

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND HUMAN
INVESTMENT PROJECT OF SAM MATEO COUNTY**

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 Human Investment Project, a California nonprofit corporation, 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 maximizing the housing inventory in San Mateo County and turning existing housing stock into new affordable housing options by matching those who have space in their home with those who need an affordable place to live.

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
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 Three Hundred Sixty Five Thousand Nine Hundred Seven Dollars (\$365,907). In the event that County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by 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, 2019, through June 30, 2021.

5. Termination

This Agreement may be terminated by Contractor or by the Director of the Department of Housing 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
- (c) Professional Liability..... \$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 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 County and instead shall use biodegradable, compostable, reusable, or recyclable plastic food service ware on property owned or leased by 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 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 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 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.

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 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: Ken Cole, Director
Address: 264 Harbor Blvd. Bldg. A, Belmont, CA 94002
Telephone: 650.802.5024
Email: KCole@smchousing.org

In the case of Contractor, to:

Name/Title: Kate Comfort-Harr, Executive Director
Address: 800 S. Claremont St #210, San Mateo, CA 94402
Telephone: 650.348.6660
Email: kcomfort@hiphousing.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.

* * *

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

For Contractor: Human Investment Project

Contractor Signature

Date

Contractor Name (please print)

For County:

Director, Department of Housing
County of San Mateo

Date

Purchasing Agent Name (print here)
(Department Head **Authorized** Designee)
County of San Mateo

Purchasing Agent or **Authorized** Designee
Job Title (please print)
County of San Mateo

Exhibit A

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

A. HIP Housing's Home Sharing Program:

HIP Housing's Home Sharing program offers a creative solution for expanding housing opportunities and choice in San Mateo County. The Home Sharing Program matches persons who have space available to rent in their home (Home Providers) with persons seeking an affordable place to live and who currently live, work or attend school in San Mateo County (Home Seekers). Home Sharing maximizes housing inventory by using existing housing stock to create affordable housing options.

HIP Housing's Home Sharing Program is the only program of its kind in San Mateo County and is one of the largest programs in the Country providing a housing option for 660 people a year. Over 90% of the people applying to the Home Sharing Program qualify as low to extremely low-income according to HUD's standards. Additionally, 55% of the Home Providers are seniors aging in place.

HIP Housing's nearly 40 years of experience developing the Home Sharing Program has helped us to refine the best practices including, but not limited to, thorough participant screening, background checks, income verification, ongoing case management, referral to community resources and mediation services.

Home Sharing is a safe and reliable source of housing choice in one of the most expensive areas of the Nation. Due to San Mateo County's tremendously constrained environment for developing new affordable housing, expanding creative solutions like Home Sharing is a critical component to the County's ability to provide fair housing choice for people at all income levels.

B. Contract Scope: Recruit and Retain More Home Providers for the Home Sharing Program

1. Marketing Campaign:

Continue to build on the success of the large-scale marketing campaign carried out in FY 17-18 and FY 18-19, by implementing marketing strategies including but not limited to Billboard and Bus Shelter ads, ads placed in strategic locations such as Shopping Malls and Downtown locations, Val Pak inserts, Shopping Cart advertising, faith-based bulletin advertising, Homeowner mailings and targeted media strategies for TV, radio, internet, and social media platforms. HIP Housing plans to increase its monitoring of ads and postings on sites such as Craigslist and Nextdoor in FY 19-20.

Additionally, HIP Housing's website will be redesigned to include more information about how the Home share program can help accessory dwelling unit (ADU) homeowners find tenants.

2. Outreach Specialist Position and Overhead Administrative Staff Costs:

In addition to implementing the large-scale marketing campaign, HIP Housing's Outreach Specialist conducts a variety of outreach activities in order to recruit more clients to the Home Sharing Program. It is critical to have this position continued for an additional two years.

In addition, HIP Housing will use funds provided in this Agreement to support overhead expenses related to the implementation of the Measure K marketing activities for the Associate Executive Director, Accounting Director and Special Events Director.

Outreach activities implemented by the Outreach Specialist include:

- a. Presentations to faith-based groups, senior centers, community organizations, city services, senior and housing commissions, homeowner associations, villages, and hospital discharge planners and social work staff.
- b. Tabling to distribute information at health and senior center events, farmer's markets, and housing-related events.
- c. Flyer distribution to homeowners, local businesses, Community/Parks & Recreation buildings, City Clerks, CORE Community Centers, libraries, senior centers and medical/dental offices.
- d. Recruitment and training of volunteers to assist with outreach projects.
- e. Establishment of networking partnerships with local non-profit, school districts, and County/community-based organizations.
- f. Attendance of San Mateo County's Home For All Campaign marketing committee meetings.
- g. Submission of ads in publications such as Parks and Recreation guides, Daily Journal, nextdoor.com, craigslist.org, Patches and other social media platforms.
- h. Research and implementation of new outreach strategies.

3. Home Provider Incentive Fund and Affordable Rent Incentive Fund:

To encourage potential Home Providers to participate in the Home Sharing Program, the program will provide a \$250 cash incentive to Home Providers 90 days after they match with a Home Seeker. The Home Sharing staff will contact the Home Provider at or before the 90-day anniversary to determine if the incentive will be dispersed and if the Home Provider would like to accept the incentive. Some Home Providers choose not to take the incentive

which then leaves a budget balance in the incentive fund. Unused incentive funds will be allocated toward additional marketing activities or used to cover salary/taxes/benefits of the Outreach Specialist or salary costs of the administrative staff.

To encourage Home Providers to offer affordable rents to matched Home Seeker, the program will provide a \$250 cash incentive to Home Providers 90 days after they match with a Home Seeker with a lease agreement which indicates the rent amount at or below \$1,000 per month. The Home Sharing staff will contact the Home Provider at or before the 90- day anniversary to determine if the incentive will be dispersed and if the Home Provider would like to accept the incentive. Some Home Providers choose not to take the incentive which then leaves a budget balance in the incentive fund. Unused incentive funds will be allocated toward additional marketing activities or used to cover salary/taxes/benefits of the Outreach Specialist or salary costs of the administrative staff.

C. Measuring Success of Project Outcomes:

To track the outcomes and success of the marketing initiative, HIP Housing maintains detailed information about Home Sharing clients in the program database. Demographic information such as age, income, gender, disability status, housing status at time of application, County services received and how clients were referred to the program are recorded. Program databases also track number of inquiry calls from Home Providers and Home Seekers, and information about clients who have applied and get matched in the Home Sharing Program. Outreach activities are also recorded in the Outreach database to track date of outreach, type of outreach activity, number of materials distributed and other pertinent information.

Primary Outcomes Goal Criteria:

- 1) Number of Home Providers contacting HIP Housing to inquire about the Home Sharing Program.
- 2) Number of Home Providers interviewed by Home Sharing Coordinators.
- 3) Number of Home Sharing matches made.
- 4) Number of Incentives distributed.

Secondary Outcomes Goal Criteria:

- 1) Affordability of housing measured by percentage of income spent on housing costs before and after the home sharing match is made.
- 2) Duration of home sharing arrangement or longevity of the Home Sharing match.
- 3) Number of matched Home Sharing clients who receive San Mateo County services such as Section 8 and MTW Voucher holders, Emancipated Foster Youth, CalFresh, MediCal and other County services.
- 4) Number of clients referred from County funded agencies such as CORA, Life Moves, Aging and Adult Services, CORE Community Centers and other community partners.

D. Outcomes/Goals

Primary Outcome Goals	FY 17-18	FY 18-19
Number of Home Providers who contact HIP Housing to inquire about the Home Sharing Program	333	366 (10% increase)
Number of Home Providers interviewed by Home Sharing Counselors in preparation for Home Sharing	260	286 (10% increase)
Number of Home Sharing matches made	100	110 (10% increase)
Amount of Home Provider incentive funds distributed	\$8,750	\$8,750
Amount of Affordable Rents incentive funds distributed	\$16,250	\$16,250

E. Payment for Services:

Contractor shall be paid on a reimbursement basis in accordance with Exhibit B (Budget and Payment schedule). Contractor shall invoice San Mateo County on a quarterly basis throughout the Term of the Contract for costs actually incurred during the preceding period. Invoices shall include reasonable documentation of expenses incurred including, but not limited to, paid invoices, receipts, contracts, payroll and any other documentation County requires. Payment shall be made to Contractor within 30 days of receipt of all necessary documentation.

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:

FY 19-20 proposal activities	Payment Type	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Marketing Campaign	Cost reimbursement	\$81,640	Based on quarterly submitted invoices	Based on quarterly submitted invoices	Based on quarterly submitted invoices	Based on quarterly submitted invoices
Home Provider Incentive Fund*	Cost reimbursement	\$8,750	Based on incentives of \$250 each	Based on incentives of \$250 each	Based on incentives of \$250 each	*Based on incentives of \$250 each
Affordable Rents Incentive Fund*	Cost reimbursement	\$16,250	Based on incentives of \$250 each	Based on incentives of \$250 each	Based on incentives of \$250 each	Based on incentives of \$250 each
Outreach Specialist	Salary Benefits/Taxes	\$50,000 \$11,500	\$12,500 \$2,875	\$12,500 \$2,875	\$12,500 \$2,875	\$12,500 \$2,875
Overhead Expenses	Laura Fanucchi, Associate Exec. Director @80 hrs/year Norma Quiroz, Accounting Director @30 hrs/year Judy Fong, Special Events/Marketing Director @72 hrs/year	\$12,110 total costs	\$3,027.50	\$3,027.50	\$3,027.50	\$3,027.50
Total FY 17-18 budget		\$180,250				

*Unused year-end incentive funds will be rolled over into additional marketing activities and/or to cover salary/taxes/benefit expenses for Outreach Specialist or administrative staff.

FY 20-21 proposal activities	Payment Type	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Marketing Campaign	Cost reimbursement	\$81,640	Based on quarterly submitted invoices	Based on quarterly submitted invoices	Based on quarterly submitted invoices	Based on quarterly submitted invoices
Home Provider Incentive Fund*	Cost reimbursement	\$8,750	Based on incentives of \$250 each	Based on incentives of \$250 each	Based on incentives of \$250 each	*Based on incentives of \$250 each
Affordable Rents Incentive Fund*	Cost reimbursement	\$16,250	Based on incentives of \$250 each	Based on incentives of \$250 each	Based on incentives of \$250 each	Based on incentives of \$250 each
Outreach Specialist	Salary Benefits/Taxes	\$50,000 \$11,500	\$12,500 \$2,875	\$12,500 \$2,875	\$12,500 \$2,875	\$12,500 \$2,875
Overhead Expenses	Laura Fanucchi, Associate Exec. Director @80 hrs/year Norma Quiroz, Accounting Director @30 hrs/year Judy Fong, Special Events/Marketing Director @72 hrs/year	\$12,110 total costs	\$3,027.50	\$3,027.50	\$3,027.50	\$3,027.50
Total FY 17-18 budget		\$180,250				

*Unused year-end incentive funds will be rolled over into additional marketing activities and/or to cover salary/taxes/benefit expenses for Outreach Specialist or administrative staff.