

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**SECOND AMENDMENT  
TO GRANT AGREEMENT**

**between**

**CITY AND COUNTY OF SAN FRANCISCO**

**and**

**LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA**

THIS AMENDMENT of the **June 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2026** and is made in the City and County of San Francisco, State of California, by and between **LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

WHEREAS, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to increase the grant amount, extend the agreement term and update the scope of the grant plan; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. **[Insert Resolution Number]** on **[Insert Date of Commission Action]**; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. **<insert Resolution number>** on **<Month Date, Year>**; and

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

**1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) "Agreement" shall mean the Agreement dated **June 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2024**.

**2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

**2.1 Section 3.2 Duration of Term** of the Agreement currently reads as follows:

**3.2 Duration of Term.** The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2026**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

Such section is hereby replaced in its entirety to read as follows:

**3.2 Duration of Term.** The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2028**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

**2.2 Section 4.2 Grantee's Personnel** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**4.2 Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

**2.3 Section 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Nine Thousand Eight Hundred Fifty Dollars (\$9,999,850)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Hundred Seventy Eight Thousand Three Hundred Sixty Four Dollars (\$278,364)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

Such section is hereby replaced in its entirety to read as follows:

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Fifteen Million Two Hundred Ten Thousand Five Hundred Thirty Five Dollars (\$15,210,535)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred Twenty Three Thousand Seven Hundred Fifty Two Dollars (\$823,752)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**2.4 Section 16.19 Distribution of Beverages and Water** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**16.19 Distribution of Beverages and Water.**

- (a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
- (b) **Packaged Water Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance of this Agreement.

**2.5 Section 17.6 Entire Agreement** of the Agreement is hereby deleted and replaced with the following:

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

- Appendix A, Services to be Provided (dated July 1, 2026)
- Appendix B, Budget (dated July 1, 2026)
- Appendix C, Method of Payment (dated July 1, 2026)
- Appendix D, Interests in Other City Grants (dated July 1, 2026)

- 2.6 **Appendix A, Services to be Provided** (dated July 1, 2024), of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2026), for the period of July 1, 2026 to June 30, 2028.
- 2.7 **Appendix B, Budget** (dated July 1, 2024), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2026), for the period of July 1, 2021 to June 30, 2028.
- 2.8 **Appendix C, Method of Payment** (dated July 1, 2024), of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2026).
- 2.9 **Appendix D, Interests in Other City Grants** (dated July 1, 2024), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2026).



**Appendix A, Services to be Provided**  
**by**  
**Lutheran Social Services of Northern California**  
**Money Management Services**

**I. Purpose of Grant**

The purpose of the grant is to provide Money Management services including Third Party Rent Payment or Representative Payee options to the served population. The goal of these services is to help clients make rental payments and meet other financial obligations that are required to maintain their housing stability.

**II. Definitions**

A. Money Management (MM): an umbrella term that encompasses the services provided to clients enrolled with this provider.

B. Third Party Rent Payment Program (TPRP): provides third-party rent payment services to residents of permanent supportive housing.

C. Representative Payee Program (RPP): provides benefit payment management to beneficiaries of Social Security or Supplemental Security Income (SSI/SSA) payments or VA clients.

1. Additionally, the Representative Payees advocate on behalf of clients applying for or receiving benefits from the Social Security Administration. This includes requests for re-determination of benefits, managing overpayments, and other matters involving participants' fiscal needs.

**III. Served Population**

Grantee shall serve formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in permanent supportive housing (PSH) units. The served population shall also include PSH households that are not managed by Grantee, including legacy tenants, and continue to serve clients who are currently enrolled in these services.

**IV. Referral and Prioritization**

New clients shall be referred from PSH housing sites eligible for MM services that are approved by the Department of Homelessness and Supportive Housing (HSH). HSH reserves the right to expand the list of sites based on program requirements and/or extend program services to clients who may benefit from MM, TPRP, and/or RPP services.

Grantee shall accept referrals from PSH housing and service providers via a referral process approved by HSH. All new clients referred will be PSH residents and/or new move-ins into PSH programs.

**V. Description of Services**

Grantee shall provide services to an average number of clients per month as listed in Appendix B, Budget ("Number Served" tab). HSH may expand the list of PSH sites eligible for referrals to serve clients up to the average monthly caseload. Services shall include, but are not limited to the following:

- A. Grantee shall schedule and complete client intakes and enrollments.
- B. Grantee shall arrange for clients' benefit checks to be deposited into Grantee's Client Trust account, when possible.
- C. Grantee shall offer a variety of methods for clients to pay their rent, including but not limited to: having benefits directly deposited into Grantee's Client Trust account; enabling clients to transfer funds from their Direct Express card to Grantee's Client Trust Account; allowing clients to swipe their Direct Express card in person at Grantee office; enabling clients to do remote pay where they authorize Grantee to key in rent payment using clients' Direct Express card information.
- D. Grantee shall disburse, at minimum monthly, the rent check directly to each client's landlord, and when applicable, one check directly to client for other expenses.
  - 1. All disbursements, including rent, bill payments and clients' personal funds, shall be issued in the form of payments drawn on Grantee's Client Trust account.
  - 2. Grantee shall process rent payments on the first business day following the third of each month.
- E. Grantee shall issue payments according to the budget agreed upon by the client.
- F. Grantee shall provide clients with budget planning and money management coaching, as appropriate.
- G. Grantee shall assist with follow-up with the income source regarding clients' continuing eligibility (e.g. public benefits).
- H. Grantee shall send monthly reports to Property Management that detail client income changes.
- I. Grantee shall send monthly proposed rent payment reports to Property Management.
- J. Grantee shall perform client account reconciliation.
- K. Grantee shall provide referrals to eviction prevention resources, as needed.
- L. Grantee shall perform ongoing case coordination with property managers, support services staff, community-based service providers, vendors, financial institutes, and income sources.
- M. Grantee shall support clients in applying for and maintaining benefits in coordination with the PSH support services provider.
- N. Grantee shall participate in operations or coordination meetings with PSH Property Management and Support Services, when appropriate, to support housing retention for clients enrolled in MM services.

## **VI. Location and Time of Services**

Grantee shall provide services Monday to Friday from 9:30 am to 12:30 pm, and 1:30 pm to 4:30 pm, excluding agency holidays. Services shall be provided at 191 Golden Gate Avenue, San Francisco, CA 94102.

## **VII. Service Requirements**

- A. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee/Contractor shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee/Contractor under the Grant Plan/Services, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to: the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.
- B. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- C. Supervision: Grantee shall provide program staff with supervision to ensure appropriate services are provided to clients.
- D. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to services.
- E. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- F. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and

provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for clients, which shall include, at minimum, the following elements:
    - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
    - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
    - c. The amount of time required for each step, including when a participant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
  2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each client and obtain a signed copy of the form from the client, which must be maintained in the client's file. Additionally, Grantee shall post the policy at all times in a location visible to clients and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy (i.e., Grievance Procedure) informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- J. City Communications, Trainings and Meetings:  
Grantee shall keep HSH informed of program operations, comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;

2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g. overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#). In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan which will contain Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency plan as needed and Grantee shall train all employees regarding the provisions of the plan.
- N. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- O. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
  2. Data entered in the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards.
  3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated

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<sup>1</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

to Grantees via written notice at least one month prior to expected implementation.

**P. Confidentiality:**

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

**VIII. Service Objectives**

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average caseload of 2,000 clients per month.
- B. Ninety-five percent of new clients will have been scheduled for intake within seven business days of referral.

- C. One hundred percent of clients will be offered a budget plan and all RPP clients will have a budget plan in place within 90 days of service enrollment.
- D. Eighty percent of budget plans will have been updated at least once annually.
- E. Grantee shall administer an annual written anonymous Client Satisfaction Survey to obtain feedback on the type and quality of program services. Grantee shall offer all clients the opportunity to take this survey.

**IX. Outcome Objectives**

Grantee shall achieve the following Outcome Objectives on an annual basis:

- A. Eighty-five percent of clients who have a budget plan will have accomplished one or more goals.
- B. Eighty-five percent of clients will have remained in the housing associated with the rent payments made by the MM service or have exited the program in good standing.

Grantee shall also determine which of the following outcomes applies to each tracked client:

- 1. Eighty-five percent will remain a tenant in the building where MM paid rent for the client throughout the program year;
  - 2. Eighty-five percent of those who exited housing and the MM program will be in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and/or leaving with notice and with a rent debt of less than one month’s rent; or
  - 3. Fifteen percent or less of those that have exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
- C. Eighty percent of clients who complete the annual Client Satisfaction Survey will report being satisfied or very satisfied with program services (based on a four-point scale: 1= very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

**X. Reporting Requirements**

Grantee shall meet the following Reporting Requirements for this grant:

- A. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
  - 1. Number of active clients as of the last day of the quarter;
  - 2. Number of Unduplicated Clients (UDC) year to date;
  - 3. Number and percentage of clients who had a budget plan in place within 90 days of service enrollment;
  - 4. Number of new client referrals for the quarter, and percentage of new clients that had intakes scheduled within seven business days of referral; and

5. Number and percentage of clients that exited during the quarter who:
  - a. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
  - b. Exited housing and the MM program to any destination with a rent debt of more than one month’s rent.
  
- B. Grantee shall provide an annual report summarizing program activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year, including:
  1. Average monthly caseload for the program year;
  2. Number of new clients for the program year;
  3. Number of Unduplicated Clients (UDC) served in the program year;
  4. Number and percentage of budget plans that were updated at least once annually;
  5. Number and percentage of clients with a budget plan that accomplished one or more goals;
  6. Number and percentage of clients who completed a Client Satisfaction Survey;
  7. Number and percentage of survey respondents who reported being satisfied or very satisfied with program services; and
  8. Number and percentage of clients who have remained in the housing associated with the rent payments made by MM or have exited the program in good standing, as defined below. Grantee shall provide aggregate data for clients based on the following outcomes:
    - a. Still a tenant in the building where the MM program paid rent for the client throughout the program year;
    - b. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
    - c. Exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
  
- C. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee’s services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
  
- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

## **XI. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: client files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and backup documentation for reporting progress towards meeting Service and Outcome Objectives.

Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee'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 may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																								
2	<b>APPENDIX B, BUDGET</b>																								
3	<b>Document Date</b>	7/1/2026																							
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>																					
5	<b>Current Term</b>	7/1/2021	6/30/2026	5																					
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7																					
7	<b>Program</b>	Money Management Services																							
9					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>														
10	<b>Service Component</b>				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028														
11	Number of Units Eligible for Service				1200-1300	1200-1300	1200-1300	2000	2000	2000	2000														
12																									
13																									

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2026		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	7/1/2021	6/30/2026	5
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7
7	<b>Program</b>	Money Management Services		
9	<b>Approved Subcontractors</b>			
10	None			
11				
12				

	A	B	C	D	E	H	K	N	Q	V	Y	AI	AJ	AK	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>														
2	<b>APPENDIX B, BUDGET</b>														
3	<b>Document Date</b>	7/1/2026													
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>											
5	<b>Current Term</b>	7/1/2021	6/30/2026	5											
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7											
7	<b>Provider Name</b>	Lutheran Social Services of Northern CA													
8	<b>Program</b>	Money Management Services													
9	<b>FSP Contract ID#</b>	1000021449													
10	<b>Action (select)</b>	Amendment													
11	<b>Effective Date</b>	7/1/2026													
12	<b>Budget Names</b>	<b>General Fund &amp; Prop C - Money Management , One-Time Prop C Bonus Pay</b>													
13		<b>Current</b>	<b>New</b>												
14	<b>Term Budget</b>	\$ 8,895,104	\$ 14,386,783	15%											
15	<b>Contingency</b>	\$ 1,104,746	\$ 823,752												
16	<b>Not-To-Exceed</b>	\$ 9,999,850	\$ 15,210,535												
17		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>						
18		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028				
19	<b>Expenditures</b>	<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>New</b>	<b>New</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>				
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 812,104	\$ 1,379,870	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 5,214,990	\$ 2,991,663	\$ 8,206,653				
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 452,464	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675				
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,568	\$ 2,350,252	\$ 2,377,943	\$ 2,387,687	\$ 2,387,687	\$ 8,212,955	\$ 4,775,373	\$ 12,988,328				
23	Indirect Percentage														
24	Indirect Cost	\$ 157,609	\$ 187,833	\$ 196,755	\$ 365,678	\$ 369,986	\$ 358,153	\$ 358,153	\$ 1,277,862	\$ 716,306	\$ 1,994,168				
25	Other Expenses (Not subject to indirect %)	\$ (85,829)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,173,724)	\$ -	\$ (1,173,724)				
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010				
28	<b>Total Expenditures</b>	<b>\$ 1,114,749</b>	<b>\$ 1,222,768</b>	<b>\$ 1,375,013</b>	<b>\$ 2,161,685</b>	<b>\$ 3,020,890</b>	<b>\$ 2,745,840</b>	<b>\$ 2,745,840</b>	<b>\$ 8,895,104</b>	<b>\$ 5,491,679</b>	<b>\$ 14,386,783</b>				
29															
30	<b>HSH Revenues (select)</b>														
31	General Fund - Ongoing	\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ 1,490,980	\$ 1,505,890	\$ 1,230,840	\$ 1,230,840	\$ 7,023,828	\$ 2,461,679	\$ 9,485,507				
33	Prop C - One-time Bonus Pay	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	\$ -	\$ 4,900				
35	General Fund - One-Time	\$ 62,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,891	\$ -	\$ 62,891				
38	General Fund Adjustment to Actuals	\$ (123,620)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)				
39	Prop C Fund - Ongoing	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 3,015,000	\$ 3,030,000	\$ 6,045,000				
42	<b>Total HSH Revenues</b>	<b>\$ 1,114,749</b>	<b>\$ 1,222,768</b>	<b>\$ 1,375,013</b>	<b>\$ 2,161,685</b>	<b>\$ 3,020,890</b>	<b>\$ 2,745,840</b>	<b>\$ 2,745,840</b>	<b>\$ 8,895,104</b>	<b>\$ 5,491,679</b>	<b>\$ 14,386,783</b>				
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
54	Total Adjusted Salary FTE (All Budgets)						16.73	16.73							
56	<b>Prepared by</b>	John Paul Soto, Deputy Director			*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.										
58	<b>Email</b>	<a href="mailto:JPSoto@Lssnocal.org">JPSoto@Lssnocal.org</a>													
60	<b>Template last modified</b>	10/19/2023													

	A	B	C	D	E	H	K	N	Q	V	Y	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>													
2	<b>APPENDIX B, BUDGET</b>													
3	<b>Document Date</b>	7/1/2026												
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>										
5	<b>Current Term</b>	7/1/2021	6/30/2026	5										
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7										
7	<b>Provider Name</b>	Lutheran Social Services of Northern CA												
8	<b>Program</b>	Money Management Services												
9	<b>F\$P Contract ID#</b>	1000021449												
10	<b>Action (select)</b>	Amendment												
11	<b>Effective Date</b>	7/1/2026												
12	<b>Budget Name</b>	<b>General Fund &amp; Prop C - Money Management</b>												
13		<b>Current</b>	<b>New</b>											
14	<b>Term Budget</b>	\$ 8,890,204	\$ 14,381,883	15%										
15	<b>Contingency</b>	\$ 1,104,746	\$ 823,752											
16	<b>Not-To-Exceed</b>	\$ 9,999,850	\$ 15,210,535											
					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>		
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
18					<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>New</b>	<b>New</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>
19	<b>Expenditures</b>													
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 812,103.58	\$ 1,379,870	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 5,214,990	\$ 2,991,663	\$ 8,206,653
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 452,464.08	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 891,855	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,568	\$ 2,350,252	\$ 2,377,943	\$ 2,387,687	\$ 2,387,687	\$ 2,387,687	\$ 2,387,687	\$ 2,387,687	\$ 8,212,955	\$ 4,775,373	\$ 12,988,328
23	Indirect Percentage	15.56%	15.56%	15.56%	15.56%	15.56%	15.00%	15.00%	15.00%	15.00%	15.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ 157,609	\$ 187,833	\$ 196,755	\$ 365,678	\$ 369,986	\$ 358,153	\$ 358,153	\$ 358,153	\$ 358,153	\$ 358,153	\$ 1,277,862	\$ 716,306	\$ 1,994,168
25	Other Expenses (Not subject to indirect %)	\$ (90,729)	\$ (172,290.09)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,178,624)	\$ -	\$ (1,178,624)
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010
28	<b>Total Expenditures</b>	<b>\$ 1,109,849</b>	<b>\$ 1,222,768</b>	<b>\$ 1,375,013</b>	<b>\$ 2,161,685</b>	<b>\$ 3,020,890</b>	<b>\$ 2,745,840</b>	<b>\$ 8,890,204</b>	<b>\$ 5,491,679</b>	<b>\$ 14,381,883</b>				
30	<b>HSH Revenues (select)</b>													
31	General Fund - Ongoing	\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ 1,490,980	\$ 1,505,890	\$ 1,230,840	1,230,840	1,230,840	1,230,840	1,230,840	7,023,828	2,461,679	9,485,507
35	General Fund - One-Time	\$ 62,891.45	\$ -				\$ -	-	-	-	-	62,891	-	62,891
38	General Fund Adjustment to Actuals	\$ (123,620.11)	\$ (172,290.09)	\$ (86,310)	\$ (829,295.27)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)
39	Prop C Fund - Ongoing				\$ 1,500,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	3,015,000	3,030,000	6,045,000
42	<b>Total HSH Revenues</b>	<b>\$ 1,109,849</b>	<b>\$ 1,222,768</b>	<b>\$ 1,375,013</b>	<b>\$ 2,161,685</b>	<b>\$ 3,020,890</b>	<b>\$ 2,745,840</b>	<b>\$ 8,890,204</b>	<b>\$ 5,491,679</b>	<b>\$ 14,381,883</b>				
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	<b>Prepared by</b>	John Paul Soto, Deputy Director			*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.									
56	<b>Phone</b>	415.218.9509												
57	<b>Email</b>	<a href="mailto:JPSoto@Lssnocal.org">JPSoto@Lssnocal.org</a>												

	A	F	O	T	AA	AH	AK	AL	AM	AN	AO	AP	AQ	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>													
2	<b>SALARY &amp; BENEFIT DETAIL</b>													
3	<b>Document Date</b>	7/1/2026												
4	<b>Provider Name</b>	Lutheran Social Services of Northern CA												
5	<b>Program</b>	Money Management Services												
6	<b>FSP Contract ID#</b>	1000021449												
7	<b>Budget Name</b>	General Fund & Prop C - Money Management					EXTENSION YEAR							
8		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>							
9	<b>POSITION TITLE</b>	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	
10		Current	New	Current	Current	Current					Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	
12	Lead Case Worker - L.F.	\$ 29,311	\$ 34,172	\$ 28,476	\$ 55,999	\$ 30,915	\$ 65,953	0.94	50%	0.47		\$ 30,915	\$ 30,915	
13	Case Worker - B.L.	\$ 42,760	\$ 52,753	\$ 35,419	\$ 58,369	\$ 56,157	\$ -					\$ -	\$ -	
14	Case Worker - A.I.	\$ 44,950	\$ 50,700	\$ 49,415	\$ 52,969	\$ 27,844	\$ -					\$ -	\$ -	
15	Case Worker - L.Fo.	\$ 46,611	\$ 56,645	\$ 53,387	\$ 54,464	\$ 54,596	\$ -					\$ -	\$ -	
16	Case Worker - S.B.	\$ 40,311	\$ 49,725	\$ 50,155	\$ 52,445	\$ 59,237	\$ -					\$ -	\$ -	
17	Case Worker - K.M.	\$ 40,311	\$ 51,217	\$ 51,670	\$ 26,384	\$ 29,083	\$ -					\$ -	\$ -	
18	Case Worker - Y.M.C	\$ 13,470	\$ 16,300	\$ 16,360	\$ 19,045	\$ 55,571	\$ -					\$ -	\$ -	
19	Program Associate	\$ 25,105	\$ 30,245	\$ 30,056	\$ 31,564	\$ 33,226	\$ 54,525	0.94	65%	0.61		\$ 33,226	\$ 33,226	
20	Program Office Manager	\$ 35,002	\$ 39,834	\$ 40,179	\$ 46,419	\$ 49,821	\$ 88,571	0.94	60%	0.56		\$ 49,821	\$ 49,821	
21	Project Manager/Systems Development	\$ 28,445	\$ 29,278	\$ 29,967	\$ 35,575	\$ 38,533	\$ 91,337	0.94	45%	0.42		\$ 38,533	\$ 38,533	
22	Deputy Director	\$ 23,608	\$ 24,788	\$ 25,537	\$ 33,587	\$ 35,030	\$ 120,533	0.94	31%	0.29		\$ 35,030	\$ 35,030	
23	Program Manager	\$ 62,830	\$ 64,145	\$ 62,842	\$ 69,848	\$ 72,141	\$ 85,500	0.94	90%	0.84		\$ 72,141	\$ 72,141	
24	Financial Systems Manager	\$ 39,638	\$ 40,827	\$ 41,790	\$ 43,044	\$ 44,042	\$ 106,768	0.94	44%	0.41		\$ 44,042	\$ 44,042	
25	Staff Accountant	\$ 46,979	\$ 51,675	\$ 52,902	\$ 52,902	\$ 61,313	\$ 65,400	0.94	100%	0.94		\$ 61,313	\$ 61,313	
26	Case Worker - S.M.		\$ 49,725	\$ 49,415	\$ 49,725	\$ 78,161	\$ -					\$ -	\$ -	
27	Program Manager - B.W.		\$ -		\$ 70,197	\$ 75,478	\$ 80,510	0.94	100%	0.94		\$ 75,478	\$ 75,478	
28	Lead Case Worker - J.H.		\$ -		\$ 53,625	\$ 63,367	\$ 67,592	0.94	100%	0.94		\$ 63,367	\$ 63,367	
29	Case Workers - Aggregate		\$ -		\$ 243,171	\$ 273,000	\$ 61,445	11.25	92%	10.31		\$ 633,649	\$ 633,649	
55		\$ 519,330	\$ 642,028	\$ 617,569	\$ 1,049,330	\$ 1,137,514	<b>TOTAL SALARIES</b>				\$ -	\$ 1,137,514	\$ 1,137,514	
56							<b>TOTAL FTE</b>		<b>16.73</b>					
57		31.50%	31.50%	31.50%	31.50%	31.50%	<b>FRINGE BENEFIT RATE</b>			31.50%	31.50%			
58		\$ 163,589	\$ 202,239	\$ 194,534	\$ 330,539	\$ 358,317	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ -	\$ 358,317	\$ 358,317			
59		\$ 682,918	\$ 844,267	\$ 812,104	\$ 1,379,870	\$ 1,495,832	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ -	\$ 1,495,832	\$ 1,495,832			

	A	AX	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND S</b>				
2	<b>SALARY &amp; BENEFIT DETAIL</b>				
3	<b>Document Date</b>				
4	<b>Provider Name</b>				
5	<b>Program</b>				
6	<b>F\$P Contract ID#</b>				
7	<b>Budget Name</b>	<b>EXTENSION YEAR</b>			
8		<b>Year 7</b>	<b>All Years</b>		
9	<b>POSITION TITLE</b>	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
10		New	Current	<b>Amendment</b>	New
11		Budgeted Salary	Budgeted Salary	<b>Change</b>	Budgeted Salary
12	Lead Case Worker - L.F.	\$ 30,915	\$ 178,872	\$ <b>61,831</b>	\$ 240,703
13	Case Worker - B.L.	\$ -	\$ 245,459	\$ -	\$ 245,459
14	Case Worker - A.I.	\$ -	\$ 225,878	\$ -	\$ 225,878
15	Case Worker - L.Fo.	\$ -	\$ 265,703	\$ -	\$ 265,703
16	Case Worker - S.B.	\$ -	\$ 251,873	\$ -	\$ 251,873
17	Case Worker - K.M.	\$ -	\$ 198,664	\$ -	\$ 198,664
18	Case Worker - Y.M.C	\$ -	\$ 120,746	\$ -	\$ 120,746
19	Program Associate	\$ 33,226	\$ 150,195	\$ <b>66,452</b>	\$ 216,648
20	Program Office Manager	\$ 49,821	\$ 211,255	\$ <b>99,642</b>	\$ 310,897
21	Project Manager/Systems Development	\$ 38,533	\$ 161,798	\$ <b>77,065</b>	\$ 238,863
22	Deputy Director	\$ 35,030	\$ 142,549	\$ <b>70,060</b>	\$ 212,609
23	Program Manager	\$ 72,141	\$ 331,806	\$ <b>144,281</b>	\$ 476,087
24	Financial Systems Manager	\$ 44,042	\$ 209,339	\$ <b>88,084</b>	\$ 297,423
25	Staff Accountant	\$ 61,313	\$ 265,771	\$ <b>122,625</b>	\$ 388,396
26	Case Worker - S.M.	\$ -	\$ 227,025	\$ -	\$ 227,025
27	Program Manager - B.W.	\$ 75,478	\$ 145,675	\$ <b>150,955</b>	\$ 296,630
28	Lead Case Worker - J.H.	\$ 63,367	\$ 116,993	\$ <b>126,735</b>	\$ 243,728
29	Case Workers - Aggregate	\$ 633,649	\$ 516,171	\$ <b>1,267,298</b>	\$ 1,783,469
55		\$ <b>1,137,514</b>	\$ <b>3,965,772</b>	\$ <b>2,275,029</b>	\$ <b>6,240,801</b>
56					
57		31.50%			
58		\$ <b>358,317</b>	\$ <b>1,249,218</b>	\$ <b>716,634</b>	\$ <b>1,965,852</b>
59		\$ <b>1,495,832</b>	\$ <b>5,214,990</b>	\$ <b>2,991,663</b>	\$ <b>8,206,653</b>

	A	B	E	H	K	N	S	V	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											
2	<b>OPERATING DETAIL</b>											
3	<b>Document Date</b>	7/1/2026										
4	<b>Provider Name</b>	Lutheran Social Services of Northern CA										
5	<b>Program</b>	Money Management Services										
6	<b>F\$P Contract ID#</b>	1000021449										
7	<b>Budget Name</b>	<b>General Fund &amp; Prop C - Money Management</b>					<b>EXTENSION YEAR</b>					<b>EXTENSION YEAR</b>
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>			
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028	
11		Current	Current	Current	Current	Current	New	New	Current	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 114,265	\$ 115,496	\$ 167,858	\$ 298,932	\$ 298,932	\$ 298,932	\$ 298,932	\$ 995,483	\$ 597,864	\$ 1,593,347	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,306	\$ 19,306	\$ 19,306	\$ 28,959	\$ 28,959	\$ 28,959	\$ 28,959	\$ 115,836	\$ 57,918	\$ 173,754	
15	Office Supplies, Postage	\$ 18,635	\$ 27,595	\$ 30,293	\$ 58,393	\$ 58,393	\$ 58,393	\$ 58,393	\$ 193,309	\$ 116,786	\$ 310,095	
16	Building Maintenance Supplies and Repair	\$ 35,990	\$ 41,990	\$ 55,710	\$ 234,841	\$ 143,070	\$ 152,814	\$ 152,814	\$ 511,601	\$ 305,628	\$ 817,229	
17	Printing and Reproduction	\$ 4,966	\$ 5,187	\$ 5,187	\$ 10,325	\$ 10,325	\$ 10,325	\$ 10,325	\$ 35,990	\$ 20,650	\$ 56,640	
18	Insurance	\$ 7,494	\$ 8,491	\$ 8,491	\$ 56,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 136,476	\$ 112,000	\$ 248,476	
19	Staff Training	\$ 4,641	\$ 6,975	\$ 10,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 57,616	\$ 36,000	\$ 93,616	
20	Staff Travel-(Local & Out of Town)	\$ 1,436	\$ 2,500	\$ 3,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 20,436	\$ 13,000	\$ 33,436	
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Computer Hardware & Software	\$ 5,000	\$ 8,000	\$ 8,000	\$ 16,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 55,000	\$ 36,000	\$ 91,000	
23	Bank Fees	\$ 45,697	\$ 45,697	\$ 45,697	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 267,091	\$ 130,000	\$ 397,091	
24	IT/Technology Support	\$ 13,700	\$ 15,400	\$ 15,400	\$ 30,400	\$ 30,400	\$ 30,400	\$ 30,400	\$ 105,300	\$ 60,800	\$ 166,100	
25	Postage	\$ 5,140	\$ 5,140	\$ 6,140	\$ 12,140	\$ 12,140	\$ 12,140	\$ 12,140	\$ 40,700	\$ 24,280	\$ 64,980	
26	Temporary Personnel	\$ 7,470	\$ 9,900	\$ 12,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 69,370	\$ 40,000	\$ 109,370	
27	Audit	\$ 3,446	\$ 3,446	\$ 4,046	\$ 6,892	\$ 6,892	\$ 6,892	\$ 6,892	\$ 24,722	\$ 13,784	\$ 38,506	
28	Landlines/Cell phones	\$ 15,439	\$ 15,439	\$ 15,439	\$ 28,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 109,817	\$ 70,000	\$ 179,817	
29	Cell Phones/Pagers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
30	Other Occupancy: Security	\$ 12,196	\$ 12,196	\$ 12,196	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500	\$ 75,588	\$ 39,000	\$ 114,588	
31	Program Materials/Supplies - Check stock	\$ 15,229	\$ 20,200	\$ 33,201	\$ 60,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 183,630	\$ 110,000	\$ 293,630	
42	<u>Consultants</u>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 330,050	\$ 362,958	\$ 452,464	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675	
70	<u>Other Expenses (not subject to indirect cost %)</u>											
71	One-Time CODB FY 20-21	\$ 32,891					\$ -	\$ -	\$ 32,891	\$ -	\$ 32,891	
74	Adjustment to Actuals	\$ (123,620)	\$ (172,290)	\$ (86,310)	\$ (829,295)		\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)	
84	<b>TOTAL OTHER EXPENSES</b>	\$ (90,729)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,178,624)	\$ -	\$ (1,178,624)	
86	<u>Capital Expenses</u>											
90	Program Expansion				\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 548,010	\$ -	\$ 548,010	
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010	

**BUDGET NARRATIVE**  
**General Fund & Prop C**  
**Money Management**

Fiscal Year

FY26-27

<u>Salaries &amp; Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>
	<u>Budgeted</u>	<u>Budgeted</u>		
	<u>FTE</u>	<u>Salary</u>		
Lead Case Worker - L.F.	0.47	\$ 30,915	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Associate	0.61	\$ 33,226	First point of contact for clients and others visiting the office. Provides practical support for Caseworkers. Assists with satisfactions surveys and file reviews. Provides support to Program Office Manager. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Office Manager	0.56	\$ 49,821	Oversees all administrative functions for the Money Management Services program. Supports report documentation; back-up for reception functions; program support for Deputy Director and Program Managers; office coordination. Supervises Program Associate. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Project Manager/Systems Development	0.42	\$ 38,533	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Deputy Director	0.29	\$ 35,030	Supervises and supports Program Managers, oversees contract compliance, cultural competency, quality assurance and reporting functions. Oversees all administrative functions for contracts in San Francisco. Reviews and responds to all client grievances. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Manager	0.84	\$ 72,141	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Financial Systems Manager	0.41	\$ 44,042	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Staff Accountant	0.94	\$ 61,313	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Manager - B.W.	0.94	\$ 75,478	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Lead Case Worker - J.H.	0.94	\$ 63,367	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Case Workers - Aggregate	10.31	\$ 633,649	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
<b>TOTAL</b>	<b>16.73</b>	<b>\$1,137,514</b>		
<u>Employee Fringe Benefits</u>		<u>\$ 358,317</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.5% of total salaries.</u>	
<b>Salaries &amp; Benefits Total</b>		<b>\$1,495,832</b>		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 298,932	Rent is allocated based on staffing and client caseload	Estimated cost based on similar operating costs in other money management programs
Utilities(Elec, Water, Gas, Phone, Scavenger	\$ 28,959	Electric, water, gas, scavenger, pest control, etc.	Estimated cost based on similar operating costs in other money management programs
Office Supplies, Postage	\$ 58,393	Office supplies and purchase expenses related to the overall support of the program	Estimated cost based on similar operating costs in other money management programs
Building Maintenance Supplies and Repair	\$ 152,814	Janitorial services, hazardous waste clean-up, fire extinguisher maintenance, routine building maintenance and repairs, etc.	Estimated cost based on similar operating costs in other money management programs
Printing and Reproduction	\$ 10,325	Expenses related to printing and copying program related materials, including monthly rental of equipment	Estimated cost based on similar operating costs in other money management programs
Insurance	\$ 56,000	Agency program related liability insurance costs	Estimated cost based on similar operating costs in other money management programs
Staff Training	\$ 18,000	Trainings, workshops, educational related expenses for all program staff on agency and program relevant topics/issues	Estimated cost based on similar operating costs in other money management programs
Staff Travel-(Local & Out of Town)	\$ 6,500	Program related travel expenses	Estimated cost based on similar operating costs in other money management programs
Computer Hardware & Software	\$ 18,000	Computer and electronic hardware/software related program costs	Estimated cost based on similar operating costs in other money management programs
Bank Fees	\$ 65,000	Account operating related program costs - including bank fees and bank related expenses	Estimated cost based on similar operating costs in other money management programs
IT/Technology Support	\$ 30,400	Informational Technology costs directly related to the support of the program	Estimated cost based on similar operating costs in other money management programs
Postage	\$ 12,140	Costs related to mailing checks, bill payments, and correspondence on behalf of clients; Courier services	Estimated cost based on similar operating costs in other money management programs
Temporary Personnel	\$ 20,000	Expenses related to the support of the program by temporary/short-term professional staff	Estimated cost based on similar operating costs in other money management programs
Audit	\$ 6,892	Agency audit related program expenses	Estimated cost based on similar operating costs in other money management programs
Landlines/Cell phones	\$ 35,000	Costs related to the operation of phones and internet as related to the program for the purpose of communication and the sharing of information/resources.	Estimated cost based on similar operating costs in other money management programs
Other Occupancy: Security	\$ 19,500	Professional expenses related to crowd control and client safety for the program site, especially on check distribution days	Estimated cost based on similar operating costs in other money management programs
Program Materials/Supplies - Check stock	\$ 55,000	Program costs related to the overall support of the program, including check stock and envelopes	Estimated cost based on similar operating costs in other money management programs
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 891,855</b>		
<b>Indirect Cost</b>	15.0% <b>\$ 358,153</b>		

	A	B	C	D	E	H	K	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	7/1/2026						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2021	6/30/2026	5				
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7				
7	<b>Provider Name</b>	Lutheran Social Services of Northern CA						
8	<b>Program</b>	Money Management Services						
9	<b>FSP Contract ID#</b>	1000021449						
10	<b>Action (select)</b>	Amendment						
11	<b>Effective Date</b>	7/1/2026						
12	<b>Budget Name</b>	One-Time Prop C Bonus Pay						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 4,900	\$ 4,900					
16	<b>Not-To-Exceed</b>	\$ 9,999,850	\$ 15,210,535	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>	
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2026	
18				<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>Current</b>	
19	<b>Expenditures</b>							
25	Other Expenses (Not subject to indirect %)	\$ 4,900	\$ -	\$ -	\$ 4,900			
28	<b>Total Expenditures</b>	\$ 4,900	\$ -	\$ -	\$ 4,900			
29								
30	<b>HSH Revenues (select)</b>							
33	Prop C - One-time Bonus Pay	\$ 4,900			\$ 4,900			
40	<b>Total HSH Revenues</b>	\$ 4,900	\$ -	\$ -	\$ 4,900			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			

**BUDGET NARRATIVE**

**Fiscal Year**

**One-Time Prop C Bonus Pay**

**FY26-27**

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
One-Time Prop C Bonus Pay (carried forward)	\$ -	Remaining unspent FY 20-21 One-Time Prop C Bonus Pay, carried forward from Contract ID# 1000002498	\$60,021.00 - \$46,759.35 = \$13,261.65
<b>TOTAL OTHER EXPENSES</b>	\$ -		

## **Appendix C, Method of Payment**

### **I. Reimbursement for Actual Costs:**

In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.

### **II. General Instructions for Invoice Submittal:**

Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.

- A. Grantee shall submit all invoices and any related documentation required in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
- B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
- C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
- D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

<b>Billing Month/Date</b>	<b>Service Begin Date</b>	<b>Service End Date</b>
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

### **E. Invoicing System:**

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special written approval from the HSH Contracts Manager.

F. Line Item Variance:

There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, Indirect and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. Spend Down:

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower-than-expected spending to the assigned Contract

and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
  - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
  - a. Be easily searchable (e.g., PDF) and summarized in Excel;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
  - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
  - f. Include the Grantee's cost allocation plan.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

General Fund/ Our City, Our Home (Prop C)	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in Excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceeds \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a detailed summary report in Excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>

General Fund/ Our City, Our Home (Prop C)	
Type	Instructions and Examples of Documentation
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee’s compliance with HSH's invoicing requirements.

**III. Advances or Prepayments:**

Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully

describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.

2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing fiscal year General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing fiscal year budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10<sup>th</sup> per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment. HSH will track advance recoupment on a monthly basis using internal tools in order to avoid any overpayment and prevent further loss of City funds.
2. All advance repayments must be recovered within the fiscal year for which they were made but no later than April invoices submitted in May.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance, via wire transfer or by check, in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. Timely Submission of Reports and Compliance:

If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

## Appendix D, Interests In Other City Grants

\*\*Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Integrated Services Network (ISN) Money Management Program and Representative Payee Services	January 1, 2021 to December 31, 2026	\$1,288,419
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Bernal Gateway Apartments Supportive Housing/ Support Services	January 1, 2021 - June 30, 2026	\$1,571,220
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Folsom Dore Apts. Supportive Housing/Support Services	July 1, 2021 - June 30, 2029	\$2,740,239
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Kinney Hotel (Emergency Stabilization)/ Shelter and Support Services	July 1, 2021 - June 30, 2026	\$5,668,346 (combined Kinney Hotel contract)
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Kinney Hotel (Property Management)/ Property Management	July 1, 2021 - June 30, 2026	\$5,668,346 (combined Kinney Hotel contract)
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	La Fenix 1950 Mission Street/ Support Services	September 1, 2020 - June 30, 2029	\$2,768,404
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Mosaica Family Apartments Supportive Housing/ Support Services	January 1, 2021 - June 30, 2026	\$2,361,084
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Mosaica Senior Apartments/ Support Services	July 1, 2021 - June 30, 2029	\$778,116
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	735 Davis/ Support Services	December 1, 2020 - June 30, 2029	\$881,570
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	990 Polk Senior Housing/ Support Services	July 1, 2021 - June 30, 2029	3,194,761
San Francisco Department of Public Health (SF DPH) HIV Health Services (HHS)	AIDS Financial Services– Money Management/ Rep Payee Services	March 1, 2016 - February 28, 2026	\$5,576,288