

Appendix A – Services to be Provided
[Contractor/Grantee/Vendor name]
[Program name]
[Term dates]

I. Purpose of Contractor/Grant

II. Definitions

CARBON	SFHSA's web-based Contracts Administration, Reporting, and Billing On-line System
City	City and County of San Francisco, a municipal corporation
Contractor/Grantee/Vendor	
SFHSA	San Francisco Human Services Agency
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

III. Target Population

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, Contractor/Grantee shall ensure that program services are accessible to:

- A. XX
- B. XX
- C. XX

IV. Description of Services

Contractor/Grantee/Vendor shall provide the following services during the term of this grant/contract:

V. Location and Time of Services

VI. Service Objectives

On an annual basis/During the grant/contract term, Contractor/Grantee/Vendor shall meet the following service objectives:

VII. Outcome Objectives

On an annual basis/During the grant/contract term, Contractor/Grantee/Vendor will meet the following service objectives:

VIII. Data Collection and Reporting Requirements

- A. Grantee/Contractor/Vendor will provide a monthly report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee/Contractor/Vendor will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee/Contractor/Vendor will provide an annual report summarizing the contract activities, referencing the tasks described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee/Contractor/Vendor. Grantee/Contractor/Vendor will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. Grantee/Contractor/Vendor will provide Ad Hoc reports as required by the Department.
- D. Quarterly and Annual Reports will be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system.

For assistance with reporting requirements or submission of reports, contact:

XXXXXXXXXX@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

or

XXXXXXXXXX@sfgov.org

Program Manager, Division of XXXXXXXXXX, SFHSA

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives. *(change as appropriate)*
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's/Contractor's/Vendor's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.