



1200 12<sup>th</sup> Avenue South, Suite 1200  
Seattle, WA 98144

P 206.805.6100  
F 206.805.6101

[BuildingChanges.org](http://BuildingChanges.org)

## BUILDING CHANGES GRANT AGREEMENT

This Grant Agreement (this "**Agreement**") dated as of this 1st day of February 2022 ("**Effective Date**") by and between Building Changes (BC), ("**Grantor**"), a Washington non-profit corporation and King County Regional Homelessness Authority ("**Grantee**"), referred to collectively as the "**Parties**".

### 1. Basic Terms.

- |   |   |
|---|---|
| A. Project:   | Partnership for Zero  |
| B. Grantee's Address:   | 400 Yesler Way Suite 600<br>Seattle, WA 98104   |
| C. Grantee's Representative:  | Meg Barclay<br>Tel. 206-795-3865<br>Email: <a href="mailto:meg.barclay@kcrha.org">meg.barclay@kcrha.org</a>   |
| D. Taxpayer Identification Number:  | 37-1977237  |
| E. Grantor's Address:   | Building Changes<br>1200 12 <sup>th</sup> Ave S<br>Suite 1200<br>Seattle, WA 98144  |
| F. Grantor's Representative:  | Daniel Zavala, Executive Director<br>Tel. 206.805.6119<br>Email. <a href="mailto:daniel.zavala@buildingchanges.org">daniel.zavala@buildingchanges.org</a> |
| G. Maximum Award: <b>\$3,950,000</b> to be disbursed over 1 year in accordance with the terms of this Agreement, including the Exhibits A, B, C-1, C-2, D, D-1, and D-2 which are incorporated herein by reference. |   |

### 2. Term.

The term of this Agreement ("**Term**") shall commence on the Effective Date and shall continue in effect of 12 months.

**GRANTOR**  
Building Changes

DocuSigned by:

*Daniel Zavala*

By: Daniel Zavala  
Its Executive Director

**GRANTOR**  
We Are In

DocuSigned by:

*Felicia Salcedo*

By: Felicia Salcedo  
Its Founding Director

**GRANTEE**

King County Regional Homelessness Authority

DocuSigned by:



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By: Marc Dones

Its Chief Executive Officer

**GRANTEE**

King County Regional Homelessness Authority

DocuSigned by:



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By: Meg Barclay

Its Chief Administrative Officer

**3. Grant.** Grantor hereby awards Grantee the sum set forth on Exhibit A, which shall be paid in one or more installments as set forth on Exhibit A, contingent on Grantee being, at all times, in full compliance with all terms and conditions of this Agreement. Exhibit A is intended to cover the entire project budget and grant award of which the Maximum Award is one part. The Maximum Award is to be disbursed over the Term to the Agreement. Exhibit A may be revised, consistent with the terms of this Agreement, from time to time through a revised exhibit signed by both the Grantee's representative and the Grantor's representative; however, any change to the Maximum Award will be considered a modification under Paragraph 22 of this Agreement.

**4. Purpose and Restrictions on Use.** Consistent with requirements of the funding sources, the following is confirmed: Grantee is providing services for the direct benefit of homeless families; this is a one-time grant for this Project; a sustainable funding plan has been provided for the work to be undertaken. Use of the grant funds, and earnings thereon, is restricted solely to the purposes of the Project described in Exhibit B, and may not be expended, borrowed, pledged or transferred for reasons unassociated with those uses. Grant funds may not be used for lobbying. Any portion of the grant funds unexpended or uncommitted at the end of the grant period will revert to Grantor. Exhibit B may be revised, consistent with the terms of this Agreement, from time to time through a revised exhibit signed by both the Grantee's representative and the Grantor's representative.

**5. Required Procedures.** Grantee's procedures shall in all events include strict compliance with the requirements of Exhibits C-1 and C-2 which may be revised, consistent with the terms of this Agreement, from time to time through revised exhibits signed by both the Grantee's representative and the Grantor's representative. Grantee agrees to execute any such revised exhibit reasonably requested by Grantor updating the Grantee's Code of Conduct. Any addendum updating the Grantee's Code of Conduct to comply with requirements imposed on Grantor by a funding source to Building Changes shall be deemed to be reasonable.

**6. Subgrants and Change in Partners, Facilities, or Programs.** Grantee may not assign this Agreement or any obligations of Grantee hereunder without the prior written consent of Grantor in its discretion. Grantee shall remain solely responsible to Grantor for all performance under this Agreement and, provided further, all subgrantee agreements shall require the subgrantee to comply with all requirements of this Agreement. No subgrantee shall be deemed to be a third party beneficiary of this Agreement or to have any other rights under this Agreement.

Grantee shall promptly notify Grantor of any material changes in Grantee's partners, subgrantees, facilities or programs. Upon any such change Grantor shall be entitled to re-examine Grantee's operation to confirm compliance with this Agreement and the purposes of the grant and may

terminate or restrict the grant if Grantor determines, in its reasonable discretion, that the change compromises the purpose of the grant.

Grantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, Grantor, in writing may: (a) require the Grantee to amend its subcontracting procedures as they relate to this grant ; (b) prohibit the grantee from subcontracting with a particular person or entity ; or (c) require the Grantee to rescind or amend a subcontract.

Every subcontract shall bind the subcontractor to follow all applicable terms of this grant. The Grantee is responsible to Grantor if the subcontractor fails to comply with any applicable term or condition of this grant. The Grantee shall appropriately monitor the activities of the subcontractor to assure fiscal conditions of this grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the Grantee to the Grantor for any breach in the performance of the Grantees duties.

Every subcontract shall include a term that the Grantor is not liable for claims or damages arising from a subcontractors performance of the subcontract.

**7. Evaluation.** Grantee agrees to cooperate with Grantor or its representatives in participating in evaluations of this grant for the purpose of implementation and outcome measurement. Such evaluation may involve visits to observe, review, and discuss Grantee's operations, obtaining financial and demographic records, and other materials connected with the Project. Grantee also agrees to participate in local Homeless Management Information System (HMIS) efforts. Grantee authorizes Grantor and its representatives at their discretion, to publish information regarding this grant and its outcomes.

**8. Reports.** Grantee shall provide Grantor with the reports required under Exhibit D. Payment under this Agreement is contingent on Grantor having received all required reports and such reports showing compliance with the terms of this Agreement. In addition, if Grantor is required by a funder to provide information on Grantee's activities in addition to the information required under Exhibit D, then Grantee shall, on request, provide such additional information.

**9. Books and Records.** Grantee shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services funded hereby, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Grantee shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement, shall be subject at all reasonable times to inspection, review or audit by Grantor and/or personnel duly authorized by Grantor, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**10. Audit Requirements.** Annually Grantor engages in a financial audit as defined by Government Auditing Standards and according to Generally Accepted Auditing Standards. Grantor may, upon its request, require Grantee to be subject to the same audit requirements, with the audit being conducted by a certified public accountant if Grantee is a non-profit organization or

the Office of the State Auditor if Grantee is a state or local government entity. If any funder requests information or corrective action concerning audit issues, Grantee shall assist Grantor to respond within thirty (30) days of the request.

**11. Licensing, Accreditation and Registration.** Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this Agreement.

**12. Nondiscrimination.** During the performance of this Agreement, Grantee shall comply with all federal and state nondiscrimination laws, regulations and policies. Grantee shall maintain and monitor both an employee and client non-discrimination policy and client termination and grievance policy. Grantee will provide Grantor with evidence of any such policies and Grantee's efforts to enforce and comply with such policies upon Grantor's request.

**13. Privacy.** Personal and confidential information, including but not limited to health care information, collected, used, or acquired in connection with this Agreement shall be protected against unauthorized use, disclosure, modification or loss. Grantee shall (i) ensure its directors, officers, employees, or agents use personal information solely for the purposes of accomplishing the services set forth herein, and (ii) use all reasonable efforts to maintain confidentiality of their client records. Grantee agrees not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal or confidential information without express written consent or as otherwise required by law. Any breach of this provision may result in termination of this Agreement and the demand for return of all personal or confidential information. Grantee agrees to indemnify and hold harmless Grantor for any damages related to Grantee's unauthorized use of personal or confidential information.

**14. Independent Status of Grantee.** Grantee and its employees or agents performing under this Agreement are not employees or agents of Grantor. Grantee will not hold himself/herself out as or claim to be an officer or employee of Grantor by reason hereof, nor will Grantee make any claim of right, privilege or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with Grantee.

**15. Termination for Cause.** In the event Grantor determines Grantee has failed to comply with the conditions of this Agreement in a timely manner (including but not limited to failure to comply with the Code of Conduct), as incorporated into this Agreement, Grantor has the right to suspend or terminate this Agreement. Before suspending or terminating this Agreement, Grantor shall notify Grantee in writing of the need to take corrective action. If corrective action is not taken within 30 days, this Agreement may be terminated or suspended. In the event of termination or suspension, Grantee shall be liable for damages as authorized by law. Grantor reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by Grantee or a decision by Grantor to terminate the Agreement.

**16. Termination Due to Withdrawal of Funding.** If for any reason Grantor is no longer permitted to disburse monies from its funding sources, then Grantor may terminate this Agreement effective on no less than thirty (30) days' notice.

**17. Indemnification.** To the fullest extent permitted by law, Grantee shall indemnify, defend, and hold harmless Grantor, its board of directors, members, officers, employees, agents, and

volunteers (collectively, as used herein, “Grantor”), Grantor’s funding sources and their agencies, officers, agents, employees, officers, directors and affiliates (the “Indemnified Parties”), from and against all demands, claims, losses, injuries, damages, liabilities, suits, judgment, attorneys' fees and costs, and other expenses of any kind (including any suits or claims made by or for the benefit of Grantee’s employees, or agents or their survivors) arising out of or incident to negligent performance or failure of Grantee’s employees which shall include its officers, directors and volunteers to perform under or related to this Agreement.

**18. Insurance.**

a. Throughout the life of this Agreement and any Amendments, the Grantee and, if applicable, its consultants or subgrantees, shall carry Commercial General Liability Insurance, Commercial General Automobile Liability Insurance, Professional Liability Coverage, Workers’ Compensation insurance as required by the State of Washington and other coverage as may be appropriate, at Grantee’s sole expense.

b. Building Changes shall be named as an additional insured on all required policies except Professional Liability Insurance for services performed under this Agreement; such additional insured endorsement shall not limit the completed operations coverage; and the Grantee’s insurance shall be considered the primary source of coverage.

c. The Grantee shall provide a Certificate of Insurance with Endorsement, executed by an authorized insurance agent indicating the coverage below:

Commercial General Automobile Liability	Bodily Injury Liability and Property Damage Liability Insurance of \$1,000,000.00 for each occurrence
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Commercial General Liability	Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000.00 each occurrence OR combined single limit coverage of \$2,000,000.00
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d. In the event of non-renewal, cancellation or material change in the coverage provided, thirty (30) calendar days written notice shall be furnished to the Grantor prior to the date of non-renewal, cancellation, or change. Such notice must be sent to Building Changes, 1200 12<sup>th</sup> Ave S, Suite 1200, Seattle, Washington 98144.

e. The Grantor has no obligation to report occurrences unless a claim is filed with Building Changes and the Grantor has no obligation to pay the Grantee’s insurance premium(s).

**19. Public Reports.** Grantee agrees that Grantor shall be entitled to include information on this grant in its periodic public reports and may also refer to this grant in press releases. If Grantee wishes to make an announcement about this award, please provide Grantor or its representatives with the opportunity to comment in advance on the proposed media release by contacting Grantor’s Representative.

**20. Notices.** Any demand, request or notice which either party hereto desires or may be required to make or deliver to the other shall be in writing and shall be deemed delivered when personally delivered, or when delivered by private courier service (such as Federal Express), or three (3) days after being deposited in the United States mail, in registered or certified form, return receipt requested, addressed as follows:

Grantor: Daniel Zavala  
Executive Director  
Building Changes  
1200 12<sup>th</sup> Ave S, Suite 1200  
Seattle, Washington 98144

Grantee: Meg Barclay  
Chief Administrative Officer  
King County Regional Homelessness Authority  
400 Yesler Way Suite 600  
Seattle, WA 98104

or to such other address and person as either party may communicate to the other by like written notice.

**21. No Other Agreements.** Grantor and Grantee agree that this Agreement supersedes all prior and contemporaneous understandings and agreement; the provisions of this Agreement are intended by them as the final expression of their agreement. No provision of this Agreement may be amended except by an agreement in writing signed by the parties hereto or their respective successors in interest. Specifically and without limitation, no oral or written communication from Grantor shall be deemed to alter the terms of this Agreement or waive any of the rights of Grantor hereunder unless formally executed by both parties as an intentional amendment to this Agreement.

**22. Modification.** This Agreement may only be modified by written instrument signed by both Parties.

**23. Exhibits.** The following Exhibits are specifically incorporated as part of this Agreement:

- EXHIBIT A:** Approved Budget and Grant Award
- EXHIBIT B:** Scope of Work
- EXHIBIT C-1:** Grantee Code of Conduct
- EXHIBIT C-2:** Grantee Verification of Internal Systems
- EXHIBIT D:** Required Reports
- EXHIBIT D-1:** Quarterly Financial Report
- EXHIBIT D-2:** Program Activities Narrative Report

Grant Agreement  
EXHIBIT A - APPROVED BUDGET AND GRANT AWARD

**Partnership for Zero**  
**Agency: KCRHA**  
**Budget Years: February 2022 - July 2023**

	July 1, 2022 - Disbursement 1	Total
<b>Project Expenses:</b>		
1. Personnel (staffing)	\$3,219,750.00	3,219,750
2. Local Travel/Mileage	12,000	12,000
3. Equipment/Supplies	150,800	150,800
4. Technology		-
5. Printing/Duplication		-
6. Mail/Postage		-
7. Subcontracted Services - Agency A		-
8. Subcontracted Services - Agency B		-
9. Subcontracted Services - Agency C		-
10. Subcontracted Services - Agency D		-
11. Financial Assistance for Families	41,250	41,250
12. Other: Advisory group stipends		-
13. Other: Insurance, Licenses & Professional Fees	500,000	500,000
13. Other: Training	\$26,200	26,200
<b>14. Subtotal Direct Expenses (sum lines 1-16)</b>	<b>3,950,000</b>	<b>3,950,000</b>
15. Project Administration		-
<b>16. Total Expenses</b>	<b>3,950,000</b>	<b>3,950,000</b>
<b>Project Revenue:</b>		-
21. Building Changs award		3,950,000
23. Net Gain/Loss		-
<b>24. Total Grant Award</b>		
25. Less Award Amount		
26. Balance Remaining	-	
27. Estimated Subsequent Annual Amount		

DocuSigned by:

*Meg Barclay*  
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Signature

8/8/2022

Date



**Building Changes Grant Agreement**  
**EXHIBIT B – SCOPE OF WORK**

**Grantee Name:** King County Regional Homelessness Authority (KCRHA)

**Project Name:** Partnership for Zero

**Project Start Date:** 2/1/2022

**Locations:** King County

**Estimated Numbers to be Served:** 1,000+

**Description of Services Provided:**

Partnership for Zero will be implemented by:

- Developing a unified command center team that centralizes navigation and outreach services and deployment of resources, with participation from the relevant municipalities and the Lived Experience Coalition (LEC).
- Hiring key staff at KCRHA to support implementation.
- Developing a By Name List to understand the needs of clients at an individual level.
- Deploying a peer navigator workforce, to match resources with client needs.

**Learning & Evaluation Component:**

Clear performance metrics for the project will be delivered by June 1st following a co-development process with relevant stakeholders (e.g., clients, providers, businesses, government, philanthropy, etc.).

**Target Population:**

Families and individuals experiencing unsheltered homeless in Seattle’s Downtown Core and a to-be-determined suburban/rural area of King County, defined as:

- Living in a place not meant for human habitation (including the streets or in their car) OR
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and who lack resources and support networks to obtain other permanent housing OR
- Youth and young adults (aged 18-24) lacking an adequate, fixed, or safe nighttime residence. This includes couch surfing, doubled up, or at imminent risk (14 days) of experiencing homelessness.

DocuSigned by:

*Meg Barclay*

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**Signature**

8/8/2022

**Date**



## **BUILDING CHANGES GRANT AGREEMENT EXHIBIT C-1 – GRANTEE CODE OF CONDUCT**

### **Statement from the Executive Director of Building Changes of Washington:**

Building Changes is committed to conducting its business with integrity in accordance with the highest ethical standards and in compliance with all applicable laws, rules and regulations.

This Grantee Code of Conduct, setting forth minimum expectations for Grantees has been created for those entering into contracts with Building Changes.

While our mission defines what we aspire to be, our actions define who we are. The purpose of the Code of Conduct is to establish a set of minimum ethical and professional standards that will guide our behavior—and that of our subcontractors and grantees—and enhance our mutual reputations for integrity with clients, colleagues, funders, and the community at large. For that reason, material departures from our Code of Conduct are viewed seriously and will be met with such disciplinary action as the Board of Directors or Executive Director deems appropriate up to and including suspension or termination of contractual agreements.

### **Compliance with Building Changes Code of Conduct:**

As a Grantee contracting with Building Changes, we:

- Recognize our obligation to represent the interests of all people served by this agency, and not favor special interests inside or outside this agency.
- Will approach all issues with an open mind, prepared to listen and respect the opinions of collaborators, and be ready to contribute constructively and make the best decisions for everyone involved.
- Will work to earn and preserve the trust of co-workers and of the individuals we serve.
- Will not interfere with the duties of the Executive Director, or undermine their authority with the agency's employees.
- Will not, in personal activities, represent itself as an agent or representative of BC, unless we have been authorized to do so.
- Will support the Code through our own actions and promptly report violations of the Code or of applicable laws or regulations to the Executive Director, their designee or to a member of the Board of Directors.
- Will act honestly and with integrity, in accordance with all applicable laws and regulations and shall refrain from unlawful, unethical and/or fraudulent acts.
- Understand our obligation to act in the best interests of the agency and to avoid situations that create actual or potential conflicts or the appearance of a conflict. A “conflict of interest” is any situation related to the selection, award or administration of a contract supported by Federal funds\*, as well as non-Federal funds, where a personal interest may conflict with duties owed to BC. By means of example, it may be a conflict of interest to:
  - Direct business to a domestic partner, spouse, relative or friend;
  - Have a direct or indirect financial interest in an entity with which BC does business; and/or,

- Use one's position or employment status for personal advantage or for the advantage of one's relatives, friends or business acquaintances.
- Understand our obligation to promptly disclose any actual, potential or apparent conflicts of interest to the Executive Director, (or in the case of the Executive Director, to the Board President) and to refrain from any decision, selection or award process where our involvement would create an actual, potential or apparent conflict.
- Will refrain from receiving, accepting, taking, seeking, or soliciting, directly or indirectly, any thing of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the officer or employee, or be considered as part of a reward for action or inaction.
- Will not require program participants to participate in a religious service as a condition of receiving assistance.
- Will not collect or require payment from program participants for receiving assistance.
- Initiate criminal history background checks pursuant to RCW 43.43.832 and 43.43.834 for all prospective employees and volunteers who may have unsupervised access to children.
- Will maintain a policy stating that smoking is not permitted in any portion of any indoor facility owned or leased and used routinely for the provision of services to children under the age of 18.
- Will cooperate with Grantor in its efforts to monitor and create written reports for fiscal compliance to ensure that funds are used in accord with Grantor's contract terms and conditions.
- Will maintain both an employee and client non-discrimination policy and client termination and grievance policy.
- Acknowledge that Grantor's funding sources may request an audit of our organization and will reasonably cooperate with any such audit.
- Will do any other acts or actions reasonably requested by Grantor for Grantor to comply with applicable law or contractual requirements imposed on Grantor by its funding sources.
- Will respect the strict confidentiality of information of a personal, private and/or confidential nature.

DocuSigned by:

*Meg Barclay*

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Signature

8/8/2022

\_\_\_\_\_  
Date

Meg Barclay

\_\_\_\_\_  
Printed Name

King County Regional Homelessness Authority

\_\_\_\_\_  
Agency

\*In compliance with 24 CFR 84.42

## **BUILDING CHANGES GRANT AGREEMENT**

### **EXHIBIT C-2 – GRANTEE VERIFICATION OF INTERNAL SYSTEMS**

Note: By signing this exhibit, you are verifying that your agency has in place, on hand, or the ability to provide all of the required documents, policies, and procedures indicated herein. Please read this list carefully and put an X through the bullet that precedes those items that you do not currently have in place. Please use the table on p. 3 of this exhibit to 1) identify strategies and timeline to update, or 2) propose a reasonable substitute.

Items that are listed under the sub-heading "Recommended" are not required for this contract, but are items that may be useful for your organization to have in place.

**Please provide the most recent or updated copies of the following documents to Building Changes: audited financial statements, annual 990, form W-9, insurance policy, grantee code of conduct, memorandum of understanding or contracts with subcontractors or partners.**

### **Financial**

#### **Financial Records and Legal Documents**

##### **Required:**

- Audited financial statements
- Annual 990
- IRS Letter of Determination of Nonprofit Status
- Washington State Business License
- Form W-9
- Proof of Insurance – with Building Changes as additional insured

### **Collaborations and Partnerships**

#### **Memoranda of Understanding or Contracts with Subcontractors or Partners (if applicable)**

##### **Required:**

- If collaborating with another agency to provide housing or services to clients, where you are either receiving a payment (income) or paying for a service (subcontracting), please specify the type of service provided and the amount of funding involved.
- Policies for your partners that include: Service level expectations for project participants and reporting protocols

## **Policies and Procedures Related to Service Delivery**

### **Policies and Procedures**

#### **Required:**

- Program eligibility criteria & intake procedures
- Resources and procedures for client referrals to other programs or services
- Procedures for households exiting Building Changes program and services

#### **Recommended:**

- Program appeals, grievance or mediation procedures for households applying for or enrolled in a Building Changes-funded program
- Procedures for fiscal and programmatic monitoring of subgrantees
- Policy for initiation of criminal history background checks pursuant to RCW 43.43.832 and 43.43.834 for all prospective employees and volunteers who may have unsupervised access to children
- Policy stating that smoking is not permitted in any portion of any indoor facility owned or leased and used routinely for the provision of services to children under the age of 18

### **Client Files**

#### **Required:**

- Documentation of the services accessed that demonstrate commitment to client eligibility for direct services or assistance according to the scope of work. Or documentation of referral if services were not provided by grantee.
- Documentation of the services accessed, and if the services were not provided by grantee, then documentation of referral

#### **Recommended:**

- Client program plan that identifies the family's goals
- Regular case progress notes, including exit notes
- Documentation that case files were reviewed by a supervisor on a routine basis

### **Participant Input**


#### **Required:**

- Policy/procedure for gathering client input on the program

**Required Documents not available:**

<b>Document</b>	<b>Reason it's Unavailable</b>	<b>Remedy or Substitute</b>	<b>Date of Completion</b>

**This authorizing signature verifies that the above listed policies, procedures and internal documentation—with the exception of any documents noted above—are up to date and in place for the Building Changes project.**

DocuSigned by:  
  
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\_\_\_\_\_  
Grantee Signature

8/8/2022  
\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Project Name

<p><b>BUILDING CHANGES GRANT AGREEMENT</b>  <b>EXHIBIT D – SCHEDULE FOR REQUIRED REPORTS</b></p>
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Report	Due Date(s)
<b>Quarterly Financial Report</b>	
Feb – Sep 2022 activities	Oct 15, 2022
Oct – Dec 2022 activities	Jan 15, 2023
Jan – Feb 2023 activities	Apr 15, 2023
Apr – Jun 2023 activities	Jul 15, 2023
<b>Program Activities Numeric &amp; Narrative Report</b>	
Feb-Dec 2022 activities	Jan 15, 2023
Jan-Feb 2023 activities	Jul 15, 2023

\* In addition to the above reports, all reports for this project that are submitted to any other funder must also be provided concurrently to We Are In.

\*\* All reports and the report schedule are subject to change without notice.

## Building Changes Grant Agreement

### Exhibit D-1: Quarterly Financial and Services Activities Report

<b>Agency Name:</b>		<b>Project Name:</b>			
<b>Quarter Ending:</b>		<b>Report Completed By:</b>			
Building Changes Grant					
<b>POSITION TITLE</b>	<b>FTE</b>	<b>Budgeted Amt</b>	<b>Quarter Actual</b>	<b>Total to Date</b>	<b>Grant Balance</b>
					-
					-
					-
					-
					-
					-
					-
					-
<b>TOTAL PERSONNEL</b>	-	0	0	0	0
<b>Other Direct Expenses:</b>		<b>Budgeted Amt</b>	<b>Quarter Actual</b>	<b>Total to Date</b>	<b>Grant Balance</b>
Local Travel/Mileage					-
Equipment (printer, copier, laptop)					-
Office Supplies					-
Technology					-
Printing and Duplication					-
Mail/postage					-
Financial Assistance for Families					-
Insurance, Licenses & Professional fees					-
Training					-
<b>Subtotal Direct Expenses (sum lines 1-16)</b>		0	0	0	0
Indirect Costs					0
<b>Total Expenses</b>		0	0	0	0
<b>Project Revenue:</b>		<b>Budgeted Amount</b>			<b>Grant Balance</b>
<b>Annual Grant Payment</b>					0
<b>Net Gain/Loss (this amount should be zero)</b>		0			0

	<b>Quarter Actual</b>	<b>Total to Date</b>
<b>Number of unduplicated households who received flex funds:</b>		

<b>UNANTICIPATED EXPENDITURE</b>
<b>Please explain any expenditure that is outside the approved budgeted line items:</b>



**BUILDING CHANGES GRANT AGREEMENT  
EXHIBIT D-2: NARRATIVE REPORT**

*Please briefly describe the progress achieved to date.*

<b>Result</b>	<b>Narrative – Progress to Date</b>
<p><b>#1 Quality Infrastructure</b> By the end of 2022:</p> <ul style="list-style-type: none"> <li>• Stand up and staff the Unified Command Center Coordinating Body</li> <li>• Hire peer navigation workforce and other staff supports</li> <li>• Open and staff high-acuity shelter in the Downtown Core</li> <li>• Identify necessary infrastructure supports in selected subregion community</li> </ul> <p>By the end of 2023:</p> <ul style="list-style-type: none"> <li>• Stand up necessary infrastructure supports in selected subregion community</li> <li>• Maintain and right-size infrastructure supports in the Downtown Core</li> </ul> <p>By the end of 2024:</p> <ul style="list-style-type: none"> <li>• Maintain and right-size infrastructure supports in selected subregion community</li> <li>• Maintain and right-size infrastructure supports in the Downtown Core</li> </ul>	
<p><b>#2 Reducing Homelessness</b> By the end of 2022:</p> <ul style="list-style-type: none"> <li>• Downtown Core ends unsheltered homelessness</li> <li>• Selected subregion community reports a measurable reduction in homelessness</li> </ul> <p>By the end of 2023:</p> <ul style="list-style-type: none"> <li>• Downtown Core maintains extremely low levels of unsheltered homelessness</li> <li>• Selected subregion community ends unsheltered homelessness</li> </ul> <p>By the end of 2024:</p> <ul style="list-style-type: none"> <li>• Downtown Core and selected subregion community have maintained extremely low levels of unsheltered homelessness</li> </ul>	
<p><b>#3 Reducing Disproportionality</b> By the end of 2022:</p> <ul style="list-style-type: none"> <li>• Equity milestones developed to demonstrate measurable progress towards length-of-time spent homeless, housing/shelter placements, and returns to homelessness for the Downtown Core</li> </ul> <p>By the end of 2023:</p>	

<ul style="list-style-type: none"> <li>• Downtown Core reports measurable progress towards length-of-time spent homeless, housing/shelter placements, and returns to homelessness equity milestones for homeless clients served</li> <li>• Equity milestones developed to demonstrate measurable progress towards length-of-time spent homeless, housing/shelter placements, and returns to homelessness for the selected subregion community</li> </ul> <p>By the end of 2024:</p> <ul style="list-style-type: none"> <li>• Downtown Core reports measurable progress towards length-of-time spent homeless, housing/shelter placements, and returns to homelessness equity milestones for homeless clients served</li> <li>• Selected subregion community reports measurable progress towards length-of-time spent homeless, housing/shelter placements, and returns to homelessness equity milestones for homeless clients served</li> </ul>	
<p><b>#4 Enhancing Data Quality and Availability</b></p> <p>By the end of 2022:</p> <ul style="list-style-type: none"> <li>• Create and test a quality demographic data standard</li> <li>• Incorporate new equity components into the By-Name-List Scorecard, a primary component of reaching quality, reliable data</li> <li>• Downtown Core achieves quality, reliable data, including demographic data</li> <li>• Selected subregion starts work on quality, real-time data</li> <li>• Countywide system-level dashboard with monthly updates launched</li> <li>• 100% of peer navigators submitting data regularly</li> </ul> <p>By the end of 2023:</p> <ul style="list-style-type: none"> <li>• Downtown Core maintains, and selected subregion community achieves, quality reliable by-name data, including demographic data</li> <li>• 50% of all contracted services submitting data regularly</li> <li>• 100% of peer navigators submitting data regularly</li> </ul> <p>By the end of 2024:</p> <ul style="list-style-type: none"> <li>• Downtown Core and selected subregion community maintain quality reliable by-name data, including demographic data</li> </ul>	

- 100% of all contracted services submitting data regularly
- 100% of peer navigators submitting data regularly

**Other updates**

<b>Accomplishments</b>	Describe your team's greatest accomplishment during the reporting period.
<b>Challenges</b>	What has been the greatest hurdle for your organization during the reporting period, and how has it affected your work?
<b>Lessons Learned</b>	How will the success/challenges described above shape your work going forward?
<b>Leadership Changes</b>	Briefly describe any significant changes in leadership at your organization, if any.

<b>Financial Picture</b>	Briefly describe any changes in the project's financial picture, if any. How is your organization adapting as a result?
<b>Strategy Changes</b>	Has your organization's strategy changed during the reporting period? If so, please describe the changes, and what informed them.
<b>Changes in Community</b>	Are there any sector, industry, or constituency issues that have affected or will affect your work? For example: gaps in services, changes in funding sources, etc. How is your organization adapting to address the changes?