

**CITY OF SAN JOSE  
HOUSING DEPARTMENT  
GRANT AGREEMENT**

**PERMANENT LOCAL HOUSING ALLOCATION GRANT FOR BRIDGE HOUSING  
COMMUNITY**

**SUMMARY PAGE**

|   |  |                     |                        |
|---|--|---------------------|------------------------|
| <b>Grant Type:</b>  | Homeless   | <b>Contract No:</b> | PLHA-22-001            |
| <b>Agency:</b>  | HomeFirst Services of Santa Clara County   |                     |                        |
| <b>Project Name:</b>  | Operation of the San José Bridge Housing Community Programs  |                     |                        |
| <b>Project Description:</b>                                 | The GRANTEE will be responsible for the day-to-day operations and property maintenance as well as the provision of programs and services administered at each Bridge Housing Community (BHC) non-congregate shelter (NCS) site as described in this agreement. |                     |                        |
| <b>Funding Source:</b>                                      | Permanent Local Housing Allocation – SB 2  |                     |                        |
| <b>Grant Award Not to Exceed:<br/>Fiscal Year 2022-2023</b> | \$4,011,000.00   |                     |                        |
| <b>Resolution/Authority</b>                                 | 80627  |                     |                        |
| <b>Extensions Authorized</b>                                | N/A  |                     |                        |
| <b>Payment Terms:</b>                                       | See <b>EXHIBIT D</b>   |                     |                        |
| <b>Agreement Term:</b>                                      | Start Date:  | July 1, 2022        | End Date: June 30,2023 |

**PARTIES TO AGREEMENT:**

|   |  |  |
|---|--|--|
| Agency Name:                                      | HomeFirst Services of Santa Clara County                             | Housing Department   |
| Address for Legal Notice:<br>City/State/Zip Code: | 507 Valley Way<br>Milpitas, CA 95035                                 | 200 E. Santa Clara St.,<br>12 <sup>th</sup> Floor<br>San Jose, CA 95113-1907                 |
| Attention:  | Andrea Urton<br>Chief Executive Officer                              | Jacky Morales-Ferrand,<br>Director   |
| Email Address:                                    | <a href="mailto:aurton@homefirstscc.org">aurton@homefirstscc.org</a> | <a href="mailto:Jacky.Morales-Ferrand@sanjoseca.gov">Jacky.Morales-Ferrand@sanjoseca.gov</a> |
| Telephone No:                                     | (408) 539-2113   | (408) 535-3855   |
| Taxpayer ID                                       | 94-2684272   |  |
| Unique Entity Identifier (UEI)                    | WF4LX6MKJJ37   |  |
| Type of Entity:                                   | 501(c)(3) – Nonprofit Public Benefit Corporation                     |  |
| State of Incorporation or Residency:              | California   |  |

**CONTACT INFORMATION**

|                           |  |
|---------------------------|--|
| GRANTEE Contract Manager: | Kelly Vazquez  |
| Title:                    | Chief Programs Officer   |
| Telephone No:             | (408) 539-2164   |
| Email:                    | <a href="mailto:kvazquez@homefirstscc.org">kvazquez@homefirstscc.org</a> |

|                      |  |
|----------------------|--|
| CITY Representative: | Gabriela Banks   |
| Title:               | Analyst II   |
| Telephone No:        | (408) 535-8234   |
| Email:               | <a href="mailto:Gabriela.Banks@sanjoseca.gov">Gabriela.Banks@sanjoseca.gov</a> |

**EXHIBIT LIST**

| <b>YES</b>                          | <b>N/A</b>                          |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit A: Scope of Services   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit B: Performance Measures/Numeric Goals for FY 22-23   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit C: Budget Summary  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit D: Payments to GRANTEE and Reporting Schedule  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit E: General Grant Conditions  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit F: Employee/Volunteer Clearance Verification and Compliance with the Child Abuse and Neglect Reporting Act |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit G: Insurance Requirements  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit H: Federal Guidelines for Minority-Owned and Women-Owned Business Enterprises (MBE/WBE)                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Exhibit I: Retroactive Services  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Exhibit J: Federal Fund Provisions   |

To the extent applicable, the following grant provisions are required for this AGREEMENT:

**REQUIRED LANGUAGE ATTACHMENT**

| <b>YES</b>                          | <b>N/A</b>                          |                          |
|-------------------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | City of San José Funding |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Federal                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | State                    |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | County                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Other Public Agency      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Private Funding Agency   |

The Exhibits and Certifications marked above are attached hereto and incorporated herein. I certify that I have read and hereby consent to all the terms and provisions contained in the attached AGREEMENT, including without limitation, all exhibits. Said AGREEMENT is hereby incorporated.

WITNESS THE EXECUTION HEREOF the day and year first hereinabove written.

**HOMEFIRST SERVICES OF SANTA CLARA COUNTY**, a California public benefit corporation

GRANTEE Signature:  
Andrea Urton  
Chief Executive  
Officer



Email: [aurton@homefirstscc.org](mailto:aurton@homefirstscc.org)  
Date: 09/07/2022 GMT

te: \_\_\_\_\_

CITY OF SAN JOSE, a California municipal corporation

*Jacky Morales - Ferrand*

Email: jacky.morales-ferrand@sanjoseca.gov  
Date: 09/08/2022 GMT

JACKY MORALES-FERRAND  
Director, Housing Department  
Approved as to Form:

APPROVED AS TO FORM:

Attorney  
Andrew Malek

*Andrew Malek*

Email: andrew.malek@sanjoseca.gov Date:  
Date: 09/08/2022 GMT

ANDREW MALEK  
Deputy City Attorney



**CITY OF SAN JOSE HOUSING DEPARTMENT  
GRANT AGREEMENT**

**CITY OF SAN JOSE HOUSING DEPARTMENT  
PLHA GRANT AGREEMENT  
(Operation of the San José Bridge Housing Community Program)**

This PLHA GRANT AGREEMENT (“AGREEMENT”) is made and entered upon execution by CITY, by and between the CITY OF SAN JOSE, a municipal corporation of the State of California (“CITY”), and HOMEFIRST SERVICES OF SANTA CLARA COUNTY, a California nonprofit public benefit corporation (“GRANTEE”). CITY and GRANTEE are sometimes collectively referred to as “Parties” and individually as “Party”.

**RECITALS**

WHEREAS, GRANTEE has the necessary professional expertise and skill to perform such services; and

WHEREAS, CITY desires to grant PLHA funding for the services in this AGREEMENT to be provided by GRANTEE; and

WHEREAS, CITY's Housing Director (“DIRECTOR”), including the DIRECTOR's authorized designees, are charged with the administration of this AGREEMENT.

WHEREAS, it is understood and agreed that GRANTEE has commenced work and incurred costs prior to execution of this AGREEMENT in anticipation of its execution; and

WHEREAS, CITY agrees to reimburse GRANTEE for those costs in accordance with the terms of this AGREEMENT. However, in no event shall GRANTEE be reimbursed for costs incurred prior to July 1, 2022; and

WHEREAS, these Recitals are incorporated and made a part of this AGREEMENT;

NOW, THEREFORE, the purpose of this AGREEMENT is to retain GRANTEE to perform those services specified in **EXHIBIT A** of this AGREEMENT as follows:

**THE PARTIES HEREBY AGREE AS FOLLOWS:**

**SECTION 1: PROGRAM COORDINATION**

A. **CITY:** The CITY'S DIRECTOR, or his or her designee, also identified on the Summary Pages, shall be the CITY official responsible for the Program and shall render overall supervision of the progress and performance of this AGREEMENT by CITY. All services agreed to be performed by CITY shall be under the overall direction of the DIRECTOR.

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B. **GRANTEE:** GRANTEE shall identify a single project director who shall have overall responsibility for the progress and execution of this AGREEMENT (“GRANTEE Contract Manager”) as also identified on the Summary Pages. Additionally, GRANTEE shall immediately notify CITY in writing should circumstances or conditions subsequent to the execution of this AGREEMENT require a substitute GRANTEE Contract Manager. GRANTEE Contract Manager and GRANTEE staff will fully cooperate with the DIRECTOR relating to the work or services provided hereunder.

**SECTION 2: TERM OF AGREEMENT AND GRANT AWARD**

A. The term of this AGREEMENT (“Term”) shall commence on the Start Date and shall expire on the End Date, as also set forth in the Summary Pages, unless extended or sooner terminated in accordance with the terms of this AGREEMENT. Regardless of the date of execution of this AGREEMENT, this AGREEMENT is effective as of the Start Date. GRANTEE shall not receive payment for work performed prior to the Start Date.

B. If this AGREEMENT is extended, a request to extend this AGREEMENT along with a description of the revised Scope of Services (attached hereto as **EXHIBIT A**) should be submitted by GRANTEE to the CITY no less than forty-five (45) days prior to the End Date. An extension must be set forth in a written amendment to this AGREEMENT, signed by authorized representatives of CITY and GRANTEE. Nothing herein commits or binds the CITY to extend this AGREEMENT which shall be at the sole discretion of CITY, and if additional funds are required, shall be subject to appropriation of funds by the Council of CITY.

**SECTION 3: GRANT SERVICES**

GRANTEE shall perform those services as specified in detail on **EXHIBIT A** titled “Scope of Services” (“Grant Services”), which is attached hereto and incorporated herein, and shall comply with the terms and conditions of this AGREEMENT.

**SECTION 4: PAYMENTS**

A. CITY agrees to pay GRANTEE an amount not to exceed the amount set forth on the Summary Pages (“Grant Award”), for the services described in EXHIBIT A entitled “Scope of Services”, and which payment is subject to the terms and conditions set forth in EXHIBIT C, entitled “Budget Summary” and “EXHIBIT D, entitled “Payments to GRANTEE and Reporting Schedule.” Any costs incurred by GRANTEE above the Grant Award shall be at GRANTEE’s sole cost and expense.

B. GRANTEE will provide CITY with invoices or financial reports signed by the GRANTEE Contract Manager or other authorized GRANTEE representative with authority to confirm the accuracy of reported expenditures on a form approved by CITY, with applicable invoices and/or financial reports in sufficient detail to determine actual

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costs incurred, hours, services provided, and any indirect, overhead or administrative costs charged to the CITY.

C. CITY will review invoices or financial reports for adherence to AGREEMENT requirements and services, and authorize and release payment to GRANTEE based upon claims submitted and within thirty (30) calendar days from receipt of invoice or financial reports and complete supporting documentation which includes but is not limited to signed timecards, personnel activity reports, paid invoices, receipts, executed contracts, signed leases, payroll records, or any other documentation to prove the costs claimed for reimbursement, provided that GRANTEE is not in default under any provisions of this AGREEMENT.

D. CITY will not pay for unauthorized services rendered by GRANTEE or for claimed services which GRANTEE has not provided as required by this AGREEMENT. GRANTEE shall in no event be reimbursed for costs incurred prior to Start Date.

E. City's Manager or designee may, without prior notice to GRANTEE, at any time in his or her absolute discretion, elect to suspend or terminate payment to GRANTEE, in whole or in part, terminate work or expenditures by GRANTEE under this AGREEMENT, or not to make any particular payment under this AGREEMENT or take any other action available in the event of any of the following occurrences:

1. If GRANTEE (with or without knowledge) shall have made any material misrepresentation of any nature with respect to any information or statements furnished to CITY in connection with this AGREEMENT;
2. If there is pending litigation with respect to the performance by GRANTEE of any of its duties or obligations under this AGREEMENT which may materially jeopardize or adversely affect the undertaking of or the carrying out of the Grant Services;
3. If GRANTEE, without having obtained CITY approval, has taken any action pertaining to the Grant Services which requires CITY approval;
4. If GRANTEE makes improper use of the Grant Award;
5. If GRANTEE fails to comply with any of the terms and conditions of this AGREEMENT including without limitation, GRANTEE's failure to carry out the Grant Services or other obligations as described in any Exhibit to this AGREEMENT; or
6. If GRANTEE submits to CITY any report which is incorrect or incomplete in any material respect, or is untimely.



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**SECTION 5: DEFAULT AND TERMINATION OF AGREEMENT**

A. Termination for Convenience. CITY may, through its Director, terminate this AGREEMENT without cause by giving GRANTEE thirty (30) calendar days' written notice.

B. Termination for Cause. Each of GRANTEE's obligations under this AGREEMENT shall be deemed material. If GRANTEE fails to perform any of its obligations under this AGREEMENT, or any other AGREEMENT with the CITY, CITY may terminate this AGREEMENT upon ten (10) days advance notice ("Notice Period") to GRANTEE, specifying GRANTEE's breach and providing GRANTEE with the opportunity to cure the specified breach within the Notice Period or in those instances where the specified breach cannot reasonably be cured within the Notice Period, the opportunity to commence to cure the specified breach. In the event GRANTEE fails to cure or to commence to cure the specified breach within the Notice Period, this AGREEMENT shall be terminated. Without limiting the generality of the foregoing, the occurrence of any one of the following events shall constitute a default of this AGREEMENT for which CITY may exercise its right of termination:

1. GRANTEE's breach of any of the representations or warranties contained in this AGREEMENT;
2. The occurrence of any of the events set forth in Section 4 for suspension or termination of CITY's payment of the Grant Award.

C. Termination for Unavailability of Funds. In the event of reduction, suspension, discontinuance or other unavailability of funds, CITY unilaterally may take appropriate action(s) including, but not limited to, immediately canceling or reducing existing service authorization, stopping or reducing further referrals of individuals, and/or reducing the maximum dollar amount of this AGREEMENT. CITY shall give GRANTEE no less than sixty (60) business days' advance written notice of the action(s) CITY intends to take as a result of the unavailability of funds. CITY shall not be liable for start-up costs, or lost profits in the event of early termination.

D. In the event of termination under this Section 5, GRANTEE shall have the following obligations:

1. No later than thirty (30) days following the date of termination, GRANTEE shall refund to CITY any unused portion of the Grant Award, included interest accrued, except that GRANTEE shall have no obligation to refund to CITY any portion of the Grant Award that was distributed in accordance with the terms of the AGREEMENT. GRANTEE shall also provide CITY with a written report detailing the expenditures, if any, from the Grant Award, including an accounting of its administrative expenses to the date of termination. GRANTEE shall refund to CITY any portion of the Grant Award designated for GRANTEE's administrative expenses which was not expended as of the date of termination.

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Nothing in this AGREEMENT shall be deemed to be a waiver of CITY's right to recover from GRANTEE any portion of the Grant Award that has not been spent in accordance with this AGREEMENT. Upon receipt, GRANTEE will be paid for services performed and reimbursable expenses incurred in compliance with the terms of this AGREEMENT to date of termination.

2. Upon termination, GRANTEE shall immediately deliver to CITY any and all copies of materials used or developed for this grant including, but not limited to, all data collection forms, reports, studies and other work performed, whether or not completed by GRANTEE or GRANTEE's subcontractor, if any, under this AGREEMENT.

E. Nothing in this AGREEMENT shall be construed so as to deprive CITY of its rights and remedies at law or in equity against GRANTEE.

F. The Director is authorized to terminate this AGREEMENT on CITY's behalf.

G. If the term of this AGREEMENT is more than one (1) year, the funding in any year after the first year may be contingent upon past and pending performance as well as future appropriation by the Council of the CITY, in its sole discretion. If the funding required to pay for Grant Services for the next fiscal year has not been appropriated by June 30 of any year, this AGREEMENT will automatically terminate, effective June 30.

H. CITY may, at its sole option, pursue a course correction process with GRANTEE to address issues with GRANTEE's performance under this AGREEMENT. However, CITY is under no obligation to pursue a course correction prior to exercising its rights to suspend payment to GRANTEE or to terminate this AGREEMENT.

**SECTION 6: ACCOUNTING AND FINANCIAL RECORDS**

GRANTEE shall establish and maintain at all times, on a current basis in connection with the provision of Grant Services, an adequate accounting system in accordance with generally accepted accounting principles and standards and acceptable to Director covering all revenues, costs, and expenditures with respect to GRANTEE's performance under this AGREEMENT. GRANTEE shall maintain its accounting system and shall provide CITY with reports that separate costs and expenses incurred by GRANTEE with CITY funds as distinguished from costs and expenses paid for from other funding sources.

**SECTION 7: REPORTING REQUIREMENTS**

GRANTEE shall submit reports related to GRANTEE's performance under this AGREEMENT prepared in accordance with **EXHIBIT B** and, to the extent applicable, on

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the schedule specified in **EXHIBIT D**. The format of the reports shall be as provided in this AGREEMENT unless otherwise directed by the Director. A final report shall be delivered to CITY prior to expiration of this AGREEMENT, as may be further described in **EXHIBIT B**.

**SECTION 8: RIGHT OF EXAMINATION AND AUDIT AND PRESERVATION OF RECORDS**

GRANTEE agrees that the CITY's Manager, Auditor, Attorney or the Director, or any of their duly authorized representatives, shall have access to and the right to examine all facilities and activities of GRANTEE related to GRANTEE's performance of this AGREEMENT, including the right to audit, examine and make excerpts or transcripts of all contracts, subcontracts, invoices, payroll records, personnel records, and all other data or financial records relating to matters covered by this AGREEMENT at any time during the term of this AGREEMENT. GRANTEE shall cooperate with CITY in such audit, examination, further review and shall provide CITY with access to GRANTEE's staff and to all relevant records, documents, and data, including but not limited to, management letters, board minutes, and payroll.

GRANTEE shall comply with any audits by appropriate monitoring agencies at GRANTEE's sole expense. The CITY shall monitor the GRANTEE a minimum of once per year, which shall include a desk review and an annual site visit. GRANTEE shall submit an audit report within thirty (30) days in the event the AGREEMENT is terminated, voluntarily or involuntarily, before the end of the term. GRANTEE shall pay to CITY, from neither CITY nor federal funds, the full amount of liability resulting from disallowances or other audit or monitoring exceptions which are attributed to GRANTEE's error, omission, or violation of any provision of this AGREEMENT

**EXHIBIT B**, titled "PERFORMANCE MEASURES/NUMERIC GOALS", may set forth additional standards regarding the CITY's right to audit, and GRANTEE's obligation to deliver to the CITY reports which may include audited financial reports. GRANTEE further agrees that GRANTEE shall preserve all records related to the performance of this AGREEMENT and that CITY's right to examine or audit the GRANTEE's records, facilities or activities shall continue as specified in **EXHIBIT B**.

**SECTION 9: CITY ACKNOWLEDGMENT**

GRANTEE shall acknowledge the support of CITY, where appropriate, in written documents and informational materials regarding Grant Services, the Grant Award or this AGREEMENT.

**SECTION 10: INSURANCE**

GRANTEE agrees to have the policies set forth in the attached **EXHIBIT G**, entitled "INSURANCE", which is attached and incorporated herein, not later than the date of

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execution of this AGREEMENT and to maintain such policies throughout the term of this AGREEMENT. All policies, endorsements, certificates and/or binders shall be subject to approval by the Risk Manager of the CITY as to form and content. These requirements may not be amended or waived unless approved in writing by the CITY's Risk Manager. GRANTEE agrees to provide CITY with a copy of said policies, certificates and/or endorsements upon execution of this AGREEMENT.

**SECTION 11: INDEMNIFICATION AND HOLD HARMLESS**

A. GRANTEE shall defend, indemnify and hold harmless the CITY, its officers, employees and agents from and against any and all claims, loss, demands, causes of action, or liabilities arising from, in whole or in part, directly or indirectly, GRANTEE's acts or omissions under this AGREEMENT. In any action or claim against CITY in which GRANTEE is defending CITY, CITY shall have the right to approve legal counsel providing CITY's defense and such approval shall not be unreasonably withheld. GRANTEE further agrees to release CITY from any and all claims for any damages, including property damage, injury or death occurring or arising out of use of CITY's property, except as may be caused by the CITY's sole, active negligence or willful misconduct.

B. The GRANTEE's obligations under this indemnification provision shall survive the expiration or termination of this AGREEMENT.

**SECTION 12: NOTICES**

A. Any communication or notice to either Party shall be in writing and shall be either personally delivered or mailed in the United States mail, postage prepaid, or by facsimile, or electronic mail, to the respective Parties addressed as referenced on the Summary Page of this AGREEMENT.

Notice shall be deemed effective on the date personally delivered or, if mailed, three (3) days after deposit in the mail.

B. Either Party may change its address by sending written notice of the new address to the other Party pursuant to this Section 12.

**SECTION 13: INTERPRETATION, PRIOR AGREEMENTS AND AMENDMENTS**

Unless otherwise authorized by this AGREEMENT, amendments to the terms and conditions of this AGREEMENT and any such adjustment to this AGREEMENT shall be effective only upon the mutual AGREEMENT in writing of the authorized representatives of the Parties.

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**SECTION 14: COMPLIANCE WITH LAWS/NONDISCRIMINATION**

A. GRANTEE shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments and with applicable CITY policies.

B. GRANTEE shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, actual or perceived gender identity, sexual orientation, disability, ethnic or national origin pursuant to anti-discrimination laws, including Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, Section 109 of the Housing and Community Development Act of 1974, and Section 504 of the Rehabilitation Act of 1973, and in connection with or related to the performance of this AGREEMENT.

C. GRANTEE shall fully implement and comply with its City-approved Language Access Plan to ensure that Limited English Proficient clients have equal access to community programs and services.

D. GRANTEE shall include in all outreach and marketing materials, including public websites, an affirmative statement that they will provide services or benefits to all persons, including persons of the following protected categories: race, sex, color, age, religion, actual or perceived gender identity, sexual orientation, disability, ethnic or national origin, or familial status. Should the organization not comply with this requirement, the CITY will withhold any and all federal funding until such time as the organization is in compliance.

E. GRANTEE will also obtain and maintain all licenses and permits appropriate to its proper and effective performance of this AGREEMENT prior to the date of commencement, including, but not limited to a City of San José business tax certificate or exemption, if applicable, with the CITY's Finance Department to operate in the CITY. GRANTEE is responsible for contacting the appropriate offices and filing the necessary documents to comply with these requirements.

F. GRANTEE shall comply with the provisions of CITY's Business Tax Ordinance in Chapter 4.76 of the San José Municipal Code. Moreover, neither CITY nor GRANTEE shall make any payments that would be in violation of any law existing during the term of this AGREEMENT, including but not limited to any maximum amount of administrative fee(s).

G. In the event there are conflicting terms in this AGREEMENT or if the terms of this AGREEMENT conflict with laws existing during the term of this AGREEMENT the stricter terms shall take precedent over the more lenient, unless otherwise stated. The following examples are intended to provide clarity on this point: (i) if the maximum administrative fee allowed under the agreement is ten (10%), but federal law allows for only seven (7%), then the stricter seven (7%) maximum under federal law would govern; or, (ii) if the agreement provides GRANTEE retain records for five (5) years, but the federal regulations are amended during the term to be seven (7) years, then the stricter seven (7) year retention requirement governs.

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**SECTION 15: RELATIONSHIP OF PARTIES/INDEPENDENT CONTRACTOR**

A. It is understood and agreed that GRANTEE in the performance of this AGREEMENT, shall not act nor is it at any time authorized to act, as the agent or representative of CITY in any matter. GRANTEE further agrees that it will not in any manner hold itself out as the agent or representative of CITY or act in such a fashion as would give the impression to a reasonable person that GRANTEE is acting in such a capacity.

B. The Parties agree that GRANTEE and GRANTEE's employees, in the performance of this AGREEMENT, shall be at all times independent contractors and not agents or employees of the CITY, and that GRANTEE and GRANTEE's employees shall not be entitled to any salary, fringe benefits, pension, Workers' Compensation, sick leave, insurance or any other benefit or right connected with employment by the CITY, or any compensation other than as prescribed herein, and GRANTEE and GRANTEE's employees expressly waive any claim it/they may have to any such rights.

C. Under no circumstances shall this AGREEMENT be construed as one of partnership, joint venture, or employment between GRANTEE and CITY. Each Party acknowledges and agrees that it neither has, nor will give the appearance or impression of having, any legal authority to bind or commit the other Party in any way.

**SECTION 16: WAIVER**

A. In no event shall any payment by CITY or any acceptance of payment by GRANTEE hereunder constitute or be construed to be a waiver by CITY of any breach of covenants or conditions of this AGREEMENT or any default which may then exist on the part of GRANTEE, and the making of any such payment or the acceptance of any such payment while any such breach or default exists, shall in no way impair or prejudice any right or remedy available to CITY with respect to such breach or default.

B. The waiver by any Party of a breach of any provision of this AGREEMENT shall not be deemed a continuing waiver or a waiver of any subsequent breach of that or any other provision of this AGREEMENT.

**SECTION 17: CORPORATE AUTHORITY/AUTHORIZED REPRESENTATIVES**

GRANTEE represents and warrants that it has the authority to enter into this AGREEMENT. GRANTEE further represents and warrants that its signatory to this AGREEMENT is authorized to execute this AGREEMENT on GRANTEE's behalf.

**SECTION 18: INTEGRATED DOCUMENT**

This AGREEMENT, including the Summary Pages and any exhibits, are incorporated herein and embody the entire AGREEMENT between CITY and GRANTEE. No oral

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agreements or conversations with any officer, agent or employee of CITY shall affect or modify any of the terms or obligations contained in any documents comprising this AGREEMENT. Any such oral agreement shall be considered as unofficial information and in no way binding upon CITY. In the event that the terms specified in the SUMMARY PAGE or any of the Exhibits and Certifications attached hereto conflict with any of the terms specified in the body of this AGREEMENT, the terms specified in the body of this AGREEMENT shall control.

**SECTION 19: SEVERABILITY OF PROVISIONS**

If any part of this AGREEMENT is for any reason found to be unenforceable by a court of competent jurisdiction, all other parts nevertheless remain enforceable. CITY and GRANTEE agree that to the extent that the exclusion of any unenforceable provisions from this AGREEMENT affects the purpose of this AGREEMENT, then the Parties shall negotiate an adjustment to this AGREEMENT in order to give full effect to the purpose of this AGREEMENT or either Party may terminate this AGREEMENT. In the event of termination, the provisions of Section 5 as related to repayment of the Grant Award shall apply.

**SECTION 20: VENUE**

The Parties agree that this AGREEMENT shall be governed and construed in accordance with the laws of the State of California. In the event that suit shall be brought by either Party to this AGREEMENT, the Parties agree that venue shall be exclusively vested in the state courts of the County of Santa Clara, or if federal jurisdiction is appropriate, exclusively in the United States District Court, Northern District of California, San José, California.

**SECTION 21: CONFLICT OF INTEREST**

GRANTEE shall avoid all conflict of interest or appearance of conflict of interest in performance of this AGREEMENT. GRANTEE shall comply with the applicable provisions of the Political Reform Act of 1974, as amended, relating to conflicts of interest (codified in California Government Code Section 87000, et seq.), with the conflict of interest provisions of Government Code Section 1090 et seq. and with the CITY's Code of Ethics, set forth in City Council policy 0-15. GRANTEE shall promptly advise CITY of the facts and circumstances concerning any disclosure made to it or any information obtained by it relating to conflicts of interest.

**SECTION 22: RELIGIOUS/POLITICAL ACTIVITIES**

A. GRANTEE shall not expend any portion of the Grant Award to inhibit or promote religion and the Grant Services funded by the Grant Award must not be used to convey a religious message. Any portion of the Grant Award used in contradiction to the provisions of this Section 22, shall be deemed a disallowed cost.

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B. GRANTEE shall not expend any portion of the Grant Award for political advocacy efforts, whether for or against a political candidate, ballot measure or bill.

**SECTION 23: ASSIGNABILITY**

The Parties agree that the expertise and experience of GRANTEE are material considerations for this AGREEMENT. Unless specifically authorized by this AGREEMENT, GRANTEE may not assign the performance of any obligation or interest under this AGREEMENT, including subcontracting, without the prior written consent of CITY. Any attempt by GRANTEE to assign this AGREEMENT, in violation of this Section 23, will be voidable at CITY's sole option. In the event CITY determines that any of the rights, duties or obligations under this AGREEMENT have been subcontracted or assigned to another vendor or GRANTEE by GRANTEE, without the written consent of CITY, then CITY may exercise its right to take any appropriate remedy identified in Section 10, entitled "DEFAULT AND TERMINATION OF AGREEMENT", including without limitation, termination of the entire AGREEMENT.

**SECTION 24: SUBCONTRACTS**

A. No subcontract will alter in any way any legal responsibility of GRANTEE to provide services under this AGREEMENT.

B. GRANTEE will monitor the subcontractor(s) to ensure compliance with the terms and conditions of this AGREEMENT and provide records of their compliance as requested.

C. GRANTEE will assure that the subcontractor(s) maintain(s) current licensure and indemnity insurance appropriate for obligations undertaken by subcontractor(s) and will provide copies of such to CITY.

D. GRANTEE will provide CITY with records of reimbursement to subcontractor(s) for obligations incurred under subcontract.

E. CITY has the right to refuse reimbursement for obligations incurred under any subcontract that does not comply with the terms of this AGREEMENT.

**SECTION 25: EMPLOYEES/VOLUNTEERS**

A. Any and all personnel employed or volunteers retained by GRANTEE in conducting the operations of GRANTEE's program shall be qualified to perform the duties assigned to them by GRANTEE.

B. GRANTEE shall not hire employees or volunteers who will have supervisory or disciplinary authority over minors who have been convicted of any offense identified in California Public Resources Code Sections 5164. GRANTEE shall fully indemnify,



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defend, and hold harmless CITY for any such hiring. GRANTEE shall notify CITY in writing of any violation of this provision as soon as is reasonably practicable.

C. GRANTEE shall also not employ any person who is permitted to provide services requiring contact with children or providing food concessionaire services or other licensed concessionaire services in that area, unless GRANTEE has complied with the tuberculosis (TB) testing requirements set forth in Section 5163 of the California Public Resources Code.

D. Regardless of whether services have been provided prior to full execution of this AGREEMENT, GRANTEE certifies to the CITY that all services were provided in full compliance with the terms and provisions of this AGREEMENT.

E. To give effect to California Public Resources Code Sections 5163 and 5164, GRANTEE shall follow the procedures contained in **EXHIBIT F** attached hereto. In the event GRANTEE chooses a different national criminal database for complying with the Federal Bureau of Investigation (FBI) requirement for background checks, then such alternative database shall be subject to the CITY's prior written approval.

**SECTION 26: GRANTEE'S FINANCIALS**

A. City Council requires that each non-profit organization receiving Three Hundred Twenty Thousand Dollars (\$320,000) or more in funds from the CITY (in the aggregate) during any fiscal year which is either (i) grant funding other than construction funding and/or (ii) operating subsidy funding for operation of CITY facilities, must prepare and make available for public view on the internet, annual audited financial statements. The audited financial statements must be made available for view within one hundred fifty (150) days from the end of the non-profit's fiscal year (which period may be extended by the CITY's Manager based upon a showing of hardship or other good cause) and must be submitted to the CITY's Housing Department and posted at the GRANTEE's website at an easily accessible location. All audits must be performed by a certified public accountant currently licensed to practice in the State of California, must conform to generally accepted auditing standards and otherwise be in a form acceptable to the CITY.

B. Non-profits shall be required to comply with this requirement at the time that the non-profit has entered into one or more grant agreements or subsidy agreements with the CITY, which provide for the payment of an aggregate amount that equals or exceeds Three Hundred Twenty Thousand Dollars (\$320,000) in grant and/or subsidy funds in any one fiscal year. Non-profits covered by this requirement must exert due diligence in determining when they have reached the aggregate funding threshold of Three Hundred Twenty Thousand Dollars (\$320,000). The provisions of the financial posting requirements shall be interpreted broadly to effectuate the purpose of making available to the public information on recipients of substantial CITY funds. These provisions shall apply not only to grant agreements or operating agreements but shall also apply, without limitation, if any amendments to such agreements brings the total annual funding to equal

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or exceed Three Hundred Twenty Thousand Dollars (\$320,000), and also to any other agreements with the CITY that are equivalent in purpose to a grant agreement or an operating subsidy agreement, regardless of the title of the agreement.

C. This posting requirement shall remain in effect until an entire fiscal year passes in which the non-profit does not have contracts with the CITY which provide for grants and/or subsidies from the CITY in an aggregate amount equaling or exceeding Three Hundred Twenty Thousand Dollars (\$320,000). Without limitation of any other remedy, GRANTEE's failure to comply with this requirement may be taken into consideration when evaluating GRANTEE's request for future grant funds or subsidies.

D. Organizations receiving an aggregate amount of Twenty-Five Thousand Dollars (\$25,000) or more in funds from the CITY during any fiscal year which is either (i) grant funding other than construction funding and/or (ii) operating subsidy funding for operation of CITY facilities, must prepare and submit via the CITY's WebGrants grant management system, ("WebGrants"), a completed Financial Dashboard. CITY's project director will provide a CITY approved Financial Dashboard template upon request. The Financial Dashboard must be submitted via WebGrants within six (6) months from the end of GRANTEE'S fiscal year. This includes the GRANTEE's previous fiscal year, if that year ended within six (6) months of the commencement of this AGREEMENT.

**SECTION 27: ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY**

A. GRANTEE agrees that, in the performance of this AGREEMENT, GRANTEE shall perform its obligations under the AGREEMENT in conformance with City Council Policy 4-6, Environmentally Preferable Procurement Policy. A description for environmentally preferable procurement and the policy can be found on the CITY's website at the following link: <https://www.sanjoseca.gov/your-government/environment/business-school-resources/for-schools/environmentally-preferable-procurement>.

B. Environmental procurement policies and activities related to the completion of work will include wherever practicable, but are not limited to:

1. Use of recycled and/or recyclable products in daily operations (i.e. 30, 50, 100% PCW paper, chlorine process free; triclosan free hand cleaner, etc.).
2. Use of Energy Star Compliant equipment.
3. Vehicles and vehicle operations (i.e. Alternative Fuel, Hybrid, etc.).
4. Internal waste reduction and reuse protocol(s).
5. Water and resource conservation activities within facilities, including bans on individual serving bottled water and the use of compostable food service products, etc.

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**SECTION 28: GIFTS**

A. GRANTEE is familiar with CITY's prohibition against the acceptance of any gift by a CITY officer or designated employee, which prohibition is found in Chapter 12.08 of the CITY Municipal Code.

B. GRANTEE agrees not to offer any CITY officer or designated employee any gift prohibited by said Chapter.

C. The offer or giving of any gift prohibited by Chapter 12.08 shall constitute a material breach of this AGREEMENT by GRANTEE. In addition to any other remedies CITY may have in law or equity, CITY may terminate this AGREEMENT for such breach as provided in Section 5 of this AGREEMENT.

**SECTION 29: DISQUALIFICATION OF FORMER EMPLOYEES**

GRANTEE is familiar with the provisions relating to the disqualification of former officers and employees of CITY in matters which are connected with former duties or official responsibilities as set forth in Chapter 12.10 of the CITY Municipal Code ("Revolving Door Ordinance"). GRANTEE shall not utilize either directly or indirectly any officer, employee or agent of GRANTEE to perform services under this AGREEMENT, if in the performance of such services, the officer, employee, or agent would be in violation of the Revolving Door Ordinance.

**SECTION 30: NO THIRD PARTY RIGHTS**

This AGREEMENT does not constitute a binding commitment to any client or agency except CITY and GRANTEE. No third party rights are created for clients or other individuals.

**SECTION 31: OWNERSHIP OF MATERIALS; APPLICANT/CLIENT REPORTS**

GRANTEE agrees that it shall provide to CITY information regarding applicants or clients who applied for or received services under this AGREEMENT as needed for reporting and tracking required by applicable federal and state laws. Such information shall be reported in a format that does not identify the individual applicant or client. Training information or reports assembled by CITY from information provided by GRANTEE including, but not limited to, the number of clients enrolled; the number of clients that have completed training; and the number of clients who have entered employment in the area in which they have been trained is the property of CITY without restriction or limitation upon their use including the publication of such information.

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**SECTION 32: RECORDS**

GRANTEE shall be solely responsible to implement internal controls and record keeping procedures that comply with this AGREEMENT and all applicable laws. GRANTEE's administrative, programmatic and financial records pertaining to the Program, or the AGREEMENT collectively, must sufficiently support the determination that expenditures are allowable. GRANTEE shall retain all records pertinent to this AGREEMENT for a period of five (5) years from the date of final payment for each fiscal year. GRANTEE shall retain such records beyond five (5) years so long as any litigation, audit, dispute or claim is pending.

**SECTION 33: MISCELLANEOUS**

A. The headings of the sections and subsections of this AGREEMENT are inserted for convenience only.

B. Where this AGREEMENT refers to CITY and no officer of the CITY is named, CITY's Manager shall have the authority to act on CITY's behalf.

C. This AGREEMENT may be executed in any number of separate counterparts and by each party in separate counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which together shall constitute one and the same instrument.

D. Unless otherwise prohibited by law or CITY policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "electronic copy of a signed contract" refers to a writing as set forth in Evidence Code Section 1550. The term "electronically signed contract" means a contract that is executed by applying an electronic signature using technology approved by the CITY.

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**EXHIBIT A**

**SCOPE OF SERVICES**

1.01 Project.

GRANTEE shall oversee the day-to-day operations and property maintenance, as well as the provision of programs and services administered at each Bridge Housing Community site operating as emergency non-congregate shelter as described in this agreement. The primary purpose of the Project is to provide interim housing opportunities to individuals experiencing homelessness in a safe, private, and secure environment.

GRANTEE will follow the Santa Clara County Continuum of Care Quality and Assurance Standards for Homeless Housing and Service Programs, as applicable, and as they may be amended from time to time.

<https://osh.sccgov.org/sites/g/files/exjcpb671/files/documents/SCC%20CoC%20Quality%20Assurance%20Standards%20-%207.12.21%20incl%20HUD%20Mega%20Waiver.pdf>

1.02 Project Area.

The “Project” Area is the incorporated area of the City of San José.

1.02 Location of Project.

Unless otherwise indicated, the Grant Services specified below will be offered at one or more of the following locations:

| <b>Site Name</b>                                      | <b>Site Address</b>  |
|---|--|
| 1. Valley Transportation Authority (VTA) staging site | 1. 1410 Mabury Road, San José, CA 95133 (“Mabury BHC site”)  |
| 2. City-leased site Caltrans property                 | 2. 928 Felipe Avenue, San José, CA 95122 (“Felipe BHC site”) |

1.04 Eligibility.

The Bridge Housing communities are emergency interim housing programs operating as non-congregate shelter. Eligible individual participants will be referred by the City of San José or its designee, the County of Santa Clara, and the Here4You centralized shelter hotline. Referrals will be prioritized in the following order:

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1) residing in geographical proximity to the location, 2) residing in a demobilized encampment and/or other temporary program, and 3) enrolled in a City or County-funded supportive housing program.

Outreach under this AGREEMENT shall be conducted in accordance with the City's Language Access Plan. The City's Language Access Plan is posted at: <https://www.sanjoseca.gov/your::0overnment/departments/housing/memos-reports/plans/hud-reports>.

**1.05 Description of Services:**

The GRANTEE will be responsible for the day-to-day operations and property maintenance as well as programs and services administered at each site as described herein. The GRANTEE will carry out services and carry out the key responsibilities described herein.

The management and day-to-day operations and service provisions of the program may be conducted internally when appropriate, subcontracted through vendors as necessary, and/or coordinated through partner agencies and volunteer groups to supplement core facility amenities. The GRANTEE will provide support services that support self-sufficiency (e.g., financial workshops, resume building, nutrition, and conflict resolution) to participants with the goal of securing permanent housing for program participants. All vendors, partner agencies, subcontractors and/or volunteers providing services on site must be approved by the City prior to service delivery and will execute a right of entry agreement prior to entry on to the site.

The GRANTEE will provide appropriate housing problem solving services for program participants to ensure they can obtain permanent or other temporary solutions.

**1.05.1 Site Governance**

The GRANTEE will be responsible for all aspects of site governance including day-to-day operations of each site. Among other tasks, GRANTEE will develop the following:

- Advisory Group and Oversight and Support Committee Plans
- Regular hours of operation
- Site amenities and community space usage and schedules
- Participants rules and expectations
- Staffing Plan per site
- Manage Visitor Schedule

|                       |   |
|-----------------------|---|
| <b>Deliverable #1</b> | GRANTEE will continue to implement an Advisory Group (“AG”) Plan with policies and external activities that foster positive external relations. GRANTEE responsibilities include: |
|-----------------------|---|

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|                       |  |
|-----------------------|--|
|                       | <ul style="list-style-type: none"> <li>• Scheduling meetings on a quarterly basis</li> </ul>   |
| <b>Deliverable #2</b> | <p>GRANTEE will continue to implement an Oversight and Support Committee (“O&amp;S Committee”) to advise the GRANTEE on internal operations and provide input on internal policies and procedures. GRANTEE responsibilities include:</p> <ul style="list-style-type: none"> <li>• Scheduling meetings on a quarterly basis.</li> </ul>   |
| <b>Deliverable #3</b> | <p>GRANTEE will continue to develop policies, procedures, and program forms to meet the operational and programming needs of the program. A copy of new or updated documents shall be submitted to CITY staff.</p> <ul style="list-style-type: none"> <li>• Client responsibilities and expectations</li> <li>• Operational guidelines and management plans</li> <li>• Maintenance and Repair Plan</li> <li>• Emergency Planning Protocols</li> <li>• Public health related safety and workplace safety protocols</li> </ul> |

**1.05.2 Site Operations**

The GRANTEE will be responsible for all aspects day-to-day operations of each site. Operations will include property management services, maintenance, repairs, security and landscaping. Operations will also include planning and execution of onsite services. Finally, operations also include development of management plans for the site that addresses a) security, hours of operation and other property management issues and b) public health and safety related workplace safety protocols as recommended by the Centers for Disease Control and Prevention and Santa Clara Public Health Department.

In administering the “Project” GRANTEE will follow the City of San José Emergency Bridge Housing *Standards for Operations* in 5.09.600 of the City’s Municipal Code. Listed below are key responsibilities of the GRANTEE in the management and operation of the program. [https://library.municode.com/ca/san\\_jose/codes/code\\_of\\_ordinances?nodeId=TIT5HO\\_CH5.09EMBRHO](https://library.municode.com/ca/san_jose/codes/code_of_ordinances?nodeId=TIT5HO_CH5.09EMBRHO)

**1.05.3 Participant Management**

The GRANTEE will be responsible for all aspects of participant management. Among other responsibilities, the GRANTEE will be responsible for developing processes and managing the following in accordance with the Operations and Services Plan:

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- Coordinating prospective participant referrals
- Intake Process (e.g., eligibility verification and application review)
- Enrollment, participant interviews, orientations, city approved participant agreement forms and move-in procedures
- Day-to Day participant oversight
- Program administration
- Resident Recertification
- Complaints, Terminations, and Appeals

|                       |   |
|-----------------------|---|
| <b>Deliverable #4</b> | <p>GRANTEE will continue to provide a weekly program participant occupancy tool to the CITY. The report shall include:</p> <ul style="list-style-type: none"> <li>• BHC Site/location</li> <li>• Participant Information</li> <li>• Participant's income level &amp; % of AMI</li> <li>• Occupancy date</li> <li>• Unit #</li> <li>• Supportive housing agency information (if applicable)</li> <li>• Program participation fee requirement and payments (if applicable)</li> </ul> |
|-----------------------|---|

**1.05.4 Site Maintenance and Repairs.**

The GRANTEE will continue to implement the maintenance and repair plan for each site, as outlined in the Operations and Services Plan. GRANTEE is responsible for all maintenance and repair, including without limitation including the following:

1. Clean, sanitize and regularly maintain common spaces and community areas;
2. Regular inspection of units
3. Coverage of maintenance staff and janitorial staff for day-to-day operations and response in a timely manner to any building concerns or problems.
4. Unit turnovers (painting, cleaning, furniture conditioning, and other necessary activities to present the unit to the new program participant.
5. Timely response to life and safety concerns, participant maintenance requests and building repairs
6. Maintain a routine and proactive preventative maintenance program focused on identifying and repairing site infrastructure (e.g., plumbing, HVAC, electrical, and safety) to a condition required by City of San Jose Standards and the Emergency Housing Ordinance.



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7. Regular pest control activities
8. Landscaping
9. COVID-19 safety protocols onsite through services, property amenities and units;
10. Operations of after-hours – responsible for responding to after hour maintenance requests and building emergencies and escalation to appropriate supervisors and City of San Jose staff
11. Waste Management – regular garbage removal from designated areas, keeping them clean, orderly and functional;
12. Compliance with applicable building, fire, and health codes.
13. Vendor management: facilities and vendor management, including ensuring clean, sanitary and regularly maintained common spaces, community areas and shared facilities
14. Maintenance of Safety Systems: maintain building safety systems including fire alarms, sprinklers, gates, and locks
15. Nuisances: management of noise, graffiti, litter or other concerns of disturbances.

GRANTEE will use due professional care to maintain the condition of the units in the conditions prescribed by the City of San Jose and if applicable, the site lease agreement. GRANTEE shall make no expenditures for unit turnover, however, in excess of \$2,500.00 for repairs and replacements of each unit turnover, without the prior written consent of Owner, unless the expenditure for such repairs has been approved by the annual budget or such repairs are emergency repairs or replacements to the unit immediately necessary for the preservation of safety of the unit or the safety of other persons which are required to avoid suspension of necessary services to the property.

GRANTEE shall make no expenditures in excess of \$2,500.00 for repairs, alterations, capital improvements, renovations or replacement of furniture, fixtures, equipment or repair service-related contracts, unless such expenditure is contained in the annually budget without the prior written approval of the Owner. Notwithstanding the above, the approved annual budget with proper documentation shall be deemed as authorization for the GRANTEE to make budgeted expenditures without prior approval by the Owner, provided that 2) the amount of the expenditures is within 10% of the originally approved amount; b) GRANTEE submits evidence of expenditures satisfactory to Owner. Should GRANTEE be required to make alterations, capital improvements, renovations, or replacements of furniture fixtures, or equipment in excess of \$10,000, a separate Construction Management Fee shall be assessed on the amount in excess of \$10,000. Other than replacements, GRANTEE shall make no disposition of fixed assets with an original value in excess of \$10,000 without the prior written approval of the Owner. The GRANTEE shall attempt to contact and secure prior approval of the Owner in the event any such emergency expenditure is likely to exceed \$2,500.

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The plan will ensure the site and the 100-foot radius surrounding it are maintained in a clean and safe condition.

### 1.05.5 Security.

The GRANTEE shall hire an experienced private security firm in good standing, to (a) provide on-site monitoring of each site and (b) monitor the immediate area surrounding each site consistent with the City approved security manual. The GRANTEE and its security firm will coordinate regularly with local law enforcement to ensure open and clear communication is maintained. The GRANTEE shall maintain private security for the duration of this agreement. GRANTEE shall maintain communication with City of San Jose staff for all incidents involving local law enforcement.

Additionally, the GRANTEE will work with program participants, staff, and volunteers to regularly monitor and track site ingress and egress.

### 1.05.6 Emergency Planning.

The GRANTEE shall provide an emergency response plan for staff and BHC participants, as well as emergency incident documentation, a manual with protocols, evacuation map, contact sheet, and site map for S.J.F.D. and S.J.P.D. The GRANTEE review and update the Plan regularly. A copy of updated or new policies and procedures shall be submitted to CITY staff. The Plan shall include:

- An outline of emergency protocols to deal with fire, earthquake, flood, active shooter, and other potential emergencies
- Address required emergency equipment including regular maintenance and repairs
- Ongoing education of personnel and participants
- Coordinate with CITY staff for any incidents involving emergency services.
- A list of emergency supplies and equipment along with the inspection and maintenance schedule to ensure the BHC is adequately supplied, and equipment is in good working order.
- Public Health and Safety Protocols for COVID-19 positives, persons under investigations (PUI), or other health-related policies and protocols applying to programs services homeless individuals

### 1.05.7 Service Coordination.

In accordance with AB 1745 and the City of San Jose Emergency Housing Ordinance, every program participant must have a housing plan with a path to transition to permanent housing. The GRANTEE will coordinate appropriate service for participants to shelter safely. Every participant must have a housing plan with a path to transition to

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permanent housing. The GRANTEE will be responsible to ensure each resident has an individual housing plan through their supportive housing service provider and is connected to appropriate services either through the program service coordination or if applicable, through the participant’s assigned supportive housing case manager. The GRANTEE will monitor the progress of each participant and their progress toward their housing goals.

**1.05.8 Drop-in Services.**

Drop-in services are intended to provide program participants with resources to support their day-to-day needs within the program as well as information and linkage to external resources such as health and employment services. Drop-in services will be available during regular business hours to all program participants

**1.05.8.1 Support Services.**

While each program participant will have an assigned case manager and if applicable, supportive services through a supportive housing program, the GRANTEE will provide additional support services to participants to augment their supportive housing Case Management and support their mental health, employment status, finances, and more. Behavioral Health services will be provided by GRANTEE to interested participants.

The GRANTEE will continue to update the services plan; job and housing opportunities boards at each project site to ensure each BHC program participant is appropriately connected to services necessary to meet the goals of their housing plan. A copy of updated or new policies and procedures shall be submitted to CITY staff.

**1.05.8.2 Workshops and Learning Opportunities.**

The GRANTEE will implement a plan to provide program participants with on-site self-sufficiency workshops. Workshops will vary and may be relevant to employment, housing search, alcoholics/narcotics anonymous, behavioral health, health and wellness, and anything else that will support program participants. In addition, Operator can host Community building activities to enhance community relations and create cultural awareness. The purpose of the plan will be to ensure participants have access to learning opportunities that cater to each participant’s progression in achieving self-sufficiency

|                       |   |
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| <b>Deliverable #5</b> | GRANTEE will develop and coordinate workshops and learning opportunities to promote self-sufficiency and enhance a participant’s ability to successfully transition to permanent housing or achieve housing stability. The GRANTEE will survey participants quarterly to assess participant needs and provide monthly calendars of activities |
|-----------------------|---|

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|  |   |
|--|---|
|  | to participants. A copy of the calendars will be provided on a quarterly basis to CITY Staff. |
|--|---|

1.06 Personnel.

GRANTEE shall provide a personnel cost allocation plan for the Project, including all positions to be allocated to the Project and the names of key personnel (e.g., Executive Director, Project Manager, etc.). CITY must approve the personnel cost allocation plan prior to approving reimbursement for personnel costs. Changes to the cost allocation plan during the term of this AGREEMENT must be submitted to and approved by CITY prior to reimbursement of costs.

1.07 Reporting Requirements.

Financial Report. GRANTEE shall submit monthly invoices to the Housing Department, via the CITY's WebGrants system, within thirty (30) days from the end of each month during the term of this AGREEMENT.

Quarterly Reports. At the end of each quarter, GRANTEE shall report to the Housing Department, via the CITY's WebGrants system, the number of UNDUPLICATED PARTICIPANTS as defined in Section 1.01 of EXHIBIT B to the AGREEMENT, and results of Outcome Measures. Quarterly report data must match Homelessness Management Information System (HMIS) program data.

Outcome Measure Reports. At the end of each quarter, GRANTEE shall submit a narrative report detailing results of outcome measures. The report, at minimum, shall include:

- (a) a description of how the activities being provided under this grant contribute to meeting performance measures stated in the contract,
- (b) a detailed description of how the measurement methodology was implemented and how information was collected,
- (c) a detailed description of the methodology for selecting the sample size and the population to measure including the size of the sample.

Methodology shall include a description of when and how information was collected, the total population being studied, the sample size used for the study, the method used to determine the sample size, and the method for selecting the sample.

1.08 Reporting Schedule. All Quarterly and Outcome Measure reports shall be submitted to the Housing Department, via the CITY's WebGrants system, no later than

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ten (10) calendar days after the end of the first, second, and third quarters, and no later than seven (7) calendar days after the end of the fourth quarter.

1.09 Cost Reimbursement. GRANTEE will be reimbursed on a monthly basis, for approved invoices submitted pursuant to this AGREEMENT. Requests for reimbursement will be made on a form and in the manner prescribed by the CITY under provisions as set forth in **EXHIBIT D**, titled "PAYMENTS TO GRANTEE".

1.10 Additional Provisions. None.

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**EXHIBIT B**

**PERFORMANCE MEASURES/NUMERIC GOALS FOR FY 22-23**

1.01 Unduplicated Participants.

**Proposed total number of Unduplicated Participants to be served by this Project only.** For purposes of this AGREEMENT, “UNDUPLICATED PARTICIPANTS” shall be defined as individuals who receive services at least once a year but who may not be counted more than once in that year. GRANTEE shall retain records documenting eligibility. Such records shall include total household income, gender of head of household, race, ethnicity and disability data. GRANTEE

|                           | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
|---------------------------|-----------|-----------|-----------|-----------|-------|
| <b>Mabury Individuals</b> | 30        | 20        | 25        | 20        | 95    |
| <b>Felipe Individuals</b> | 25        | 25        | 20        | 20        | 90    |
| <b>Total Project</b>      | 55        | 45        | 45        | 40        | 185   |

1.02 Services. Throughout the term of this AGREEMENT, GRANTEE shall provide the following services to participants:

**Activity 1: Number of BHC coordinated service sessions.**

*Unit of Service: A coordinated service session is defined as a case management session either by appointment or drop-in, in which GRANTEE personnel are offering one-on-one support to program participants.*

|                      | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
|----------------------|-----------|-----------|-----------|-----------|-------|
| <b>Mabury</b>        | 250       | 250       | 250       | 250       | 1,000 |
| <b>Felipe</b>        | 250       | 250       | 250       | 250       | 1,000 |
| <b>Total Project</b> | 500       | 500       | 500       | 500       | 2,000 |

**Activity 2: Number of self-sufficiency workshops on-site.**

*Unit of Service: A self-sufficiency workshop is defined as a group training/ discussion designed to educate or inform the program participant in some form of a life skill).*

|               | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
|---------------|-----------|-----------|-----------|-----------|-------|
| <b>Mabury</b> | 6         | 6         | 6         | 6         | 24    |

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|                      |    |    |    |    |    |
|----------------------|----|----|----|----|----|
| <b>Felipe</b>        | 6  | 6  | 6  | 6  | 24 |
| <b>Total Project</b> | 12 | 12 | 12 | 12 | 48 |

1.03 Outcome Measure Statement and Measurement Methodology.

Measurement Methodology

|                                |   |                  |                  |                  |
|--------------------------------|---|------------------|------------------|------------------|
| <b>Outcome Measure#1</b>       | 40% of BHC participants will exit to permanent housing destinations.  |                  |                  |                  |
| <b>Measurement Methodology</b> | HMIS Methodology: Step 1: Add exited participant universe for BHC services during the current reporting period. Step 2: Of the universe, add up those in BHC who exited to permanent housing destinations. Divide the total from step 2 by the total from step 1. |                  |                  |                  |
|                                | <b>Quarter 1</b>  | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b> |
| <b>Mabury Outcome Goal</b>     | 40%   | 40%              | 40%              | 40%              |
| <b>Felipe Outcome Goal</b>     | 40%   | 40%              | 40%              | 40%              |

|                                |   |                  |                  |                  |
|--------------------------------|---|------------------|------------------|------------------|
| <b>Outcome Measure#2</b>       | The median days to housing for participants will be under 120 days.   |                  |                  |                  |
| <b>Measurement Methodology</b> | HMIS Methodology: Step 1: Add exited participant universe of those who exited BHC services during the current reporting period. Step 2: Of the universe, add up those in BHC who exited to permanent housing destinations within 120 days of enrollment. Divide the total from step 2 by the total from step 1. |                  |                  |                  |
|                                | <b>Quarter 1</b>  | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b> |
| <b>Mabury Goal</b>             | <120 days   | <120 days        | <120 days        | <120 days        |
| <b>Felipe Goal</b>             | <120 days   | <120 days        | <120 days        | <120 days        |

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|                                |   |                  |                  |                  |
|--------------------------------|---|------------------|------------------|------------------|
| <b>Outcome Measure#3</b>       | 90% of program satisfaction surveys collected will report being satisfied with program services.  |                  |                  |                  |
| <b>Measurement Methodology</b> | Add the total number of surveys received at the site during the reporting period and divide the total by the number of surveys that report being satisfied with their services. |                  |                  |                  |
|                                | <b>Quarter 1</b>  | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b> |
| <b>Mabury Goal</b>             | n/a   | 90%              | n/a              | 90%              |
| <b>Felipe Goal</b>             | n/a   | 90%              | n/a              | 90%              |

|                                |   |                  |                  |                  |
|--------------------------------|---|------------------|------------------|------------------|
| <b>Outcome Measure#4</b>       | GRANTEE will maintain per site 4 out of 5 stars every quarter. A copy of the Pulse For Good quarterly report will be submitted with the program quarterly report. |                  |                  |                  |
| <b>Measurement Methodology</b> | GRANTEE will run a Pulse For Good quarterly report.   |                  |                  |                  |
|                                | <b>Quarter 1</b>  | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b> |
| <b>Mabury Goal</b>             | 4-5 stars   | 4-5 stars        | 4-5 stars        | 4-5 stars        |
| <b>Felipe Goal</b>             | 4-5 stars   | 4-5 stars        | 4-5 stars        | 4-5 stars        |

1.04 GRANTEE must describe outreach efforts employed, and to be employed, to reach out to all persons including persons of the following protected categories: race, sex, color, age, religion, actual or perceived gender identify, sexual orientation, disability, ethnic or national origin, or familial status. Documentation of these efforts must be submitted along with the second quarterly performance report.



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**EXHIBIT C**

**BUDGET SUMMARY**

| Budget Line Item                 | PLHA – SB 2           |                       |
|----------------------------------|-----------------------|-----------------------|
|                                  | Mabury BHC            | TOTAL CITY Budget     |
| Personnel Costs                  |                       |                       |
| Personnel                        | \$861,110.00          | \$861,110.00          |
| Shared Cost Allocations          | \$89,950.00           | \$89,950.00           |
| Taxes                            | \$95,110.00           | \$95,110.00           |
| Employee Benefits                | \$142,660.00          | \$142,660.00          |
| <b>SUB TOTAL</b>                 | <b>\$1,188,830.00</b> | <b>\$1,188,830.00</b> |
| Operating Costs                  |                       |                       |
| Building Repairs and Maintenance | \$18,520.00           | \$18,520.00           |
| Utilities                        | \$54,780.00           | \$54,780.00           |
| Cleaning and Janitorial          | \$116,190.00          | \$116,190.00          |
| Landscaping and Pest control     | \$9,300.00            | \$9,300.00            |
| Equipment Rental and Maintenance | \$19,020.00           | \$19,020.00           |
| Security                         | \$262,800.00          | \$262,800.00          |
| Telecommunications               | \$4,910.00            | \$4,910.00            |
| Supplies                         | \$14,200.00           | \$14,200.00           |
| Financial Assistance             | \$7,000.00            | \$7,000.00            |
| Travel and mileage               | \$1,250.00            | \$1,250.00            |
| Training and Conferences         | \$1,000.00            | \$1,000.00            |
| Shared Cost Allocations          | \$28,670.00           | \$28,670.00           |
| <b>SUB TOTAL</b>                 | <b>\$537,640</b>      | <b>\$537,640</b>      |
| Indirect Costs                   | \$219,230.00          | \$219,230.00          |
| <b>GRAND TOTAL</b>               | <b>\$1,945,700.00</b> | <b>\$1,945,700.00</b> |

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| Budget Line Item                 | PLHA – SB 2           |                       |
|----------------------------------|-----------------------|-----------------------|
|                                  | Felipe BHC            | TOTAL CITY Budget     |
| Personnel Costs                  |                       |                       |
| Personnel                        | \$861,110.00          | \$861,110.00          |
| Shared Cost Allocations          | \$89,950.00           | \$89,950.00           |
| Taxes                            | \$95,110.00           | \$95,110.00           |
| Employee Benefits                | \$142,660.00          | \$142,660.00          |
| <b>SUB TOTAL</b>                 | <b>\$1,188,830.00</b> | <b>\$1,188,830.00</b> |
| Operating Costs                  |                       |                       |
| Building Repairs and Maintenance | \$24,520.00           | \$24,520.00           |
| Utilities                        | \$32,160.00           | \$32,160.00           |
| Cleaning and Janitorial          | \$108,701.00          | \$108,701.00          |
| Landscaping and Pest control     | \$12,300.00           | \$12,300.00           |
| Equipment Rental and Maintenance | \$14,760.00           | \$14,760.00           |
| Security                         | \$394,200.00          | \$394,200.00          |
| Telecommunications               | \$7,250.00            | \$7,250.00            |
| Supplies                         | \$14,200.00           | \$14,200.00           |
| Financial Assistance             | \$7,000.00            | \$7,000.00            |
| Travel and mileage               | \$1,250.00            | \$1,250.00            |
| Training and Conferences         | \$1,000.00            | \$1,000.00            |
| Shared Cost Allocations          | \$28,670.00           | \$28,670.00           |
| <b>SUB TOTAL</b>                 | <b>\$646,011</b>      | <b>\$646,011</b>      |
| Indirect Costs                   | \$230,459.00          | \$230,459.00          |
| <b>GRAND TOTAL</b>               | <b>\$2,065,300.00</b> | <b>\$2,065,300.00</b> |

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**EXHIBIT D**

**PAYMENTS TO GRANTEE FOR NON-FEDERAL PROGRAM**

A. CITY agrees to reimburse GRANTEE for the expenses incurred as set forth in this AGREEMENT in an amount of money not to exceed the amount set forth in this AGREEMENT. Such sum shall be expended and paid by CITY to GRANTEE on a cost reimbursement basis upon City approval (reimbursement basis by default) for expenses actually incurred and paid by GRANTEE during the term of this AGREEMENT for the cost categories appearing in EXHIBIT C, as described in subsection B below.

B. Payments to GRANTEE after all prepaid funds are expended and invoices received, reimbursements shall be made within thirty (30) days of:

- (1) (a) receipt by CITY of statement or statements in a form approved by CITY specifying in detail the costs incurred by and paid by GRANTEE during the month for which payment is requested, and  
  
(b) documents evidencing these costs, including but not limited to, paid invoices; and
- (2) the determination by CITY, in its sole discretion, that expenses for which GRANTEE seeks reimbursement can properly be paid under this AGREEMENT and such statement(s) and supporting documents reasonably evidencing that the expenses have been incurred and paid by GRANTEE. In making such determination, CITY may, but need not, rely upon the certification by GRANTEE that the items appearing on said statement and supporting documents are eligible items for reimbursement under this AGREEMENT. Such determination by CITY shall in no way constitute a waiver by CITY of its right to recover from GRANTEE the amount of money paid to GRANTEE on any items which is not eligible for payment under this AGREEMENT.

C. "Expenses eligible for reimbursement" shall mean those expenses which are necessary to meet, in part, the housing needs of the very low-, low-, and moderate income Participants in the City of San José within the County of Santa Clara.

D. Within fifteen (10) working days from the end of each month during the term of this AGREEMENT, GRANTEE shall report to CITY all expenditures during the prior month on a form and in manner prescribed by the CITY. CITY will review the invoices or financial reports for adherence to AGREEMENT requirements and services, and authorize and release of Grant funds to GRANTEE to reimburse the expenditures. Payment shall be contingent upon GRANTEE's submittal of documentation of expenditure of funds, provided that GRANTEE is not in default under any provisions of this AGREEMENT.

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Supplies: Eligible costs for consumable commodities which have a useful life of one (1) year or less, or which cost less than Five Hundred Dollars (\$500) and which render services essential to the operation of the Project.

Communications: Eligible costs for telephone, telegraph, postage, and other communication costs that are essential to the operation of the Project.

Printing and Advertising: Eligible costs for printing and duplicating services, newspaper print by contract; and newspaper advertising which is essential to the operation of the Project.

Utilities: Eligible costs incurred for water, gas, electric, garbage and trash collection, and similar expenses.

Occupancy: Eligible costs for building space used in connection with the Project, including rent, maintenance and janitorial services when included in the lease, not including fixtures, furniture, equipment or utilities. Compensation for use of buildings may be made through use allowances or depreciation as permitted by 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

Equipment Rental: Eligible costs for rental of equipment defined as tangible property other than land and buildings, or building improvements.

Travel (Local): Allowable reimbursement to employees for actual automobile mileage, transportation, and all necessary and ordinary travel expenses while on official Project business within Santa Clara County.

Travel (Other): Allowable reimbursement to employees for actual automobile mileage, transportation, and all necessary and ordinary travel expenses while on official Project business outside of Santa Clara County. All out-of-state travel must be approved by CITY prior to any expenditure for such travel.

Contractual Services: Eligible payments for contractual expert services of a professional, scientific, or technical nature, as well as eligible payments made to GRANTEE for performing construction work or any other services which the Project does not have the capability of performing itself. Contracts or subcontracts are to be developed in conformance with the Procurement Standards in 24 CFR 84.40 – 48 and 570.502.

Fringe Benefits: Eligible payroll-related costs of health insurance, retirement fund contributions, FICA, and other payments made on behalf of the employee.

Insurance: Eligible costs of insurance and other related services.

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Equipment: Eligible payments for the purchase of equipment which is defined as tangible property having a useful life of more than one (1) year, the unit cost of which is Five Hundred Dollars (\$500) or more. All equipment purchases require prior CITY approval and maintenance of an equipment inventory, a copy of which must be submitted to CITY upon purchase of equipment.

E. Reallocating of Project Funds. On a monthly basis, CITY shall review the monthly expenditures if any, for services performed and costs incurred by GRANTEE provided in this Exhibit. If such review reveals that the monthly expenditures in any such month for the Project as a whole or any cost category thereof, is below the total amount allocated under this AGREEMENT for the total Project or cost category thereof for such month, CITY may reallocate the amount of such underspending. In the case of underspending in a cost category, CITY may reallocate unspent amount into another cost category of the Project. In the case of underspending in the Project as a whole, CITY may reallocate unspent amount to another community development project. CITY shall, before reallocating, give GRANTEE ten (10) days' written notice of its intention to reallocate funds. Such notice shall include a copy of CITY's monthly expenditure review for the Project and statement of its reasons for such reallocation. CITY shall make its final determination with respect to reallocation only after GRANTEE has been given an opportunity to present its views and recommendations with respect to such contemplated reallocation. In no event, however, shall CITY be bound to accept GRANTEE's views or recommendations with respect to such contemplated reallocation. If the expenditures by GRANTEE in any month, for the Project or any cost category thereof, exceed the total amount allocated to the Project or any cost category thereof, CITY may terminate non-salary expenditures for the Project for such period of time as is necessary to bring expenditures into conformance with this AGREEMENT.

The Director or his or her designated representative, may at the request of GRANTEE approve reallocation of funds from any cost category or categories to any other cost category or categories at any time provided that: (1) there is no increase in the total amount specified in this AGREEMENT, and (2) the goals and objectives set forth in **EXHIBIT B** to the AGREEMENT are not negatively affected. Approval by the Director or his or her designated representative of such reallocation of funds must be in writing. Any unexpended funds at the end of the term of the AGREEMENT shall be retained by the CITY.

Expenses incurred prior to the Start Date of this AGREEMENT are not eligible for reimbursement under this AGREEMENT

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**EXHIBIT E**

**GENERAL GRANT CONDITIONS FOR NON-FEDERAL PROGRAM**

The City of San José has created the American Rescue Plan ("Fund") as a source of revenue to meet, in part, the housing needs of the very low, low-, and moderate-income households in the City of San José within the County of Santa Clara, California ("Project Area").

The "Project Area" means that no less than fifty percent (50%) of the persons benefited and served under this AGREEMENT are residents of the City of San José within the County of Santa Clara, State of California.

The CITY administers the Fund and shall grant funds from the Fund to GRANTEE as reimbursement to defray the expenses GRANTEE incurs to implement the Project described in this AGREEMENT.

**SECTION 1. FINANCIAL OBLIGATIONS OF GRANTEE**

GRANTEE agrees to the following:

1.01 Fiscal Responsibilities of GRANTEE.

GRANTEE shall:

1. Appoint and submit to CITY, the name of a fiscal agent who shall be responsible for the financial and accounting activities of the GRANTEE, including the receipt and disbursement of GRANTEE funds.
2. Establish and maintain a system of accounts that shall be in conformance with generally accepted principles of accounting for budgeted funds. Such system of accounts shall be subject to review and approval of CITY.
3. Document all costs by maintaining complete and accurate records of all financial transactions, including but not limited to contracts, invoices, timecards, cash receipts, vouchers, canceled checks, bank statements and/or other official documentation evidencing in proper detail the nature and propriety of all charges.
4. Submit to the CITY, within thirty (30) calendar days of the end of the preceding month, requests for reimbursement, together with documentation required by CITY.
5. Certify insurability subject to CITY approval as outlined in **EXHIBIT G**, entitled "INSURANCE."

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6. Submit to CITY at such times and in such forms as CITY may require, such statements, records, reports, data, and information pertaining to matters covered by this AGREEMENT.
7. Administer all programs in conformance with OMB Circular A-122, "Cost Principles for Non-Profit Organizations." These principles shall be applied for all costs incurred whether charged in a direct or indirect basis.
8. Develop an indirect cost allocation plan for determining the appropriate GRANTEE's share of administrative costs if indirect costs are charged and submit such plan to the CITY for approval in a form specified by the CITY prior to submitting reimbursement requests.
9. Complete and submit the Project Financial Workbook (PFW) for CITY approval before implementing the program. The workbook has multiple tabs that include Project Budget, Agency Budget, Personnel Allocation Plan (PCAP), Indirect Cost Allocation Plan (ICAP), and Source of Funds (SOF).
10. Submit any requests to revise the Project Financial Workbook such as staff or budget changes to the CITY for approval before implementation. All revisions must be submitted by or before the end of Quarter 3 or March 31st.

1.02 Records, Reports and Audits of GRANTEE.

1. Establishment and Maintenance of Records. GRANTEE shall maintain records, including but not limited to, books, financial records, supporting documents, statistical records, personnel, property, and all other pertinent records sufficient to reflect properly:
  - a. All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred to perform this AGREEMENT, and
  - b. All other matters covered by this AGREEMENT. Such records shall be maintained in accordance with requirements now or hereafter prescribed by CITY.
2. Preservation of Records. GRANTEE shall preserve and make available its records:
  - a. for a period of five (5) years from the date of final payment to GRANTEE under this AGREEMENT; or

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- b. for such longer period, if any, as may be required by applicable law; or
  - c. if this AGREEMENT is completely or partially terminated, for a period of five (5) years from the date of any resulting final settlement.
3. Examination of Records; Facilities. At any time during normal business hours, and as often as may be deemed necessary by CITY, GRANTEE agrees that CITY, and/or any of its authorized representatives, shall:
- a. for a period of five (5) years after final payment under this AGREEMENT; or,
  - b. for such longer period as may be required by applicable law; or
  - c. if this AGREEMENT is completely or partially terminated, for a period of five (5) years from the date of any resulting settlement; have access to and the right to examine its plants, offices and facilities engaged in performance of this AGREEMENT and all its records with respect to all matters covered by this AGREEMENT. GRANTEE also agrees that CITY, or any of its respective authorized representatives, shall have the right to audit, examine, and make excerpts or transcripts of and from such records, and to make audits of all contracts and subcontracts, invoices, payrolls, records of personnel, conditions of employment, materials, and all other data relating to matters covered by this AGREEMENT, all as set forth in Section C.4, below. Notwithstanding anything in this AGREEMENT to the contrary for monitoring purposes, CITY shall not require access to any information of GRANTEE mutually determined by the parties hereto to be proprietary.
4. Audits.
- a. Independent Audits City Council requires each non-profit organization receiving Three Hundred Twenty Thousand Dollars (\$320,000) or more in funds from the CITY (in the aggregate) during any fiscal year, to prepare and make available for public view on the internet, annual audited financial statements. See Section 26 of the Grant Agreement for the CITY's requirements.
- If the Three Hundred Twenty Thousand Dollar (\$320,000) threshold is not met, the CITY's Grant Manager has authority to impose the requirement to obtain an independent audit. GRANTEE shall be notified if this requirement is to be imposed and the requirement will be included in **Exhibit A** to this AGREEMENT.



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If an audit is required, the following provisions apply:

- (1) Funds will be set aside in GRANTEE's budget for the independent audit. A separate line item will be established.
- (2) GRANTEE shall enter into an agreement with an independent public accountant certified to practice in the State of California no later than sixty (60) days before the end of this AGREEMENT to perform audit of GRANTEE's fiscal year which ends concurrently with or immediately after the end of this AGREEMENT.
- (3) The audit must be completed and sent to CITY's Housing Department staff within the later of one hundred fifty (150) days of the end of this AGREEMENT or ninety (90) days after the end of GRANTEE's fiscal year.
- (4) Should GRANTEE not enter into the agreement with an independent public accountant certified to practice in the State of California, or should an audit not be done on a timely basis, CITY, at its sole discretion, may enter into an agreement with an independent public accountant certified to practice in the State of California to perform the audit and utilize GRANTEE's set-aside funds for the audit.
- (5) The independent fiscal audit shall conform to generally accepted governmental auditing principals and, when applicable, Office of Management and Super Circular, "Attachment P, Audit Requirements." Such audits shall identify the funds received and disbursed under this AGREEMENT.
- (6) For GRANTEEs that expend \$750,000 or more of Federal financial assistance in a fiscal year, in addition to conducting normal financial audit procedures, the GRANTEE's independent public accountant certified to practice in the State of California shall perform tests to ascertain that:
  - (i) Expenditures submitted for reimbursement are allowable under 2 CFR 200;
  - (ii) Expenditures are in compliance with the grant agreements between the CITY and GRANTEE; and
  - (iii) Applicable laws and regulations. Further, the independent public accountant certified to practice in the State of California shall render an opinion as to whether the Expenditures complied with the Single Audit Act of 1984 and Appendix XI to 2 CFR Part 200—Compliance Supplement (previously known as the Circular A-133 Compliance Supplement).."
  - (iv) Funds may be set aside in GRANTEE's budget in an amount equal to CITY's fair share of GRANTEE's cost of an

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independent audit, if required, with prior approval from the agency. The audit must include the following components:

- a. Balance Sheet or Statement of Financial Position;
- b. Statement of Support, Revenue and Expenses and Changes in Fund Balances or Statement Activities;
- c. Statement of Functional Expenses;
- d. Schedule of Expenditures of Federal Awards;
- e. Independent Auditor's Report on the Financial Statement and Schedule of Expenditures of Federal Awards;
- f. Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters;
- g. Auditor's Report on Compliance with Requirements Applicable to Major Programs and on Internal Control over Compliance;
- h. Schedule of Findings and Questioned Costs;
- i. Summary of Schedule of Prior Audit Findings;
- j. Corrective Action Plan;
- k. Data Collection Form;
- l. Communication of Internal Control Related Matters Identified in an Audit (Management Letter) from Auditor (if one was issued)

1. GRANTEE shall also submit to the agency a written management response to the findings of the Internal Control Matters.

(v) GRANTEES that are not required under the Single Audit Act to submit reports in conformance with the requirements of OMB Super Circular "Audits of State and Local Governments and Non-Profit Organizations" shall submit an audit performed in accordance with Generally Accepted Auditing Standards and submit reports which conform to Generally Accepted Accounting Principles and that includes the following components:

- a. Balance Sheet or Statement of Financial Position;
- b. Statement of Support, Revenue, and Expenses and Changes in Fund Balances or Statement Activities;
- c. Statement of Functional Expenses;
- d. Statement of Auditor's Report;
- e. Communication of Internal Control Related Matters Identified in an Audit (Management Letter) from Auditor.

1. GRANTEE shall also submit to the agency a written management response to the findings of the Internal Control Matters.

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(7) For GRANTEEs that expend more than \$750,000 of financial assistance in a fiscal year, the audit shall identify in a Schedule of Governmental Financial Assistance the gross amounts of grants obtained by GRANTEE from all governmental sources, the periods covered by the grants, and the grant contract or identification number(s), if any, under which funds were received and disbursed by GRANTEE during the audited fiscal year. In addition, the Schedule of Governmental Financial Assistance shall show the amount received and disbursed under each grant during the audited fiscal year, including the amount received and disbursed under this AGREEMENT.

(8) GRANTEE's independent public accountant certified to practice in the State of California shall perform reviews of GRANTEE's internal control systems and GRANTEE's compliance with applicable laws, regulations and the requirements of this AGREEMENT.

a. The independent public accountant certified to practice in the State of California shall issue a report on the financial statements and the Schedule of Governmental Financial Assistance, a report on the study and evaluation of internal controls and a report on GRANTEE compliance. The three reports may be bound into a single report, or presented at the same time as separate documents.

b. CITY Audits. CITY may perform an independent audit. Such audits may cover program as well as fiscal matters. GRANTEE will be afforded an opportunity to respond to any audit findings, and have the responses included in, the final audit report. Costs of such audits will be borne by CITY.

(1) GRANTEE acknowledges that up to two (2) monitoring visits can be conducted during a grant term and agrees to submit any requested documents and/or make available, any documents requested. GRANTEE will be afforded an opportunity to respond to findings.

c. Disallowed Costs. GRANTEE is liable for repayment of disallowed costs as determined by CITY in its sole discretion. Disallowed costs may be identified through audits, monitoring or other sources. GRANTEE shall be afforded the opportunity to respond to any adverse findings which may lead to disallowed costs. DIRECTOR shall make the final determination of disallowed costs.

**SECTION 2. OTHER REQUIREMENTS OF GRANTEE**

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2.01 Contracting and Assignability Requirements. The rights and duties under this AGREEMENT shall not be delegated, assigned or subcontracted by GRANTEE unless otherwise permitted by CITY in writing.

2.02 Independent Contractor.

1. Relationship. It is understood and agreed by and between the parties hereto that GRANTEE, in the performance of this AGREEMENT, shall act as and be an independent contractor and not an agent or employee of CITY, and that as an independent contractor, GRANTEE shall obtain no rights to retirement benefits or other benefits which accrue to CITY employees, and GRANTEE expressly waives any claims it may have to such rights.

2. Certain Policy Matters. It is understood and agreed by and between the parties hereto that GRANTEE in the performance of this AGREEMENT, shall not act, nor is it at any time authorized to act, as the agent or representative of CITY in any matter involving or affecting local, state or federal policy. GRANTEE agrees that it will not in any matter hold itself out as the agent or representative of CITY or act in such a fashion as would give the impression to a reasonable person that GRANTEE is acting in such a capacity in such matters.

2.03 Compliance With Laws.

1. GRANTEE shall become familiar and comply with and cause all its subcontractors and employees, if any, to become familiar and comply with all applicable federal, state and local laws, ordinances, codes, regulations and decrees, policies, guidelines and requirements. Failure of GRANTEE to in any manner observe and adhere to law, as described herein or as amended, shall in no way relieve GRANTEE of its responsibility to adhere to same and GRANTEE herein acknowledges this responsibility.

2. All activities of GRANTEE under this AGREEMENT shall benefit low and moderate income persons. Low and moderate income shall be defined as income at or below one hundred twenty percent (120%) of median income for San José as determined by the Secretary of U.S. Department of Housing and Urban Development (“HUD”), as codified in California Health & Safety Code §33334. GRANTEE shall be responsible for verifying, in a manner satisfactory to CITY, that the use of the funds meet the requirements of this AGREEMENT.

3 GRANTEE represents and warrants that it currently possesses all requisite licenses, including, but not limited to a City of San José business tax

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certificate or exemption, if qualified, with the CITY's Finance Department to operate in the CITY and will maintain all such licenses or exemptions for the term of this AGREEMENT. GRANTEE is responsible for contacting the appropriate offices and filing the necessary documents to comply with these requirements.

4. The requirements relating to Minority-Owned and Women-Owned Business Enterprises set forth in Executive Order No. 11625 of October 13, 1971, 36 Fed. Reg. 19967, as amended by Executive Order No. 12007 of August 22, 1977, 42 Fed. Reg. 42839; and Executive Order No. 12432 of July 14, 1983, 48 Fed. Reg., 32551; and Executive Order No. 12138 of May 18, 1979, 44 Fed. Reg. 29637, require a sub-recipient must exercise affirmative outreach efforts when soliciting bids for service or construction when the federal funds received by the sub-recipient or sub-contractor exceeds \$10,000 and when the sub-recipient or sub-contractor is a for-profit organization/business.
  
5. Grant funds may be used for the provision of public services under the following conditions:
  - (a) The public services provided are exclusively non-religious in nature and scope;
  
  - (b) There are no religious services, proselytizing, instruction, or any other religious influences in connection with the public services;
  
  - (c) There is no religious discrimination in terms of employment or benefits under the public services; and
  
  - (d) The grant funds may be used only for the provision of public services and not for the construction, rehabilitation or restoration of any facility owned by the religious organization where the services are to be provided. A narrow exception to this prohibition is that minor repairs may be made where such repairs (a) are directly related to the public services, (b) are located in a structure used exclusively for non-religious purposes, and (c) constitute in dollar terms a minor portion of the grant expenditure for the public services.

2.04 Procedures for Corrective Action. Within ten (10) days of the receipt by CITY of a report filed by GRANTEE with CITY or of any substantiated report from any source, that evidences a failure by GRANTEE to comply with any provision of this AGREEMENT, CITY shall have the right to forward to GRANTEE a notice of CITY's intention to consider corrective action to enforce compliance with such provision. Such notice shall indicate the nature of the issue or issues which are to be reviewed in determining the need for corrective action, and the procedure

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whereby GRANTEE shall have the opportunity to participate in formulating the corrective action recommendation. CITY shall have the right to require the presence of any of GRANTEE's officers at any hearing or meeting called for the purpose of considering corrective action. Within ten (10) days of issuing such notice, and only after affording GRANTEE the opportunity to participate fully in corrective action deliberations, CITY shall forward to GRANTEE a set of specific corrective action recommendations and a detailed timetable for implementing the specified corrective action recommendations; such timetable shall allow GRANTEE not less than five (5) nor more than thirty (30) days to comply with the specified corrective action recommendations. Following implementation of the corrective actions, GRANTEE shall forward to CITY, within the time specified by CITY, any documentary evidence required by CITY to verify that the corrective actions have been taken.

- 2.05 HMIS Participation. All agencies in receipt of funding from the CITY's HTF grant program are required to participate in the Homeless Management Information System ("HMIS") and work closely with the Continuum of Care ("CoC"), to ensure the agency has the mechanisms and staffing in place to use the system appropriately and in a timely manner. Funded agencies are required to collect demographic information on clients served by the funded projects, the services provided, and consent to release the information to CITY and the CITY's Housing Department. GRANTEE will enter data into HMIS only for those clients who work individually with the staff connecting to community resources and services and consent to HMIS participation.

Funded projects must utilize all appropriate aspects of HMIS in order to generate the statistical information required for reporting to the CITY on all universal and program level elements of the HUD Data Standards. These statistical reports must be generated directly out of HMIS. No adjustments to the HMIS reports will be accepted and it is therefore incumbent on the agency to ensure that the information they put into HMIS is accurate and up to date. The CITY will measure performance and outcomes relating to these funded projects through the use of the HMIS statistical data, based on the HUD data elements, or other reporting requirements as determined by the CITY. The CITY will request from the HMIS Administrator, acknowledgement of the recipient agencies' certificate of compliance with HUD privacy and security standards, acknowledgement of use of the Shelter Point program, and statistics on the percentage of Universal and Top Level Program data captured.

- 2.06 Homeless Documentation. Short-Term Emergency Services. Persons living on the street. Projects may provide short-term shelter and/or services, such as outreach, food, health care, and clothing, to persons who reside on the streets or who are otherwise homeless. In these cases, it is not feasible to require documentation for each person obtaining such services offered by the Project. It is sufficient for the GRANTEE staff to confirm that the persons served, indeed,

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reside on the street or are otherwise homeless. GRANTEE will also verify that homelessness documentation has been completed prior to issuing subsidy assistance for each applicant through 3<sup>rd</sup> party verification

- 2.07 Disclosure. GRANTEE understands that client information collected under this AGREEMENT is private and the use or disclosure of such information, when not directly connected with the administration of the CITY or GRANTEE's responsibilities with respect to services provided under this AGREEMENT, is prohibited unless written consent is obtained from such person receiving service.
- 2.08 Language Access Plan (LAP). GRANTEE shall fully implement and comply with the Language Access Plan (LAP) based on the Four Factor Analysis, as approved by CITY to ensure that Limited English Proficient clients have equal access to community programs and services.
- 2.09 Client Data Tracking. GRANTEE shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, description of service provided and progression of client self sufficiency. Such information shall be tracked monthly and made available to GRANTEE monitors or their designees for review upon request.
- 2.10 Quarterly Reporting. GRANTEE shall submit quarterly reports to the CITY, within ten (10) calendar days from the conclusion of each quarter. Typical fiscal years follows quarterly periods as noted below:
- Quarterly 1: From July 1 – September 30  
Quarterly 2: From October 1 – December 30  
Quarterly 3: From January 1 – March 31  
Quarterly 4: From April 1 – June 30
- 2.11 Culturally Responsive Services. GRANTEE shall support inclusive engagement that embrace cultural competency, cultural responsiveness, cultural relevancy and cultural accessibility.

- a. Culturally Competent: GRANTEE shall demonstrate competency and respect in for the beliefs, lifestyles, and behaviors of by diverse groups and will act accordingly during their interactions. GRANTEE shall be able to effectively operate through cultural differences and demonstrate awareness of one's own cultural values whilst having the ability to consistently function with members from other cultural groups. GRANTEE shall display capability in effectively navigating cultural differences in the communities they serve, being dynamic and respectful to the multitude of various lifestyles, beliefs, and behaviors encountered.

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- b. Culturally Responsive: GRANTEE shall have the capability to be responsive to the cultural and linguistic needs of the diverse communities. GRANTEE must reflect this cultural responsiveness in every aspect of their operation, including policy, governance, service model, and recruitment. GRANTEE shall make the utmost effort to ensure that all levels of staffing, from the work force to governing and policy-making bodies, are comprised of members reflective of the diverse backgrounds of the communities they serve.
  
- c. Culturally Relevant: GRANTEE shall be relevant and aware in addressing the cultural needs of diverse communities whose forms of engagement and cultural norms differ from the mainstream population at large. GRANTEE shall be staffed by culturally competent individuals who are able to form authentic and effective relationships with community members and provide culturally aware services from specific cultural groups and/or communities of color. Such capabilities and commitments to cultural awareness are reflective of effective and mutually beneficial relationships with other organizations (such as grassroots or community-based organizations, churches, community networks, etc.) that serve and reflect local populations.
  
- d. Culturally Accessible: GRANTEE shall be accessible in language, location, and delivery style. GRANTEE shall be capable of overcoming common mainstream barriers and/or provide effective alternate methods for providing service to recipients to easily access mainstream and nontraditional programs and other services.



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**EXHIBIT F**

**EMPLOYEE/VOLUNTEER CLEARANCE VERIFICATION AND COMPLIANCE WITH  
CHILD ABUSE AND NEGLECT REPORTING ACT**

If GRANTEE provides services involving minors, and as a CITY-approved method of complying with the provisions contained in this AGREEMENT, GRANTEE shall conduct a criminal background check through the database of the California Department of Justice **and** an FBI criminal database or equivalent national database as approved in writing by GRANTEE's liability insurance provider, on each of its employees and volunteers who have supervisory or disciplinary authority over minors.

GRANTEE shall also comply with the provisions of the Child Abuse and Neglect Reporting Act, California Penal Code Section 11164 *et. seq.* Additionally, GRANTEE certifies to the following:

1. Any and all personnel employed or retained by GRANTEE in conducting the operations of GRANTEE's program shall be qualified to perform the duties assigned to them by GRANTEE. GRANTEE agrees that GRANTEE shall not at any time allow its employees or volunteers to be in any position with supervisory or disciplinary authority over minors, if they have been convicted of any offense identified in California Public Resources Code Section 5164 (copy attached).

CITY and GRANTEE understand that results of background checks on minors may be confidential under state law. Therefore, all employees or volunteers must be at least 18 years of age if they are to be in a position having supervisory or disciplinary authority over any minor.

If GRANTEE intends to have employees or volunteers under the age of 18 providing services under this AGREEMENT, GRANTEE shall maintain and make available to CITY, if requested, guidelines, procedures or policies, that safeguard and ensure that no employees or volunteers under the age of 18 will be providing services under this AGREEMENT unsupervised and further GRANTEE shall ensure that none of its employees or volunteers under 18 years of age have any supervisory or disciplinary authority over any minor, as such term is used in California Public Resources Code Section 5164.

2. GRANTEE shall be responsible for ensuring that no person who has supervisory or disciplinary authority over minors, who is paid or unpaid by GRANTEE shall be permitted to provide services unless appropriate background checks, including fingerprints, have been performed prior to the beginning of services under this AGREEMENT, and the person meets the standards set forth above. If requested by CITY, and to the extent allowed by law, GRANTEE shall promptly provide documentation listing each person that has provided or is providing services hereunder involving supervision or disciplinary authority over minors, and certifying that the GRANTEE has conducted the proper background check on such person or persons, and each of the named persons is legally permitted to perform the services described in this AGREEMENT. Regardless of whether such

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documentation is requested or delivered by GRANTEE, GRANTEE shall be solely responsible for compliance with the provisions of this Section 2.

3. That no person paid or unpaid by GRANTEE shall be permitted to provide services requiring contact with children or providing food concessionaire services or other licensed concessionaire services in that area, unless GRANTEE has complied with the TB testing requirements set forth in Section 5163 of the California Public Resources Code (copy attached), verifying that the person or persons has provided evidence/verification of a negative TB skin test reading less than two (2) years old (if newly hired) or within four (4) years (if current employee) of the date of execution of this AGREEMENT and every four (4) years thereafter, if the term of this AGREEMENT exceeds four (4) years. For persons with a positive TB skin test reading, a physician's medical clearance must be obtained prior to services being provided as specified above. GRANTEE shall keep on file each certificate of clearance ("Certificate") for the persons described above, and shall also make available a copy of each Certificate to CITY, if requested and allowed by law. "Certificate" means a document signed by a licensed examining physician and surgeon or a notice from a public health agency or unit of the tuberculosis association which indicates freedom from active tuberculosis.
4. GRANTEE understands that if services are rendered on a school site, there may be additional requirements that may apply including without limitation, requirements under the California Education Code. GRANTEE acknowledges that it is GRANTEE's sole responsibility to comply with all applicable laws, regulations and licensing requirements in GRANTEE's provision of services hereunder.

I, the

*Andrea K. Urton*

I have read and agree to the above:

Signature

Email: a.urton@homefirstsc.org  
Date: 07/2022 GMT

Date

Please Print or Type Name of Organization

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**CALIFORNIA PUBLIC RESOURCES CODE SECTION 5164**

**5164.** (a)(1) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).

(2)(A) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.

(B) Any felony or misdemeanor conviction specified in subparagraph (C) within ten (10) years of the date of the employer's request.

(C) Any felony conviction that is over ten (10) years old, if the subject of the request was incarcerated within ten (10) years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three (3) or more misdemeanor convictions, or a combined total of three (3) or more misdemeanor and felony convictions, for violations listed in this Section within the ten-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding ten (10) years.

(b)(1) To give effect to this Section, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

(3) A county, city, city and county, or special district may charge a prospective employee or volunteer described in subdivision (a) a fee to cover all of the county, city, city and county, or special district's costs attributable to the requirements imposed by this section.

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**CALIFORNIA PUBLIC RESOURCES CODE SECTION 5163**

**5163.** (a) No person shall initially be employed in connection with a park, playground, recreational center, or beach used for recreational purposes by a city or county in a position requiring contact with children, or as a food concessionaire or other licensed concessionaire in that area, unless the person produces or has on file with the city or county a certificate showing that within the last two (2) years the person has been examined and has been found to be free of communicable tuberculosis.

(b) Thereafter, those employees who are skin test negative shall be required to undergo the foregoing examination at least once each four (4) years for so long as the employee remains skin test negative. Once an employee has a documented positive skin test which has been followed by an X-ray, the foregoing examination is no longer required and a referral shall be made within thirty (30) days of the examination to the local health officer to determine the need for follow-up care.

“Certificate” means a document signed by the examining physician and surgeon who is licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code, or a notice from a public health agency or unit of the tuberculosis association which indicates freedom from active tuberculosis.

**5163.1.** The examination shall consist of an approved intradermal tuberculosis test, which, if positive, shall be followed by an X-ray of the lungs.

Nothing in Sections 5163 to 5163.2, inclusive, shall prevent the governing body of any city or county, upon recommendation of the local health officer, from establishing a rule requiring a more extensive or more frequent examination than required by Section 5163 and this Section.

**5163.2.** The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray file is subsequently interpreted by a licensed physician and surgeon.

**5163.3.** The city or county shall maintain a file containing an up-to-date certificate for each person covered by Section 5163.

**5163.4.** Nothing in Section 5163 to 5163.3, inclusive, shall prevent the city or county from requiring more extensive or more frequent examinations.

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**EXHIBIT G**

**INSURANCE REQUIREMENTS**

GRANTEE, at GRANTEE's sole cost and expense, shall procure and maintain for the duration of this AGREEMENT insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the services hereunder by GRANTEE, its agents, representatives, employees or subcontractors.

**A. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. The coverage provided by Insurance Services Office Commercial General Liability coverage ("occurrence") Form Number CG 0001; and
2. The coverage provided by Insurance Services Office Form Number CA 0001 covering Automobile Liability. Coverage shall be included for all owned, non-owned and hired automobiles; and
3. Workers' Compensation insurance as required by the California Labor Code and Employers Liability insurance; and
4. Professional Liability Errors and Omissions insurance for all professional services rendered.

There shall be no endorsement reducing the scope of coverage required above unless approved by the CITY's Risk Manager.

**B. Minimum Limits of Insurance**

GRANTEE shall maintain limits no less than:

1. Commercial General Liability: \$5,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit; and
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and

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3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident; and
4. Professional Liability Errors and Omissions: \$1,000,000 per claim and \$1,000,000 aggregate.

Any limits requirement may be met with any combination of primary and excess coverage so long as the excess coverage is written on a "follow form" or umbrella basis.

**C. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to, and approved by CITY's Risk Manager.

**D. Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages
  - a. The City of San Jose, its officers, employees and agents are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of, GRANTEE; products and completed operations of GRANTEE; premises owned, leased or used by GRANTEE; and automobiles owned, leased, hired or borrowed by GRANTEE.
  - b. The Santa Clara Valley Transportation Authority (VTA) are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of, GRANTEE; products and completed operations of GRANTEE; premises owned, leased or used by GRANTEE; and automobiles owned, leased, hired or borrowed by GRANTEE.
  - c. The State of California Department of Transportation (Caltrans) are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of, GRANTEE; products and completed operations of GRANTEE; premises owned, leased or used by GRANTEE; and automobiles owned, leased, hired or borrowed by GRANTEE.

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c. GRANTEE's insurance coverage shall be primary insurance as respects CITY, its officers, employees, and agents. Any insurance or self-insurance maintained by CITY, its officers, employees, or agents shall be excess of GRANTEE's insurance and shall not contribute with it.

d. Any failure to comply with reporting provisions of the policies by GRANTEE shall not affect coverage provided CITY, its officers, employees, agents or Caltrans.

e. Coverage shall state that GRANTEE's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

f. Coverage shall contain a waiver of subrogation in favor of the City, its officers, employees, and agents.

g. Coverage shall contain a waiver of subrogation in favor of the VTA, its officers, officials, employees, and volunteers.

2. Workers' Compensation and Employers' Liability

a. Coverage shall contain waiver of subrogation in favor of the City of San Jose, its officers, employees, and agents.

b. Coverage shall contain waiver of subrogation in favor of the VTA, its officers, officials, employees, and volunteers.

3. Claims Made Coverages

If coverage is obtained on a "claims made" policy form, the retroactive date shall precede the date services were initiated with the City and the coverage shall be maintained for a period of three (3) years after termination of services under this Agreement.

4. All Coverages

Each insurance policy required by this AGREEMENT shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to CITY, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

**E. Acceptability of Insurers**

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Insurance is to be placed with insurers acceptable to CITY's Risk Manager.

**F. Verification of Coverage**

GRANTEE shall furnish CITY with certificates of insurance and endorsements affecting coverage required by this AGREEMENT. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Proof of insurance shall be emailed in pdf format to: [Riskmgmt@sanjoseca.gov](mailto:Riskmgmt@sanjoseca.gov):

Certificate Holder  
City of San Jose—Finance  
Risk Management & Insurance  
200 East Santa Clara Street, 14th Floor Tower  
San Jose, CA 95113-1905

Certificate Holder  
State of California Department of Transportation  
Right of Way Airspace Development MS 11  
111 Grand Avenue  
Oakland, CA 94612  
Attn: Jim Bozionelos

Certificate Holder  
Santa Clara Valley Transportation Authority  
3331 North First Street  
San Jose, CA 95134-1906

**G. Subcontractors**

GRANTEE shall include all subcontractors as insureds under its policies or shall obtain separate certificates and endorsements for each subcontractor.



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**EXHIBIT H**

**GUIDELINES FOR MINORITY- OWNED AND WOMEN-OWNED  
BUSINESS ENTERPRISES (MBE/WBE)**

Section 281 of the National Affordable Housing Act requires each contractor to prescribe procedures to establish and oversee a minority outreach program for the receipt of all federal housing and community development funds including CDBG, ESG, HOME, HOPWA, ESG, Section 108, and BEDI grants.

The program shall include minority and women-owned businesses in all contracting activities entered into by the contractor to facilitate the provision of affordable housing authorized under this Act or any other federal housing law applicable to such jurisdiction.

***Definitions:***

- **The CITY:** The primary GRANTEE of federal housing and community development funds is the City of San José.
- **Developer/Contractor/Subrecipient:** The individual, company, corporation, partnership, business, or other entity that enters into a contract with the City of San José to carry out the work, service, or project specified in connection with receiving a federal HUD grant.
- **Subcontractor:** Any entity which has agreed to undertake a portion of the developer/contractor/subrecipient general contract.
- **Minority-Owned Business Enterprise (MBE):** Business primarily (51%) owned, operated and controlled by one or more members of the following race/ethnicity: Pacific Islander, American Native, African American/Black, American Indian/Alaskan Native, Hawaiian/Pacific Islander, Asian, or Hispanic.
- **Women-Owned Business Enterprise (WBE):** Primarily (51%) owned by one or more females.

***Required Program Participants' Responsibility:***

- The CITY will ensure that when soliciting bids for service, construction, or maintaining “contractor lists” for developers/contractor/subrecipient, the CITY will use the outreach provisions described under “Outreach Criteria.”
- The CITY will require its developers/contractors/subrecipient to carry out the provisions of MBE/WBE when soliciting bids of subcontractors.

***Applicability:***

- When the CITY makes a grant to a developer/contractor/subrecipient for services or construction.

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- When a developer/contractor/subrecipient subcontracts for services or construction.
- When the grant received by the developer/contractor/subrecipient or subcontractor exceeds Ten Thousand Dollars (\$10,000).
- When the developer/contractor/subrecipient or subcontractor is a for-profit organization/business, or a nonprofit hires a for-profit subcontractor.

### ***Steps to Meeting the Reporting Requirements:***

- If applicable, each developer/contractor/subrecipient will need to self-certify to the CITY whether it is an MBE/WBE. A form will be provided to each agency awarded funds and reported annually by the developer/contractor/subrecipient.
- Each developer/contractor/subrecipient will ensure that every subcontractor also self-certifies whether it is a MBE/WBE and this information is reported annually.
- The CITY will follow the guidelines for “Outreach” when soliciting bids for developer/contractor/subrecipient.
- Each developer/contractor/subrecipient will follow the guidelines for “Outreach” when soliciting bids for subcontractors and will report these efforts annually to the Housing Department.

### ***Required Outreach Criteria:***

- The Housing Department will maintain a list of local MBE/WBE companies and addresses and distribute to all developers/contractors/subrecipients.
- The Housing Department Rehabilitation Division will ensure that its “Contractor List” includes MBE/WBEs for homeowners to use when selecting eligible contractors. The list will be updated annually and include outreach to MBE/WBEs.

When developers/contractors/subrecipients are soliciting bids from subcontractors, they will include in any notice to local newspaper that “Women and Minority Owned Businesses are strongly encouraged to apply.”

Developers/contractors/subrecipients, when feasible, are strongly encouraged to consider posting in Spanish and Vietnamese newspapers.

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**EXHIBIT I**

**RETROACTIVE SERVICES**

It is understood and agreed that GRANTEE has provided services prior to the execution of this AGREEMENT in anticipation of its execution. If CITY accepts and approves the services provided by GRANTEE prior to the date of this AGREEMENT, CITY agrees to compensate GRANTEE for those services in accordance with the terms of this AGREEMENT. However, in no event shall GRANTEE be compensated for work performed for CITY prior to July 1, 2022.

# City of San José Contract/Agreement Transmittal Form

## Route Order

## Attached / Completed

## Electronically Signed

TO:  City Attorney  
 City Manager  
 City Clerk **OR** Return to  
Dept. (circle one)

Insurance Certificates / Waivers  Electronically Signed: Yes  
 Business Tax Certificate  Audit Trail Attached (if applicable)  
 Contacted Clerk re: Form 700  Scanned Signature Authorization  
 Supplemental Memorandums (if applicable): Select One

Type of Document: New Contract

Type of Contract: Grant Applications/Agreements

### REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing GILES # \_\_\_\_\_

Contractor: HomeFirst Services of Santa Clara County

Address: 507 Valley Way, Milpitas, CA 95035

Phone: (408) 539-2113

Email: aurton@homefirstsc.org

Contract Description: The GRANTEE will be responsible for the day-to-day operations and property maintenance as well as the provision of programs and services administered at each Bridge Housing Community (BHC).

Term Start Date: 07/01/2022 Term End Date: 06/30/2023 Extension: Select one

Method of Procurement: Select one RFB, RFP or RFQ No.: \_\_\_\_\_ Date Conducted: \_\_\_\_\_

Agenda Date (if applicable): 06/28/2022

Agenda Item No.: 8.3

Resolution No.: 80627

Ordinance No.: \_\_\_\_\_

Original Contract Amount: 4,011,000

Amount of Increase/Decrease: \_\_\_\_\_

Option #: \_\_\_ of \_\_\_ Option Amount: \_\_\_\_\_

Updated Contract Amount: \_\_\_\_\_

Fund/Appropriation: F456/ A213B

Form 700 Required: Select one

Revenue Agreement: Select one

Business Tax Certificate No.: 3953590210

Expiration Date: 01/15/2023

Department: Housing (56)

Department Contact Name/Phone: Gabriela Banks / (408)535-8234

Notes:

*Jacky Morales - Ferrand*

Department Director Signature: \_\_\_\_\_

Email: [jacky.morales-ferrand@sanjoseca.gov](mailto:jacky.morales-ferrand@sanjoseca.gov)  
Date: 09/08/2022 GMT

Date

Office of the City Manager Signature: \_\_\_\_\_

Date