This HOME GRANT AGREEMENT (“AGREEMENT”) is entered into this ____ day of ____________, 2017 by the CITY OF SAN JOSE, a California municipal corporation (“CITY”) and THE HEALTH TRUST, a California non-profit public benefit corporation (“GRANTEE”).

**SUMMARY PAGE**

<table>
<thead>
<tr>
<th>Grant Type:</th>
<th>Homeless</th>
<th>Contract No.:</th>
<th>HOME-17-001</th>
</tr>
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<tbody>
<tr>
<td>Agency:</td>
<td>THE HEALTH TRUST</td>
<td></td>
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<tr>
<td>Project:</td>
<td>Rapid Rehousing Tenant Based Rental Assistance Program – RENTAL SUBSIDY ADMINISTRATOR</td>
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| Description:    | GRANTEE will serve as the Rental Subsidy Administrator for the CITY’s Rapid Rehousing Tenant Based Rental Assistance Program. Duties include, but are not limited to:  
  • Certification/recertification of participant eligibility;  
  • Housing search assistance;  
  • Housing Quality Standards (HQS) inspections;  
  • Subsidy calculations;  
  • Occupancy and rent reasonableness reviews;  
  • Disbursement of subsidies, deposits, and utility allowances (if applicable);  
  • Collaboration with partner agencies; and  
  • Collaboration with landlords and tenants.  
  The grant award includes Program Costs of up to $1,690,223 for subsidies, security deposits, utility allowances, administrative costs associated with income determination, and administrative costs associated with unit inspections; and, up to $109,777 for general administrative costs. |
| Funding Source: | HOME |
| FY 17-18 Grant Award Not to Exceed: | $1,800,000 |
| Payment Terms: | See EXHIBIT D |
| Agreement Term: | Start Date: 08/08/2017 End Date: 6/30/2018 |
**PARTIES TO AGREEMENT:**

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<tr>
<th></th>
<th>GRANTEE</th>
<th>CITY OF SAN JOSE</th>
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<tbody>
<tr>
<td>Agency Name:</td>
<td>The Health Trust</td>
<td>Housing Department</td>
</tr>
<tr>
<td>Address for Legal Notice:</td>
<td>3180 Newberry Drive, #200</td>
<td>200 E. Santa Clara St., 12th Fl.</td>
</tr>
<tr>
<td>City/State/Zip Code:</td>
<td>San José, CA 95118</td>
<td>San José, CA 95113-1907</td>
</tr>
<tr>
<td>Attention:</td>
<td>Charles Bullock, Interim CEO</td>
<td>Jacky Morales-Ferrand, Housing Director</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:CBullock@healthtrust.org">CBullock@healthtrust.org</a></td>
<td><a href="mailto:Jacky.Morales-Ferrand@sanjoseca.gov">Jacky.Morales-Ferrand@sanjoseca.gov</a></td>
</tr>
<tr>
<td>Telephone No.:</td>
<td>(408) 513-8700</td>
<td>(408) 535-3500</td>
</tr>
<tr>
<td>Taxpayer ID:</td>
<td>94-6050231</td>
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<tr>
<td>DUNS No.:</td>
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</tr>
<tr>
<td>Type of Entity</td>
<td>501 (c) 3 – public benefit corporation</td>
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</tr>
<tr>
<td>State of Incorporation or Residency</td>
<td>California</td>
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**CONTACT INFORMATION**

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<tr>
<th></th>
<th>GRANTEE Contract Manager: Trang Van</th>
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<th>CITY Contact Person: Eric L. Calleja</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Director of Housing Services</td>
<td></td>
<td>Grant Manager</td>
</tr>
<tr>
<td>Telephone No.:</td>
<td>(408) 961-9823</td>
<td></td>
<td>(408) 975-2650</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:TrangV@healthtrust.org">TrangV@healthtrust.org</a></td>
<td></td>
<td><a href="mailto:Eric.Calleja@sanjoseca.gov">Eric.Calleja@sanjoseca.gov</a></td>
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EXHIBIT LIST

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To the extent applicable, the following grant provisions are required for this AGREEMENT. (Check all provisions that apply.)

REQUIRED LANGUAGE ATTACHMENT

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[Remainder of Page Left Intentionally Blank. Signatures on Following Page.]
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 hereinafter written.

THE HEALTH TRUST, a California non-profit public benefit corporation

GRANTEE Signature: __________________________________________ Date: __________________

Print Name: Charles Bullock
Title: Chief Executive Officer

[Signatures Continue on Following Page.]
CITY OF SAN JOSE, a California municipal corporation

TONI J. TABER, CMC
City Clerk

_______________________________ Date: ________________

Approved as to form:
HANA HARDY
Deputy City Attorney

_______________________________ Date: ________________

CITY OF SAN JOSE
HOUSING DEPARTMENT
GRANT AGREEMENT
SUMMARY PAGE

HOME-17-001
The Health Trust
T-344.532/1435160

DRAFT--Contact the Office of the City Clerk at (408) 535-1260 or CityClerk@sjoseca.gov for final document.
This HOME RAPID REHOUSING/TBRA 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 THE HEALTH TRUST, a California non-profit public benefit corporation ("GRANTEE"). For the purposes of this AGREEMENT, CITY and GRANTEE are sometimes collectively referred to as "Parties" and individually as "Party".

THE PARTIES HEREBY AGREE AS FOLLOWS:

SECTION 1: RECITALS

WHEREAS, CITY desires to grant federal HOME Investments Partnerships Program (HOME) (the "Program") funds for services to be provided by GRANTEE; and

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

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

SECTION 2: PROGRAM COORDINATION

A. CITY: The Director of the CITY Housing Department, now Jacky Morales-Ferrand, identified on the Summary Pages under City of San José (hereinafter "Director"), or his or her designee, 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.

B. GRANTEE: GRANTEE’s Director of Housing Services, now Trang Van, ("Grantee Contract Manager"), shall have overall responsibility for the progress and execution of this AGREEMENT. Such person is identified on the Summary Pages as Grantee Contract Manager. 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 3: TERM OF AGREEMENT AND GRANT AWARD

A. The term of this AGREEMENT ("Term") shall commence on AugaTEE
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.

B. The CITY, at the CITY’s sole option, may extend the term of this AGREEMENT for up to two (2) one-year option terms and add grant funds according to the schedule below, contingent upon funding and appropriation of funds by the Council of the City of San José (“City Council”). Before the expiration of this AGREEMENT, the CITY’s Manager may extend the term by written notice of exercise of option. In the event that CITY exercises its option to extend the Term, this AGREEMENT shall be extended as follows:

<table>
<thead>
<tr>
<th>OPTION 1</th>
<th>7/1/2018 – 6/30/2019</th>
<th>Grant Award Not to Exceed:</th>
<th>$2,400,000</th>
<th>HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPTION 2</td>
<td>7/1/2019 – 6/30/2020</td>
<td>Grant Award Not to Exceed:</td>
<td>$2,400,000</td>
<td>HOME</td>
</tr>
</tbody>
</table>

C. 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 expiration 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 City Council.

SECTION 4: GRANT SERVICES

GRANTEE shall perform those services as specified in detail on EXHIBIT A to this AGREEMENT titled “Scope of Services” (“Grant Services”) and shall comply with the terms and conditions of this AGREEMENT.

SECTION 5: PAYMENTS

A. CITY agrees to pay GRANTEE an amount not to exceed One Million Eight-Hundred Thousand Dollars ($1,800,000) as set forth on the Summary Pages (“Grant Award”), for the services described in EXHIBIT A titled “Scope of Services”, and which payment is subject to the terms and conditions set forth in EXHIBIT D titled “Schedule of Payments.” 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 Executive Director of GRANTEE 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 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, 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.

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.

SECTION 6: DEFAULT AND TERMINATION OF AGREEMENT

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

B. 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 5 for suspension or termination of CITY’s payment of the Grant Award.

C. In the event of termination under this Section 6, 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, 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. 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, unless other payment terms are explicitly provided in EXHIBIT D.

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.

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

E. The Director is authorized to terminate this AGREEMENT on CITY’s behalf.

F. If the term of this AGREEMENT is more than one 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 City Council, 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.
G. 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 7: 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 8: 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 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 9: 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.

EXHIBIT B, entitled “MONITORING, EVALUATION AND REPORTING REQUIREMENTS ”, 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.
SECTION 10: CITY ACKNOWLEDGMENT

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

SECTION 11: INSURANCE

GRANTEE agrees to have the policies set forth in the attached EXHIBIT G, entitled “INSURANCE”, not later than the date of 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 12: INDEMNIFICATION AND HOLD HARMLESS

A. GRANTEE agrees to defend, indemnify, and hold harmless the CITY from and against any and all claims, demands, causes of action, or liabilities incurred by CITY arising from, in whole or in part, directly or indirectly, GRANTEE’s acts or omissions under this AGREEMENT, except as may arise from the gross negligence or willful misconduct of CITY. 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 gross negligence or willful misconduct.

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

SECTION 13: 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.

B. Either Party may change its address by sending written notice of the new address to the other Party pursuant to this Section 13.
SECTION 14: 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.

SECTION 15: 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 their CITY-approved Language Access Plan to ensure that Limited English Proficient participants 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.

SECTION 16: RELATIONSHIP OF PARTIES

A. It is understood and agreed by and between the Parties 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 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 17: 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 or GRANTEE of any breach of covenants or conditions of this AGREEMENT or any default which may then exist on the part of CITY or 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 or GRANTEE with respect to such breach or default.

B. The waiver by any Party to this AGREEMENT 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 18: 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 19: 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 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.

SECTION 20: 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 6 as related to repayment of the Grant Award shall apply.

SECTION 21: 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 22: CONFLICT OF INTEREST

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 23: 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 23 shall be deemed a disallowed cost.

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 24: 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 24, will be voidable at CITY’s sole option.

SECTION 25: 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 to ensure compliance with the terms and conditions of this AGREEMENT and provide records of their compliance as requested.

C. GRANTEE assures that the subcontractor(s) maintain(s) current licensure and indemnity insurance appropriate for obligations undertaken by subcontractor(s) and provides 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 26: 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 Section 5164. GRANTEE shall fully indemnify, 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 FBI requirement for background checks, then such alternative database shall be subject to the CITY’s prior written approval.
SECTION 27: CONTRACTOR’S FINANCIALS

A. City Council requires that each non-profit organization receiving $290,000 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 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 Department and posted at 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 $290,000 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 $290,000. 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 or exceed $290,000, 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 $290,000. 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 $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 months from the end of GRANTEE’S fiscal year. This includes the GRANTEE’S previous fiscal year, if that year ended within six months of the commencement of this AGREEMENT.
SECTION 28: 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: http://www.sanjoseca.gov/?nid=1774.

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, etcetera.

SECTION 29: 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 San José 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 6 of this AGREEMENT.

SECTION 30: 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 San José 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 31: 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, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
EXHIBIT A
SCOPE OF SERVICES

1.01 GENERAL PROJECT DESCRIPTION

The GRANTEE shall use HOME funds to operate the CITY’s Rapid Rehousing/Tenant Based Rental Assistance ("RRH/TBRA") Program in accordance with the provisions of the grant agreement between the CITY and U.S. Department of Housing and Urban Development ("HUD"), and all rules and regulations of the HOME Investment Partnership Program (24 CFR Part 92).

The GRANTEE shall follow the RRH/TBRA Guidelines issued by the Housing Department, as may be amended from time to time.

The purpose of the RRH/TBRA Program is to assist the CITY’s non-chronically homeless population, identified through Santa Clara County’s coordinated assessment system, with rental subsidies, rental deposits, and utility allowance reimbursements (when appropriate).

The GRANTEE’s responsibilities include, but are not limited to, the services listed in this EXHIBIT A. In the event the GRANTEE desires modifications to the Scope of Services, GRANTEE shall apply to the Housing Department Homeless Grants Manager, in writing, setting forth the requested modifications. The Housing Department Director ("Director") shall have the authority to approve the following categories of modifications, by letter signed by the Director, or the Director’s designee, without the necessity of formal written amendment to this AGREEMENT:

A. Modifications to the times and dates of the Scope of Services, short of extending the contract, which requires an amendment, which do not affect the total units of services to be provided; or
B. Modifications to the location of the Scope of Services so long as the proposed location will serve the same target population and are consistent with the Tenant-Based Rental Assistance Program Allocation Plan.

1.02 PROJECT AREA & LOCATION

The primary Project Area shall be within the City of San José city limits. If participants cannot find an affordable housing option in San José, the Project and HUD allows the participant to take their subsidy to neighboring cities on a case-by-case basis.
1.03 **ELIGIBILITY – Homeless Status.**

Eligible participant RRH/TBRA participants under this AGREEMENT shall be non-chronically homeless households residing in the City of San José identified through Santa Clara County’s Coordinated Assessment System for whom HMIS intake must be completed.

An individual is considered homeless if they are a member of a household that falls into at least one of the following four categories:

1) Individuals and families who lack a fixed, regular, and adequate nighttime residence, and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
2) Individuals and families who will imminently lose their primary nighttime residence;
3) Unaccompanied youth and families with children and youth who are defined as homeless under federal statutes who do not otherwise qualify as homeless under the above definitions; and
4) Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

GRANTEE shall document each participant’s eligibility, which shall include information about PARTICIPANT’s race and ethnicity as described on HUD Form 27061, homeless status, if they are female head of household, and shall include a participant signature and date certifying that the intake information is accurate.

1.04 **ELIGIBILITY – Income Status.**

Participants shall not have a gross income that exceeds 60% of the area median income for the City of San José. Participant income shall be verified before assistance can be provided. Income shall be re-examined on an annual basis to determine continued participation in the Project. Income limits are established by the household size, and revised annually by HUD.

1.05 **ELIGIBILITY – Household Status.**

A. Participant(s) must not have been convicted of a drug-related criminal activity for the production or manufacture of methamphetamines within the last three (3) years. If prior convictions exist, participant must submit evidence of successful completion of a rehabilitation program;

B. Participant(s) must not be currently receiving Section 8 Housing;
C. Participant(s) must not be subject to a lifetime registration requirement under any state’s sex offender program. The CITY’s Program administrator will verify sex-offender status.

D. Participant(s) must be a U.S. citizen or legally eligible to live in the United States as a non-citizen to participate in this program. Citizenship will be verified through an applicant’s self-declaration.

1.06 DESCRIPTION OF SERVICES.

Activity 1 – Eligibility Review

GRANTEE will review participant applications for eligibility status. This includes reviewing income, confirming homeless status, reviewing citizenship declaration, completing background and credit checks, calculating subsidy based on household occupancy, complete assistance contract with participant, issue housing coupon, and performing annual re-certifications as necessary.

Activity 2 – Housing Search and Inspections

GRANTEE will assist participants with housing search as needed, perform HQS inspections, provide lead-based paint information when applicable, negotiate rent with the landlord, complete a “rent reasonableness” check, and obtain W-9 from landlord.

Activity 3 – Issuance of Subsidies, Deposits, and Utility Allowances Reimbursements

GRANTEE will issue payments for monthly rental subsidies, deposits, and utility allowances (when applicable).

1.07 STAFFING & HIRING REQUIREMENTS.

GRANTEE agrees to adhere to the requirements of Section 3 (as applicable) of the HUD Act of 1969 (12U.S.C. §1701u) in the hiring of any staff member whose position receives 50% or more of its funding from a HOME Grant.

1.08 REPORTING REQUIREMENTS

Project objectives and outcomes will be measured on a quarterly basis. GRANTEE will submit a Quarterly Performance Report reporting on the Program’s performance with respect to the objectives, measures and outcomes set forth in EXHIBIT B to the AGREEMENT titled “MONITORING, EVALUATION AND REPORTING REQUIREMENTS”, according to the following schedule.
This AGREEMENT is for an 11-month term. The initial reporting period will be from 08/08/2017 to 09/30/2017. After the initial reporting period, activities and outputs will be tracked and reported quarterly.

**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.

**Outcome Measure Reports.** At the end of each quarter, GRANTEE shall submit a narrative report detailing results of the outcome measures. The report at a 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; and  
- (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.

**Reporting Schedule.** All required reports shall be submitted to the Housing Department, via the CITY’s WebGrants system, no later than 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.**

Project 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**, entitled “SCHEDULE OF PAYMENTS”.

1.10 **ADDITIONAL PROVISIONS.**

N/A
EXHIBIT B
MONITORING, EVALUATION AND REPORTING REQUIREMENTS

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 participants 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 family size, total household income, gender of head of household, race, ethnicity, and disability data.

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME</td>
<td>80</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>Total Project</td>
<td>80</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>100</td>
</tr>
</tbody>
</table>

1.02 Services. Throughout the term of this AGREEMENT, GRANTEE shall provide the following services to participants during the regular office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday:

**Activity 1:** Number of housing coupons issued.

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Total Project</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

*Note: There are participants in the program already receiving subsidies. There will likely not be any new participants (hence any new coupons) issued until the 4th Quarter.

**Activity 2:** Number of HQS inspections completed.

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Total Project</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>10</td>
<td>30</td>
</tr>
</tbody>
</table>

**Activity 3:** Number of checks issued.

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME</td>
<td>80</td>
<td>270</td>
<td>300</td>
<td>300</td>
<td>950</td>
</tr>
<tr>
<td>Total Project</td>
<td>80</td>
<td>270</td>
<td>300</td>
<td>300</td>
<td>950</td>
</tr>
</tbody>
</table>

1.03 Outcome Measure Statement and Measurement Methodology.

Measurement Methodology.
GRANTEE shall track participant success in finding and maintaining permanent housing, employment and increased income. GRANTEE shall track outcomes by utilizing case notes and approved assessment forms and shall maintain records on the Unduplicated Participants who participated throughout the Project. GRANTEE shall submit results of outcome measures to the
CITY OF SAN JOSE
HOUSING DEPARTMENT
GRANT AGREEMENT

Housing Department, via the CITY’s WebGrants system, no later than ten (10) calendars days after the end of each quarter.

<table>
<thead>
<tr>
<th>Outcome Measure #1</th>
<th>80% of participants who complete the application process and are eligible, will receive their coupon within two weeks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measurement Methodology</td>
<td>Project staff will note the date that all documentation is received by the participant and the date the coupon is issued.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome Goal</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>80%</td>
<td>80%</td>
<td>80%</td>
<td></td>
</tr>
</tbody>
</table>

1.04 GRANTEE must describe outreach efforts employed, and to be employed, to reach out to all persons without regard to race, sex, color, age, religion, actual or perceived gender identity, sexual orientation, disability, ethnic or national origin, or familial status. Documentation of these efforts must be submitted along with the second and fourth quarterly performance reports.

1.05 Voluntary Vacation By Prior Tenant.
Only units voluntarily or lawfully vacated by prior tenants shall be eligible for TBRA assistance under this AGREEMENT. GRANTEE must obtain from the landlord or landlord’s representative evidence and a certification under penalty of perjury that the household which occupied the unit immediately prior to the TBRA applicant voluntarily or lawfully vacated the unit.
## Direct Program Administration

<table>
<thead>
<tr>
<th>Item</th>
<th>FY 2017-2018 (11 MONTHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>76,031</td>
</tr>
<tr>
<td>Fringe/Benefits</td>
<td>19,008.00</td>
</tr>
<tr>
<td>Credit/Background Checks</td>
<td>750</td>
</tr>
<tr>
<td>Office supplies</td>
<td>1,076</td>
</tr>
<tr>
<td>Postage</td>
<td>2,169</td>
</tr>
<tr>
<td>Communication</td>
<td>1,339</td>
</tr>
<tr>
<td>Travel</td>
<td>3,360</td>
</tr>
<tr>
<td>Occupancy</td>
<td>3,553</td>
</tr>
<tr>
<td>Equipment Rental/Copier Rental/Maintenance</td>
<td>969</td>
</tr>
<tr>
<td>Training</td>
<td>600</td>
</tr>
<tr>
<td>Computer/Communications/Maintenance Support</td>
<td>461</td>
</tr>
<tr>
<td>Data storage/destruction fees</td>
<td>461</td>
</tr>
</tbody>
</table>

## Direct Project Delivery

<table>
<thead>
<tr>
<th>Item</th>
<th>FY 2017-2018 (11 MONTHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME Subsidies (100 clients)</td>
<td>1,312,675</td>
</tr>
<tr>
<td>Eligibility &amp; Inspection Activities (Salary &amp; Benefits)</td>
<td>39,376</td>
</tr>
<tr>
<td>Other 2 (Placement)</td>
<td>123,000</td>
</tr>
<tr>
<td>Other 5 (FASS Accounting Services)</td>
<td>22,153</td>
</tr>
</tbody>
</table>

## Support Services

<table>
<thead>
<tr>
<th>Item</th>
<th>FY 2017-2018 (11 MONTHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management &amp; General</td>
<td>22,016</td>
</tr>
<tr>
<td>Admin. Overhead Rate</td>
<td>171,003</td>
</tr>
</tbody>
</table>

**TOTALS** 1,800,000
EXHIBIT D
SCHEDULE OF PAYMENTS

Reimbursement Requests. GRANTEE shall submit all reimbursement requests for subsidies, deposits and other eligible expenses to the CITY along with back-up documentation within sixty (60) days of incurring the expense. Requests shall be processed by the CITY within thirty (30) days of receipt provided back-up documentation is complete and accurate.

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 reimbursement basis 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 shall be 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 costs, payments and disbursements for activities for which HOME grant funds may be used pursuant to 24 CFR Part 84 and 85, as amended, and all other applicable rules and regulations.

D. The Director or designee may, at the request of GRANTEE, approve rechanneling 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 are not negatively affected.

Approval by the Director or designee of such rechanneling of funds must be in writing.
CITY OF SAN JOSE
HOUSING DEPARTMENT
GRANT AGREEMENT

EXHIBIT E
GENERAL GRANT CONDITIONS

CITY has received HOME funds from the Department of Housing and Urban Development (HUD) to be used for tenant based rental assistance (TBRA). The HOME TBRA Program gives Participating Jurisdictions the flexibility to use a popular and cost-effective tool to assist low-income renters. In addition to the grant conditions set forth in this Exhibit E, GRANTEE agrees to comply with any additional HOME requirements set forth under the July 24, 2013 Final Rule amending HOME Program regulations and codified as 24 CFR Part 92, as amended.

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, time cards, 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 fifteen (15) working 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.”

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 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements, Subpart E, “Cost Principles for
Non-Profit Organizations.” These principles shall be applied for all costs incurred whether charged in a direct or indirect basis.

8. If indirect costs are charged, the GRANTEE will develop an indirect cost allocation plan for determining the appropriate GRANTEE’s share of administrative costs and shall submit such plan to the CITY for approval.

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

   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. GRANTEE shall perform an independent fiscal and compliance audit at least annually, in conformance with the accounting standards and principles described in Paragraph 4(a)(5) below. Such audits must identify the funds received and disbursed relating to this AGREEMENT. The costs for such audits shall be at GRANTEE’s expense, unless otherwise provided for in this AGREEMENT. The following provisions apply to the completion of the independent audit required by this Section 1.02(B)(4):

(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 Budget Circular A-102, “Attachment P, Audit
Requirements.” Such audits shall identify the funds received and disbursed under this AGREEMENT.

(6) For grantees that expend $500,000 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 OMB Circular A-87;
(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 OMB Circular A-133 “Audits of State and Local Governments and Non-Profit Organizations.”
(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 A-133 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;
   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.
GRANTEES that are not required under the Single Audit Act to submit reports in conformance with the requirements of OMB Circular A-133 “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.

For grantees that expend more than $500,000 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.

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.

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.

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

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 income persons. Low income shall be defined as income at or below sixty percent (60%) of median income for San José as determined by the Secretary of U.S. Department of Housing and
CITY OF SAN JOSE
HOUSING DEPARTMENT
GRANT AGREEMENT

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 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 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 HOME and General Fund grant program are required to fully participate in the Homeless Management Information System (“HMIS”) and work closely with Bit Focus, the CITY’S HMIS Administrator, 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 all participants served by the funded projects, the services provided, and consent to release the information to CITY and the CITY’s Housing Department.

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.** GRANTEE will verify that homelessness documentation has been completed prior to issuing subsidy assistance for each applicant through 3rd party verification.

2.07 **Short-Term Emergency Shelter Services.** Only General Funds will be used for this purpose. Project may provide short-term shelter such as hotel stays.
2.08 **Disclosure.** GRANTEE understands that participant 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.

2.09 **Language Access Plan (LAP).** GRANTEE shall fully implement and comply with the Language Access Plan (LAP), as mandated in FR-4878-N-02, and as approved by CITY to ensure that Limited English Proficient participants have equal access to community programs and services.

2.10 GRANTEE shall comply with VAWA requirements of 24 CFR 92.359.

2.11 The GRANTEE shall follow the RRH/TBRA Guidelines issued by the Housing Department, as may be amended from time to time.
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 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 GRANTEE by signing below verify that I have read and agree to the above:

Signature

Date

Please Print or Type Name of Organization
(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).

(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.
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.
EXHIBIT G
INSURANCE

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, including products and completed operations; 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 & Omissions for all professional services.

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: $1,000,000 combined single limit 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

3. Workers’ Compensation and Employers' Liability: Workers’ Compensation limits as required by the California Labor and Employers Liability limits of $1,000,000
per accident; coverage shall be endorsed to state carrier waives its rights of subrogation against the CITY, its officers, employees, agents and contractors; and

4. Professional Liability Errors & Omissions $1,000,000 per occurrence/aggregate limit.

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

Any deductibles or self-insured retentions must be declared to, and approved by CITY’s Risk Manager. At the option of CITY, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its officers, employees, agents and contractors; or GRANTEE shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the 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, its officers, employees, agents and contractors 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. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, employees, agents and contractors.
   
   b. GRANTEE’s insurance coverage shall be primary insurance as respects CITY, its officers, employees, agents and contractors. Any insurance or self-insurance maintained by CITY, its officers, employees, agents or contractors shall be excess of GRANTEE’s insurance and shall not contribute with it.
   
   c. Any failure to comply with reporting provisions of the policies by GRANTEE shall not affect coverage provided CITY, its officers, employees, agents, or contractors.
   
   d. 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.
   
   e. Coverage shall contain a waiver of subrogation in favor of the CITY, its officers, employees, agents and contractors.
2. Workers’ Compensation and Employers’ Liability coverage shall contain a waiver of subrogation in favor of the CITY, its officers, employees, agents, and contractors.

Each insurance policy required by this AGREEMENT shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in limits except after thirty (30) days' prior written notice has been given to CITY.

E. **Acceptability of Insurers**

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 with original 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 either emailed in pdf format to: Riskmgmt@sanjose.ca.gov, or mailed to the following postal address or any subsequent email or postal address as may be directed in writing by the Risk Manager:

City of San José – Finance
Risk Management
200 East Santa Clara St. 14th Floor Tower
San José, CA 95113-1905

G. **Subcontractors**

GRANTEE shall include all subcontractors as insured under its policies or shall obtain separate certificates and endorsements for each subcontractor.
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, 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.
- When a developer/contractor/subrecipient subcontracts for services or construction.
CITY OF SAN JOSE
HOUSING DEPARTMENT
GRANT AGREEMENT

- When the grant received by the developer/contractor/subrecipient or subcontractor exceeds $10,000.
- When the developer/contractor/subrecipient or subcontractor is a for-profit organization/business, or a non-profit hires a for-profit subcontractor.

Steps to Meeting the Reporting Requirements:

1. 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.
2. Each developer/contractor/subrecipient will ensure that every subcontractor also self-certifies whether it is a MBE/WBE and this information is reported annually.
3. The CITY will follow the guidelines for “Outreach” when soliciting bids for developer/contractor/subrecipient.
4. 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.
- When the Housing Department announces Notices of Funding Availability or HOME Grants application availability, efforts will be made to include in local newspaper posting that “Women and Minority Owned Businesses are strongly encouraged to apply” and printed, when feasible, in Spanish and Vietnamese newspapers.