing the needs the client has identified as part of their housing plan. Case managers will provide linkages to appropriate services and supports, as well as continued monitoring and follow-up regarding client progress and ongoing needs.
3. Provide intensive case management to each client at a ratio of case manager to clients that maximizes the number of clients who will exit to permanent housing and maintain short lengths of stay in shelter.
4. Employ a person-centered, strengths-based approach that tailors case management to each client. Effective case management is not a one-size-fits-all model; instead, case managers actively work to identify the unique needs and goals of each client.
5. Establish a housing plan with the client as soon as possible after their arrival at the shelter, and then provide ongoing intensive support to assist the client in implementing the housing plan, and modifying the plan as needed.
6. Implement Housing First principles, focusing on addressing each client's housing needs and goals. This means that Contractor shall not deny admission based on sobriety and/or an expressed commitment to becoming sober, participation in supportive services or other programming, proof of employment, etc.
7. Use motivational interviewing techniques and other evidence-based practices to engage clients in their housing plans.
8. Promote a safe, healthy environment for all clients at all times.
9. Maintain a low-barrier program and employ harm-reduction and trauma-informed care to tailor services to each client's needs.
10. Respond to each client's immediate and short-term service needs, completing an initial housing needs assessment, and developing a housing plan with each.
11. Work collaboratively with any other programs/staff that provides services to the client while at the shelter (in compliance with client confidentiality and consents) (e.g., a rapid re-housing program case manager, mental health counselor).
12. If a client is being transitioned from one case manager to another, the program will make efforts to ensure a smooth transition and continuity of care with a client's new case manager.
13. Provide linkages to appropriate services and supports, as well as continued monitoring and follow-up regarding the client's progress and ongoing needs.
14. Offer case management services during regular business hours, as well as during evening and weekend hours, so that clients who have jobs or other daytime commitments will still receive intensive case management services.
15. Offer housing location services to assist clients in identifying and moving into permanent housing. Housing location staff will have knowledge of housing location support and experience related to housing search, landlord recruitment, lease negotiations, and other housing search-related topics. Housing location services identify and assist clients in identifying and locating potential housing options by providing clients with housing leads, training clients on how to find information about housing opportunities, training clients on landlord communication and tips for submitting applications and providing support to clients in talking to landlords and submitting applications. If a client is enrolled in another program concurrently that includes housing location services (such as a rapid re-housing program or a permanent supportive housing program), staff will collaborate with that other program and ensure no duplication of services.

E. Shelter Operations, Facility Safety, and Disability Accommodations, Contractor will:

1. Provide shelter and homeless services at the following facilities:

- a. First Step for Families
 - b. Family Crossroads
 - c. Haven Family House
 - d. Redwood Family House
2. Ensure 24/7 on-site staffing to provide oversight of the site, respond to client situations and ensure the safety and wellbeing of all clients.
 3. Maintain the ability to receive referrals during weekday business hours from CES and during business hours and nights/weekends for any specialized referral processes established by HSA (such as nighttime one-night bed referrals from a homeless outreach program).
 4. Fill vacancies quickly as they become available and as referrals are received by CES.
 5. Comply with health and safety standard to ensure shelter residents are provided a safe, decent, habitable environment to stay until they find permanent housing.
 6. Create and maintain an environment where the safety of clients, staff, and others on-site are prioritized at all times.
 7. Embed de-escalation techniques and trauma-centered approaches into all client services.
 8. Ensure janitorial services are provided on a regular basis and processes are in place to address time-sensitive janitorial needs that emerge outside of regular hours of janitorial services. Conduct maintenance of the shelter facility and grounds, including regular upkeep, and addressing any facility items that develop.
 9. Maintain appropriate staffing levels at all times to ensure ongoing safety and security of the program, provide oversight of the site, respond to client situations and needs, ensure safety and wellbeing of all clients, conduct de-escalation, and conduct intakes for new clients.
 10. Conduct referral intakes during weekday business hours, nights, and weekends.
 11. Clients may be encouraged to spend time off site in the community on housing search activities, employment, and other activities, however there are no hours that clients have to leave the shelter.
 12. Provide the physical site for the shelter and all supplies, furniture, fixtures, and equipment necessary for shelter services, including bedding, sheets, furniture for clients, furniture for staff offices, etc.
 13. Ensure that the physical set up of the site maximizes client wellbeing, including providing as much privacy as possible in sleeping areas, secure storage of personal possessions, and sufficient space to meet the needs of clients (including sufficient space for clients during sleeping hours, and daytime hours).
 14. Ensure sufficient space to provide individual and small group meetings on site.
 15. Accommodate service animals and emotional support animals of clients.
 16. Employ Housing First principles and avoid program entry requirements that act as barriers to shelter services.
 17. Operate in compliance with the Department of Housing and Urban Development's (HUD) Equal Access to Housing Final Rule, ensuring that all individuals have equal access and accommodations to shelter, regardless of gender, gender identity, sexual orientation, and/or marital status.
 18. Operate in compliance with the Violence Against Women Act (VAWA), ensuring that all survivors of domestic violence, dating violence, sexual assault, and/or stalking have equal access to protections and shelter, regardless of gender, gender identity, and/or sexual orientation.
 19. Conduct regular visual inspections of all areas of the site to ensure safety and security of all clients and staff, and to identify and respond to any possible client or facility issues.
 20. Adhere to all applicable local, state, and federal safety and health guidelines.
 21. Maintain shelter policies to minimize risk of COVID-19 exposure for clients and staff. Ensure policies comply with all applicable COVID-19 Public Health protocols. Current San Mateo County Health guidance is that shelters should follow California Department of Public Health guidance for homeless shelters, available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/infection-control-guidance-clients-congregate-shelter-including-homelessness.aspx>. These guidelines may change over time and shelters must comply with current guidelines at all times.
 22. Ensure all staff are qualified and trained for their position.

23. Provide ongoing supervision and oversight of all program staff to ensure consistency and quality of services.
24. Provide ongoing, comprehensive staff trainings on job functions and responsibilities, client-centered services, and emergency response protocol.
25. Use involuntary exits as a last resort strategy. Instead of involuntary exits, program staff should support clients to manage conflict and/or any other problems that may be presented during their program stay.
26. Provide adequate staff training on health and safety measures to promote a comfortable, welcoming, safe environment for all shelter residents. This includes training on emergency situations, de-escalation, and crisis prevention.
27. Ensure there are staff who can speak English and Spanish. Contractor will have processes in place to provide services to clients who speak languages other than English and Spanish.
28. Involve people with lived experience of homelessness as staff and/or in other roles. Establish and maintain structures for people with lived experience of homelessness, including past and current shelter clients, to provide input on program and agency operations, policies, and services, and on quality improvement strategies.
29. Maintain written documentation of policies and procedures and update the documents as necessary.
30. Provide voluntary opportunities for on-site group activities and events to foster a sense of community and provide opportunities for connections between clients (while maintaining compliance with all Public Health guidelines).

F. Food Services, Contractor will:

Offer nutritious meals for breakfast, lunch, and dinner for all clients.

1. Provide three meals a day, 7 days a week, 365 days a year to all clients. Food will be made available via food pantries for units that have access to a kitchen to prepare their own meals.
2. Provide nutritious food and be responsive to preferences and dietary restrictions to ensure that there are food options for all clients.
3. Adhere to all applicable local, state, and federal safety and health guidelines surrounding food handling.

G. Quality Assurance and Continuous Quality Improvement, Contractor will:

1. Conduct quality assurance and continuous quality improvement including ongoing training, coaching, and internal review to ensure quality and consistency of services, and adherence to policies and procedures.
2. Conduct ongoing reviews of services and documentation of services (file reviews), and data quality.
3. Implement systematic processes to collect ongoing feedback from clients and other stakeholders.

H. Program Policies, Procedures, and Training, Contractor will:

1. Maintain all policies, procedures and tools for staff, and ensure that they are updated to be in alignment with current HUD guidance as appropriate, CES best practices, and County's CES structure as determined by the County.
2. Continually review shelter policies, manuals, and procedures. Contractor will review all policies, manuals, and procedures at least once per fiscal year to ensure alignment with housing first principles, housing-focused services, County's CES structure, equal access, fair housing/accommodations, mandated reporting, incident reporting, HMIS data entry, and other key topics for shelter operations (or more often per Contractor internal plans or per County's request).
3. Review onboarding training for all shelter staff to ensure alignment with Housing First principles, housing-focused services, County's CES structure, equal access, fair housing/accommodations, mandated reporting, incident reporting, HMIS data entry, de-escalation techniques and crisis response, and other key topics for shelter operations.

I. Additional Responsibilities, Contractor will:

1. Maintain compliance with AB1991.
2. Provide services that are culturally appropriate to the populations served.
3. Maintain policies, procedures, and tools for staff and update as needed to align Housing First principles and enable shelter staff to identify and serve the hardest-to-serve.
4. Provide services that are low-barrier, meaning that participants are not screened out or discharged from the program based on having too little or no income, an active or history of substance abuse, a criminal record, or perceived “lack of motivation” or lack of participation in shelter services/programs.
5. All client records will be entered into Clarity/ HMIS database.
6. Monitor to ensure all client information is entered in a timely, complete, and accurate manner, as soon as possible after a service is provided. Under all circumstances, data entry will be completed within two business days of the service provision.
7. Train staff on data entry processes and will conduct quality assurance reviews.
8. Ensure internal process and procedures to train its staff who have access to Clarity on the security and confidentiality principles and on the Clarity HMIS Privacy Policy documents.
9. Share and protect information in the Clarity system as set forth in the Clarity HMIS Privacy Policy documents and as required by law.
10. Share and protect information in the Clarity system as set forth in the Clarity HMIS Privacy Policy documents and as required by law.
11. Regularly run reports in Clarity to review the data and outcomes of the program.
12. Apply for/pursue existing and additional funding from a variety of potential funding sources, including private foundations, individual donations, corporate giving, grants, and public funding opportunities, in order to maintain a diverse mix of funding sources.
13. Maintain process to thoroughly investigate any alleged incident involving clients.
14. Identify and address any staffing, staff training, facility improvement, policy/protocol/procedure, or other changes necessary to address the incident and prevent future incidents.
15. Report all critical incidents to HSA within 24 hours. Critical incidents include any of the following: death, suicide attempt, assault of a client or staff member, potential communicable disease exposure, and any significant incident. Contractor will also provide copies of incident reports to HSA for additional non-critical incidents on a weekly basis.
16. Participate in County’s Homeless System Redesign/strategic plan implementation and CES.
17. Participate in point-in-time counts and surveys.
18. Participate in Continuum of Care meetings and HSA Homeless and Safety Net provider meetings.
19. Provide a budget summarizing how the contract funds will be spent. Contractor will need approval from HSA for any budget change requests.

Exhibit B

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

A. Contractor will:

1. Invoice County on a monthly basis for services shown in Exhibit A based on the budget provided in this Exhibit B. The invoice will include at a minimum the following information:
 - Vendor Address
 - HSA Administrative Address: 1 Davis Dr., Belmont, CA 94002
 - Remit payment address
 - Agreement number
 - Service location
 - Description of service
 - Cost of service
 - Term/Dates of service
2. Submit itemized invoice (operating expenses, direct client support, salaries and wages, and administration costs) along with supporting documentation electronically to Lody Burdick at lburdick@smcgov.org, or designee by the 20th of the following month. Due to the County's year-end close, the invoice for services rendered in June is due by June 20th.
3. Submit all reports and backup documentation by the 20th of the month following the end of the prior quarter (Q1 due Oct 20th; Q2 due Jan 20th; Q3 due Apr 20th; Q4 due July 20th).

Reporting Period	Due Date
Q1 (July - September)	October 20 th
Q2 (October – December)	January 20 th
Q3 (January – March)	April 20 th
Q4 (April – June)	Reporting due July 20 th

One Invoice for each of the following:	Allowable Cost	Budget /Rate/ Allocation Amount FY 2023-24	Budget /Rate/ Allocation Amount FY 2024-25	Budget /Rate/ Allocation Amount FY 2025-26
First Step for Families	Operating expenses, direct client support, salaries and wages, and administration costs	\$639,263	\$652,048	\$665,089

Family Crossroads	Operating expenses, direct client support, salaries and wages, and administration costs	\$581,134	\$592,757	\$604,612
Haven Family House	Operating expenses, direct client support, salaries and wages, and administration costs	\$458,190	\$467,354	\$476,701
Redwood Family House	Operating expenses, direct client support, salaries and wages, and administration costs	\$447,518	\$456,468	\$465,598
Total		\$2,126,105	\$2,168,627	\$2,212,000

B. County will:

1. Pay contractor upon receipt and approval of invoices including backup documentation and required reports.
2. Have the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. If County should find that the quantity or quality of work is unacceptable, County shall notify Contractor in writing with a detailed statement and plan to correct performance. Contractor shall respond to County within fifteen (15) days of receipt of the statement with a plan to confirm what steps will be taken to correct performance.
3. Have the option to adjust costs, including annual allocation amounts and across each year, each service or shelter, to meet service goals as agreed upon by both parties and approved by County in writing so long as it does not exceed the total Agreement obligation.
4. County shall have the option to adjust, modify or add related services to meet its project/program goals, and adjust costs accordingly, as long as it does not exceed the total agreement obligation and is not restricted by any grant or specific funding agreements.

Exhibit B1 – Budget

Program: Haven Family House					
FY 23-24					
Line Item	Total Program Budget	Funding Request		DOH Grants	HSA Funding
Revenue					
Funding being requested via this RFP		\$ 544,255			
<i>list any other funding planned</i>					
First Five	\$ 4,500				
SMC ESG Shelter Ops	\$ 85,729				
VA Families	\$ 360,000				
City of Menlo Park	\$ 20,000				
Private Revenue (Restricted to SMC Shelters)	\$ 75,000				
Total Revenue	\$ 545,229	\$ 544,255		\$ 86,065	\$ 458,190
Expense					
Personnel Expense			FTE		
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs		Total Salary Costs	Total Salary Costs
Program Directors	\$ 81,577	\$ 40,789	1.0		\$ 40,789
Assistant Program Directors	\$ -	\$ -	0.0		\$ -
Case Managers	\$ 121,409	\$ 42,773	2.0	\$ 36,412	\$ 6,361
Child Services Coordinators	\$ 111,009	\$ 55,505	2.0		\$ 55,505
Residential Services Coordinators	\$ 62,332	\$ 35,427	1.4		\$ 35,427
Associate Director	\$ 13,047	\$ 13,047	0.1		\$ 13,047
Programs VP	\$ 7,123	\$ 7,123	0.1		\$ 7,123
MSW Director	\$ 4,914	\$ 4,914	0.1		\$ 4,914
BPH Director	\$ 6,026	\$ 6,026	0.1		\$ 6,026
Sr. Director W&E	\$ 9,407	\$ 9,407	0.1		\$ 9,407
Director of Ed	\$ 2,352	\$ 2,352	0.1		\$ 2,352
Education Programs Coordinator	\$ 2,129	\$ 2,129	0.1		\$ 2,129
Education Initiatives Manager	\$ 2,866	\$ 2,866	0.1		\$ 2,866
Benefits (Direct Labor)	\$ 176,039	\$ 92,278	0.0	\$ 10,811	\$ 81,467
					\$ -
subtotal personnel	\$ 600,230	\$ 314,635.00	7.2	\$ 47,223.00	\$ 267,412.00
Direct Expenses					
Safety/Security	\$ 3,456	\$ 3,456		\$ -	\$ 3,456
Utilities	\$ 78,000	\$ 30,000		\$ 30,000	\$ -
Phones	\$ 840	\$ -		\$ -	\$ -
Client assistance	\$ 825	\$ -		\$ -	\$ -
Maintenance/Repairs	\$ 80,480	\$ 32,400		\$ -	\$ 32,400
Equipment & Furniture	\$ 28,601	\$ 16,385		\$ -	\$ 16,385
Equip. Leases	\$ 6,220	\$ 4,000		\$ -	\$ 4,000
Rent	\$ -	\$ -		\$ -	\$ -
Food	\$ 12,000	\$ 2,000		\$ -	\$ 2,000
Transportation	\$ 2,400	\$ 2,400		\$ -	\$ 2,400
Property Taxes	\$ 15,000	\$ -		\$ -	\$ -
subtotal direct expenses	\$ 227,822	\$ 90,641		\$ 30,000	\$ 60,641
Operating Expenses					
Maintenance Staff	\$ 49,123	\$ 23,026		\$ -	\$ 23,026
Benefits (Indirect Labor)	\$ 20,386	\$ 9,556		\$ -	\$ 9,556
Maintenance Supplies	\$ 12,500	\$ 949		\$ -	\$ 949
Corp Ops/Insurance	\$ 168,452	\$ 45,570		\$ -	\$ 45,570
IT	\$ 43,231	\$ 10,400		\$ -	\$ 10,400
Miscellaneous	\$ 10,000	\$ -		\$ -	\$ -
subtotal operating expenses	\$ 303,692	\$ 89,501		\$ -	\$ 89,501
Admin Expense					
Administrative Expense	\$ 192,396	\$ 49,478		\$ 8,842	\$ 40,636
subtotal admin expense	\$ 192,396	\$ 49,478		\$ 8,842	\$ 40,636
Total Expenses	\$ 1,324,140	\$ 544,255		\$ 86,065	\$ 458,190

Program: Haven Family House					
FY 24-25					
Line Item	Total Program Budget	Funding Request		Funding from DOH Grants or Other County Funds	HSA Funding
Revenue					
Funding being requested via this RFP		\$ 555,255			
<i>list any other funding planned</i>					
First Five	\$ 4,500				
SMC ESG Shelter Ops	\$ 85,729				
VA Families	\$ 360,000				
City of Menlo Park	\$ 20,000				
Private Revenue (Restricted to SMC Shelters)	\$ 75,000				
Total Revenue	\$ 545,229	\$ 555,255		\$ 87,901	\$ 467,354
Expense					
Personnel Expense			FTE		
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs		Total Salary Costs	Total Salary Costs
Program Directors	\$ 84,024	\$ 40,789	1.0	\$ -	\$ 40,789
Assistant Program Directors	\$ -	\$ -	0.0	\$ -	\$ -
Case Managers	\$ 125,051	\$ 42,773	2.0	\$ 37,140	\$ 5,633
Child Services Coordinators	\$ 114,339	\$ 55,505	2.0	\$ -	\$ 55,505
Residential Services Coordinators	\$ 64,202	\$ 35,427	1.4	\$ -	\$ 35,427
Associate Director	\$ 13,438	\$ 13,047	0.1	\$ -	\$ 13,047
Programs VP	\$ 7,337	\$ 7,123	0.1	\$ -	\$ 7,123
MSW Director	\$ 5,061	\$ 4,914	0.1	\$ -	\$ 4,914
BPH Director	\$ 6,207	\$ 6,026	0.1	\$ -	\$ 6,026
Sr. Director W&E	\$ 9,689	\$ 9,407	0.1	\$ -	\$ 9,407
Director of Ed	\$ 2,423	\$ 2,352	0.1	\$ -	\$ 2,352
Education Programs Coordinator	\$ 2,193	\$ 2,129	0.1	\$ -	\$ 2,129
Education Initiatives Manager	\$ 2,952	\$ 2,866	0.1	\$ -	\$ 2,866
Benefits (Direct Labor)	\$ 181,320	\$ 92,278	0.0	\$ 11,027	\$ 81,251
subtotal personnel	\$ 618,236	\$ 314,635.00	7.2	\$ 48,167.46	\$ 266,467.54
Direct Expenses					
Safety/Security	\$ 3,456	\$ 3,456		\$ -	\$ 3,456
Utilities	\$ 78,000	\$ 30,000		\$ 30,000	\$ -
Phones	\$ 840	\$ -		\$ -	\$ -
Client assistance	\$ 825	\$ -		\$ -	\$ -
Maintenance/Repairs	\$ 80,480	\$ 32,400		\$ -	\$ 32,400
Equipment & Furniture	\$ 28,601	\$ 16,385		\$ -	\$ 16,385
Equip. Leases	\$ 6,220	\$ 4,000		\$ -	\$ 4,000
Rent	\$ -	\$ -		\$ -	\$ -
Food	\$ 12,000	\$ 2,000		\$ -	\$ 2,000
Transportation	\$ 2,400	\$ 2,400		\$ -	\$ 2,400
Property Taxes	\$ 15,000	\$ -		\$ -	\$ -
subtotal direct expenses	\$ 227,822	\$ 90,641		\$ 30,000	\$ 60,641
Operating Expenses					
Maintenance Staff	\$ 50,597	\$ 23,026		\$ -	\$ 23,026
Benefits (Indirect Labor)	\$ 20,998	\$ 9,556		\$ -	\$ 9,556
Maintenance Supplies	\$ 12,500	\$ 949		\$ -	\$ 949
Corp Ops/Insurance	\$ 168,452	\$ 45,570		\$ -	\$ 45,570
IT	\$ 43,231	\$ 20,400		\$ -	\$ 20,400
Miscellaneous	\$ 10,000	\$ -		\$ -	\$ -
subtotal operating expenses	\$ 305,778	\$ 99,501		\$ -	\$ 99,501
Admin Expense					
Administrative Expense	\$ 195,812	\$ 50,478		\$ 9,734	\$ 40,744
subtotal admin expense	\$ 195,812	\$ 50,478		\$ 9,734	\$ 40,744
Total Expenses	\$ 1,347,648	\$ 555,255		\$ 87,901	\$ 467,354

Program: Haven Family House					
FY 25-26					
Line Item	Total Program Budget	Funding Request		Funding from DOH Grants or Other County Funds	HSA Funding
Revenue					
Funding being requested via this RFP		\$ 565,831		\$ 89,130	\$ 476,701
<i>list any other funding planned</i>					
First Five	\$ 4,500				
SMC ESG Shelter Ops	\$ 85,729				
VA Families	\$ 360,000				
City of Menlo Park	\$ 20,000				
Private Revenue (Restricted to SMC Shelters)	\$ 75,000				
Total Revenue	\$ 545,229	\$ 565,831		\$ 89,130	\$ 476,701
Expense					
Personnel Expense			FTE		
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs			Total Salary Costs
Program Directors	\$ 86,545	\$ 40,789	1.0	\$ -	\$ 40,789
Assistant Program Directors	\$ -	\$ -	0.0	\$ -	\$ -
Case Managers	\$ 128,803	\$ 42,773	2.0	\$ 37,883	\$ 4,890
Child Services Coordinators	\$ 117,769	\$ 55,505	2.0	\$ -	\$ 55,505
Residential Services Coordinators	\$ 66,128	\$ 35,427	1.4	\$ -	\$ 35,427
Associate Director	\$ 13,841	\$ 13,047	0.1	\$ -	\$ 13,047
Programs VP	\$ 7,557	\$ 7,123	0.1	\$ -	\$ 7,123
MSW Director	\$ 5,213	\$ 4,914	0.1	\$ -	\$ 4,914
BPH Director	\$ 6,393	\$ 6,026	0.1	\$ -	\$ 6,026
Sr. Director W&E	\$ 9,979	\$ 9,407	0.1	\$ -	\$ 9,407
Director of Ed	\$ 2,496	\$ 2,352	0.1	\$ -	\$ 2,352
Education Programs Coordinator	\$ 2,259	\$ 2,129	0.1	\$ -	\$ 2,129
Education Initiatives Manager	\$ 3,041	\$ 2,866	0.1	\$ -	\$ 2,866
Benefits (Direct Labor)	\$ 186,760	\$ 92,278	0.0	\$ 11,248	\$ 81,030
subtotal personnel	\$ 636,784	\$ 314,635.00	7.2	\$ 49,130.81	\$ 265,504.19
Direct Expenses					
Safety/Security	\$ 3,456	\$ 3,456			\$ 3,456
Utilities	\$ 78,000	\$ 30,000		\$ 30,000	\$ -
Phones	\$ 840	\$ -			\$ -
Client assistance	\$ 825	\$ -			\$ -
Maintenance/Repairs	\$ 80,480	\$ 32,400			\$ 32,400
Equipment & Furniture	\$ 28,601	\$ 16,385			\$ 16,385
Equip. Leases	\$ 6,220	\$ 4,000			\$ 4,000
Rent	\$ -	\$ -			\$ -
Food	\$ 12,000	\$ 2,000			\$ 2,000
Transportation	\$ 2,400	\$ 2,400			\$ 2,400
Property Taxes	\$ 15,000	\$ -			\$ -
subtotal direct expenses	\$ 227,822	\$ 90,641		\$ 30,000	\$ 60,641
Operating Expenses					
Maintenance Staff	\$ 52,115	\$ 23,026			\$ 23,026
Benefits (Indirect Labor)	\$ 21,628	\$ 9,556			\$ 9,556
Maintenance Supplies	\$ 12,500	\$ 949			\$ 949
Corp Ops/Insurance	\$ 168,452	\$ 55,184			\$ 55,184
IT	\$ 43,231	\$ 20,400			\$ 20,400
Miscellaneous	\$ 10,000	\$ -			\$ -
subtotal operating expenses	\$ 307,926	\$ 109,115		\$ -	\$ 109,115
Admin Expense					
Administrative Expense	\$ 199,330	\$ 51,440		\$ 9,999	\$ 41,441
subtotal admin expense	\$ 199,330	\$ 51,440		\$ 9,999	\$ 41,441
Total Expenses	\$ 1,371,862	\$ 565,831		\$ 89,130	\$ 476,701

Program: First Step for Families					
FY 23-24					
Line Item	Total Program Budget	Funding Request		DOH Grants	HSA Funding
Revenue					
Funding being requested via this RFP		\$ 940,603			
<i>list any other funding planned</i>					
H.S.A. Special Needs	\$ 91,050				
First Five	\$ 4,500				
City of San Mateo CDBG	\$ 12,800				
City of Burlingame	\$ 8,300				
City of San Carlos	\$ 25,000				
Town of Colma	\$ 4,000				
FEMA (SMC) FSF	\$ 157,353				
City of Foster City	\$ 10,000				
SMC Shelter OPS. DoH CDBG	\$ 42,800				
PLHA	\$ 125,000				
Private Revenue (Restricted to SMC Shelters)	\$ 75,000				
Total Revenue	\$ 555,803	\$ 940,603		\$ 301,340	\$ 639,263
Expense					
Personnel Expense			FTE		
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs			
Program Directors	\$ 81,577	\$ 40,789	1.0		\$ 40,789
Assistant Program Directors	\$ 71,663	\$ 35,832	1.0		\$ 35,832
Case Managers	\$ 182,113	\$ 64,159	3.0	\$ 64,159	\$ -
Child Services Coordinators	\$ 111,009	\$ 55,505	2.0		\$ 55,505
Residential Services Coordinators	\$ 382,895	\$ 133,568	8.6	\$ 71,913	\$ 61,655
Associate Director	\$ 39,140	\$ 39,140	0.3		\$ 39,140
Programs VP	\$ 7,123	\$ -	0.1		\$ -
MSW Director	\$ 4,914	\$ -	0.1		\$ -
BPH Director	\$ 6,026	\$ -	0.1		\$ -
Sr. Director W&E	\$ 9,407	\$ -	0.1		\$ -
Director of Ed	\$ 2,352	\$ -	0.1		\$ -
Education Programs Coordinator	\$ 2,129	\$ -	0.1		\$ -
Education Initiatives Manager	\$ 2,866	\$ -	0.1		\$ -
Benefits (Direct Labor)	\$ 374,834	\$ 153,132	0.0	\$ 29,285	\$ 123,847
subtotal personnel	\$ 1,278,048	\$ 522,124	16.6	\$ 165,357	\$ 356,767
Direct Expenses					
Safety/Security	\$ 7,872	\$ 3,000		\$ 1,340	\$ 1,660
Utilities	\$ 110,000	\$ 50,000		\$ 10,335	\$ 39,665
Phones	\$ 5,040	\$ -			\$ -
Client assistance	\$ 5,000	\$ -			\$ -
Maintenance/Repairs	\$ 134,755	\$ 42,000		\$ 14,502	\$ 27,498
Equipment & Furniture	\$ 24,876	\$ 14,251		\$ 3,457	\$ 10,794
Equip. Leases	\$ 11,208	\$ 11,208		\$ 1,560	\$ 9,648
Rent	\$ -	\$ -			\$ -
Food	\$ 14,000	\$ 2,000		\$ 2,000	\$ -
Transportation	\$ 2,632	\$ 2,632		\$ 674	\$ 1,958
Property Taxes	\$ 50,000	\$ 20,000		\$ 4,768	\$ 15,232
subtotal direct expenses	\$ 365,383	\$ 145,091		\$ 38,636	\$ 106,455
Operating Expenses					
Maintenance Staff	\$ 63,850	\$ 29,930		\$ 11,283	\$ 18,647
Benefits (Indirect Labor)	\$ 26,498	\$ 12,421		\$ 12,421	\$ -
Maintenance Supplies	\$ 26,765	\$ 2,031			\$ 2,031
Corp Ops/Insurance	\$ 218,811	\$ 83,577		\$ 27,890	\$ 55,687
IT	\$ 129,694	\$ 52,200		\$ 17,391	\$ 34,809
Miscellaneous	\$ 20,000	\$ 8,000			\$ 8,000
subtotal operating expenses	\$ 485,618	\$ 188,159		\$ 68,985	\$ 119,174
Admin Expense					
Administrative Expense	\$ 361,938	\$ 85,229		\$ 28,362	\$ 56,867
subtotal admin expense	\$ 361,938	\$ 85,229		\$ 28,362	\$ 56,867
Total Expenses	\$ 2,490,987	\$ 940,603		\$ 301,340	\$ 639,263

Program: First Step for Families					
FY 24-25					
Line Item	Total Program Budget	Funding Request		Funding from DOH Grants Or Other County Funds	HSA Funding
Revenue					
Funding being requested via this RFP		\$ 957,873			
<i>list any other funding planned</i>					
H.S.A. Special Needs	\$ 91,050				
First Five	\$ 4,500				
City of San Mateo CDBG	\$ 12,800				
City of Burlingame	\$ 8,300				
City of San Carlos	\$ 25,000				
Town of Colma	\$ 4,000				
FEMA (SMC) FSF	\$ 157,353				
City of Foster City	\$ 10,000				
SMC Shelter OPS. DoH CDBG	\$ 42,800				
PLHA	\$ 125,000				
Private Revenue (Restricted to SMC Shelters)	\$ 75,000				
Total Revenue	\$ 555,803	\$ 957,873		\$ 305,825	\$ 652,048
Expense					
Personnel Expense			FTE		
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs			
Program Directors	\$ 84,024	\$ 40,789	1.0	\$ -	\$ 40,789
Assistant Program Directors	\$ 73,813	\$ 35,832	1.0	\$ -	\$ 35,832
Case Managers	\$ 187,576	\$ 64,159	3.0	\$ 64,159	\$ -
Child Services Coordinators	\$ 114,339	\$ 55,505	2.0	\$ -	\$ 55,505
Residential Services Coordinators	\$ 394,382	\$ 133,568	8.6	\$ 73,351	\$ 60,217
Associate Director	\$ 40,314	\$ 39,140	0.3	\$ -	\$ 39,140
Programs VP	\$ 7,337	\$ -	0.1	\$ -	\$ -
MSW Director	\$ 5,061	\$ -	0.1	\$ -	\$ -
BPH Director	\$ 6,207	\$ -	0.1	\$ -	\$ -
Sr. Director W&E	\$ 9,689	\$ -	0.1	\$ -	\$ -
Director of Ed	\$ 2,423	\$ -	0.1	\$ -	\$ -
Education Programs Coordinator	\$ 2,193	\$ -	0.1	\$ -	\$ -
Education Initiatives Manager	\$ 2,952	\$ -	0.1	\$ -	\$ -
Benefits (Direct Labor)	\$ 386,079	\$ 153,132	0.0	\$ 29,871	\$ 123,261
subtotal personnel	\$ 1,316,389	\$ 522,124	16.6	\$ 167,381	\$ 354,743
Direct Expenses					
Safety/Security	\$ 7,872	\$ 3,000		\$ 1,367	\$ 1,633
Utilities	\$ 110,000	\$ 50,000		\$ 10,542	\$ 39,458
Phones	\$ 5,040	\$ -		\$ -	\$ -
Client assistance	\$ 5,000	\$ -		\$ -	\$ -
Maintenance/Repairs	\$ 134,755	\$ 42,000		\$ 14,792	\$ 27,208
Equipment & Furniture	\$ 24,876	\$ 14,251		\$ 3,526	\$ 10,725
Equip. Leases	\$ 11,208	\$ 11,208		\$ 1,591	\$ 9,617
Rent	\$ -	\$ -		\$ -	\$ -
Food	\$ 14,000	\$ 2,000		\$ 2,000	\$ -
Transportation	\$ 2,632	\$ 2,632		\$ 687	\$ 1,945
Property Taxes	\$ 50,000	\$ 20,000		\$ 4,863	\$ 15,137
subtotal direct expenses	\$ 365,383	\$ 145,091		\$ 39,369	\$ 105,722
Operating Expenses					
Maintenance Staff	\$ 65,766	\$ 29,930		\$ 11,509	\$ 18,421
Benefits (Indirect Labor)	\$ 27,293	\$ 12,421		\$ 12,421	\$ -
Maintenance Supplies	\$ 26,765	\$ 2,031		\$ -	\$ 2,031
Corp Ops/Insurance	\$ 218,811	\$ 83,577		\$ 28,448	\$ 55,129
IT	\$ 129,694	\$ 67,900		\$ 17,739	\$ 50,161
Miscellaneous	\$ 20,000	\$ 8,000		\$ -	\$ 8,000
subtotal operating expenses	\$ 488,329	\$ 203,859		\$ 70,116	\$ 133,743
Admin Expense					
Administrative Expense	\$ 368,917	\$ 86,799		\$ 28,959	\$ 57,840
subtotal admin expense	\$ 368,917	\$ 86,799		\$ 28,959	\$ 57,840
Total Expenses	\$ 2,539,018	\$ 957,873		\$ 305,825	\$ 652,048

Program: First Step for Families					
FY 25-26					
Line Item	Total Program Budget	Funding Request		Funding from DOH Grants Or Other County Funds	HSA Funding
Revenue					
Funding being requested via this RFP		\$ 985,373			
<i>list any other funding planned</i>					
H.S.A. Special Needs	\$ 91,050				
First Five	\$ 4,500				
City of San Mateo CDBG	\$ 12,800				
City of Burlingame	\$ 8,300				
City of San Carlos	\$ 25,000				
Town of Colma	\$ 4,000				
FEMA (SMC) FSF	\$ 157,353				
City of Foster City	\$ 10,000				
SMC Shelter OPS. DoH CDBG	\$ 42,800				
PLHA	\$ 125,000				
Private Revenue (Restricted to SMC Shelters)	\$ 75,000				
Total Revenue	\$ 555,803	\$ 985,373		\$ 320,284	\$ 665,089
Expense					
Personnel Expense			FTE		
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs			
Program Directors	\$ 86,545	\$ 40,789	1.0	\$ -	\$ 40,789
Assistant Program Directors	\$ 76,027	\$ 35,832	1.0	\$ -	\$ 35,832
Case Managers	\$ 193,203	\$ 64,159	3.0	\$ 64,159	\$ -
Child Services Coordinators	\$ 117,769	\$ 55,505	2.0	\$ -	\$ 55,505
Residential Services Coordinators	\$ 406,213	\$ 133,568	8.6	\$ 74,818	\$ 58,750
Associate Director	\$ 41,523	\$ 39,140	0.3	\$ -	\$ 39,140
Programs VP	\$ 7,557	\$ -	0.1	\$ -	\$ -
MSW Director	\$ 5,213	\$ -	0.1	\$ -	\$ -
BPH Director	\$ 6,393	\$ -	0.1	\$ -	\$ -
Sr. Director W&E	\$ 9,979	\$ -	0.1	\$ -	\$ -
Director of Ed	\$ 2,496	\$ -	0.1	\$ -	\$ -
Education Programs Coordinator	\$ 2,259	\$ -	0.1	\$ -	\$ -
Education Initiatives Manager	\$ 3,041	\$ -	0.1	\$ -	\$ -
Benefits (Direct Labor)	\$ 397,660	\$ 153,132	0.0	\$ 30,468	\$ 122,664
				\$ -	\$ -
subtotal personnel	\$ 1,355,878	\$ 522,124	16.6	\$ 169,445	\$ 352,679
Direct Expenses					
Safety/Security	\$ 7,872	\$ 3,000		\$ 1,394	\$ 1,606
Utilities	\$ 110,000	\$ 50,000		\$ 10,753	\$ 39,247
Phones	\$ 5,040	\$ -		\$ -	\$ -
Client assistance	\$ 5,000	\$ -		\$ -	\$ -
Maintenance/Repairs	\$ 134,755	\$ 42,000		\$ 15,088	\$ 26,912
Equipment & Furniture	\$ 24,876	\$ 14,251		\$ 3,597	\$ 10,654
Equip. Leases	\$ 11,208	\$ 11,208		\$ 1,623	\$ 9,585
Rent	\$ -	\$ -		\$ -	\$ -
Food	\$ 14,000	\$ 2,000		\$ 2,000	\$ -
Transportation	\$ 2,632	\$ 2,632		\$ 701	\$ 1,931
Property Taxes	\$ 50,000	\$ 20,000		\$ 4,961	\$ 15,039
subtotal direct expenses	\$ 365,383	\$ 145,091		\$ 40,116	\$ 104,975
Operating Expenses					
Maintenance Staff	\$ 67,739	\$ 29,930		\$ 11,739	\$ 18,191
Benefits (Indirect Labor)	\$ 28,112	\$ 12,421		\$ 12,421	\$ -
Maintenance Supplies	\$ 26,765	\$ 2,031		\$ -	\$ 2,031
Corp Ops/Insurance	\$ 218,811	\$ 108,577		\$ 29,017	\$ 79,560
IT	\$ 129,694	\$ 67,900		\$ 18,094	\$ 49,806
Miscellaneous	\$ 20,000	\$ 8,000		\$ -	\$ 8,000
subtotal operating expenses	\$ 491,121	\$ 228,859		\$ 71,270	\$ 157,589
Admin Expense					
Administrative Expense	\$ 376,105	\$ 89,299		\$ 39,452	\$ 49,847
subtotal admin expense	\$ 376,105	\$ 89,299		\$ 39,452	\$ 49,847
Total Expenses	\$ 2,588,487	\$ 985,373		\$ 320,284	\$ 665,089

Program: Family Crossroads			
FY 23-24			
Line Item	Total Program Budget	Funding Request	
Revenue			
Funding being requested via this RFP		\$ 581,134	
<i>list any other funding planned</i>			
CDBG Daly City	\$ 18,000		
CDBG San Francisco	\$ 26,250		
Private Revenue (Restricted to SMC Shelters)	\$ 50,000		
Total Revenue	\$ 94,250	\$ 581,134	
Expense			
Personnel Expense			FTE
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs	
Program Directors	\$ 40,789	\$ 40,789	0.5
Assistant Program Directors	\$ -	\$ -	0.0
Case Managers	\$ 60,704	\$ 21,386	1.0
Child Services Coordinators	\$ 55,504	\$ 51,956	1.0
Residential Services Coordinators	\$ 142,473	\$ 80,976	3.2
Associate Director	\$ 13,047	\$ 13,047	0.1
Programs VP	\$ 7,123	\$ 7,123	0.1
MSW Director	\$ 4,914	\$ 4,914	0.1
BPH Director	\$ 6,026	\$ 6,026	0.1
Sr. Director W&E	\$ 9,407	\$ 9,407	0.1
Director of Ed	\$ 2,352	\$ 2,352	0.1
Education Programs Coordinator	\$ 2,129	\$ 2,129	0.1
Education Initiatives Manager	\$ 2,866	\$ 2,866	0.1
Benefits (Direct Labor)	\$ 144,144	\$ 100,833	0.0
subtotal personnel	\$ 491,478	\$ 343,804	6.5
Direct Expenses			
Safety/Security	\$ 7,367	\$ 4,000	
Utilities	\$ 45,451	\$ 34,000	
Phones	\$ 840	\$ 840	
Client assistance	\$ 2,000	\$ 1,000	
Maintenance/Repairs	\$ 51,390	\$ 24,000	
Equipment & Furniture	\$ 14,711	\$ 8,427	
Equip. Leases	\$ 3,886	\$ 3,886	
Rent	\$ -	\$ -	
Food	\$ 9,000	\$ 4,000	
Transportation	\$ 4,000	\$ 2,000	
Property Taxes	\$ 5,000	\$ 2,000	
subtotal direct expenses	\$ 143,645	\$ 84,153	
Operating Expenses			
Maintenance Staff	\$ 31,475	\$ 14,754	
Benefits (Indirect Labor)	\$ 13,062	\$ 6,123	
Maintenance Supplies	\$ 6,192	\$ 470	
Corp Ops/Insurance	\$ 107,934	\$ 50,000	
IT	\$ 48,635	\$ 25,000	
Miscellaneous	\$ 10,000	\$ 4,000	
subtotal operating expenses	\$ 217,298	\$ 100,347	
Admin Expense			
Administrative Expense	\$ 144,912	\$ 52,830	
subtotal admin expense	\$ 144,912	\$ 52,830	
Total Expenses	\$ 997,333	\$ 581,134	

Program: Family Crossroads			
FY 24-25			
Line Item	Total Program Budget	Funding Request	
Revenue			
Funding being requested via this RFP		\$ 592,757	
<i>list any other funding planned</i>			
CDBG Daly City	\$ 18,000		
CDBG San Francisco	\$ 26,250		
Private Revenue (Restricted to SMC Shelters)	\$ 50,000		
Total Revenue	\$ 94,250	\$ 592,757	
Expense			
Personnel Expense			FTE
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs	
Program Directors	\$ 42,013	\$ 40,789	0.5
Assistant Program Directors	\$ -	\$ -	0.0
Case Managers	\$ 62,525	\$ 21,386	1.0
Child Services Coordinators	\$ 57,169	\$ 51,956	1.0
Residential Services Coordinators	\$ 146,747	\$ 80,976	3.2
Associate Director	\$ 13,438	\$ 13,047	0.1
Programs VP	\$ 7,337	\$ 7,123	0.1
MSW Director	\$ 5,061	\$ 4,914	0.1
BPH Director	\$ 6,207	\$ 6,026	0.1
Sr. Director W&E	\$ 9,689	\$ 9,407	0.1
Director of Ed	\$ 2,423	\$ 2,352	0.1
Education Programs Coordinator	\$ 2,193	\$ 2,129	0.1
Education Initiatives Manager	\$ 2,952	\$ 2,866	0.1
Benefits (Direct Labor)	\$ 148,468	\$ 100,833	0.0
subtotal personnel	\$ 506,222	\$ 343,804	6.5
Direct Expenses			
Safety/Security	\$ 7,367	\$ 4,000	
Utilities	\$ 45,451	\$ 34,000	
Phones	\$ 840	\$ 840	
Client assistance	\$ 2,000	\$ 1,000	
Maintenance/Repairs	\$ 51,390	\$ 24,000	
Equipment & Furniture	\$ 14,711	\$ 8,427	
Equip. Leases	\$ 3,886	\$ 3,886	
Rent	\$ -	\$ -	
Food	\$ 9,000	\$ 4,000	
Transportation	\$ 4,000	\$ 2,000	
Property Taxes	\$ 5,000	\$ 2,000	
subtotal direct expenses	\$ 143,645	\$ 84,153	
Operating Expenses			
Maintenance Staff	\$ 32,419	\$ 14,754	
Benefits (Indirect Labor)	\$ 13,454	\$ 6,123	
Maintenance Supplies	\$ 6,192	\$ 470	
Corp Ops/Insurance	\$ 107,934	\$ 50,000	
IT	\$ 48,635	\$ 35,000	
Miscellaneous	\$ 10,000	\$ 4,000	
subtotal operating expenses	\$ 218,634	\$ 110,347	
Admin Expense			
Administrative Expense	\$ 147,645	\$ 54,453	
subtotal admin expense	\$ 147,645	\$ 54,453	
Total Expenses	\$ 1,016,146	\$ 592,757	

Program: Family Crossroads			
FY 25-26			
Line Item	Total Program Budget	Funding Request	
Revenue			
Funding being requested via this RFP		\$ 604,612	
<i>list any other funding planned</i>			
CDBG Daly City	\$ 18,000		
CDBG San Francisco	\$ 26,250		
Private Revenue (Restricted to SMC Shelters)	\$ 50,000		
Total Revenue	\$ 94,250	\$ 604,612	
Expense			
Personnel Expense			FTE
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs	
Program Directors	\$ 43,273	\$ 41,605	0.5
Assistant Program Directors	\$ -	\$ -	0.0
Case Managers	\$ 64,401	\$ 21,814	1.0
Child Services Coordinators	\$ 58,884	\$ 52,995	1.0
Residential Services Coordinators	\$ 151,149	\$ 82,596	3.2
Associate Director	\$ 13,841	\$ 13,308	0.1
Programs VP	\$ 7,557	\$ 7,265	0.1
MSW Director	\$ 5,213	\$ 5,012	0.1
BPH Director	\$ 6,393	\$ 6,147	0.1
Sr. Director W&E	\$ 9,979	\$ 9,595	0.1
Director of Ed	\$ 2,496	\$ 2,399	0.1
Education Programs Coordinator	\$ 2,259	\$ 2,172	0.1
Education Initiatives Manager	\$ 3,041	\$ 2,923	0.1
Benefits (Direct Labor)	\$ 152,922	\$ 102,850	0.0
subtotal personnel	\$ 521,408	\$ 350,680	6.5
Direct Expenses			
Safety/Security	\$ 7,367	\$ 4,080	
Utilities	\$ 45,451	\$ 34,680	
Phones	\$ 840	\$ 857	
Client assistance	\$ 2,000	\$ 1,020	
Maintenance/Repairs	\$ 51,390	\$ 24,480	
Equipment & Furniture	\$ 14,711	\$ 8,596	
Equip. Leases	\$ 3,886	\$ 3,964	
Rent	\$ -	\$ -	
Food	\$ 9,000	\$ 4,080	
Transportation	\$ 4,000	\$ 2,040	
Property Taxes	\$ 5,000	\$ 2,040	
subtotal direct expenses	\$ 143,645	\$ 85,836	
Operating Expenses			
Maintenance Staff	\$ 33,392	\$ 15,049	
Benefits (Indirect Labor)	\$ 13,858	\$ 6,245	
Maintenance Supplies	\$ 6,192	\$ 479	
Corp Ops/Insurance	\$ 107,934	\$ 51,000	
IT	\$ 48,635	\$ 35,700	
Miscellaneous	\$ 10,000	\$ 4,080	
subtotal operating expenses	\$ 220,011	\$ 112,554	
Admin Expense			
Administrative Expense	\$ 150,461	\$ 55,542	
subtotal admin expense	\$ 150,461	\$ 55,542	
Total Expenses	\$ 1,035,525	\$ 604,612	

Program: Redwood Family House			
FY 23-24			
Line Item	Total Program Budget	Funding Request	
Revenue			
Funding being requested via this RFP		\$ 447,518	
<i>list any other funding planned</i>			
City of Redwood City	\$ 34,800		
HUD Redwood Family House	\$ 133,750		
Private Revenue (Restricted to SMC Shelters)	\$ -		
Total Revenue	\$ 168,550	\$ 447,518	
Expense			
Personnel Expense			FTE
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs	
Program Directors	\$ 40,789	\$ 40,789	0.5
Assistant Program Directors	\$ -	\$ -	0.0
Case Managers	\$ 60,704	\$ -	1.0
Child Services Coordinators	\$ 55,504	\$ 27,752	1.0
Residential Services Coordinators	\$ 142,473	\$ 44,522	3.2
Associate Director	\$ 13,047	\$ 13,047	0.1
Programs VP	\$ 7,123	\$ 7,123	0.1
MSW Director	\$ 4,914	\$ 4,914	0.1
BPH Director	\$ 6,026	\$ 6,026	0.1
Sr. Director W&E	\$ 9,407	\$ 9,407	0.1
Director of Ed	\$ 2,352	\$ 2,352	0.1
Education Programs Coordinator	\$ 2,129	\$ 2,129	0.1
Education Initiatives Manager	\$ 2,866	\$ 2,866	0.1
Benefits (Direct Labor)	\$ 144,144	\$ 66,785	0.0
subtotal personnel	\$ 491,478	\$ 227,712	6.5
Direct Expenses			
Safety/Security	\$ 5,057	\$ 5,057	
Utilities	\$ 40,910	\$ 40,260	
Phones	\$ 840	\$ 840	
Client assistance	\$ 1,200	\$ 1,200	
Maintenance/Repairs	\$ 51,340	\$ 32,000	
Equipment & Furniture	\$ 19,092	\$ 10,937	
Equip. Leases	\$ 3,437	\$ 3,437	
Rent	\$ 4,800	\$ 4,800	
Food	\$ 10,000	\$ 10,000	
Transportation	\$ 1,000	\$ 1,000	
Property Taxes	\$ -	\$ -	
subtotal direct expenses	\$ 137,676	\$ 109,531	
Operating Expenses			
Maintenance Staff	\$ 15,552	\$ 7,290	
Benefits (Indirect Labor)	\$ 6,454	\$ 3,025	
Maintenance Supplies	\$ 13,104	\$ 994	
Corp Ops/Insurance	\$ 53,331	\$ 28,000	
IT	\$ 48,635	\$ 24,000	
Miscellaneous	\$ 10,000	\$ 8,000	
subtotal operating expenses	\$ 147,076	\$ 71,309	
Admin Expense			
Administrative Expense	\$ 131,959	\$ 38,966	
subtotal admin expense	\$ 131,959	\$ 38,966	
Total Expenses	\$ 908,189	\$ 447,518	

Program: Redwood Family House			
FY 24-25			
Line Item	Total Program Budget	Funding Request	
Revenue			
Funding being requested via this RFP		\$ 456,468	
<i>list any other funding planned</i>			
City of Redwood City	\$ 34,800		
HUD Redwood Family House	\$ 133,750		
Private Revenue (Restricted to SMC Shelters)	\$ -		
Total Revenue	\$ 168,550	\$ 456,468	
Expense			
Personnel Expense			FTE
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs	
Program Directors	\$ 42,013	\$ 40,789	0.5
Assistant Program Directors	\$ -	\$ -	0.0
Case Managers	\$ 62,525	\$ -	1.0
Child Services Coordinators	\$ 57,169	\$ 27,752	1.0
Residential Services Coordinators	\$ 146,747	\$ 44,522	3.2
Associate Director	\$ 13,438	\$ 13,047	0.1
Programs VP	\$ 7,337	\$ 7,123	0.1
MSW Director	\$ 5,061	\$ 4,914	0.1
BPH Director	\$ 6,207	\$ 6,026	0.1
Sr. Director W&E	\$ 9,689	\$ 9,407	0.1
Director of Ed	\$ 2,423	\$ 2,352	0.1
Education Programs Coordinator	\$ 2,193	\$ 2,129	0.1
Education Initiatives Manager	\$ 2,952	\$ 2,866	0.1
Benefits (Direct Labor)	\$ 148,468	\$ 66,785	0.0
subtotal personnel	\$ 506,222	\$ 227,712	6.5
Direct Expenses			
Safety/Security	\$ 5,057	\$ 5,057	
Utilities	\$ 40,910	\$ 40,260	
Phones	\$ 840	\$ 840	
Client assistance	\$ 1,200	\$ 1,200	
Maintenance/Repairs	\$ 51,340	\$ 32,000	
Equipment & Furniture	\$ 19,092	\$ 10,937	
Equip. Leases	\$ 3,437	\$ 3,437	
Rent	\$ 4,800	\$ 4,800	
Food	\$ 10,000	\$ 10,000	
Transportation	\$ 1,000	\$ 1,000	
Property Taxes	\$ -	\$ -	
subtotal direct expenses	\$ 137,676	\$ 109,531	
Operating Expenses			
Maintenance Staff	\$ 16,019	\$ 7,290	
Benefits (Indirect Labor)	\$ 6,648	\$ 3,025	
Maintenance Supplies	\$ 13,104	\$ 994	
Corp Ops/Insurance	\$ 53,331	\$ 28,000	
IT	\$ 48,635	\$ 34,000	
Miscellaneous	\$ 10,000	\$ 8,000	
subtotal operating expenses	\$ 147,737	\$ 81,309	
Admin Expense			
Administrative Expense	\$ 134,578	\$ 37,916	
subtotal admin expense	\$ 134,578	\$ 37,916	
Total Expenses	\$ 926,213	\$ 456,468	

Program: Redwood Family House			
FY 25-26			
Line Item	Total Program Budget	Funding Request	
Revenue			
Funding being requested via this RFP		\$ 465,598	
<i>list any other funding planned</i>			
City of Redwood City	\$ 34,800		
HUD Redwood Family House	\$ 133,750		
Private Revenue (Restricted to SMC Shelters)	\$ -		
Total Revenue	\$ 168,550	\$ 465,598	
Expense			
Personnel Expense			FTE
<i>List all staff positions, their salary, and the FTE for this program</i>	Program Costs	Total Salary Costs	
Program Directors	\$ 43,273	\$ 41,605	0.5
Assistant Program Directors	\$ -	\$ -	0.0
Case Managers	\$ 64,401	\$ -	1.0
Child Services Coordinators	\$ 58,884	\$ 28,307	1.0
Residential Services Coordinators	\$ 151,149	\$ 45,412	3.2
Associate Director	\$ 13,841	\$ 13,308	0.1
Programs VP	\$ 7,557	\$ 7,265	0.1
MSW Director	\$ 5,213	\$ 5,012	0.1
BPH Director	\$ 6,393	\$ 6,147	0.1
Sr. Director W&E	\$ 9,979	\$ 9,595	0.1
Director of Ed	\$ 2,496	\$ 2,399	0.1
Education Programs Coordinator	\$ 2,259	\$ 2,172	0.1
Education Initiatives Manager	\$ 3,041	\$ 2,923	0.1
Benefits (Direct Labor)	\$ 152,922	\$ 68,121	0.0
subtotal personnel	\$ 521,408	\$ 232,266	6.5
Direct Expenses			
Safety/Security	\$ 5,057	\$ 5,158	
Utilities	\$ 40,910	\$ 41,065	
Phones	\$ 840	\$ 857	
Client assistance	\$ 1,200	\$ 1,224	
Maintenance/Repairs	\$ 51,340	\$ 32,640	
Equipment & Furniture	\$ 19,092	\$ 11,156	
Equip. Leases	\$ 3,437	\$ 3,506	
Rent	\$ 4,800	\$ 4,896	
Food	\$ 10,000	\$ 10,200	
Transportation	\$ 1,000	\$ 1,020	
Property Taxes	\$ -	\$ -	
subtotal direct expenses	\$ 137,676	\$ 111,722	
Operating Expenses			
Maintenance Staff	\$ 16,500	\$ 7,436	
Benefits (Indirect Labor)	\$ 6,848	\$ 3,086	
Maintenance Supplies	\$ 13,104	\$ 1,014	
Corp Ops/Insurance	\$ 53,331	\$ 28,560	
IT	\$ 48,635	\$ 34,680	
Miscellaneous	\$ 10,000	\$ 8,160	
subtotal operating expenses	\$ 148,418	\$ 82,935	
Admin Expense			
Administrative Expense	\$ 137,275	\$ 38,675	
subtotal admin expense	\$ 137,275	\$ 38,675	
Total Expenses	\$ 944,777	\$ 465,598	

1. County shall have the option to adjust line-item costs to meet its program/project goals as agreed upon by both parties and approved by the County in writing as long as it does not exceed the total agreement obligation.

Exhibit C – Performance and Reports

Quarterly reporting is a requirement for payment. Delays in submission of complete reports will delay payments of invoices to Contractor.

A. Performance Measures, Contractor agrees to meet and report on the following:

Measure	FY 2023-24	FY 2024-25	FY 2025-26
	Target	Target	Target
Exits to Permanent Housing Percentage of all leavers who exited to a permanent situation	85%	85%	85%
Length of Stay - Leavers Average length of stay for program participants	120 days or less	120 days or less	120 days or less
Length of Stay - Stayers Average length of stay for program participants	120 days or less	120 days or less	120 days or less
Increased Employment Income Percentage of adult leavers who exited and stayers (who stayed for 12 months or more) with increased employment income	15%	15%	15%
Increased Non- Employment Income Percentage of adult leavers who exited and stayers (who stayed for 12 months or more) with increased non-employment income	10%	10%	10%
Utilization Rate Average daily bed/unit program slot utilization	95%	95%	95%
HMIS Data Quality Percentage of null/missing and don't know/refused values	Less than 5%	Less than 5%	Less than 5%

B. Reports, Contractor will:

1. In addition to the measures listed above, Contractor will track the returns to homelessness, with a goal of minimizing the number of people who return to homelessness after exiting to permanent housing.
2. Submit quarterly reports to County along with quarterly invoices. Reports will be submitted electronically to Lody Burdick at lburdick@smcgov.org or the designee. Reports will include at a minimum the following information:
 - Number of unduplicated clients served during the reporting period

- Performance measure report (results for performance measures listed in table above for the current quarter and for fiscal year-to-date)
 - Narrative describing trends, successes, challenges during the reporting period
3. Submit an annual program report within 20 days of the end of the fiscal year. Annual program report will provide information on the impact that shelter services had throughout the entire service year and annual results for each performance measure.
 4. Provide County with annual audited financial statements in accordance with generally accepted government auditing standards annually within nine months after the fiscal year-end.
 5. Provide County with additional data or reports requested, and/or retrieve reports from the County HMIS system, to understand client requests, services, and outcomes. Contractor will receive at least two weeks' advanced notice from County, unless County has an urgent programmatic need for expedited data/report.

C. Performance and Monitoring, Contractor will:

1. Participate in Site Review/Contract Compliance Visits with County designated staff. Visits will generally occur once per year, with increased frequency if areas for program improvement arise. Contractor will receive at least two weeks' advanced notice unless there is an urgent programmatic need to expedite the process.
2. Participate in program evaluations and other analyses/evaluations of the homeless system conducted by County.

D. Modification of Performance, Data or Reports, County will:

1. Have the option to modify or add related performance measures, goals, and targets to meet its program goals. County will provide at least two weeks advance written notice unless County has an urgent need programmatic need for expedited information.

Exhibit D - HMIS
Revised December 2018
Clarity Human Services System
Usage and Data Sharing Agreement for Core Service Agencies and
Homeless Service Providers

In 2014, Core Service Agencies and homeless service providers migrated to the secure, private and confidential Clarity Human Services system network by Bitfocus ("Clarity"). This migration to Clarity allows for data sharing across providers.

Commitment to Data Entry

The Core Service Agencies and homeless service providers agree to timely enter into Clarity's secure system accurate data about the clients to whom they provide safety net services and homeless services pursuant to their contracts with the County of San Mateo ("County"). Timely entry of this data is crucial to the Core Service Agencies and homeless service providers' ability to refer clients to other providers, report accurate performance measures and to capture data on community need.

If any provider experiences difficulty in timely entry of data into Clarity, they will notify HSA of the delay, seek technical assistance if necessary and provide a plan within one week to bring the data entry current as soon as possible.

Confidentiality of Client Data

Core Service Agencies and homeless service providers will establish appropriate administrative, technical, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized use or access to it.

The data in Clarity shall not be disclosed to anyone or any entity except in connection with the administration of the safety net and homeless service programs, as necessary to achieve the provision of homeless and safety net services, or for the analysis of the data to show performance measurements, including that of contract compliance.

The data may be reviewed by San Mateo County personnel on a need to know basis to check performance measurements, community trends, client services, and for the purpose of monitoring contract compliance. Summary results (e.g., non-identifying information such as general statistical data, caseload provide data, funding and expenditure information) is non-confidential may be shared upon request. Data that contains identifying information will be accessible and shared on a need-to-know basis only, and only to the extent permitted by applicable law.

Core Service Agencies and homeless service providers acknowledge that these confidential data are proprietary to the County and agree to comply with all applicable State and Federal confidentiality laws and regulations.

To authorize the parties to this Agreement to share individually identifiable client information, clients who are entered into the system must sign a Client Consent for Clarity System Data Collection and Release of Information form that will be kept with their records in Clarity and/or in their paper file. The release informs the client that partner agencies in San Mateo County will have access on a need-to-know basis to their records in the secure system. If a client refuses to sign a release, services will not be denied and the client will be entered into Clarity as a private client.

Agencies Entering and Accessing Data in Clarity

CORE SERVICE AGENCIES	HOMELESS SERVICE PROVIDERS
<ul style="list-style-type: none"> • Coastside Hope • Daly City Community Services Center • Fair Oaks Community Center • Puente de la Costa Sur • Pacifica Resource Center • Samaritan House • YMCA Community Resource Center 	<ul style="list-style-type: none"> • Abode Services • StarVista • San Mateo County Human Services Agency • Housing Authority of the County Of San Mateo • San Mateo County Department of Housing • San Mateo County Health System, Behavioral Health And Recovery Services • Mateo Lodge • Home and Hope • LifeMoves (formerly known as InnVision Shelter Network) • Mental Health Association of San Mateo County • Next Step Center, Veterans Resource Center of America • Project WeHOPE • Samaritan House • Service League Of San Mateo County • VA Palo Alto Health Care System (VAPAHCS) • San Francisco VA Health Care System (SFVA)

Efforts are made to keep this list current, however there may be Core Service Agencies and/or homeless service providers that begin to participate in the data system in the future.

Licensing

Only agency staff who provide safety net or homeless services shall be granted access to Clarity. When an agency is requesting a Clarity license for a new staff, the agency director or manager will review with the staff the confidentiality and security rules regarding Clarity and will send the completed, signed Clarity oath of confidentiality form to HSA to request a new account.

ACCESS TO THE CLARITY SYSTEM AFTER EMPLOYEMENT ENDS IS PROHIBITED. If an authorized user separates from employment with a Core Service Agency or homeless service provider, notification must be made as soon as possible to the HSA Service Desk in advance of the employee leaving. The request will provide a license termination date.

If any license goes unused for more than 90 days, that license may be deactivated. The agency holding

the license will be notified prior to deactivation of the license and the agency will have 5 business days to respond with a request if the license is to be continued.

System Configuration Change Requests

All agencies Change Requests (CR) will be evaluated by HSA. For the cost of all Change Requests (CRs) unique to one or a group of agencies and for non-Core or non-HMIS standard programs, payment shall be made by the requesting agency(ies).

User Support

If a Core Service Agency or homeless service provider experiences any technical difficulty with the system, a service request must be sent to the Human Services Agency, Business Systems Group at hsa_servicedesk@smcgov.org or (650) 802-7573.

Contractor/Service Provider Agreement

The Core Service Agencies and homeless service providers agree to train their staff and to establish internal processes and procedures to ensure all staff and volunteers safeguard clients' confidentiality and privacy and enter accurate, complete data. It is understood that accessing Clarity's secure, private and confidential network is for the sole purpose of serving clients. All authorized individuals accessing the Clarity network of Core Service Agencies and homeless service providers must have a legitimate business reason when searching and accessing information. All activity is logged and participating agencies understand and agree that this audit trail can be viewed at any time by authorized County personnel.

County of San Mateo – Fingerprinting Certification Form

DATE: April 20, 2023

AGREEMENT WITH: LifeMoves

FOR: LifeMoves - Four Family Shelters - 2023-2026 - CCO

Contractor agrees that its employees and/or its subcontractors, assignees and volunteers who, during the course of performing services under this agreement, have contact with children will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom contractors employees, assignees and subcontractors or volunteers have contact.

NAME: Paul Simpson

TITLE: CFO

SIGNATURE:



DocuSigned by:
Paul Simpson
A37B20A11230473...

DATE:

5/19/2023 | 2:57 PM PDT

Attachment P

Personally Identifiable Information

Requirements for County Contractors, Subcontractors, Vendors and Agents

I. Definitions

Personally Identifiable Information (PII), or Sensitive Personal Information (SPI), as used in Federal information security and privacy laws, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. PII may only be used to assist in the administration of programs in accordance with 45 C.F.R. § 205.40, *et seq.* and California Welfare & Institutions Code section 10850.

- a. **“Assist in the Administration of the Program”** means performing administrative functions on behalf of County programs, such as determining eligibility for, or enrollment in, and collecting context PII for such purposes, to the extent such activities are authorized by law.
- b. **“Breach”** refers to actual loss, loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for other than authorized purposes have access or potential access to context PII, whether electronic, paper, verbal, or recorded.
- c. **“Contractor”** means those contractors, subcontractors, vendors and agents of the County performing any functions for the County that require access to and/or use of PII and that are authorized by the County to access and use PII.
- d. **“Personally Identifiable Information” or “PII”** is personally identifiable information that can be used alone, or in conjunction with any other reasonably available information, to identify a specific individual. PII includes, but is not limited to, an individual's name, social security number, driver's license number, identification number, biometric records, date of birth, place of birth, or mother's maiden name. PII may be electronic, paper, verbal, or recorded.
- e. **“Security Incident”** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of PII, or interference with system operations in an information system which processes PII that is under the control of the County or County's Statewide Automated Welfare System (SAWS) Consortium, or under the control of a contractor, subcontractor or vendor of the County, on behalf of the County.
- f. **“Secure Areas”** means any area where:
 - i. Contractors administer or assist in the administration of County programs;
 - ii. PII is used or disclosed; or
 - iii. PII is stored in paper or electronic format.

II. Restrictions on Contractor re Use and Disclosure of PII

- a. Contractor agrees to use or disclose PII only as permitted in this Agreement and only to assist in the administration of programs in accordance with 45 CFR § 205.50, *et seq.* and California Welfare & Institutions Code section 10850 or as otherwise authorized or required by law. Disclosures, when authorized or required by law, such as in response to a court order, or when made upon the explicit written authorization of the individual, who is the subject of the PII, are allowable. Any other use or disclosure of PII requires the express approval in writing by the County. No Contractor shall duplicate, disseminate or disclose PII except as allowed in this Agreement.
- b. Contractor agrees to only use PII to perform administrative functions related to the administration of County programs to the extent applicable.
- c. Contractor agrees that access to PII shall be restricted to Contractor's staff who need to perform specific services in the administration of County programs as described in this Agreement.
- d. Contractor understands and agrees that any of its staff who accesses, discloses or uses PII in a manner or for a purpose not authorized by this Agreement may be subject to civil and criminal sanctions available under applicable Federal and State laws and regulations

III. Use of Safeguards by Contractor to Protect PII

- a. Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides PII received from, or created or received by Contractor on behalf of County, agrees to adhere to the same restrictions and conditions contained in this Attachment PII.
- b. Contractor agrees to advise its staff who have access to PII, of the confidentiality of the information, the safeguards required to protect the information, and the civil and criminal sanctions for non-compliance contained in applicable Federal and State laws and regulations.
- c. Contractor agrees to train and use reasonable measures to ensure compliance by Contractor's staff, including, but not limited to (1) providing initial privacy and security awareness training to each new staff within thirty (30) days of employment; (2) thereafter, providing annual refresher training or reminders of the PII privacy and security safeguards to all Contractor's staff; (3) maintaining records indicating each Contractor's staff name and the date on which the privacy and security awareness training was completed; and (4) retaining training records for a period of three (3) years after completion of the training.
- d. Contractor agrees to provide documented sanction policies and procedures for Contractor's staff who fail to comply with privacy policies and procedures or any provisions of these requirements, including termination of employment when appropriate.

- e. Contractor agrees that all Contractor's staff performing services under this Agreement sign a confidentiality statement prior to accessing PII and annually thereafter. The signed statement shall be retained for a period of three (3) years, and the statement include at a minimum: (1) general use; (2) security and privacy safeguards; (3) unacceptable use; and (4) enforcement policies.
- f. Contractor agrees to conduct a background check of Contractor's staff before they may access PII with more thorough screening done for those employees who are authorized to bypass significant technical and operational security controls. Contractor further agrees that screening documentation shall be retained for a period of three (3) years following conclusion of the employment relationship.
- g. Contractor agrees to conduct periodic privacy and security reviews of work activity, including random sampling of work product by Contractor's staff by management level personnel who are knowledgeable and experienced in the areas of privacy and information security in the administration of County's programs and the use and disclosure of PII. Examples include, but are not limited to, access to data, case files or other activities related to the handling of PII.
- h. Contractor shall ensure that PII is used and stored in an area that is physically safe from access by unauthorized persons at all times and safeguard PII from loss, theft, or inadvertent disclosure by securing all areas of its facilities where Contractor's staff assist in the administration of the County's programs and use, disclose, or store PII.
- i. Contractor shall ensure that each physical location, where PII is used, disclosed, or stored, has procedures and controls that ensure an individual who is terminated from access to the facility is promptly escorted from the facility by an authorized employee of Contractor and access is revoked.
- j. Contractor shall ensure that there are security guards or a monitored alarm system at all times at Contractor's facilities and leased facilities where five hundred (500) or more individually identifiable records of PII is used, disclosed, or stored. Video surveillance systems are recommended.
- k. Contractor shall ensure that data centers with servers, data storage devices, and/or critical network infrastructure involved in the use, storage, and/or processing of PII have perimeter security and physical access controls that limit access to only those authorized by this Agreement. Visitors to any Contractor data centers area storing PII as a result of administration of a County program must be escorted at all times by authorized Contractor's staff.
- l. Contractor shall have policies that include, based on applicable risk factors, a description of the circumstances under which Contractor staff can transport PII, as well as the physical security requirements during transport.
- m. Contractor shall ensure that any PII stored in a vehicle shall be in a non-visible area such as a trunk, that the vehicle is locked, and under no circumstances permit PII be left unattended in a vehicle overnight or for other extended periods of time.

- n. Contractor shall ensure that PII shall not be left unattended at any time in airplanes, buses, trains, etc., including baggage areas. This should be included in training due to the nature of the risk.
- o. Contractor shall ensure that all workstations and laptops, which use, store and/or process PII, must be encrypted using a FIPS 140-2 certified algorithm 128 bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- p. Contractor shall ensure that servers containing unencrypted PII must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review. It is recommended to follow the guidelines documented in the latest revision of the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53, Security and Privacy Controls for Federal Information Systems and Organizations.
- q. Contractor agrees that only the minimum necessary amount of PII required to perform required business functions will be accessed, copied, downloaded, or exported.
- r. Contractor shall ensure that all electronic files, which contain PII data is encrypted when stored on any mobile device or removable media (i.e. USB drives, CD/DVD, smartphones, tablets, backup tapes etc.). Encryption must be a FIPS 140-2 certified algorithm 128 bit or higher, such as AES. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- s. Contractor shall ensure that all workstations, laptops and other systems, which process and/or store PII, must install and actively use an antivirus software solution. Antivirus software should have automatic updates for definitions scheduled at least daily. In addition, Contractor shall ensure that:
 - i. All workstations, laptops and other systems, which process and/or store PII, must have critical security patches applied, with system reboot if necessary.
 - ii. There must be a documented patch management process that determines installation timeframe based on risk assessment and vendor recommendations.
 - iii. At a maximum, all applicable patches deemed as critical must be installed within thirty (30) days of vendor release. It is recommended that critical patches which are high risk be installed within seven (7) days.
 - iv. Applications and systems that cannot be patched within this time frame, due to significant operational reasons, must have compensatory controls implemented to minimize risk.
- t. Contractor shall ensure that all of its staff accessing Personally Identifiable Information on applications and systems will be issued a unique individual password that is a least eight (8) characters, a non-dictionary word, composed of characters from at least three (3) of the following four (4) groups from the standard keyboard: upper case letters (A-Z); lower case letters (a-z); Arabic

numerals (0-9) and special characters (!, @, #, etc.). Passwords are not to be shared and changed if revealed or compromised. All passwords must be changed every (90) days or less and must not be stored in readable format on the computer or server.

- u. Contractor shall ensure that usernames for its staff authorized to access PII will be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee within twenty- four (24) hours. Note: Twenty-four (24) hours is defined as one (1) working day.
- v. Contractor shall ensure when no longer needed, all PII must be cleared, purged, or destroyed consistent with NIST SP 800-88, Guidelines for Media Sanitization, such that the Personally Identifiable Information cannot be retrieved.
- w. Contractor shall ensure that all of its systems providing access to PII must provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.
- x. Contractor shall ensure that all of its systems providing access to PII must display a warning banner stating, at a minimum that data is confidential; systems are logged, systems use is for business purposes only by authorized users and users shall log off the system immediately if they do not agree with these requirements.
- y. Contractor will ensure that all of its systems providing access to PII must maintain an automated audit trail that can identify the user or system process which initiates a request for PII, or alters PII. The audit trail shall be date and time stamped; log both successful and failed accesses be read-access only; and be restricted to authorized users. If PII is stored in a database, database logging functionality shall be enabled. The audit trail data shall be archived for at least three (3) years from the occurrence.
- z. Contractor shall ensure that all of its systems providing access to PII shall use role-based access controls for all user authentications, enforcing the principle of least privilege.
- aa. Contractor shall ensure that all data transmissions of PII outside of its secure internal networks must be encrypted using a Federal Information Processing Standard (FIPS) 140-2 certified algorithm that is 128 bit or higher, such as Advanced Encryption Standard (AES) or Transport Layer Security (TLS). It is encouraged, when available and when feasible, that 256 bit encryption be used. Encryption can be end to end at the network level, or the data files containing PII can be encrypted. This requirement pertains to any type of PII in motion such as website access, file transfer, and email.
- bb. Contractor shall ensure that all of its systems involved in accessing, storing, transporting, and protecting PII, which are accessible through the Internet, must be protected by an intrusion detection and prevention solution.
- cc. Contractor shall ensure that audit control mechanisms are in place. All Contractor systems processing and/or storing Personally Identifiable Information

must have a least an annual system risk assessment/security review that ensure administrative, physical, and technical controls are functioning effectively and provide an adequate level of protection. Review shall include vulnerability scanning tools.

- dd. Contractor shall ensure that all of its systems processing and/or storing PII must have a process or automated procedure in place to review system logs for unauthorized access.
- ee. Contractor shall ensure that all of its systems processing and/or storing PII must have a documented change control process that ensures separation of duties and protects the confidentiality, integrity and availability of data.
- ff. Contractor shall establish a documented plan to enable continuation of critical business processes and protection of the security of PII kept in an electronic format in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than twenty-four (24) hours.
- gg. Contractor shall ensure its data centers with servers, data storage devices, and critical network infrastructure involved in the use, storage and/or processing of PII, must include environmental protection such as cooling, power, and fire prevention, detection, and suppression.
- hh. Contractor shall establish documented procedures to backup PII to maintain retrievable exact copies of PIII. The documented backup procedures shall contain a schedule which includes incremental and full backups, storing backups offsite, inventory of backup media, recovery of PII data, an estimate of the amount of time needed to restore PII data.
- ii. Contractor shall ensure that PII in paper form shall not be left unattended at any time, unless it is locked space such as a file cabinet, file room, desk or office. Unattended means that information may be observed by an individual not authorized to access the information. Locked spaces are defined as locked file cabinets, locked file rooms, locked desks, or locked offices in facilities which are multi-use, meaning that there are Contractor's staff and non-Contractor functions in one building in work areas that are not securely segregated from each other. It is recommended that all PII be locked up when unattended at any time, not just within multi-use facilities.
- jj. Contractor shall ensure that any PII that must be disposed of will be through confidential means, such as cross cut shredding or pulverizing.
- kk. Contractor agrees that PII must not be removed from its facilities except for identified routine business purposes or with express written permission of the County.
- ll. Contractor shall ensure that faxes containing PII shall not be left unattended and fax machines shall be in secure areas. Faxes containing PII shall contain a confidentiality statement notifying persons receiving faxes in error to destroy

them and notify the sender. All fax numbers shall be verified with the intended recipient before send the fax.

mm. Contractor shall ensure that mailings containing PII shall be sealed and secured from damage or inappropriate viewing of PII to the extent possible. Mailings that include five hundred (500) or more individually identifiable records containing PII in a single package shall be sent using a tracked mailing method that includes verification of delivery.

IV. Reporting of Breaches Required by Contractor to County; Mitigation

- a. Contractor shall report to County within one business day of discovery, to the County contact listed in this agreement by email or telephone as listed in the of unsecured PII, if that PII was, or is, reasonably believed to have been accessed or acquired by an unauthorized person, any suspected security incident, intrusion or unauthorized access, use or disclosure of PII in violation of this Agreement, or potential loss of confidential data affecting this Agreement.
- b. Contractor understands that State and Federal Law requires a breaching entity to notify individuals of a breach or unauthorized disclosure of their PII. Contractor shall ensure that said notifications shall comply with the requirements set forth in California Civil Code section 1798.29, and 42 U.S.C. section 17932, and its implementing regulations, including but not limited to, the requirement that the notifications be made without unreasonable delay and in no event later than sixty (60) calendar days.
- c. Contractor agrees to promptly mitigate, to the extent practicable, any harmful effect that is known to Contractor stemming from a use or disclosure of PII in violation of the requirements of this Agreement, including taking any action pertaining to such use or disclosure required by applicable Federal and State laws and regulations.

V. Permitted Uses and Disclosures of PII by Contractor

Except as otherwise limited in this schedule, Contractor may use or disclose PII to perform functions, activities, or services for, or on behalf of, County as specified in the Agreement; provided that such use or disclosure would not violate the Privacy Rule if done by County.

VI. Obligations of County

- a. County shall provide Contractor with the notice of privacy practices that County produces in accordance with California Welfare and Institutions Code section 10850, as well as any changes to such notice.
- b. County shall notify Contractor of any changes in, or revocation of, permission by Individual to use or disclose PII, if such changes affect Contractor's permitted or required uses and disclosures.

- c. County shall notify Contractor of any restriction to the use or disclosure of PII that County has agreed to in accordance with California Welfare and Institutions Code section 10850.

VII. Permissible Requests by County

County shall not request Contractor to use or disclose PII in any manner that would not be permissible under the Privacy Rule if so requested by County, unless Contractor will use or disclose PII for, and if the Agreement provides for, data aggregation or management and administrative activities of Contractor.

VIII. Duties Upon Termination of Agreement

- a. Upon termination of the Agreement, for any reason, Contractor shall return or destroy all PII received from County, or created, maintained, or received by Contractor on behalf of County that Contractor still maintains in any form. This provision shall apply to PII that is in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of the PII.
- b. In the event that Contractor determines that returning or destroying PII is infeasible, Contractor shall provide to County notification of the conditions that make return or destruction infeasible. Upon mutual Agreement of the Parties that return or destruction of PII is infeasible, Contractor shall extend the protections of the Agreement to such PII and limit further uses and disclosures of such PII to those purposes that make the return or destruction infeasible, for so long as Contractor maintains such PII.

IX. Miscellaneous

- a. **Regulatory References.** A reference in this Attachment to a section in the Personally Identifiable Information Privacy Rule means the section as in effect or as amended, and for which compliance is required.
- b. **Amendment.** The Parties agree to take such action as is necessary to amend this Schedule from time to time as is necessary for County to comply with the requirements of the Privacy Rule and in accordance 45 CFR § 205.40, *et seq.* and California Welfare and Institutions Code section 10850.
- c. **Survival.** The respective rights and obligations of Contractor under this Attachment shall survive the termination of the Agreement unless and until the PII is destroyed or returned to the County.
- d. **Interpretation.** Any ambiguity in any provision in this Attachment shall be resolved in favor of a meaning that permits County to comply with the Privacy Rule.
- e. **Reservation of Right to Monitor Activities.** County reserves the right to monitor the security policies and procedures of Contractor.

ATTACHMENT I

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. Employs fewer than 15 persons.
- b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of 504 Person:

Name of Contractor(s):

Street Address or P.O. Box:

City, State, Zip Code:

I certify that the above information is complete and correct to the best of my knowledge

Signature:

DocuSigned by:
Paul Simpson
A37B20A11230473...

Title of Authorized Official:

CFO

Date:

5/19/2023 | 2:57 PM PDT

*Exception: DHHS regulations state that: "If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

Certificate Of Completion

Envelope Id: 0C43F7B5925D41C2B4078F664DB202D1 Status: Completed
Subject: Complete with DocuSign: LifeMoves - Four Family Shelters - 2023-2026 - CCO (revised)
Source Envelope:
Document Pages: 46 Signatures: 3 Envelope Originator: Sherman Gee
Certificate Pages: 5 Initials: 0 400 County Ctr
AutoNav: Enabled Redwood City, CA 94063-1662
Enveloped Stamping: Enabled sgee@smcgov.org
Time Zone: (UTC-08:00) Pacific Time (US & Canada) IP Address: 204.114.41.20

Record Tracking

Status: Original Holder: Sherman Gee Location: DocuSign
5/19/2023 12:09:43 PM sgee@smcgov.org

Signer Events

Paul Simpson
paul@lifemoves.org
CFO
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by: Paul Simpson
Signature Adoption: Pre-selected Style
Using IP Address: 70.95.251.240

Timestamp

Sent: 5/19/2023 12:11:56 PM
Resent: 5/19/2023 2:44:34 PM
Viewed: 5/19/2023 2:50:00 PM
Signed: 5/19/2023 2:57:22 PM

Electronic Record and Signature Disclosure:
Accepted: 5/19/2023 2:50:00 PM
ID: 4f6b6ecc-bf6c-4dff-a81b-7ebcc4857eb9

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Carrie Tong
ctong@smcgov.org
Security Level: Email, Account Authentication (None)



Sent: 5/19/2023 12:11:54 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jessica Silverberg
jsilverberg@smcgov.org
Security Level: Email, Account Authentication (None)



Sent: 5/19/2023 12:11:55 PM
Viewed: 5/19/2023 12:18:38 PM

Electronic Record and Signature Disclosure:
Accepted: 11/15/2019 11:11:15 AM
ID: e7875273-d4f3-4233-8e0a-deb1363fca4e

Mary Treanor
mtreanor@smcgov.org
County of San Mateo
Security Level: Email, Account Authentication (None)



Sent: 5/19/2023 12:11:55 PM

Carbon Copy Events	Status	Timestamp
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/19/2023 12:11:56 PM
Certified Delivered	Security Checked	5/19/2023 2:50:00 PM
Signing Complete	Security Checked	5/19/2023 2:57:22 PM
Completed	Security Checked	5/19/2023 2:57:22 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carasoft OBO County of San Mateo (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kevanderson@pacbell.net

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Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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