



AGREEMENT BETWEEN

COUNTY OF SAN MATEO

DEPARTMENT OF HOUSING

AND

Human Investment Project

TO ASSIST WITH

Home Sharing Program
Maximizing Existing Affordable Housing
Recruiting and Retaining Home Sharing Providers

FOR THE PERIOD

June 1, 2015 through June 30, 2017

Contact Person: Rosa Mendoza
Email: rmendoza@smchousing.org
Phone: (650) 802-5037

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

THIS AGREEMENT, entered into this _____ day of _____, 2015, by and between the COUNTY OF SAN MATEO, a political subdivision of the State of California (“County”), and HUMAN INVESTMENT PROJECT, a California nonprofit (“Contractor”);

WITNESSETH:

WHEREAS, Contractor applied for funding through a Letter of Intent for Measure A Initiatives under County’s FY 2015-17 funding cycle to support its Home Sharing Program; and

WHEREAS, while County defines a contractor as a legal entity with whom County has executed a legally binding agreement; and

WHEREAS, at the March 17 meeting, the County Board of Supervisors adopted Measure A allocations for the FY2015-17 cycle, as recommended by the Measure A Subcommittee; and

WHEREAS, it is necessary and desirable that Contractor receive Measure A funding assistance to support its Home Sharing Program;

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Exhibits and Attachments

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

- Exhibit A – Program/Project Description
- Exhibit B – Disbursement and Rates
- Exhibit C – § 504 Compliance
- Exhibit D – Jury Service Declaration Form

2. Services to Be Performed by Contractor

In consideration for the funding assistance set forth herein and in Exhibit “B,” Contractor shall perform the services (hereinafter referred to as the “services” or the “work”) necessary to implement the Project as described in Exhibit A.

3. Payment

Subject to Contractor’s satisfactory performance of the terms and conditions set forth herein, including but not limited to Exhibit A, County shall disburse to Contractor in accordance with the rates and in the manner specified in Exhibit B. County reserves the right to withhold disbursements if County determines that Contractor’s performance of applicable terms and conditions is unacceptable or documentation evidencing performance is unacceptable; provided County shall provide Contractor with 45 days’ notice and opportunity to cure. In no event shall County’s total fiscal obligation under this Agreement exceed Three Hundred Thousand Dollars (\$300,000) for the term of this Agreement.

4. Term and Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2015, through June 30, 2017, unless otherwise modified in Exhibit A.

County may terminate this Agreement for cause after giving Contractor written notice of any breach or default under this Agreement and after the expiration of 30 days from the date of such notice to cure said breach or default, if Contractor fails to cure said breach or default to the satisfaction of County, in County's sole discretion; provided however, if the breach or default is curable but not of the nature which can be readily cured within 30 days, and Contractor has commenced to cure such breach or default within the 30 day period and is diligently pursuing such cure to completion, Contractor shall have such additional period of time as is reasonably necessary to cure the breach or default. If a default shall occur and be continuing (i.e. Contractor shall fail to cure or to commence to cure), County may pursue all rights and remedies available under this Agreement, and under the accompanying Promissory Note and Deed of Trust.

County reserves the right to waive any and all breaches of this Agreement, and any such waiver will not be deemed a waiver of all previous or subsequent breaches. In the event County chooses to waive a particular breach of this Agreement, it may condition same on payment by Contractor of actual damages occasioned by such breach of Agreement and shall make every effort to resolve the same quickly and amicably.

5. Availability of Funds

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

6. Relationship of Parties

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

7. Hold Harmless

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

- A) Injuries to or death of any person, including Contractor or its employees/officers/agents;
- B) Damage to any property of any kind whatsoever and to whomsoever belonging;
- C) Any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- D) Any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to

injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

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

8. Assignability and Subcontracting

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

9. Insurance

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

A) **Workers' Compensation and Employer's Liability Insurance.** Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code,

- i. That it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and
- ii. That it will comply with such provisions before commencing the performance of work under this Agreement.

B) **Liability Insurance.** Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount specified below.

Such insurance shall include:

- i. Comprehensive General Liability \$1,000,000
- ii. Motor Vehicle Liability Insurance \$1,000,000
- iii. Professional Liability. \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that:

- A) The insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and
- B) If County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

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

10. Compliance With Laws; Payments of Permits / Licenses

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

Further, Contractor certifies that Contractor and all of its sub-Contractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware.

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

11. Non-Discrimination and Other Requirements

- A) *General non-discrimination.* No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.
- B) *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.
- C) *Section 504 of the Rehabilitation Act of 1973.* Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified

handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement. This Section applies only to Contractors who are providing services to members of the public under this Agreement.

D) *Compliance with County's Equal Benefits Ordinance.* With respect to the provision of benefits to its employees, Contractor shall comply with Chapter 2.84 of the County Ordinance Code, which prohibits Contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse. In order to meet the requirements of Chapter 2.84, Contractor must certify which of the following statements is/are accurate:

- Contractor complies with Chapter 2.84 by:
 - offering the same benefits to its employees with spouses and its employees with domestic partners.
 - offering, in the case where the same benefits are not offered to its employees with spouses and its employees with domestic partners, a cash payment to an employee with a domestic partner that is equal to Contractor's cost of providing the benefit to an employee with a spouse.
- Contractor is exempt from having to comply with Chapter 2.84 because it has no employees or does not provide benefits to employees' spouses.
- Contractor does not comply with Chapter 2.84, and a waiver must be sought.

E) *Discrimination Against Individuals with Disabilities.* Contractor shall comply fully with the nondiscrimination requirements of 41 C.F.R. 60-741.5(a), which is incorporated herein as if fully set forth.

F) *History of Discrimination.* Contractor must check one of the two following options, and by executing this Agreement, Contractor certifies that the option selected is accurate:

- No finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, Department of Fair Employment and Housing, or any other investigative entity.
- Finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, Department of Fair Employment and Housing, or other investigative entity. If this box is checked, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination.

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

- i) termination of this Agreement;
- ii) disqualification of Contractor from bidding on or being awarded a County contract for a

period of up to 3 years;

- iii) liquidated damages of \$2,500 per violation; and/or
- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this Section and/or to set off all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Department of Fair Employment and Housing, or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

12. Compliance with County Employee Jury Service Ordinance

For all agreements with a total contract amount exceeding \$100,000 inclusive of amendments, Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that a Contractor shall have and adhere to a written policy providing that its employees, to the extent they live in San Mateo County, shall receive from Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code."

13. Retention of Records, Right to Monitor and Audit

- A) Contractor shall maintain all required records for five (5) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit of County, a Federal grantor agency, and the State of California.
- B) Reporting and Record Keeping: Contractor shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State, and local agencies, and as required by County.
- C) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representatives, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

14. Lobbying Prohibited

Federal funds will not be used by Contractor for publicity or propaganda purposes designed to support or defeat legislation pending before federal, state or local government. Federal funds will not be used by Contractor to lobby or influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award of any Federal contract.

15. Influencing Prohibited

- A) No Federal appropriated funds have been paid or will be paid, by or on behalf of Contractor to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- B) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Contractor will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions; and
- C) The language of paragraphs 15A and 15B will be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

16. Merger Clause & Amendments

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

17. Controlling Law and Venue

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

18. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both:

- A) Transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and
- B) Sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:	In the case of Contractor, to:
William Lowell, Director Department of Housing County of San Mateo 262 Harbor Blvd., Bldg. A Belmont, CA 94002 Telephone: 650-802-5024 Email: wlowell@smchousing.org	Kate Comfort-Harr, Executive Director Human Investment Project 364 So. Railroad Av. San Mateo, CA 94401 Telephone: 650-348-6660 Email: kcomfort@hiphousing.org

19. Electronic Signature

If both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County’s Electronic Signature Administrative Memo, both boxes below must be checked. Any party that agrees to allow digital signature of this Agreement may revoke such agreement at any time in relation to all future documents by providing notice pursuant to this Agreement.

For County: If this box is checked by County, County consents to the use of electronic signatures in relation to this Agreement.

For Contractor: If this box is checked by Contractor, Contractor consents to the use of electronic signatures in relation to this Agreement.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

REST OF PAGE DELIBERATELY LEFT BLANK.

SIGNATURES ON FOLLOWING PAGE.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO


By: _____
President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

**CONTRACTOR:
Human Investment Project, a California nonprofit**



Contractor's Signature (use blue ink only)

Print Name: Kate Comfort Han

Print Title: Executive Director

Date: 6/18/15

Exhibit A: Scope of Work

A. The Program: HIP Housing's Home Sharing Program

HIP Housing's Home Sharing program offers a creative solution for expanding housing opportunities and choice in San Mateo County. It matches those who have space in their home with those who need an affordable place to live, maximizing housing inventory and turning existing housing stock into a new affordable housing option.

It is the only program of its kind in San Mateo County and one of the largest in the Country providing a housing option for 700 people each year. Over 90% of the people using the Home Sharing program qualify as low to extremely low income by HUD standards. Additionally, 60% of those providing a space in their homes (Home Providers) are seniors aging in place.

HIP Housing's 35-years of experience developing the Home Sharing program has helped us to refine the best practices including, but not limited to, thorough participant screening, background checking, income verification and ongoing case management and mediation services. It is a safe and reliable source of housing choice. Due to San Mateo County's tremendously constrained environment for developing new affordable housing, expanding creative solutions like Home Sharing is a critical component to County's ability to provide fair housing choice for people at every income level.

B. What We Propose To Do: Recruit and retain more "Home Providers" for the Home Sharing program

In order help County meet *its 2015-17 Shared Vision 2025 Priorities of A.) Directly addressing the housing needs of low-income residents; B.) Identifying opportunities to support seniors aging in place, and C.) Helping low-income residents meet their basic need for housing, we propose to recruit more Home Providers into the Home Sharing program using a 3-Pronged Approach that includes "finding them," "hooking them" and "keeping them."*

1. FINDING THEM – MARKETING CAMPAIGN

Using a professional marketing team, design and implement a large scale marketing campaign to inform and attract potential Home Providers living in San Mateo County. The campaign will include professionally conducted market research examining San Mateo County's demographics, housing stock, and market trends. To build effective messaging and communication strategies, focus groups will be conducted to help identify local values and attitudes about home sharing. The final campaign will incorporate carefully targeted media strategies for TV, radio, internet ads, public service announcements, and social media.

2. HOOKING THEM – 2-YEAR OUTREACH POSITION

HIP Housing has a Community Outreach Specialist position that expires on June 30th, 2015. In order to help implement the new marketing and outreach campaign and also to follow-up with those interested in becoming a Home Provider, it is critical to have the this position continued for an additional two years. Funds will be used to hire new Community Outreach Specialist for a two-year period.

3. KEEPING THEM – AN INCENTIVE FUND

To encourage potential home providers and landlords to participate as Home Providers, the program will provide a \$250 cash incentive to Providers 90 days (minimum) after they match and are living with a seeker, which will be tracked and dispersed by HIP Housing. Home Sharing Coordinators will follow up with the Home Provider 90 days after the housemate moved in to determine if the incentive will be dispersed.

C. Measuring Success: Project Outcomes

To track the outcomes and success of this Home Sharing initiative, we maintain a detailed database of all clients served and placed in shared housing. This data includes demographics, income, and other relevant information. Outcomes data will be reported on a quarterly-basis and will be based on the following criteria:

Primary Outcomes Goal Criteria:

- 1) Number of providers contacting HIP Housing to inquire about Home Sharing
- 2) Number of providers interviewed by Home Sharing Counselors in preparation for home sharing
- 3) Number of matches made
- 4) Number of incentives distributed

Secondary Outcomes Criteria (used as a point of interest as opposed to goal oriented):

- 1) Affordability of housing (measured by percentage of income spent on housing costs before and after the home sharing match is placed)
- 2) Duration of home sharing arrangement or longevity of the match
- 3) Number of clients receiving San Mateo County services designed for low-income individuals and families as: Section 8 and MTW Voucher Holders, Emancipated Foster Care Youth, CalFresh and TANF recipients.
- 4) Number of clients referred from other County funded agencies such as CORA, IVSN, Aging and Adult Services and the CORE Community Centers

Primary Outcome Goals	Average for last 3-years	Goals FY 15-16 15% increase	Goals FY 16-17 25% increase	Total % Increase
Number of Provider Inquiry calls	231	266	333	40%
Number Providers Interviewed	181	208	260	40%
Number of Matches Completed	104	120	150	40%
Number of Incentives Distributed (80% of matches are anticipated to meet the 90 day threshold for eligibility)	83	96-100 (\$25,000)	119 (\$29,750)**	
(** the remaining \$4,750 for incentives in FY 16-17 will be leveraged from HIP Housing fundraising)				

*Note: Attachment B includes a detailed summary of goals

D. Timeline of Activities

Fiscal Year 2015-16

Timeline	Activity
August 2015	1. Recruit and onboard Outreach Specialist to continue current and expand outreach activities.
August 2015	2. With support from the Board Marketing Committee including County staff member Cindy Chan, hire outreach firm to implement marketing campaign.

September 2015	3. Conduct targeted census track evaluation research to identify potential home providers and conduct mailing to these households.
September 2015 – November 2015	4. Develop strategies for marketing campaign.
December 2015 – February 2016	5. Implement strategies for marketing campaign.
February 2016	6. Develop materials for promoting provider incentive funds.
Ongoing (July 1, 2015 – June 30, 2017)	7. Disburse incentive fund for eligible home providers.
Ongoing (July 1, 2015 – June 30, 2017)	8. Track outcomes such as inquiry calls, providers interviewed, and number of matches completed using the Home Sharing Database.
October 2016, January 2017, April 2017, July 2017	9. Provide San Mateo County Department of Housing with quarterly and end-of-fiscal-year reports.

Fiscal Year 2016-17

Timeline	Activity
Ongoing (July 1, 2016 – June 30, 2017)	1. Continue to implement marketing campaign.
Ongoing (July 1, 2016 – June 30, 2017)	2. Disburse remaining provider incentive funds and leverage funds raised through HIP Housing's fund-a-need campaign.
Ongoing (July 1, 2016 – June 30, 2017)	3. Continue to implement outreach strategies.
Ongoing (July 1, 2015 – June 30, 2017)	Disburse incentive fund for eligible home providers.
Ongoing (July 1, 2015 – June 30, 2017)	4. Track outcomes such as inquiry calls, providers interviewed, and number of matches completed using the Home Sharing Database.
October 2015, January 2016, April 2016, July 2016	5. Provide San Mateo County Department of Housing with quarterly and end-of-fiscal-year reports.

E. Payment for Services

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

**HIP HOUSING
MEASURE A BUDGET
FY 2015-16 and 2016-17**

Year 1 FY 15-16	Payment Type		Measure A Budget	Q1	Q2	Q3	Q4	NOTES
PROPOSAL CATEGORIES								
1. Marketing Campaign	Cost Reimbursement		up to max \$150,000	Based on quarterly submitted invoices	Based on quarterly submitted invoices	Based on quarterly submitted invoices	Based on quarterly submitted invoices	
2. Incentive Fund	Cost Reimbursement		\$25,000	Based on documented distributed incentives at \$250 each	Based on documented distributed incentives at \$250 each	Based on documented distributed incentives at \$250 each	Based on documented distributed incentives at \$250 each	
3. Marketing Position	Consistent Quarterly Payment		\$50,000	\$12,500	\$12,500	\$12,500	\$12,500	An additional \$735 will be leveraged by HIP Housing
	<i>Breakdown</i>							
	<i>Salary</i>		\$40,000					
	<i>Benefits</i>		\$7,462					
	<i>Taxes</i>		\$3,273					
PERFORMANCE BASED OUTCOMES		Average Outcomes Past 3-yrs	Annual Outcomes with 15% increase	Q1 (25%)	Q2 (21%)	Q3 (30%)	Q4 (24%)	
1. Inquiry Calls		231	266	1-66	1-56	80	64	**Q1 and Q2: Without the Marketing campaign.
2. Providers Interviewed		181	208	1-52	1-44	62	50	
3. Matches Completed		104	120	1-30	1-25	36	29	**Q4: Circle back to assess progress towards annual goal.
4. Incentives Provided			100	1-25	1-21	30	24	

**HIP HOUSING
MEASURE A BUDGET
FY 2015-16 and 2016-17**

Year 2 FY 16-17	Payment Type	Measure A Budget	Q1	Q2	Q3	Q4	NOTES
PROPOSAL CATEGORIES							
1. Marketing Campaign	Cost Reimbursement	Based on balance of \$150,000 max remaining from FY 15-16	Based on quarterly submitted invoices and assessment of goals met	Based on quarterly submitted invoices and assessment of goals met	Based on quarterly submitted invoices and assessment of goals met	Based on quarterly submitted invoices and assessment of goals met	
2. Incentive Fund	Cost Reimbursement	\$25,000	Based on documented distributed incentives at \$250 each	Based on documented distributed incentives at \$250 each	Based on documented distributed incentives at \$250 each	Based on documented distributed incentives at \$250 each	An additional \$4,750 will be leveraged by HIP Housing
3. Marketing Position	Consistent Quarterly Payment	\$50,000	\$12,500	\$12,500	\$12,500	\$12,500	
	<i>Salary Breakdown</i>						An additional \$3,642 will be leveraged by HIP Housing
	<i>Salary</i>	\$40,800					2% increase
	<i>Benefits</i>	\$9,508					401K added
	<i>Taxes</i>	\$3,334					2% increase
PERFORMANCE BASED OUTCOMES							
		Average Outcomes Past 3-yrs	Annual Outcomes with 25% Increase	Q1 (25%)	Q2 (21%)	Q3 (30%)	Q4 (24%)
1. Inquiry Calls		231	333	83	70	100	80
2. Providers Interviewed		181	260	65	55	78	62
3. Matches Completed		104	150	37	32	45	36
4. Incentives Provided			119	30	24	36	29