

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

**THIRD AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
FELTON INSTITUTE**

THIS AMENDMENT of the **October 1, 2022** Grant Agreement (the "Agreement") is dated as of **January 1, 2026** and is made in the City and County of San Francisco, State of California, by and between **FELTON INSTITUTE** ("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 update the grant amount and extend the agreement term; 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 **October 1, 2022** between Grantee and City; and **First Amendment**, dated **March 7, 2023**, and **Second 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 **October 1, 2022** 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 **October 1, 2022** 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 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

- (b) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Nineteen Thousand One Hundred Seventy Three Dollars (\$9,719,173)**.
- (c) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Seven Hundred Twenty Three Thousand Seven Hundred Seventy One Dollars (\$723,771)** 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 **Sixteen Million Eight Hundred Fifty Four One Hundred Forty Nine Dollars (\$16,854,149)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Forty Three One Hundred Ninety Six Dollars (\$943,196)** 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.

- 2.3 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 January 1, 2026)
Appendix B, Budget (dated January 1, 2026)
Appendix C, Method of Payment (dated January 1, 2026)
Appendix D, Interests in Other City Grants (dated January 1, 2026)

- 2.4 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated January 1, 2026), for the period of January 1, 2026 to June 30, 2028.
- 2.5 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated January 1, 2026), for the period of October 1, 2022 to June 30, 2028.
- 2.6 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated January 1, 2026).
- 2.7 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated January 1, 2026).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

FELTON INSTITUTE

By: _____
Shireen McSpadden Date
Executive Director

By: _____
Marvin Davis Date
Chief Financial Officer
City Supplier Number: 0000020256

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke Date
Deputy City Attorney

Appendix A, Services to be Provided
by
Felton Institute
Bayview Drop-In Center

I. Purpose of Grant

The purpose of this grant is to provide Drop-In Center services to the served population. The goals of these program services are to provide the served population with access to meals, storage space, restrooms, showers, and laundry facilities, to support personal hygiene and maximize their ability to live and work in the community.

II. Served Population

Grantee shall serve individuals and families who are experiencing homelessness in the Bayview-Hunters Point neighborhood.

III. Description of Services

Grantee shall provide Drop-In Operations services to the total number of guests as described in Appendix B, Budget (“Number Served” tab). Grantee shall provide the following services during the term of this grant:

- A. Facility Maintenance: Grantee shall maintain the facility; provide janitorial services; and repair the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes and shall post cleaning and maintenance times for guests.
- B. Storage: Grantee shall provide guests with access to a locker area based on the number of lockers listed in the Appendix B, Budget “Number Served” tab.
- C. Restroom Facilities: Grantee shall provide all guests with access to bathroom and shower facilities seven days per week.
- D. Laundry Facilities: Grantee shall provide guests with access to laundry facilities (i.e., washers and dryers).
- E. Meals: Grantee shall provide breakfasts and dinners to guests.
- F. Drop-In Chairs: Grantee shall provide drop-in chairs for those with or without shelter reservations, including respite when medically requested for those with shelter reservations.
- G. Mail and Voicemail: Grantee shall provide guests with access to an temporary address location for receipt of voicemail, mail, and mail storage.

IV. Location and Time of Services

Grantee shall provide Drop-In operations services at the Bayview Drop-In Center, located at 2111 Jennings Street, San Francisco, CA 94124, during the hours specified in the Appendix B, Budget (“Hours of Operation” tab).

V. Service Requirements

Grantee shall meet the following 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 shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee under the Grant Plan, 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. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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 ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 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 Department of Homelessness and Supportive Housing (HSH), Grantee shall submit monthly, 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 to Grantees via written notice at least one month prior to expected implementation.

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here:
<https://hsh.sfgov.org/get-information/one-system/>

C. 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.

D. Critical Incident:

Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, 24 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 must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

E. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:

1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health

(DPH), Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.

2. Grantee shall assign a director, manager, or representative to participate in and attend relevant neighborhood and community meetings.
 3. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
 4. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
 5. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address excessive noise from program participants, including coordination to address excessive noise occurring outside and near the program site.
 6. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
 7. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.
 8. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
 9. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
 10. Grantee shall immediately report to SF Homeless Outreach Team (SFHOT) or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
 11. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
 12. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
 13. Grantee will report graffiti in the immediate area to 311.
- 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 Department of Homelessness and Supportive Housing (HSH) Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

- G. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- H. 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 housing and services.
- I. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing 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/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- J. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 5. Assistance with conflict de-escalation and crisis management.
- K. Inclement Weather and Emergency Expansion: Grantee shall respond to HSH's request to expand hours of operation for drop-in chairs in order to provide respite to clients during inclement weather or other emergencies. Grantee shall be ready to provide expansion within 24-hour notice; although HSH will attempt to give more advance notice whenever possible. Grantee shall use their own staffing during these expansions; however, if there is not adequate staffing available at the time of expansion, HSH may augment coverage with City staff in order to respond to emergencies.
- L. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System² and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
- M. Dietary and Food Safety: Grantee shall ensure that at least one staff person responsible for food service has a valid Food Safety Certification.
- N. Facilities:
1. Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required, and janitorial services shall occur regularly, per shift, and as required.
 - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
 - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g., fan blades, air registers, vents, filters); plumbing (e.g., drains of showers, toilets, sinks); appliances (e.g., hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g., metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g., roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g., toilet paper, towels, soap, etc.).
 - c. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g., floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g., dryer vents); elevators (e.g., buttons, floors, walls); kitchens (e.g., floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.
- O. 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.

² HSH will provide annual Housing Quality Standards (HQS) inspections, tenant eligibility determinations, and rent calculations as outlined herein and further governed by the CoC Interim Rule (24 CFR Part 578) and subsequent guidance from HUD

- P. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population, which shall include the following elements as well as others that may be appropriate to the services:
1. The name or title of the person or persons authorized to make a determination regarding the grievance;
 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 3. The amount of time required for each step, including when a guest can expect a response; and
 4. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.
- Q. City Communications and Policies:
Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness; SGAC meetings; Attendance of the Shelter Monitoring Committee Meetings; Local Homeless Coordinating Board; Stakeholder Meeting; and Shelter Access Workshops;
 3. Attendance of trainings, as requested;
 4. Adherence to the HSH Shelter Grievance Policy; and
 5. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.
- R. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including by not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.
- S. Partner Provider MOU: Grantee shall establish written Memoranda of Understanding (MOUs) with subcontractors, as required by HSH.
- T. 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 satisfaction. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
 2. A written annual/quarterly survey, which shall be offered to the served population to gather feedback, 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.

VI. Service Objectives

Grantee shall achieve the following service objectives for Drop-In Services provided daily during the hours specified in the “Hours of Operation” tab in the Appendix B, Budget:

- A. See “Numbers Served” tab of Appendix B Budget for required daily and annual attendance.
- B. Grantee shall provide 100 breakfast meals daily.
- C. Grantee shall provide 200 dinner meals daily.
- D. Grantee shall provide access to 48 drop-in chairs.
- E. Grantee shall provide access to 42 lockers.
- F. Grantee shall provide access to showers and restroom facilities.
- G. Grantee shall provide access to laundry services.
- H. Grantee shall provide access to mail pick up and mail storage.
- I. Grantee shall collect a minimum of 100 client satisfaction surveys each quarter.

VII. Outcome Objectives

Grantee shall achieve the following outcome objectives for Bayview Drop-In Services:

- A. Seventy-five percent of guests responding to satisfaction surveys will rate the quality of service as satisfactory or better.

VIII. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, such as ONE System and CARBON.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Description of Services, Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Description of Services, Service Objectives and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner. Any information shared between the Grantee, HSH and other providers about tenants will be communicated in a secure manner, with appropriate release of consent forms and in compliance with HIPAA guidelines.
- E. Grantee shall participate, as required by Department, 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 thirty working days of receipt of any evaluation report and such response will become part of the official report.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- G. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development's (HUD) latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

IX. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following: participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will 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 and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	1/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	10/1/2022	6/30/2026	4
6	Amended Term	10/1/2022	6/30/2028	6
7	Provider Name	Felton Institute		
8	Program	Bayview Drop-In Center		
9	F\$P Contract ID#	1000026539		
10				
11	APPROVED SUBCONTRACTORS			
12	Instaworks (FY23-24 only)			

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	1/1/2026		
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6	Amended Term	10/1/2022	6/30/2028	6
7	Provider Name	Felton Institute		
8	Program	Bayview Drop-In Center		
9	FSP Contract ID#	1000026539		
10				
11	SITE LOCATIONS			
12	Site Name	Address		
13	Bayview Drop-in Center	2111 Jennings St. San Francisco, CA 94124		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	1/1/2026		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	10/1/2022	6/30/2026	4
Amended Term	10/1/2022	6/30/2028	6
Provider Name	Felton Institute		
Program	Bayview Drop-In Center		
FSP Contract ID#	1000026539		

Hours of Operation	
Service Component	Hours
Breakfast	7:00am - 9:00am daily
Dinner	5:00pm - 7:00pm M-F; 4:00pm - 6:00pm S-S
Drop-In Chairs	3:30pm - 7:30am daily
Laundry Services	8:00am - 12:00am daily
Showers and Restrooms	8:00am - 12:00am daily; 24/7 in emergencies
Storage Lockers	7:00am - 11:00pm daily
Mail	9:00am - 4:30pm daily

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	APPENDIX B, BUDGET																					
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7	Provider Name	Felton Institute																				
8	Program	Bayview Drop-In Center																				
9	F\$P Contract ID#	1000026539																				
10																						
11																						
12	NUMBER SERVED				Year 1		Year 2		Year 3		Year 4		Year 5		Year 6							
13	Service Component				10/1/2022 - 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							
18	Drop-In Center Unduplicated Annual Guests				3,000		3,000		3,000		3,000		3,000		3000							
19	Drop-In Center Duplicated Daily Guests				50		50		50		50		50		50							
20																						
21																						
22																						

1	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		Z		AA		AB		AC		AD		AE		AF		AG		AH		AI		AJ		AK		AL		AM		AN		AO		AP		AQ		AR		AS		AT		AU		AV		AW		AX		AY		AZ		BA		BB		BC		BD		BE		BF		BG		BH		BI		BJ		BK		BL		BM		BN		BO		BP		BQ		BR		BS		BT		BU		BV		BW		BX		BY		BZ		CA		CB		CC		CD		CE		CF		CG		CH		CI		CJ		CK		CL		CM		CN		CO		CP		CQ		CR		CS		CT		CU		CV		CW		CX		CY		CZ		DA		DB		DC		DD		DE		DF		DG		DH		DI		DJ		DK		DL		DM		DN		DO		DP		DQ		DR		DS		DT		DU		DV		DW		DX		DY		DZ		EA		EB		EC		ED		EE		EF		EG		EH		EI		EJ		EK		EL		EM		EN		EO		EP		EQ		ER		ES		ET		EU		EV		EW		EX		EY		EZ		FA		FB		FC		FD		FE		FF		FG		FH		FI		FJ		FK		FL		FM		FN		FO		FP		FQ		FR		FS		FT		FU		FV		FW		FX		FY		FZ		GA		GB		GC		GD		GE		GF		GG		GH		GI		GJ		GK		GL		GM		GN		GO		GP		GQ		GR		GS		GT		GU		GV		GW		GX		GY		GZ		HA		HB		HC		HD		HE		HF		HG		HH		HI		HJ		HK		HL		HM		HN		HO		HP		HQ		HR		HS		HT		HU		HV		HW		HX		HY		HZ		IA		IB		IC		ID		IE		IF		IG		IH		II		IJ		IK		IL		IM		IN		IO		IP		IQ		IR		IS		IT		IU		IV		IW		IX		IY		IZ		JA		JB		JC		JD		JE		JF		JG		JH		JI		JJ		JK		JL		JM		JN		JO		JP		JQ		JR		JS		JT		JU		JV		JW		JX		JY		JZ		KA		KB		KC		KD		KE		KF		KG		KH		KI		KJ		KK		KL		KM		KN		KO		KP		KQ		KR		KS		KT		KU		KV		KW		KX		KY		KZ		LA		LB		LC		LD		LE		LF		LG		LH		LI		LJ		LK		LM		LN		LO		LP		LQ		LR		LS		LT		LU		LV		LW		LX		LY		LZ		MA		MB		MC		MD		ME		MF		MG		MH		MI		MJ		MK		ML		MM		MN		MO		MP		MQ		MR		MS		MT		MU		MV		MW		MX		MY		MZ		NA		NB		NC		ND		NE		NF		NG		NH		NI		NJ		NK		NL		NM		NN		NO		NP		NQ		NR		NS		NT		NU		NV		NW		NX		NY		NZ		OA		OB		OC		OD		OE		OF		OG		OH		OI		OJ		OK		OL		OM		ON		OO		OP		OQ		OR		OS		OT		OU		OV		OW		OX		OY		OZ		PA		PB		PC		PD		PE		PF		PG		PH		PI		PJ		PK		PL		PM		PN		PO		PP		PQ		PR		PS		PT		PU		PV		PW		PX		PY		PZ		QA		QB		QC		QD		QE		QF		QG		QH		QI		QJ		QK		QL		QM		QN		QO		QP		QQ		QR		QS		QT		QU		QV		QW		QX		QY		QZ		RA		RB		RC		RD		RE		RF		RG		RH		RI		RJ		RK		RL		RM		RN		RO		RP		RQ		RR		RS		RT		RU		RV		RW		RX		RY		RZ		SA		SB		SC		SD		SE		SF		SG		SH		SI		SJ		SK		SL		SM		SN		SO		SP		SQ		SR		SS		ST		SU		SV		SW		SX		SY		SZ		TA		TB		TC		TD		TE		TF		TG		TH		TI		TJ		TK		TL		TM		TN		TO		TP		TQ		TR		TS		TT		TU		TV		TW		TX		TY		TZ		UA		UB		UC		UD		UE		UF		UG		UH		UI		UJ		UK		UL		UM		UN		UO		UP		UQ		UR		US		UT		UU		UV		UW		UX		UY		UZ		VA		VB		VC		VD		VE		VF		VG		VH		VI		VJ		VK		VL		VM		VN		VO		VP		VQ		VR		VS		VT		VU		VV		VW		VX		VY		VZ		WA		WB		WC		WD		WE		WF		WG		WH		WI		WJ		WK		WL		WM		WN		WO		WP		WQ		WR		WS		WT		WU		WV		WW		WX		WY		WZ		XA		XB		XC		XD		XE		XF		XG		XH		XI		XJ		XK		XL		XM		XN		XO		XP		XQ		XR		XS		XT		XU		XV		XW		XZ		YA		YB		YC		YD		YE		YF		YG		YH		YI		YJ		YK		YL		YM		YN		YO		YP		YQ		YR		YS		YT		YU		YV		YW		YX		YZ		ZA		ZB		ZC		ZD		ZE		ZF		ZG		ZH		ZI		ZJ		ZK		ZL		ZM		ZN		ZO		ZP		ZQ		ZR		ZS		ZT		ZU		ZV		ZW		ZX		ZY		ZZ	
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	1/1/2026																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	10/1/2022	6/30/2026	4															
6	Amended Term	10/1/2022	6/30/2028	6															
7	Provider Name	Felton Institute																	
8	Program	Bayview Drop-In Center																	
9	FSP Contract ID#	1000026539																	
10	Contract Action (Select)	Amendment																	
11	Effective Date	1/1/2026																	
12	Budget Name	General Fund - Drop-In Center																	
13	Funding:	Current	New																
14	Term Budget	\$ 9,622,978	\$ 15,910,953																
16	Contingency	\$ 96,195	\$ 943,196	15%															
17	Not-To-Exceed (NTE)	\$ 9,719,173	\$ 16,854,149																
18																			
19					EXTENSION YEAR									EXTENSION YEAR					
20					Year 1	Year 2	Year 3	Year 4			Year 5			Year 6			All Years		
21					10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026
22					9 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	Current	Amendment	New
23	EXPENDITURES				New	New	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
24	Salaries & Benefits	\$ 1,096,812	\$ 1,328,518	\$ 1,557,388	\$ 1,596,955	\$ -	\$ 1,596,955	\$ -	\$ 1,596,955	\$ 1,596,955	\$ -	\$ 1,596,955	\$ 1,596,955	\$ -	\$ 1,596,955	\$ 1,596,955	\$ 5,579,673	\$ 3,193,910	\$ 8,773,583
25	Operating Expenses	\$ 551,027	\$ 749,371	\$ 996,694	\$ 957,128	\$ 25,540	\$ 982,668	\$ -	\$ 982,668	\$ 982,668	\$ -	\$ 982,668	\$ 982,668	\$ -	\$ 982,668	\$ 982,668	\$ 3,254,220	\$ 1,990,876	\$ 5,245,096
26	Subtotal	\$ 1,647,839	\$ 2,077,889	\$ 2,554,082	\$ 2,554,083	\$ 25,540	\$ 2,579,623	\$ -	\$ 2,579,623	\$ 2,579,623	\$ -	\$ 2,579,623	\$ 2,579,623	\$ -	\$ 2,579,623	\$ 2,579,623	\$ 8,833,893	\$ 5,184,786	\$ 14,018,679
27	Indirect Percentage	6.67%	15.00%	15.00%	15.00%	0.00%	15.00%	0.00%	15.00%	15.00%	0.00%	15.00%	15.00%	0.00%	15.00%	15.00%	13.45%		14.02%
28	Indirect Cost	\$ 109,856	\$ 311,683	\$ 383,110	\$ 383,109	\$ 3,832	\$ 386,941	\$ -	\$ 386,941	\$ 386,941	\$ -	\$ 386,941	\$ 386,941	\$ -	\$ 386,941	\$ 386,941	\$ 1,187,758	\$ 777,714	\$ 1,965,472
29	Other Expenses (Not Eligible for Indirect %)	\$ -	\$ 12,221	\$ (85,419)	\$ (325,475)	\$ 325,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (398,673)	\$ 325,475	\$ (73,198)
30	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	TOTAL EXPENDITURES	\$ 1,757,695	\$ 2,401,793	\$ 2,851,773	\$ 2,611,717	\$ 354,847	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ 9,622,978	\$ 6,287,975	\$ 15,910,953
33																			
34	HSH REVENUES* (Select)																		
35	General Fund - Ongoing	\$ 1,757,695	\$ 2,412,569	\$ 2,937,192	\$ 2,937,192	\$ -	\$ 2,937,192	\$ -	\$ 2,966,564	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ 10,044,648	\$ 5,933,128	\$ 15,977,776
36	Adjustment to Actuals	\$ -	\$ (10,776)	\$ (85,419)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (96,195)	\$ -	\$ (96,195)
37	NTE Withheld Pending Amendment	\$ -	\$ -	\$ -	\$ (325,475)	\$ 325,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (325,475)	\$ 325,475	\$ -
38	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ 29,372	\$ 29,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,372	\$ 29,372
54	TOTAL HSH REVENUES	\$ 1,757,695	\$ 2,401,793	\$ 2,851,773	\$ 2,611,717	\$ 354,847	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ 9,622,978	\$ 6,287,975	\$ 15,910,953
63	TOTAL HSH + OTHER REVENUES	\$ 1,757,695	\$ 2,401,793	\$ 2,851,773	\$ 2,611,717	\$ 354,847	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ -	\$ 2,966,564	\$ 2,966,564	\$ 9,622,978	\$ 6,287,975	\$ 15,910,953
64	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65																			
66																			
67																			
68	Approved by:	Lissette Garza																	
69	Title:	Senior Controller																	
70	Phone Number:	415-474-7310																	
71	Email:	lgarza@felton.org																	
72																			
73		* 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.																	
74																			
75																			
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DEPARTMENT OF HOMELAND SECURITY AND SUPPORTIVE HOUSING														
APPENDIX B: BUDGET														
SALARIES & BENEFITS DETAILS														
Fiscal Year: 2022-2023														
Funding Source: Public Institution														
Program: Housing Support Center														
FTE Equivalent: 100														
Project Name: General Fund - Drop-In Center														
FISCAL YEAR 2022-2023														
FISCAL YEAR 2023-2024														
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	OPERATING DETAIL																
4	Document Date	1/1/2026															
5	Provider Name	Felton Institute															
6	Program	Bayview Drop-In Center															
7	FSP Contract ID#	1000026539															
8	Budget Name	General Fund - Drop-In Center															
9																	
10		Year 1	Year 2	Year 3	Year 4			EXTENSION YEAR			EXTENSION YEAR			All Years			
11		10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026
12		9 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months			
13		New	New	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	Current	Amendment
14	OPERATING EXPENSES	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense
15	Rental of Property	\$ 100,935	\$ 160,758	\$ 182,000	\$ 187,884	\$ -	\$ 187,884	\$ -	\$ 187,884	\$ 187,884	\$ 187,884	\$ 187,884	\$ 187,884	\$ 187,884	\$ 631,577	\$ 375,768	\$ 1,007,345
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 94,650	\$ 90,200	\$ 127,187	\$ 127,925	\$ -	\$ 127,925	\$ -	\$ 127,925	\$ 127,925	\$ 127,925	\$ 127,925	\$ 127,925	\$ 127,925	\$ 439,962	\$ 255,850	\$ 695,812
17	Office Supplies, Postage	\$ 10,350	\$ 2,500	\$ 5,500	\$ 2,647	\$ -	\$ 2,647	\$ -	\$ 2,647	\$ 2,647	\$ 2,647	\$ 2,647	\$ 2,647	\$ 2,647	\$ 20,997	\$ 5,294	\$ 26,291
18	Building Maintenance Supplies and Repair	\$ 20,000	\$ 60,290	\$ 128,151	\$ 140,000	\$ 25,540	\$ 165,540	\$ -	\$ 165,540	\$ 165,540	\$ 165,540	\$ 165,540	\$ 165,540	\$ 165,540	\$ 348,441	\$ 356,620	\$ 705,061
19	Printing and Reproduction	\$ 2,250	\$ 3,000	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,150	\$ 6,150
20	Insurance	\$ 10,000	\$ 59,815	\$ 63,177	\$ 37,823	\$ -	\$ 37,823	\$ -	\$ 37,823	\$ 37,823	\$ 37,823	\$ 37,823	\$ 37,823	\$ 37,823	\$ 170,815	\$ 75,646	\$ 246,461
21	Staff Training	\$ -	\$ 2,000	\$ 500	\$ 200	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,700	\$ 400	\$ 3,100
22	Staff Travel - (Local & Out-of-Town)	\$ -	\$ 657	\$ 5,079	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 7,736	\$ 4,000	\$ 11,736
23	Rental of Equipment	\$ 3,000	\$ 25,765	\$ 8,000	\$ 3,646	\$ -	\$ 3,646	\$ -	\$ 3,646	\$ 3,646	\$ 3,646	\$ 3,646	\$ 3,646	\$ 3,646	\$ 40,411	\$ 7,292	\$ 47,703
24	Gift Cards	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 6,000
25	Cleaning/Janitorial Supplies	\$ 10,000	\$ 26,935	\$ 56,000	\$ 26,935	\$ -	\$ 26,935	\$ -	\$ 26,935	\$ 26,935	\$ 26,935	\$ 26,935	\$ 26,935	\$ 26,935	\$ 119,870	\$ 53,870	\$ 173,740
26	Cable/Internet	\$ 1,000	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400	\$ -	\$ 3,400
27	Fire/Security Monitoring Contract	\$ 500	\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600	\$ -	\$ 2,600
28	Equipment Repair	\$ 21,600	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,600	\$ -	\$ 33,600
29	Kitchen Groceries & Supplies	\$ 240,000	\$ 250,000	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,290,000	\$ 800,000	\$ 2,090,000
30	Client Related (hygiene, incentives, etc.)	\$ 22,000	\$ 6,266	\$ 1,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 34,266	\$ 10,000	\$ 44,266
31	Food Delivery Vehicle Cost	\$ 3,167	\$ 10,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,087	\$ -	\$ 14,087
32	Furniture & Fixtures	\$ 6,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,075	\$ -	\$ 6,075
33	Communications / Cell Phone	\$ 5,500	\$ 8,765	\$ 1,200	\$ 3,068	\$ -	\$ 3,068	\$ -	\$ 3,068	\$ 3,068	\$ 3,068	\$ 3,068	\$ 3,068	\$ 3,068	\$ 18,533	\$ 6,136	\$ 24,669
34	Software Licenses (Box, Salesforce, Agile, Okta)	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 36,000	\$ 36,000	\$ 72,000
50	Subcontractors (First 25k Only)																
51	Instaworks	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
62	TOTAL OPERATING EXPENSES	\$ 551,027	\$ 749,371	\$ 996,694	\$ 957,128	\$ 25,540	\$ 982,668	\$ -	\$ 982,668	\$ 982,668	\$ 982,668	\$ 982,668	\$ 982,668	\$ 982,668	\$ 3,254,220	\$ 1,990,876	\$ 5,245,096
63																	
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)																
65	NTE Withheld Pending Amendment	\$ -	\$ -	\$ -	\$ (325,475)	\$ 325,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (325,475)	\$ 325,475	\$ -
66	Adjustment to Actuals	\$ -	\$ (10,776)	\$ (85,419)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (96,195)	\$ -	\$ (96,195)
80	Subcontractors:																
81	Instaworks	\$ -	\$ 22,997	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,997	\$ -	\$ 22,997
91	TOTAL OTHER EXPENSES	\$ -	\$ 12,221	\$ (85,419)	\$ (325,475)	\$ 325,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (398,673)	\$ 325,475	\$ (73,198)
94																	

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE					
4	General Fund - Drop-In Center	FY25-26				
		Adjusted	Budgeted	Budgeted	Justification	Calculation
5	Salaries & Benefits	FTE	Salary			
6	Program Manager	1.00	\$ 85,853		Salary of Program Manager who manages the overall site and program. Supervises all Peers and evening kitchen staff, develops procedures & protocols, assures compliance with One System and CARBON reporting and other contract requirements	\$44.02/hr. x 1950 hrs./yr. x 1 FTE = \$85,853.00
7	Office Manager/Receptionist	1.00	\$ 58,194		Salary of Office Manager/Receptionist oversees the office and admin responsibility. Handles phone calls, emails, and filing intake documentation. Assist with purchasing items and supplies for the program. Manages program expenditures and recordkeeping for the program.	\$29.84 /hr x 1950 hrs./yr. x1 FTE = \$58,194.00
8	Peer Advisor	7.00	\$ 399,028		Salary of Peer Advisor who services facilities, coordinates wellness, showers, safety, checks clients in, interacts with security and front line employees	
9						
10	Lead Peer Advisor	3.00	\$ 176,472		Salary of Peer Advisor who provide guidance to other peer adviser and services facilities, coordinates wellness, showers, safety, checks clients in, interacts with security and front line employees	\$29.23/hr. x 1950 hrs./yr. x 7 FTE = \$399,028.00
11	Janitor	2.00	\$ 109,182		Salary of Janitors who cleans and sanitizes facility	\$30.16/hr. x 1950 hrs./yr. x 3 FTE = \$176,472.00
12	Head Cook	1.00	\$ 71,240		Salary of Head cook who plans the meals, prepares daily meals at Drop-in Center and	\$27.96/hr. x 1950 hrs./yr. x 2 FTE = \$109,182.00
13	Cook	1.00	\$ 60,336		Salary of Cook who prepares daily meals at Drop-in Center, and Bayview neighborhood,	\$71,240.00
14	Kitchen Aide	2.00	\$ 105,040		Salary of Kitchen Aide who assists cooks, packages meals, distributes meals to clients	\$60,336.00
15	Dishwasher	2.00	\$ 113,320		Salary of Dishwasher who washes dishes, pans, utensils, and cleans kitchen.	\$105,040.00
16					Assist with Kitchen Aide duties when needed.	\$29.05/hr. x 1950 hrs./yr. x 2 FTE = \$113,320.00
17	Maintenance Supervisor	0.25	\$ 22,053		Salary of Maintenance Supervisor who makes small exterior and interior facility	FTE = \$22,053
18	TOTAL	20.25	\$ 1,200,718			
19	Employee Fringe Benefits	33%	\$ 396,237		Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.	
20						
21	TOTAL SALARIES & BENEFITS		\$ 1,596,955			
22						
23	OPERATING EXPENSES	Budgeted	Expense	Justification	Calculation	
24	Rental of Property	\$ 187,884		Cost to rent facility calculated based on the current actual rent	\$15,657.00/mo. x 12 mos. = \$187,884.00	
25	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 127,925		Cost of water/sewer, gas, electricity, trash removal and other utilities calculated based on the actual cost of the last 3 months	\$10,660.00/mo. x 12 mos. = \$127,925.00	
26	Office Supplies, Postage	\$ 2,647		Cost of general office supplies such as binders/binding supplies, desk accessories, copy paper, print and printable media, furniture back supports, shelving, chair mats and floor mats, seating accessories, desks and workstations, technological backup systems, copiers, printers, breakroom supplies calculated based on the actual cost of the last 3 months	\$221.00/mo. x 12 mos. = \$2,647.00	
27						
28	Building Maintenance Supplies and Repair	\$ 165,540		Cost of building repairs, including overhaul of the building's fire equipment to bring it up to code, building plumbing upgrades, installation of electrical outlets, door replacements, security upgrades, and replacement of worn flooring throughout the building. Additionally, replacements for the walk-in refrigerator and freezer will be addressed. Felton plans to replace the chairs on the second floor (an additional 20 chairs in July 2025). These repairs are being prioritized based on the available funding for this year, with the building maintenance and repair costs expected to exceed the budgeted \$140,000 for FY25-26. This year's budget will be allocated toward crucial repairs, with plans to continue the renovation project in FY26-27, addressing tasks that cannot be completed in the current fiscal year due to budget constraints.	\$13,795.00/mo. x 12 mos. = \$140,000.00	
29	Insurance	\$ 37,823		Cost of general liability and property insurance	\$3,152.00 .00/mo. x 12 mos. = \$37,823.00	
30	Staff Training	\$ 200		Cost of additional training to City required training, clinical training, behavioral, staff professional training, substance use training, safety, etc.	\$17.00/mo. x 12 mos. = \$200.00	
31	Staff Travel - (Local & Out-of-Town)	\$ 2,000		Cost of local staff transportation to clients, and meetings.	\$167.00/mo. x 12 mos. = \$2,000.00	
32	Rental of Equipment	\$ 3,646		Cost of renting cleaning machinery, deep cleaning tools, water coolers, copiers, and other equipment calculated based on the actual cost of the last 3 months	\$304.00/mo. x 12 mos. = \$3,646.00	
33						
34	Gift Cards	\$ 2,000		Gift cards of nominal value will be distributed to clients, with each client receiving no more than \$50.00 per fiscal year. These gift cards will be issued to clients during engagement events and to encourage client participation in medical testing along with small rewards during client-related events or activities. Incentives and prizes will typically be provided in increments of \$5.	\$167.00/mo. x 12 mos. = \$2,000.00	
35						
36	Cleaning/Janitorial Supplies	\$ 26,935		Cost of cleaners, protectants, fiberglass polishes, waxes, hoses, cleaning tools, paint, solvents, resin, fiberglass, supplies including disinfectants, cleaning tools, renovations, mops, laundry detergent, spray bottles, garbage bags, paper towels, antibacterial cleaner, microfibre cloths, squeegees, scrub brush, toilet brushes, bulbs, etc. calculated based on the actual cost of the last 3 months.	\$2245.00/mo. x 12 mos. = \$26,935.00	
37						
38	Kitchen Groceries & Supplies	\$ 400,000		Cost of groceries and kitchen supplies to prepare meals for BV Drop-in center	\$33,333.33/mo. x 12 mos. = \$425,540	
39	Client Related (hygiene, incentives, etc.)	\$ 5,000		Client support for hygiene kits, incentives, etc.	\$416.67/mo. x 12 mos. = \$5,000.00	
40	Communications / Cell Phone	\$ 3,068		Cost of phones, internet and hotspots to maintain effective communication	\$255.00/mo. X 12 mos. = \$3,068.00	
41	Software Licenses (Box, Salesforce, Agile, Okta)	\$ 18,000		To support tracking program expenses, reports, and additional data metrics. The program is utilizing Salesforce to track service deliverables	\$1500/mo. X 12 mos. = \$18,000	
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43	TOTAL OPERATING EXPENSES		\$ 982,668			
44	Indirect Cost	15.0%	\$ 386,941			
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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.

Billing Month/Date	Service Begin Date	Service End Date
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	
Type	Instructions and Examples of Documentation
Salaries & Benefits	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. 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.
Operating	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. 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.
Operating - Direct Assistance	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. 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.
Capital and/or One-Time Funding	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. 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.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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 1/10th 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
Department of Homelessness and Supportive Housing	Adult Urgent Accommodation Vouchers	November 15, 2025 – November 14, 2026 (in process)	\$4,074,000
Department of Homelessness and Supportive Housing	Support Services at 1633 Valencia	October 1, 2025 – June 30, 2028	\$3,468,503
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 – June 30, 2026	\$9,069,648
Department of Homelessness and Supportive Housing	Hope House for Veterans HUD	March 1, 2024 – October 31, 2027	\$4,602,374
Department of Homelessness and Supportive Housing	Hope House HUD	March 1, 2024 – June 30, 2027	\$8,693,040
Department of Homelessness and Supportive Housing	The Knox	July 1, 2025 – June 30, 2028	\$1,139,868
Department of Children Youth and their Families	Young Adult Court	July 1, 2025 – June 30, 2026	\$1,400,000
Department of Public Health	Deaf Community Counseling Services	July 1, 2018 – December 31, 2027	\$5,211,751
Department of Public Health	Forensic/Justice – Multiple Programs	July 1, 2025 – June 30, 2026	\$1,743,561
Department of Public Health	Adult and Senior Services – Multiple Programs	July 1, 2018 – June 30, 2027	\$77,605,232
Department of Public Health-	Transitional Age Youth and Early Psychosis	July 1, 2024 – June 30, 2027	\$9,743,425
Department of Public Health	Suicide Prevention	January 1, 2025 – June 30, 2029	\$9,653,057
Department of Public Health	National Alliance on Mental Illness SF	July 1, 2021 – December 31, 2026	\$2,334,016
Department of Public Health	Socially Isolated	January 1, 2025 – June 30, 2029	\$2,998,782
Department of Public Health	Post Overdose Engagement	June 1, 2024 – June 30, 2029	\$5,234,564
Department of Public Health	Behavioral Health Intensive Case Management for Older Adults	December 1, 2023 – June 30, 2028	\$6,159,581
Department of Public Health	Services for Supportive Housing	July 1, 2024 – June 30, 2028	\$9,668,090
San Francisco Unified School District	Early Care and Education	July 1, 2025 – June 30, 2026	\$50,000

Department of Early Childhood – First 5 SF	Young Family Resource Center	July 1, 2025 – June 30, 2026	\$480,736
Department of Early Childhood - Office of Early Care and Education	Early Care and Education	July 1, 2025 – June 30, 2026	\$3,500,000