

File No. 240229

Committee Item No. 10

Board Item No. 6

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date April 17, 2024

Board of Supervisors Meeting Date April 23, 2024

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

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|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Original Agreement 3/24/2024</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Amendment No. 1 7/1/2023</u>     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>HSH Presentation 4/17/2024</u>   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |
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Completed by: Brent Jalipa Date April 11, 2024

Completed by: Brent Jalipa Date April 18, 2024

1 [Grant Agreement Amendment - Abode Services - Flexible Housing Subsidy Pool - Not to  
2 Exceed \$17,918,683]

3 **Resolution approving the second amendment to the grant agreement between Abode**  
4 **Services and the Department of Homelessness and Supportive Housing (“HSH”) for**  
5 **administration of a Flexible Housing Subsidy Pool program; extending the grant term**  
6 **by 12 months from June 30, 2025, for a total term of February 1, 2021, through June 30,**  
7 **2026; increasing the agreement amount by \$8,018,683 for a total amount not to exceed**  
8 **\$17,918,683; and authorizing HSH to enter into any amendments or other modifications**  
9 **to the agreement that do not materially increase the obligations or liabilities, or**  
10 **materially decrease the benefits to the City and are necessary or advisable to**  
11 **effectuate the purposes of the agreement.**

12  
13 WHEREAS, The mission of the Department of Homelessness and Supportive Housing  
14 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness  
15 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the  
16 provision of coordinated, compassionate, and high-quality services; and

17 WHEREAS, Permanent supportive housing (PSH) is the most effective evidence-based  
18 solution to chronic homelessness; and

19 WHEREAS, In 2020, the City launched the Flexible Housing Subsidy Pool program to  
20 provide scattered-site PSH in vacant private market apartments for people exiting  
21 homelessness; and

22 WHEREAS, As of the 2022 Point-in-Time Count, there were approximately 7,750  
23 people experiencing homelessness in San Francisco on any given night; and

24 WHEREAS, The nonprofit provider Abode Services (“Abode”) has extensive  
25 experience operating supportive housing programs; and

1           WHEREAS, HSH entered into a grant agreement (“Agreement”) in February 2021 for  
2 the term February 15, 2021, through June 30, 2023, in an amount not to exceed \$9,900,000  
3 with Abode to provide rapid re-housing for at least 40 clients and Flexible Housing Subsidy  
4 Pool PSH for at least 20 clients, a copy of which is on file with the Clerk of the Board of  
5 Supervisors (“Clerk”) in File No. 240229; and

6           WHEREAS, HSH executed a no-cost first amendment to the Agreement in July 2023  
7 that extended the Agreement term by 24 months to June 30, 2025, a copy of which is on file  
8 with the Clerk in File No. 240229; and

9           WHEREAS, The first amendment split the rapid re-housing services from the  
10 Agreement into a separate grant agreement and refocused the Agreement on serving at least  
11 70 people per year through the Flexible Housing Subsidy Pool; and

12           WHEREAS, In fiscal year 2022-23 Abode served 85 clients from 72 households  
13 through this Agreement; and

14           WHEREAS, The proposed second amendment (“Amendment”) to the Agreement  
15 would extend the Agreement for Abode to continue to provide these services by 12 months to  
16 June 30, 2026; and

17           WHEREAS, The Amendment would increase the not to exceed amount by \$8,018,683  
18 for a total amount not to exceed \$17,918,683 to keep pace with spending on the agreement  
19 through the end of fiscal year 2024-25 and to cover the additional performance year; and

20           WHEREAS, The Board of Supervisors approved using Proposition C (2018) (Gross  
21 Receipts Tax for Homelessness Services) (“Prop C”), passed by San Francisco voters in  
22 November 2018, to fund the Our City, Our Home (“OCOH”) Fund, in order to expand and  
23 complement existing funding and strategic efforts to prevent and end homelessness for San  
24 Franciscans; and

25           WHEREAS, 100% of the Agreement is funded with Prop C dollars; and

1           WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 240229,  
2 substantially in final form, with all material terms and conditions included, and only remains to  
3 be executed by the parties upon approval of this Resolution; and

4           WHEREAS, The Amendment requires Board of Supervisors approval under  
5 Section 9.118 of the Charter; now, therefore, be it

6           RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
7 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of  
8 February 1, 2021, through June 30, 2025, to February 1, 2021, through June 30, 2026, and to  
9 increase the not to exceed amount by \$8,018,683 for a total amount not to exceed  
10 \$17,918,683; and, be it

11           FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their  
12 designee to enter into any amendments or modifications to the Amendment, prior to its final  
13 execution by all parties, that HSH determines, in consultation with the City Attorney, do not  
14 materially increase the obligations or liabilities of the City or materially decrease the benefits  
15 to the City, are necessary or advisable to effectuate the purposes of the grant, and are in  
16 compliance with all applicable laws; and, be it

17           FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
18 parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File  
19 No. 240229; this requirement and obligation resides with HSH, and is for the purposes of  
20 having a complete file only, and in no manner affects the validity of the approved agreement.

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Recommended:

/s/ \_\_\_\_\_

Shireen McSpadden  
Executive Director  
Department of Homelessness and Supportive Housing


**CITY AND COUNTY OF SAN FRANCISCO**

**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292  
FAX (415) 252-0461

April 12, 2024

**TO:** Budget and Finance Committee  
**FROM:** Budget and Legislative Analyst   
**SUBJECT:** April 17, 2024 Budget and Finance Committee Meeting

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<b>Item 10</b> <b>File 24-0229</b>	<b>Department:</b> Homelessness & Supportive Housing
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**EXECUTIVE SUMMARY**

**Legislative Objectives**

- The proposed resolution would approve the second amendment to the grant agreement between HSH and Abode Services for services under the Flexible Housing Subsidy Pool program, extending the term by one year through June 2026 and increasing the not to exceed amount by \$8,018,683 to \$17,918,683.

**Key Points**

- Launched in 2020, the Flexible Housing Subsidy Pool program (the Program) provides scattered site permanent supportive housing in vacant private market apartments for people exiting homelessness. As of March 2024, seven providers, including Abode Services, provide services under the Program for a total of 945 placements annually.
- Under an existing agreement with the Department of Homelessness and Supportive Housing (HSH), Abode Services provides housing location, housing coordination, subsidy administration, landlord liaison services and housing-focused case management services to support permanent supportive housing placements for 70 adults annually. The agreement, which has been amended one time, has a term that began February 15, 2021 and ends June 30, 2025 and a not to exceed amount of \$9.9 million. The original agreement and first amendment did not require Board of Supervisors’ approval because the grant amount was less than \$10 million.
- As allowed by Chapter 21B of the Administrative Code, HSH did not use a competitive solicitation to procure this service. According to HSH staff, Abode Services was selected as the grantee due to the organization’s experience and expertise in administering scattered site housing in other communities.

**Fiscal Impact**

- The proposed resolution would approve the amended grant agreement for a total not-to-exceed amount of \$17,918,683, including a 12 percent contingency of \$1,159,795. The FY 2023-24 annual budget is \$3.0 million, which includes \$1.9 million for direct client costs (63 percent), \$671,370 for salaries and benefits (22 percent) associated with 6.54 full time equivalent positions funded by the grant, and other costs.
- The grant is funded by Proposition C revenues.

**Recommendation**

- Approve the proposed resolution.

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

**Flexible Housing Subsidy Pool Program**

Launched in 2020, the Flexible Housing Subsidy Pool program (the Program) provides scattered site permanent supportive housing in vacant private market apartments for people exiting homelessness. The program was expanded to increase permanent supportive housing placements for guests exiting Shelter in Place Hotels. According to the HSH dashboard on SIP Hotel Guest Exits, out of 3,356 SIP hotel guests, 1,835 guests (55 percent)<sup>1</sup> exited to housing, including 373 who exited to housing through the Flexible Housing Subsidy Pool program. As of March 2024, seven providers, including Abode Services, provide services under the Program for a total of 945 placements annually.<sup>2</sup> Additional placements for scattered site permanent supportive housing are funded by subsidies from the U.S. Department of Housing and Urban Development voucher programs, including Emergency Housing Vouchers and Veterans Affairs Supportive Housing vouchers.

*Abode Services Agreement*

In 2021, the Department of Homelessness and Supportive Housing (HSH) entered into an original grant agreement with Abode Services to provide Flexible Housing Subsidy Pool services for 20 clients annually, as well as to provide rapid rehousing services<sup>3</sup> for 40 clients annually in an amount not to exceed \$9.9 million for the term February 15, 2021 through June 30, 2023. A third program (Emergency Housing Vouchers<sup>4</sup>) was added to the agreement effective July 1, 2021. In June 2023, HSH executed a first amendment to the agreement to extend the term by two years

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<sup>1</sup> SIP Hotel guests totaling 3,356 include 2,567 guests who were eligible for the SIP Housing process and 789 guests who were not eligible. The City assisted some guests who were not eligible for the housing process with locating permanent housing, but the rates of guests who exited to housing were lower for this group (22% compared to 65%).

<sup>2</sup> The seven providers are Abode Services, Providence, Brilliant Corners, Catholic Charities, Compass, Episcopal Community Services, and Unity Care.

<sup>3</sup> Similar to the Flexible Housing Subsidy program, the rapid rehousing program matches participants with private-market units and provides access to supportive services. However, the rapid rehousing program rental subsidy is time-limited and gradually decreases as the tenant stabilizes.

<sup>4</sup> HSH and the San Francisco Housing Authority are administering more than 900 Emergency Housing Vouchers, which are funded through federal COVID-19 relief. The Abode Services agreement funded EHV services between July 2021 and December 2022 until these services were split into a separate agreement.

through June 2025 with no change to the not to exceed amount. The first amendment also increased the annual number of Flexible Housing Subsidy Pool clients served from 20 to 70 and removed the rapid re-housing services and Emergency Housing Vouchers from the agreement, as these programs were split off into separate agreements effective January 1, 2023. The original agreement and first amendment did not require Board of Supervisors' approval because the grant amount was less than \$10 million.

Under the existing agreement, Abode Services provides housing location, housing coordination, subsidy administration, landlord liaison services and housing-focused case management services to support permanent supportive housing placements for 70 adults. Similar to site-based permanent supportive housing, tenants pay rent equal to 30 percent of their income, and the remaining rent is subsidized by the Program.

### **Selection of Provider**

As allowed by Chapter 21B of the Administrative Code, HSH did not use a competitive solicitation to procure this service. According to HSH staff, Abode Services was selected as the grantee due to the organization's experience and expertise in administering scattered site housing in other communities.

## **DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would approve the second amendment to the grant agreement between HSH and Abode Services for services under the Flexible Housing Subsidy Pool program, extending the term by one year through June 2026 and increasing the not to exceed amount by \$8,018,683 to \$17,918,683. Under the proposed amendment, the total term would be five years and five months.

Under the amended grant agreement, Abode Services would continue to provide the following services to support permanent supportive housing placements for 70 adults per year:

- Housing-Focused Case Management Services to help participants transition to permanent housing and to ensure long-term housing retention, including development of an initial Housing Stability Plan to be updated quarterly, regular check-ins, case conference calls, and other communication on an as-needed basis, and other services.
- Housing Location Services to secure housing units that meet the needs of the served population.
- Housing Coordination Services to match tenants to housing opportunities and eliminate barriers to housing placement (such as outstanding utility debt or poor credit), including lease negotiation and review on behalf of tenants, support to prospective tenants to secure units and to move into housing, payment for items needed during housing search and move-in (such as application fees, security deposit, furniture, and moving costs), income verification and rent calculation upon move-in and annually thereafter, and other services.
- Subsidy Administration Services to issue and document timely and accurate subsidy payments to landlords and property management and other types of financial assistance.

- Landlord Liaison Services between landlords and tenants to support housing stability, quarterly check-ins with landlords, collaboration with case managers to ensure tenants are able to pay rent on time and resolve any tenancy issues, response to lease violation or other complaints, and ensuring landlords conduct repairs and fulfil their legal responsibilities.

The agreement requires that the grantee maintain a 1:50 ratio of housing coordinator to adult units and a 1:20 ratio of case manager to adult units. In addition, the agreement also requires that the grantee provide translation and interpretation services and provide a means for the population served to provide feedback and submit complaints.

According to HSH staff, new tenants are referred by HSH through the Coordinated Entry System, which organizes the Homelessness Response System, with a population specific assessment, centralized data system, and prioritization method. The Coordinated Entry assessment measures chronicity of homelessness, vulnerability, and barriers to housing. Clients who are “Housing Referral Status” based on the assessment are referred to appropriate site-based or scattered site supportive housing programs based on their unique needs.

### **Performance Monitoring**

According to the FY 2022-23 program monitoring report, the provider met nine out of nine service objectives and one out of three outcome objectives, including maintaining housing stability for twelve months for 96 percent of participants. Detail on the two objectives not met by the provider is provided below:

- 84 percent of the 79 tenants enrolled in the program successfully moved into housing compared to the outcome objective of at least 90 percent. However, of the six participants who exited the program, four were referred to site-based permanent supportive housing and two were referred to another Flexible Housing Subsidy pool provider and were housed. Excluding these participants increases the percentage of tenants that moved into housing to 90 percent (66 out of 73).
- Tenants are homeless an average of 92.5 days between date of referral and housing move-in date compared to the outcome objective of 75 days or less. According to the program monitoring results letter, the extended timeframe is due in part because Abode Services received the remaining Shelter in Place referrals in October 2022, and these participants had higher acuity needs and more sporadic engagement with the program, resulting in longer housing search timelines. Data from April 2023 to December 2023 indicates that the move-in time was reduced to 61 days.

FY 2022-23 monitoring also verified that Abode Services conducted housing quality standard inspections for rented units.

### **Fiscal and Compliance Monitoring**

HSH conducted the FY 2022-23 Citywide Nonprofit Fiscal and Compliance Monitoring for Abode Services. The final status letter indicates that there were initially two findings related to providing public access to records identified during the fiscal and compliance monitoring, but Abode

Services subsequently provided documentation showing the organization is in compliance with standards for both findings.

## FISCAL IMPACT

The proposed resolution would approve the amended grant agreement between HSH and Abode Services for a total not-to-exceed amount of \$17,918,683, including a 12 percent contingency of \$1,159,795, as shown in Exhibit 1 below. The grant is funded by Proposition C revenues. Underspending in FY 2020-21 and FY 2021-22 was due to delays in the ramp-up of the Program.

### Exhibit 1: Proposed Total Budget by Program

Year	Rapid Rehousing*	Emergency Housing Vouchers*	Flexible Housing Subsidy Pool	Total
FY 2020-21 Actual (4.5 months)	\$65,153		\$62,627	\$127,780
FY 2021-22 Actual	1,468,751	113,753	1,342,076	2,924,580
FY 2022-23 Actual	1,113,222	399,216	2,529,136	4,041,574
FY 2023-24 Budget			2,994,600	2,994,600
FY 2024-25 Budget			3,275,455	3,275,455
FY 2025-26 Budget			3,394,899	3,394,899
<b>Program Total</b>	<b>\$2,647,126</b>	<b>\$512,969</b>	<b>\$13,598,793</b>	<b>\$16,758,888</b>
Contingency (12%)**				1,159,795
<b>Not to Exceed Amount</b>				<b>\$17,918,683</b>

Source: HSH

\*Programs removed from grant agreement starting 1/1/2023

\*\*Calculated as percent of FY 2023-24, FY 2024-25, and FY 2025-26 budgeted expenditures (\$9,664,955)

### Program Budget

The FY 2023-24 annual budget is \$3.0 million, which includes \$1.9 million for direct client costs (63 percent). The FY 2023-24 budget also includes \$671,370 for salaries and benefits associated with 6.54 full time equivalent (FTE) positions funded by the grant. According to HSH staff, the proposed budget is based on the average cost per household to cover rental subsidies (\$30,000 annually) and Abode Services' staffing model. Exhibit 2 below shows the proposed program budget under the proposed extended grant agreement.



**Exhibit 2: Proposed Flexible Housing Subsidy Pool Budget**

<b>Expenditures</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>3-Year Total</b>
Salaries & Benefits	\$671,370	\$717,575	\$745,504	\$2,134,449
Operating Expense	87,327	125,122	128,775	341,224
Indirect Cost (15%) <sup>a</sup>	113,804	126,405	131,142	371,351
Direct Client Pass Through <sup>b</sup>	1,886,310	2,050,093	2,151,929	6,088,332
Subsidy Admin Fee (12.5%) <sup>c</sup>	235,789	256,262	237,549	729,600
<b>Total Expenditures</b>	<b>\$2,994,600</b>	<b>\$3,275,456</b>	<b>\$3,394,899</b>	<b>\$9,664,955</b>

Source: Proposed Amended Grant Agreement

Note: Some totals may not add due to rounding

<sup>a</sup> According to HSH, indirect costs are organizational costs that are necessary for agency operations but are not directly implementing the specific grant program, such as human resources, payroll, executive leadership salaries, information technology staff, office supplies, etc. HSH grant agreements allow grantees to allocate indirect costs as a percentage (typically 15%) of direct costs.

<sup>b</sup> Direct Client Pass Through expenditures are funds that are paid directly by the grantee on behalf of clients of the program. This includes rental subsidy payments, security deposits, furniture costs, relocation costs, damage mitigation funds, vacant unit costs, and miscellaneous client costs. These funds are not included in the indirect calculation.

<sup>c</sup> Subsidy Admin Fee is calculated as 12.5% of the direct client pass through payments and compensates the provider for costs associated with administering the subsidies, such as costs of administrative staff salaries and benefits for staff who manage the subsidy program, regular inspections of housing units to ensure they meet standards, budgeting, accounting, and financial reporting for the subsidy program, related software systems and databases, and processing and delivering on time payments monthly and ensuring move-in payments are made within 48 hours.

## RECOMMENDATION

Approve the proposed resolution.

**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  
ABODE SERVICES**

THIS AMENDMENT of the **March 24, 2021** Grant Agreement (the "Agreement") is dated as of **June 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **ABODE SERVICES** ("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 Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, the City's Homeless Oversight Commission approved this Agreement under San Francisco Charter Section 9.118 by Resolution **24-XXX** on March 21, 2024;

WHEREAS, the City's Board of Supervisors approved this Second Amendment to Agreement under San Francisco Charter Section 9.118 by Resolution **<insert Resolution number>** on **<Month Date, Year>** to extend the grant term by two years and increase the grant amount by \$8,018,683; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

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. The term "Agreement" shall mean the Agreement dated **March 24, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.

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

**2.1 ARTICLE 3 TERM** of the Agreement currently reads as follows:

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2025**, 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 deleted and replaced in its entirety to read as follows:

**ARTICLE 3 TERM**

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 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.

**2.2 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 Thousand Dollars (\$9,900,00)**.

Such section is hereby deleted and 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 **Seventeen Million Nine Hundred Eighteen Thousand Six Hundred Eighty Three Dollars (\$17,918,683)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million One Hundred Fifty Nine Thousand Seven Hundred Ninety Five Dollars (\$1,159,795)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, 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 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is deleted and replaced by the following:

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
440 Turk Street  
San Francisco, CA 94102  
[hshcontracts@sfgov.org](mailto:hshcontracts@sfgov.org)

If to Grantee: Abode Services  
40849 Fremont Blvd.  
Fremont, CA 94538  
Attn: Vivian Wan, CEO  
[VWan@abode.org](mailto:VWan@abode.org)

Any notice of default must be sent by registered mail.

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

**15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

**2.4 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 June 1, 2024)

Appendix B, Budget (dated June 1, 2024)

Appendix C, Method of Payment (dated June 1, 2024)

Appendix D, Interests in Other City Grants (dated June 1, 2024)

**2.5 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 June 1, 2024) for the period of June 1, 2024 to June 30, 2026.

**2.6 Appendix B, Budget,** of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated June 1, 2024) for the period of February 15, 2021 to June 30, 2026.

**2.7 Appendix C, Method of Payment,** of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated June 1, 2024).

**2.8 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 June 1, 2024).

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**

**ABODE SERVICES**

By: \_\_\_\_\_  
Shireen McSpadden  
Executive Director

By: \_\_\_\_\_  
Vivian Wan  
Chief Executive Officer  
City Supplier Number: 40774

Approved as to Form:  
David Chiu  
City Attorney

By: \_\_\_\_\_  
Adam Radtke  
Deputy City Attorney

**Appendix A: Services to be Provided**  
**by**  
**Abode Services**  
**Flexible Housing Subsidy Pool**

**I. Purpose of Grant**

The purpose of the grant is to administer all service components of the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing, and to facilitate moves to other appropriate housing, as needed.

**II. Served Population**

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

**III. Referral and Prioritization**

All new participants will be referred by the San Francisco Department of Homelessness and Supportive Housing (HSH) via Coordinated Entry, which organizes the City and County of San Francisco's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

**IV. Description of Services**

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). FHSP services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

- A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
  2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
  3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:

- a) Search for and secure housing;
  - b) Increase income, connect to benefits, and secure employment
  - c) Pursue educational goals, trainings, or certifications;
  - d) Improve credit history and build savings;
  - e) Address physical or behavioral health challenges; and
  - f) Connect to legal resources or other social supports as needed.
4. Grantee shall assist with housing coordination services to support a successful transition into permanent housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
  5. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
  6. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (IHSS) or any other services the participant needs to achieve housing stability.
  7. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
  8. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;
  9. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
  10. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
  11. If the participant is exiting the program, the grantee shall engage participant in exit planning to support the participant's successful transition out of the program. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
  2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may



include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
  4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
  5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
  6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
  7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with FHSP resources.
  8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.
- C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process;
  2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
  3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
  5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
  6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
  7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
  8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;

9. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
  10. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
  11. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
  12. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
  2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
  3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
  4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
  5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
  6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
  7. The participant portion of the rent shall equal no more than thirty percent of the participant's monthly adjusted income. Adjustment factors include number of people in household; age of household members; anticipated income; expenses; allowances; and utilities paid by the household.
- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
  2. Grantee shall regularly collaborate with FHSP case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall

- consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
  4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
  5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

**V. Location and Time of Services**

Grantee shall provide services at 1390 Market Street, Suite 200, San Francisco, CA, 94102 on Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at participants' houses or other field locations, as needed.

**VI. Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. 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>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. 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.

G. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participants, that 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 participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation to Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.

J. 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 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 with survey completion if the written format presents any problem.

K. City Communications and Policies

Grantee shall keep HSH informed of program operations and 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.

L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.

B. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.

A. 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

B. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
  - a. Entering all household data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.<sup>1</sup>
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 the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be

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

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- C. 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.
- 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 housing and services.

## **VII. Service Objectives**

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

- A. Housing Location Services
1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
  2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
  2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and

3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

**VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE system data:

A. Housing Coordination and Housing Location Services:

1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by  $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$ .

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:

1. At least 90 percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements; and
2. At least 75 percent of participants will be referred to community resources.

**IX. Reporting Requirements**

A. Grantee shall input data into systems required by HSH.

B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:

1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
2. The total number of new placements during the quarter not including relocations; and
3. The total number of program exits and destinations.

C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH

- Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each fiscal year:
1. Housing Coordination and Housing Location Services: The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  2. Housing Coordination and Housing Location Services: The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
  3. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services: The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
  4. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services: The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. 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.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in 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.

## **X. 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 is not limited to, the audit of 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: 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	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	6/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	6/30/2023	3
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5
7				
8	<b>Approved Subcontractors</b>			
10	None.			
11				
12				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																		
2	<b>APPENDIX B, BUDGET</b>																		
3	<b>Document Date</b>	4/1/2024																	
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>															
5	<b>Current Term</b>	2/15/2021	6/30/2023	3															
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5															
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>										
8	<b>Service Component</b>				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025										
16	<b>RRH</b>																		
17	Housing Location				40	120	120	*	*										
18	Housing Coordination				40	120	120	*	*										
19	Subsidy Administration				40	120	120	*	*										
20	Landlord Liaison				40	120	120	*	*										
21	Housing Focused Case Management				20	100	100	*	*										
22																			
23	<b>FHSP: Adults</b>																		
24	Housing Location				20	48	70	70	70										
25	Housing Coordination				20	48	70	70	70										
26	Subsidy Administration				20	48	70	70	70										
27	Landlord Liaison				20	48	70	70	70										
28	Housing Focused Case Management				20	48	70	70	70										
29																			
30	<b>EHV</b>																		
31	Housing Location				0	75	104	*	*										
32	Housing Coordination				0	75	104	*	*										
33	Landlord Liaison				0	75	104	*	*										
34	Housing Focused Case Management				0	50	69	*	*										
40																			
41	* EHV and RRH Services and Clients are now under their own separate agreements																		

	A	B	C	D	G	J	M	N	O	P	Q	R	S	T	U
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	6/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	2/15/2021	6/30/2025	5											
6	Amended Term	2/15/2021	6/30/2026	6											
7	Provider Name	Abode Services													
8	Program	Rapid Rehousing & Flexible Housing Subsidy Pod													
9	FSP Contract ID#	1000021176													
10	Action (select)	Amendment													
11	Effective Date	6/1/2024													
12	Budget Names	Prop C - RRH , Prop C - FHSP, Prop C - EHV													
13		Current	New												
14	Term Budget	\$ 9,784,640	\$ 16,758,888												
15	Contingency	\$ 115,360	\$ 1,159,795	12%											
16	Not-To-Exceed	\$ 9,900,000	\$ 17,918,683		<b>EXTENSION YEAR</b>										
17		Year 1	Year 2	Year 3	Year 4			Year 5			Year 6				
18		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026			
19	Expenditures	Actuals	Actuals	Current	New	Amendment	New	New	Amendment	New	Actuals	Amendment			
20	Salaries & Benefits	\$ 193,715	\$ 1,873,353	\$ 2,476,026	\$ 671,370	\$ (0)	\$ 671,370	\$ -	\$ 717,575	\$ 717,575	\$ -	\$ 745,504			
21	Operating Expense	\$ 83,136	\$ 347,840	\$ 271,274	\$ 87,327	\$ -	\$ 87,327	\$ -	\$ 125,122	\$ 125,122	\$ -	\$ 128,775			
22	Subtotal	\$ 276,851	\$ 2,221,193	\$ 2,747,300	\$ 758,697	\$ (0)	\$ 758,697	\$ -	\$ 842,697	\$ 842,697	\$ -	\$ 874,279			
23	Indirect Percentage														
24	Indirect Cost (Line 21 X Line 22)	\$ 41,528	\$ 333,179	\$ 412,095	\$ 113,804	\$ -	\$ 113,804	\$ -	\$ 126,405	\$ 126,405	\$ -	\$ 131,142			
25	Other Expenses (Not subject to indirect %)	\$ (190,600)	\$ 370,208	\$ 872,179	\$ 1,818,205	\$ 303,894	\$ 2,122,099	\$ -	\$ 2,306,355	\$ 2,306,355	\$ -	\$ 2,389,478			
26	Capital Expenditure	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 127,780</b>	<b>\$ 2,924,580</b>	<b>\$ 4,041,574</b>	<b>\$ 2,690,706</b>	<b>\$ 303,894</b>	<b>\$ 2,994,600</b>	<b>\$ -</b>	<b>\$ 3,275,456</b>	<b>\$ 3,275,456</b>	<b>\$ -</b>	<b>\$ 3,394,899</b>			
29															
30	HSR Revenues (select)														
31	Prop C	\$ 742,277	\$ 4,214,051	\$ 9,138,636	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,455	\$ 3,275,455	\$ -	\$ 3,394,899			
34	Adjustment to Actuals	\$ (614,497)	\$ (4,180,671)	\$ (5,097,062)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35	Prop C - One-Time	\$ -	\$ 2,891,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSR Revenues</b>	<b>\$ 127,780</b>	<b>\$ 2,924,580</b>	<b>\$ 4,041,574</b>	<b>\$ 2,690,706</b>	<b>\$ 303,894</b>	<b>\$ 2,994,600</b>	<b>\$ -</b>	<b>\$ 3,275,455</b>	<b>\$ 3,275,455</b>	<b>\$ -</b>	<b>\$ 3,394,899</b>			
41	Other Revenues (to offset Total Expenditures & Reduce HSR Revenues)														
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
48															
49	<b>Total HSR + Other Revenues</b>	<b>\$ 127,780</b>	<b>\$ 2,924,580</b>	<b>\$ 4,041,574</b>	<b>\$ 2,690,706</b>	<b>\$ 303,894</b>	<b>\$ 2,994,600</b>	<b>\$ -</b>	<b>\$ 3,275,455</b>	<b>\$ 3,275,455</b>	<b>\$ -</b>	<b>\$ 3,394,899</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)	1.26	20.74	25.08			6.54			6.54					

	A	V	AI	AJ	AK
1	DEPARTMENT OF H				
2	APPENDIX B, BUDGE				
3	Document Date				
4	Contract Term				
5	Current Term				
6	Amended Term				
7	Provider Name				
8	Program				
9	F\$P Contract ID#				
10	Action (select)				
11	Effective Date				
12	Budget Names				
13					
14	Term Budget				
15	Contingency				
16	Not-To-Exceed				
	All Years				
17	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	
18	Actuals	Actuals	Amendment	Actuals	
19	<b>Expenditures</b>				
20	Salaries & Benefits	\$ 745,504	\$ 5,214,465	\$ 1,463,079	\$ 6,677,544
21	Operating Expense	\$ 128,775	\$ 789,577	\$ 253,897	\$ 1,043,474
22	Subtotal	\$ 874,279	\$ 6,004,042	\$ 1,716,976	\$ 7,721,018
23	Indirect Percentage				
24	Indirect Cost (Line 2:	\$ 131,142	\$ 900,605	\$ 257,546	\$ 1,158,152
25	Other Expenses (Not	\$ 2,389,478	\$ 2,869,992	\$ 4,999,727	\$ 7,869,719
26	Capital Expenditure	\$ -	\$ 10,000	\$ -	\$ 10,000
28	<b>Total Expenditures</b>	<b>\$ 3,394,899</b>	<b>\$ 9,784,639</b>	<b>\$ 6,974,249</b>	<b>\$ 16,758,889</b>
29					
30	HSH Revenues (selec				
31	Prop C	\$ 3,394,899	\$ 16,785,670	\$ 6,974,248	\$ 23,759,918
34	Adjustment to Actua	\$ -	\$ (9,892,230)	\$ -	\$ (9,892,230)
35	Prop C - One-Time	\$ -	\$ 2,891,200	\$ -	\$ 2,891,200
36		\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 3,394,899</b>	<b>\$ 9,784,640</b>	<b>\$ 6,974,248</b>	<b>\$ 16,758,888</b>
	Other Revenues (to				
41	Revenues)				
42		\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
48					
49	<b>Total HSH + Other R</b>	<b>\$ 3,394,899</b>	<b>\$ 9,784,640</b>	<b>\$ 6,974,248</b>	<b>\$ 16,758,888</b>
50	Rev-Exp (Budget Me	\$ -	\$ -	\$ -	\$ -
52	Total Adjusted Salan	6.54			

	A	B	C	D	G	J	M	N	O	P	Q	R	S	T	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	6/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	2/15/2021	6/30/2025	5											
6	Amended Term	2/15/2021	6/30/2026	6											
7	Provider Name	Abode Services													
8	Program	apid Rehousing & Flexible Housing Subsidy Pod													
9	F\$P Contract ID#	1000021176													
10	Action (select)	Amendment													
11	Effective Date	6/1/2024													
12	Budget Name	Prop C - FHSP													
13		Current	New												
14	Term Budget	\$ 6,624,545	\$ 13,598,793	12%											
15	Contingency	\$ -	\$ 1,159,795												
16	Not-To-Exceed	\$ 9,900,000	\$ 14,758,588												
					Year 1	Year 2	Year 3	Year 4			Year 5				
17		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026				
18		Actuals	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Actuals				
19	Expenditures														
20	Salaries & Benefits	\$ 76,906	\$ 423,896	\$ 650,623	\$ 671,370	\$ (0)	\$ 671,370	\$ -	\$ 717,575	\$ 717,575	\$ -				
21	Operating Expense	\$ 41,568	\$ 100,913	\$ 88,560	\$ 87,327	\$ -	\$ 87,327	\$ -	\$ 125,122	\$ 125,122	\$ -				
22	Subtotal	\$ 118,474	\$ 524,809	\$ 739,183	\$ 758,697	\$ (0)	\$ 758,697	\$ -	\$ 842,697	\$ 842,697	\$ -				
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ 17,771	\$ 78,721	\$ 110,877	\$ 113,804	\$ -	\$ 113,804	\$ -	\$ 126,405	\$ 126,405	\$ -				
25	Other Expenses (Not subject to indirect %)	\$ (73,618)	\$ 738,546	\$ 1,679,076	\$ 1,818,205	\$ 303,894	\$ 2,122,099	\$ -	\$ 2,306,355	\$ 2,306,355	\$ -				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
28	Total Expenditures	\$ 62,627	\$ 1,342,076	\$ 2,529,136	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,456	\$ 3,275,456	\$ -				
29															
30	HSH Revenues (select)														
31	Prop C	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,455	\$ 3,275,455	\$ -				
34	Adjustment to Actuals	\$ -	\$ -	\$ (275,992)			\$ -		\$ -	\$ -	\$ -				
39		\$ -	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -				
40	Total HSH Revenues	\$ 62,627	\$ 1,342,076	\$ 2,529,136	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,455	\$ 3,275,455	\$ -				
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)														
42		\$ -	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -				
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
48															
49	Total HSH + Other Revenues	\$ 62,627	\$ 1,342,076	\$ 2,529,136	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,455	\$ 3,275,455	\$ -				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
52															

	A	U	V	AI	AJ	AK
1	DEPARTMENT OF H					
2	APPENDIX B, BUDG					
3	Document Date					
4	Contract Term					
5	Current Term					
6	Amended Term					
7	Provider Name					
8	Program					
9	F\$P Contract ID#					
10	Action (select)					
11	Effective Date					
12	Budget Name					
13						
14	Term Budget					
15	Contingency EXTENSION YEAR					
16	Not-To-Exceed		Year 6	All Years		
17		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026
18		Amendment	Actuals	Current/Actuals	Amendment	New
19	Expenditures					
20	Salaries & Benefits	\$ 745,504	\$ 745,504	\$ 1,822,795	\$ 1,463,079	\$ 3,285,874
21	Operating Expense	\$ 128,775	\$ 128,775	\$ 318,368	\$ 253,897	\$ 572,264
22	Subtotal	\$ 874,279	\$ 874,279	\$ 2,141,163	\$ 1,716,976	\$ 3,858,139
23	Indirect Percentage	15.00%				
24	Indirect Cost (Line 2)	\$ 131,142	\$ 131,142	\$ 321,173	\$ 257,546	\$ 578,720
25	Other Expenses (Not	\$ 2,389,478	\$ 2,389,478	\$ 4,162,208	\$ 4,999,727	\$ 9,161,935
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	<b>\$ 3,394,899</b>	<b>\$ 3,394,899</b>	<b>\$ 6,624,545</b>	<b>\$ 6,974,249</b>	<b>\$ 13,598,794</b>
29						
30	HSH Revenues (selec					
31	Prop C	\$ 3,394,899	\$ 3,394,899	\$ 6,900,537	\$ 6,974,248	\$ 13,874,785
34	Adjustment to Actuals	\$ -	\$ -	\$ (275,992)	\$ -	\$ (275,992)
39		\$ -	\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 3,394,899</b>	<b>\$ 3,394,899</b>	<b>\$ 6,624,545</b>	<b>\$ 6,974,248</b>	<b>\$ 13,598,793</b>
41	Other Revenues (to Revenues)					
42		\$ -	\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
48						
49	<b>Total HSH + Other R</b>	<b>\$ 3,394,899</b>	<b>\$ 3,394,899</b>	<b>\$ 6,624,545</b>	<b>\$ 6,974,248</b>	<b>\$ 13,598,793</b>
50	Rev-Exp (Budget M	\$ -	\$ -	\$ -	\$ -	\$ -
52						

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
SALARY & BENEFIT DETAIL**

<b>Document Date</b>	6/1/2024					
<b>Provider Name</b>	Abode Services					
<b>Program</b>	Rapid Rehousing & Flexible Housing Subsidy Pool					
<b>F\$P Contract ID#</b>	1000021176					
<b>Budget Name</b>	Prop C - FHSP					
	<b>Year 1</b>					
<b>POSITION TITLE</b>	Agency Totals		For HSH Funded Program		2/15/2021 - 6/30/2021	Agency T
					Actuals	
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)
Director of Housing & Services - SF	\$ 110,000			0.00	\$ 3,667	\$ 113,300
Program Manager	\$ 85,000			0.00	\$ 9,350	\$ 87,550
Lead Real Estate Specialist	\$ 90,000			0.00	\$ 7,500	\$ 92,700
Housing Specialist	\$ 65,000			0.00	\$ 10,833	\$ 66,950
Data/ Compliance Specialist	\$ 60,000			0.00	\$ 6,600	\$ 61,800
Service Coordinators	\$ 65,000			0.00	\$ 21,667	\$ 66,950
Administrative Coordinator				0.00	\$ -	\$ 60,000
Associate Director of Housing & Services						
				0.00	\$ -	
	<b>TOTAL SALARIES</b>				<b>\$ 59,617</b>	
				<b>TOTAL FTE</b>	<b>0.00</b>	
				<b>FRINGE BENEFIT RATE</b>	29.00%	
	<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 17,289</b>	
	<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 76,906</b>	



Year 2				Year 3					Agency Tot
Totals	For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	Agency Tot
			Actuals					Actuals	
Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)
1.00	10%	0.10	\$ 11,330	\$ 116,699	1.00	50%	0.50	\$ 58,350	\$ 121,367
2.00	25%	0.50	\$ 43,775	\$ 90,177	1.00	80%	0.80	\$ 72,142	\$ 93,784
1.00	10%	0.10	\$ 5,408	\$ 95,481	1.00	2%	0.02	\$ 1,910	\$ 99,300
1.00	100%	1.00	\$ 66,950	\$ 72,337	3.00	67%	2.01	\$ 145,398	\$ 75,231
1.00	35%	0.35	\$ 21,630	\$ 66,554	1.00	30%	0.30	\$ 19,966	\$ 69,216
3.00	83%	2.50	\$ 167,509	\$ 72,337	5.00	50%	2.50	\$ 180,844	\$ 75,231
1.00	20%	0.20	\$ 12,000	\$ 61,800	1.00	0%	0.00	\$ -	\$ 64,272
				\$ 103,000	1.00	25%	0.25	\$ 25,750	\$ 107,120
		0.00					0.00	\$ -	
<b>TOTAL SALARIES</b>			<b>\$ 328,602</b>	<b>TOTAL SALARIES</b>			<b>\$ 504,359</b>		
<b>TOTAL FTE</b>		<b>4.75</b>		<b>TOTAL FTE</b>		<b>6.38</b>			
<b>FRINGE BENEFIT RATE</b>			29.00%	<b>FRINGE BENEFIT RATE</b>			29.00%		
<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 95,295</b>	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 146,264</b>		
<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 423,896</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 650,623</b>		

Year 4						Year			
Totals	For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program	
			Current	Amendment	New				
Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE
1.00	2%	0.02	\$ 2,427	\$ 2,000	\$ 4,427	\$ 126,222	1.00	2%	0.02
1.00	80%	0.80	\$ 75,027	\$ 6,000	\$ 81,027	\$ 97,535	1.00	80%	0.80
1.00	25%	0.25	\$ 24,825	\$ -	\$ 24,825	\$ 103,272	1.00	25%	0.25
2.00	100%	2.00	\$ 150,462	\$ -	\$ 150,462	\$ 78,240	2.00	100%	2.00
1.00	22%	0.22	\$ 15,228	\$ 2,000	\$ 17,228	\$ 71,985	1.00	22%	0.22
3.00	100%	3.00	\$ 225,693	\$ -	\$ 225,693	\$ 78,240	3.00	100%	3.00
0.00	0%	0.00	\$ -	\$ -	\$ -	\$ 66,843	0.00	0%	0.00
1.00	25%	0.25	\$ 26,780	\$ (10,000)	\$ 16,780	\$ 111,405	1.00	25%	0.25
		0.00		\$ -	\$ -				0.00
<b>TOTAL SALARIES</b>			\$ 520,442	\$ (0)	\$ 520,442	<b>TOTAL SALARIES</b>			
<b>TOTAL FTE</b>	<b>6.54</b>					<b>TOTAL FTE</b>		<b>6.54</b>	
<b>FRINGE BENEFIT RATE</b>			29.00%	0.00%	29.00%	<b>FRINGE BENEFIT RATE</b>			
<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 150,928	\$ -	\$ 150,928	<b>EMPLOYEE FRINGE BENEFITS</b>			
<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 671,370	\$ (0)	\$ 671,370	<b>TOTAL SALARIES &amp; BENEFITS</b>			

**EXTENSION YEAR**

r 5			Year 6						
7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	
Current	Amendment	New					Actuals	Amendment	
Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	
\$ -	\$ 7,524	\$ 7,524	\$ 131,271	1.00	2%	0.02		\$ 7,625	
\$ -	\$ 83,028	\$ 83,028	\$ 101,437	1.00	80%	0.80		\$ 86,149	
\$ -	\$ 25,818	\$ 25,818	\$ 107,403	1.00	25%	0.25		\$ 26,851	
\$ -	\$ 156,480	\$ 156,480	\$ 81,370	2.00	100%	2.00		\$ 162,740	
\$ -	\$ 20,837	\$ 20,837	\$ 74,864	1.00	22%	0.22		\$ 21,470	
\$ -	\$ 234,721	\$ 234,721	\$ 81,370	3.00	100%	3.00		\$ 244,109	
\$ -	\$ -	\$ -	\$ 69,517	0.00	0%	0.00		\$ -	
\$ -	\$ 27,851	\$ 27,851	\$ 115,861	1.00	25%	0.25		\$ 28,965	
	\$ -	\$ -	\$ -			0.00		\$ -	
\$ -	\$ 556,260	\$ 556,260	<b>TOTAL SALARIES</b>					\$ -	\$ 577,910
					<b>TOTAL FTE</b>	<b>6.54</b>			
					<b>FRINGE BENEFIT RATE</b>			29.00%	
29.00%	0.00%	29.00%			<b>EMPLOYEE FRINGE BENEFITS</b>		\$ -	\$ 167,594	
\$ -	\$ 161,315	\$ 161,315			<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ -	\$ 745,504	
\$ -	\$ 717,575	\$ 717,575							



	All Years		
7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026
Actuals	Current/Actuals	Modification	New
Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
\$ 7,625	\$ 75,774	\$ 17,150	\$ 92,923
\$ 86,149	\$ 200,294	\$ 175,178	\$ 375,472
\$ 26,851	\$ 39,643	\$ 52,669	\$ 92,312
\$ 162,740	\$ 373,644	\$ 319,220	\$ 692,864
\$ 21,470	\$ 63,424	\$ 44,307	\$ 107,731
\$ 244,109	\$ 595,712	\$ 478,830	\$ 1,074,542
\$ -	\$ 12,000	\$ -	\$ 12,000
\$ 28,965	\$ 52,530	\$ 46,816	\$ 99,346
\$ -	\$ -	\$ -	\$ -
<b>\$ 577,910</b>	<b>\$ 1,413,020</b>	<b>\$ 1,134,170</b>	<b>\$ 2,547,189</b>
29.00%			
<b>\$ 167,594</b>	<b>\$ 409,776</b>	<b>\$ 328,909</b>	<b>\$ 738,685</b>
<b>\$ 745,504</b>	<b>\$ 1,822,795</b>	<b>\$ 1,463,079</b>	<b>\$ 3,285,874</b>

	A	D	G	J	K	L	M	N	O	P	Q	R	S
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>OPERATING DETAIL</b>												
3	<b>Document Date</b>	6/1/2024											
4	<b>Provider Name</b>	Abode Services											
5	<b>Program</b>	Rapid Rehousing & Flexible Housi											
6	<b>FSP Contract ID#</b>	1000021176											
7	<b>Budget Name</b>	Prop C - FHSP											
8		<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>		
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026
11		Actuals	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Actuals	Amendment	Actuals
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 11,000	\$ 23,625	\$ 54,000	\$ 52,767	\$ -	\$ 52,767	\$ -	\$ 75,200	\$ 75,200	\$ -	\$ 76,856	\$ 76,856
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 5,400	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,160	\$ 4,160
15	Office Supplies, Postage	\$ 2,400	\$ 8,100	\$ 5,760	\$ 5,760	\$ -	\$ 5,760	\$ -	\$ 7,760	\$ 7,760	\$ -	\$ 8,070	\$ 8,070
16	Building Maintenance Supplies and Repair	\$ -	\$ 8,100	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,040	\$ 1,040
17	Printing and Reproduction	\$ 6,000	\$ 4,050	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 520	\$ 520
19	Staff Training	\$ 10,000	\$ 9,788	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 6,540	\$ 6,540	\$ -	\$ 6,802	\$ 6,802
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ 27,000	\$ 9,600	\$ 9,600	\$ -	\$ 9,600	\$ -	\$ 11,772	\$ 11,772	\$ -	\$ 12,243	\$ 12,243
21	Rental of Equipment	\$ -	\$ 1,350	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,080	\$ 2,080
22	Start Up Expenses	\$ 5,000	\$ 13,500	\$ 10,700	\$ 10,700	\$ -	\$ 10,700	\$ -	\$ 16,350	\$ 16,350	\$ -	\$ 17,004	\$ 17,004
67													
68	TOTAL OPERATING EXPENSES	\$ 41,568	\$ 100,913	\$ 88,560	\$ 87,327	\$ -	\$ 87,327	\$ -	\$ 125,122	\$ 125,122	\$ -	\$ 128,775	\$ 128,775
69													
70	<u>Other Expenses (not subject to indirect cost %)</u>												
71	Direct Client Assistance	\$ 202,752	\$ 1,259,431	\$ 1,295,833	\$ 1,582,416	303894	\$ 1,886,310	\$ -	\$ 2,050,093	\$ 2,050,093	\$ -	\$ 2,151,929	\$ 2,151,929
72	Subsidy Admin Fee.	\$ 22,303	\$ 157,429	\$ 175,984	\$ 235,789	\$ -	\$ 235,789	\$ -	\$ 256,262	\$ 256,262	\$ -	\$ 237,549	\$ 237,549
73	Flexible Housing Subsidy Pool			\$ 483,251		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
75	Adjustment to Actuals	\$ (298,673)	\$ (678,314)	\$ (275,992)		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
83													
84	TOTAL OTHER EXPENSES	\$ (73,618)	\$ 738,546	\$ 1,679,076	\$ 1,818,205	\$ -	\$ 2,122,099	\$ -	\$ 2,306,355	\$ 2,306,355	\$ -	\$ 2,389,478	\$ 2,389,478
85													
86	<u>Capital Expenses</u>												
87					\$ -			\$ -			\$ -		
94													
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96													
97	<b>HSH #3</b>												

	A	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE SERVICES			
2	OPERATING DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	FSP Contract ID#			
7	Budget Name			
8				
9	<b>All Years</b>			
10		2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026
11		Current/Actuals	Modification	New
12	<u>Operating Expenses</u>	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 141,392	\$ 152,056	\$ 293,448
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 13,400	\$ 8,160	\$ 21,560
15	Office Supplies, Postage	\$ 22,020	\$ 15,830	\$ 36,090
16	Building Maintenance Supplies and Repair	\$ 10,100	\$ 2,040	\$ 12,140
17	Printing and Reproduction	\$ 11,050	\$ 1,020	\$ 12,070
19	Staff Training	\$ 21,788	\$ 13,342	\$ 35,129
20	Staff Travel-(Local & Out of Town)	\$ 53,368	\$ 24,015	\$ 77,383
21	Rental of Equipment	\$ 5,350	\$ 4,080	\$ 9,430
22	Start Up Expenses	\$ 39,900	\$ 33,354	\$ 73,254
67				
68	TOTAL OPERATING EXPENSES	\$ 318,368	\$ 253,897	\$ 570,504
69				
70	<u>Other Expenses (not subject to indirect cost %)</u>			
71	Direct Client Assistance	\$ 4,340,432	\$ 4,202,022	\$ 8,846,348
72	Subsidy Admin Fee.	\$ 591,504	\$ 493,811	\$ 1,085,315
73	Flexible Housing Subsidy Pool	\$ 483,251	\$ -	\$ 483,251
75	Adjustment to Actuals	\$ (1,252,979)	\$ 0	\$ (1,252,979)
83				
84	TOTAL OTHER EXPENSES	\$ 4,162,208	\$ 4,695,833	\$ 9,161,935
85				
86	<u>Capital Expenses</u>			
87		\$ -	\$ -	\$ -
94				
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -
96				
97	HSH #3	Template last modified		9/1/2021

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start  
7/1/2023

Fiscal Term End  
6/30/2024

**Prop C - FHSP**

FY23-24

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
<u>Salaries &amp; Benefits</u>	<u>FTE</u>	<u>Salary</u>			
Director of Housing & Services - SF	0.02	\$ 4,427	Direct support to program, to ramp up and build partnerships.	.2 X \$121,367 annualized- shared between EHV/FHSP	Kate Dettmer
Program Manager	0.80	\$ 81,027	program manager responsible for staff supervision, reporting, workflow, program operations. For Services Manager & Housing Manager	.8 X \$93,784 annualized- shared between EHV/FHSP	Julia Parmer (Services), Myron Jordan (Housing)
Lead Real Estate Specialist	0.25	\$ 24,825	real estate specialist brokering high level relationships with property management companies-- multiple unit acquisitions (prorated as not staffed up the full year)	.25 X \$99,300 annualized- shared between EHV/FHSP	TBD
Housing Specialist	2.00	\$ 150,462	Supporting smaller single/ double unit acquisition, move ins and landlord engagement.	2 X \$75,231 annualized- shared between EHV/FHSP	Mareo Newell, 1 TBD
Data/ Compliance Specialist	0.22	\$ 17,228	To support timely, accurate HMIS entry, and other required systems (WMAT/ salesforce),and to manage compliance functions.	1 X \$69,216 annualized- shared between EHV/FHSP	Melody Miranda, Matthew Rodriguez
Service Coordinators	3.00	\$ 225,693	Intake and service coordination staff: Active caseload at any point in time	3 X \$75,231 annualized- shared between EHV/ FHSP	Irene Conales- Wong, Cornelia Hall, Sofala Mayfield (all shared FHSP/EHV)
Administrative Coordinator	0.00	\$ -	Support administrative/ office tasks		TBD
Associate Director of Housing & Services	0.25	\$ 16,780	Supports coordination with the housing authority for faster voucher processing	.25 x 107,120 annualized and shared	TBD
<b>TOTAL</b>	<b>6.54</b>	<b>\$ 520,442</b>			
<u>Employee Fringe Benefits</u>		\$ 150,928	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 29% of total salaries.</u>		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 671,370</b>			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 52,767	Represents "rental" of shared "co-working" space, a rental of Abode office space.	\$4,397 X 12 months.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 4,000	Represents cell phones, phones plus utilities of an office space.	\$333/mo x 12 mo
Office Supplies, Postage	\$ 5,760	Office supplies to operate and provide oversight to programs.	\$100 X 12 months X FTE
Building Maintenance Supplies and Repair	\$ 1,000	Maintenance/ security/ cleaning costs for office space starting	\$1,000/ yr
Printing and Reproduction	\$ 500	Costs for making copies and mailing checks, etc.	\$500/yr
Staff Training	\$ 1,000	Training to support staff in evidence based practices and other core competencies.	1000 x FTE
Staff Travel-(Local & Out of Town)	\$ 9,600	Staff mileage to office, landlord sites, meeting with participants, etc.	\$150/mo X FTE
Rental of Equipment	\$ 2,000	Cost for rental of copy machine starting	\$150/mo
Start Up Expenses	\$ 10,700	Cost to secure necessary computers and equipment and office set up, and/or computers	\$2500 x FTE
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 87,327</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 113,804</b>	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Client Assistance	\$ 1,886,310	Eligible financial assistance for EHVI households needing housing location assistance by Abode Services (security deposits, moving, furniture, etc).	Average (but will vary greatly due to ramp up) of annually expenditure of \$30k/HH
Subsidy Admin Fee.	\$ 235,789	Cost to cut, process, account for and support subsidy administration.	Based on approximately admin rate of 12.5%, but admin cost calculated Yearly based on actual expenses.
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 2,122,099</b>		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>		

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	6/1/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	2/15/2021	6/30/2023	3				
6	Amended Term	2/15/2021	6/30/2025	5				
7	Provider Name	Abode Services						
8	Program	Rapid Rehousing & Flexible Housing Subsidy Pod						
9	FSP Contract ID#	1000021176						
10	Action (select)	Amendment						
11	Effective Date	7/1/2023						
12	Budget Name	Prop C - RRH						
13		Current	New					
14	Term Budget	\$ 2,647,126	\$ 2,647,126					
15	Contingency	\$ 115,360	\$ 1,159,795	0%				
16	Not-To-Exceed	\$ 9,900,000	\$ 17,918,683		Year 1	Year 2	Year 3	All Years
17					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025
18					Actuals	Actuals	Actuals	Actuals
19	Expenditures							
20	Salaries & Benefits	\$ 116,810	\$ 1,043,862		\$ 999,426	\$ 2,160,097		
21	Operating Expense	\$ 41,568	\$ 180,200		\$ 89,514	\$ 311,282		
22	Subtotal	\$ 158,378	\$ 1,224,062		\$ 1,088,940	\$ 2,471,379		
23	Indirect Percentage	15.00%	15.00%		15.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ 23,757	\$ 183,609		\$ 163,341	\$ 370,707		
25	Other Expenses (Not subject to indirect %)	\$ (116,982)	\$ 61,082		\$ (139,060)	\$ (194,960)		
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -		
28	Total Expenditures	\$ 65,152	\$ 1,468,752		\$ 1,113,221	\$ 2,647,126		
29								
30	HSH Revenues (select)							
31	Prop C	\$ 679,650	\$ 1,359,300		\$ 3,105,497	\$ 5,144,447		
34	Adjustment to Actuals	\$ (614,497)	\$ (2,781,749)		\$ (1,992,275)	\$ (5,388,521)		
35	Prop C - One-time	\$ -	\$ 2,891,200		\$ -	\$ 2,891,200		
36		\$ -	\$ -		\$ -	\$ -		
37		\$ -	\$ -		\$ -	\$ -		
38		\$ -	\$ -		\$ -	\$ -		
39	Adjustment to Actuals	\$ -	\$ -		\$ -	\$ -		
40	Total HSH Revenues	\$ 65,153	\$ 1,468,751		\$ 1,113,222	\$ 2,647,126		
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
42		\$ -	\$ -		\$ -	\$ -		
46		\$ -	\$ -		\$ -	\$ -		
47	Total Other Revenues	\$ -	\$ -		\$ -	\$ -		
48								
49	Total HSH + Other Revenues	\$ 65,153	\$ 1,468,751		\$ 1,113,222	\$ 2,647,126		
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -		
52								
53	Prepared by	Lauryn Young						
54	Phone	510-657-7409						
55	Email	<a href="mailto:Lyoung@abodeservices.org">Lyoung@abodeservices.org</a>						



	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	T	BV			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date	6/1/2024																		
4	Provider Name	Abode Services																		
5	Program	Rapid Rehousing & Flexible Housing Subsidy Pool																		
6	FSP Contract ID#	1000021176																		
7	Budget Name	Prop C - RRH																		
8		Year 1					Year 2					Year 3					All Years			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		2/15/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025			
10						Actuals					Actuals					Actuals	Actuals			
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary			
12	Director of Housing & Services - SF	\$ 110,000	1.00	7%	0.07	\$ 7,333	\$ 113,300	1.00	20%	0.20	\$ 22,660	\$ 116,699	1.00	0%	0.00	\$ -	\$ 29,993			
13	Associate Director of Housing & Services											\$ 103,000	1.00	25%	0.25	\$ 25,750	\$ 25,750			
14	Program Manager	\$ 85,000	1.00	22%	0.22	\$ 18,983	\$ 87,550	2.00	75%	1.50	\$ 131,325	\$ 90,177	2.00	78%	1.55	\$ 139,774	\$ 290,082			
15	Lead Real Estate Specialist	\$ 90,000	1.00	8%	0.08	\$ 7,500	\$ 92,700	1.00	30%	0.30	\$ 27,810	\$ 95,481	1.00	25%	0.25	\$ 23,870	\$ 59,180			
16	Housing Specialist	\$ 65,000	1.00	33%	0.33	\$ 21,667	\$ 66,950	3.00	100%	3.00	\$ 200,850	\$ 72,337	3.00	100%	3.00	\$ 217,012	\$ 439,529			
17	Data/ Compliance Specialist	\$ 60,000	1.00	22%	0.22	\$ 13,400	\$ 61,800	1.00	100%	1.00	\$ 61,800	\$ 66,554	1.00	10%	0.10	\$ 6,655	\$ 81,855			
18	Service Coordinators	\$ 65,000	1.00	33%	0.33	\$ 21,667	\$ 66,950	5.00	100%	5.00	\$ 334,750	\$ 72,337	5.00	100%	5.00	\$ 361,687	\$ 718,104			
19	Retention Service Coordinator (follow-up care)	\$ 65,000	0.00	0%	0.00	\$ -	\$ 65,000	0.00	0%	0.00	\$ -	\$ 65,000	0.00	0%	0.00	\$ -	\$ -			
20	Administrative Coordinator				0.00	\$ -	\$ 60,000	1.00	50%	0.50	\$ 30,000	\$ 61,800	0.00	0%	0.00	\$ -	\$ 30,000			
56		TOTAL SALARIES					\$ 90,550	TOTAL SALARIES					\$ 809,195	TOTAL SALARIES					\$ 774,749	\$ 1,674,494
57		TOTAL FTE		1.26			TOTAL FTE		11.50			TOTAL FTE		10.15						
58		FRINGE BENEFIT RATE		29.00%			FRINGE BENEFIT RATE		29.00%			FRINGE BENEFIT RATE		29.00%						
59		EMPLOYEE FRINGE BENEFITS		\$ 26,260			EMPLOYEE FRINGE BENEFITS		\$ 234,667			EMPLOYEE FRINGE BENEFITS		\$ 224,677		\$ 485,603				
60		TOTAL SALARIES & BENEFITS		\$ 116,810			TOTAL SALARIES & BENEFITS		\$ 1,043,862			TOTAL SALARIES & BENEFITS		\$ 999,426		\$ 2,160,097				
61																				

	A	B	E	H	AF
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>	6/1/2024			
4	<b>Provider Name</b>	Abode Services			
5	<b>Program</b>	Rapid Rehousing & Flexible Housing Subsidy Pool			
6	<b>F\$P Contract ID#</b>	1000021176			
7	<b>Budget Name</b>	Prop C - RRH			
8					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2023
11		<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>
12	<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>
13	Rental of Property	\$ 11,000	\$ 60,000	\$ 45,814	\$ 116,814
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 500	\$ 15,000	\$ 9,000	\$ 24,500
15	Office Supplies, Postage	\$ 2,400	\$ 10,800	\$ 7,200	\$ 20,400
16	Building Maintenance Supplies and Repair	\$ -	\$ 12,000	\$ 1,000	\$ 13,000
17	Printing and Reproduction	\$ 5,500	\$ 6,000	\$ 1,000	\$ 12,500
18	Insurance	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 10,000	\$ 3,800	\$ 1,500	\$ 15,300
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ 57,600	\$ 12,000	\$ 76,768
21	Rental of Equipment	\$ -	\$ -	\$ 1,000	\$ 1,000
22	Start Up Expenses	\$ 5,000	\$ 15,000	\$ 11,000	\$ 31,000
67					
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 41,568	\$ 180,200	\$ 89,514	\$ 311,282
69					
70	<b>Other Expenses (not subject to indirect cost %)</b>				
71	Direct Client Assistance & Landlord Incentives (Security L	\$ 448,212	\$ 3,073,180	\$ 1,647,302	\$ 5,168,694
72	Subsidy Admin Fees	\$ 49,303	\$ 384,148	\$ 205,913	\$ 639,364
73	Funds moved to new agreement			\$ (1,985,817)	\$ (1,985,817)
81	Adjustment to Actuals	\$ (614,497)	\$ (2,781,749)	\$ (6,458)	\$ (3,402,704)
82	Carryforward		\$ (614,497)		\$ (614,497)
83					
84	<b>TOTAL OTHER EXPENSES</b>	\$ (116,982)	\$ 61,082	\$ (139,060)	\$ (194,960)
85					
86	<b>Capital Expenses</b>				
87	Laptops/ Docking Stations/Monitors				\$ -
93					\$ -
94					
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
96					
97	<b>HSH #3</b>				

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	6/1/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	2/15/2021	6/30/2023	3				
6	Amended Term	2/15/2021	6/30/2025	5				
7	Provider Name	Abode Services						
8	Program	apid Rehousing & Flexible Housing Subsidy Pod						
9	FSP Contract ID#	1000021176						
10	Action (select)	Amendment						
11	Effective Date	7/1/2023						
12	Budget Name	Prop C - EHV						
13		Current	New					
14	Term Budget	\$ 512,969	\$ 512,969					
15	Contingency	\$ 115,360	\$ 1,159,795	0%				
16	Not-To-Exceed	\$ 9,900,000	\$ 17,918,683	Year 1	Year 2	Year 3	All Years	
17				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025	
18				Actuals	Actuals	Actuals	Actuals	
19	Expenditures							
20	Salaries & Benefits	\$ -	\$ 405,595	\$ 825,977	\$ 1,231,572			
21	Operating Expense	\$ -	\$ 66,728	\$ 93,200	\$ 159,928			
22	Subtotal	\$ -	\$ 472,323	\$ 919,177	\$ 1,391,500			
23	Indirect Percentage	0.00%	15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ 70,848	\$ 137,877	\$ 208,725			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ (429,419)	\$ (667,837)	\$ (1,097,256)			
26	Capital Expenditure	\$ -	\$ -	\$ 10,000	\$ 10,000			
28	Total Expenditures	\$ -	\$ 113,753	\$ 399,217	\$ 512,968			
29								
30	HSH Revenues (select)							
31	Prop C	\$ -	\$ 1,512,675	\$ 3,228,011	\$ 4,740,686			
34	Adjustment to Actuals	\$ -	\$ (1,398,922)	\$ (2,828,795)	\$ (4,227,717)			
35		\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -			
39	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 113,753	\$ 399,216	\$ 512,969			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
46		\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -			
48								
49	Total HSH + Other Revenues	\$ -	\$ 113,753	\$ 399,216	\$ 512,969			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			
52								
53	Prepared by	Laurn Youngue						
54	Phone	510-657-7409						
55	Email	Lyoungue@abodeservices.org						

	A	F	I	J	K	L	O	P	Q	R	S	V	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>SALARY &amp; BENEFIT DETAIL</b>												
3	<b>Document Date</b>	6/1/2024											
4	<b>Provider Name</b>	Abode Services											
5	<b>Program</b>	Rapid Rehousing & Flexible Housing Subsidy Pool											
6	<b>FSP Contract ID#</b>	1000021176											
7	<b>Budget Name</b>	Prop C - EHV											
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>				<b>All Years</b>		
9	<b>POSITION TITLE</b>	2/15/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025
10		Actuals					Actuals					Actuals	Actuals
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Director of Housing & Services - SF	\$ 113,300	1.00	10%	0.06	\$ 6,609	\$ 116,699	1.00	0%	0.00	\$ -	\$ 6,609	
13	Associate Director of Housing & Services						\$ 103,000	1.00	20%	0.20	\$ 20,600	\$ 20,600	
14	Program Manager	\$ 87,550	2.00	50%	0.58	\$ 51,071	\$ 90,177	2.00	65%	1.30	\$ 117,230	\$ 168,301	
15	Lead Real Estate Specialist	\$ 92,700	1.00	20%	0.12	\$ 10,815	\$ 95,481	1.00	15%	0.15	\$ 14,322	\$ 25,137	
16	Housing Specialist	\$ 66,950	2.00	100%	1.17	\$ 78,108	\$ 72,337	2.00	100%	2.00	\$ 144,675	\$ 222,783	
17	Data/ Compliance Specialist	\$ 61,800	1.00	65%	0.38	\$ 23,433	\$ 66,554	2.00	95%	1.90	\$ 126,453	\$ 149,886	
18	Service Coordinators	\$ 66,950	3.00	83%	1.46	\$ 97,714	\$ 72,337	4.00	75%	3.00	\$ 217,012	\$ 314,726	
19	Administrative Coordinator	\$ 60,000	1.00	25%	0.15	\$ 8,750	\$ 61,800	1.00	0%	0.00	\$ -	\$ 8,750	
20	EHV Enrollment Specialist (Liaison w/ HA)	\$ 65,000	1.00	100%	0.58	\$ 37,917	\$ 66,950	1.00	0%	0.00	\$ -	\$ 37,917	
56		\$ -	<b>TOTAL SALARIES</b>				\$ 314,417	<b>TOTAL SALARIES</b>				\$ 640,292	\$ 954,709
57			<b>TOTAL FTE</b>		4.49		<b>TOTAL FTE</b>		8.55				
58		0.00%	<b>FRINGE BENEFIT RATE</b>			29.00%	<b>FRINGE BENEFIT RATE</b>			29.00%			
59		\$ -	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 91,178	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 185,685	\$ 276,863		
60		\$ -	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 405,595	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 825,977	\$ 1,231,572		
61													
62													

	A	D	G	J	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>				
4	<b>Provider Name</b>				
5	<b>Program</b>				
6	<b>FSP Contract ID#</b>				
7	<b>Budget Name</b>				
8					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025
11		Actuals	Actuals	Actuals	Actuals
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property		\$ 11,375	\$ 50,000	\$ 61,375
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 2,600	\$ 4,000	\$ 6,600
15	Office Supplies, Postage		\$ 3,900	\$ 11,000	\$ 14,900
16	Building Maintenance Supplies and Repair		\$ 3,900	\$ 2,000	\$ 5,900
17	Printing and Reproduction		\$ 1,950	\$ 1,200	\$ 3,150
18	Insurance		\$ -	\$ 500	\$ 500
19	Staff Training		\$ 4,713	\$ 5,000	\$ 9,713
20	Staff Travel-(Local & Out of Town)		\$ 19,440	\$ 6,000	\$ 25,440
21	Rental of Equipment		\$ 1,350	\$ 1,000	\$ 2,350
22	Start Up Expenses		\$ 17,500	\$ 12,500	\$ 30,000
68	<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ 66,728	\$ 93,200	\$ 159,928
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Direct Client Assistance		\$ 861,780	\$ 1,960,958	\$ 2,822,738
72	Subsidy Admin Fee		\$ 107,723	\$ 200,000	
73	Fudning moved to new agreement			\$ (2,828,795)	
74	Carry Forward to FY 22-23		\$ (1,074,022)	\$ -	\$ (1,074,022)
82	Adjustment to Actuals		\$ (324,900)	\$ -	\$ (324,900)
83					
84	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ (429,419)	\$ (667,837)	\$ 1,423,816
85					
86	<u>Capital Expenses</u>				
87	Computers			\$ 10,000	\$ 10,000
94					
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ 10,000	\$ 10,000
96					
97	<b>HSH #3</b>				<b>9/1/2021</b>

## Appendix C, Method of Payment

- I. **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 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 Appendix B, Budget(s) of the Agreement.
  
- II. **General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
  - A. **Timelines:** Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

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

- B. **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.

C. 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 up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

D. 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 significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. 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) or summarized;
  - 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)); and
  - 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.
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.

<b>Our City, Our Home (Prop C)</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
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, 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 Operating line items that exceed \$10,000.</p>



<b>Our City, Our Home (Prop C)</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
	Documentation may include, but is not limited to, 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 General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
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 may include 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 via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

**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 in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
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 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 invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of 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 EHV	01/01/23-06/30/25	\$1,342,464.00
Department of Homelessness and Supportive Housing	Adult RRH	01/01/23-06/30/25	\$3,837,300.00
Human Services Agency	CalWORKS Housing Locator, Housing Connector, and C	07/01/22-06/30/25	\$2,842,626.56
Department of Homelessness and Supportive Housing	City Gardens	12/01/22-06/30/26	\$2,618,415.88
Department of Homelessness and Supportive Housing	Problem Solving – Housing Location Assistance	12/01/20-06/30/26	\$9,900,000.00
Department of Homelessness and Supportive Housing	TAY – Emergency Housing Vouchers	03/01/22 – 06/30/24	\$1,152,677.00
Department of Homelessness and Supportive Housing	Verona Hotel	12/01/20 -06/30/25	\$1,694,066.42
Department of Homelessness and Supportive Housing	Problem Solving Fiscal Agent	8/1/22 – 6/30/25	\$9,900,000.00



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Abode: Flexible Housing Subsidy Pool Grant Agreement Second Amendment

**Budget and Finance Committee | April 17, 2024**



# Proposed Amendment/Agreement Details

- **Resolution:** Approve the **second amendment** to the grant agreement between HSH and **Abode Services** for **administration of the Flexible Housing Subsidy Pool** program.
- **Term:**
  - Current Term: February 1, 2021 – June 30, 2025
  - Amended Term: **February 1, 2021 – June 30, 2026**
- **Amount:** Increases not-to-exceed amount by **\$8,018,683** for a total not-to-exceed amount of **\$17,918,683**.

# Grant Agreement Overview

- Flexible Housing Subsidy Pool is a form of **scattered-site permanent supportive housing (PSH)** funded with local dollars:
  - HSH has ~950 slots of Flex Pool housing as part of the portfolio of ~2,100 slots of scattered-site PSH.
- Provides **subsidy administration** and **supportive services** like case management and housing coordination.
  - Abode serves **at least 70 adults** annually.

## People served in FY 2022-23

85 clients in 72 households

28% Black

23% Latine

68% older adults 55+



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Questions?

Thank you!

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

**GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
ABODE SERVICES**

THIS GRANT AGREEMENT (“Agreement”) is made as of **March 24, 2021**, in the City and County of San Francisco, State of California, by and **ABODE SERVICES** (“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 has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Housing Services; and

WHEREAS, Ordinance No. 61-19 authorizes the Department to enter into grants and contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

**ARTICLE 1  
DEFINITIONS**

**1.1 Specific Terms.** Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

- (a) “ADA” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
- (b) “Application Documents” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or



supplements to any of the foregoing approved in writing by City.

- (c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.
- (d) "Charter" shall mean the Charter of City.
- (e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) "Controller" shall mean the Controller of City.
- (g) "Eligible Expenses" shall have the meaning set forth in Appendices A and A-1, Services to be Provided and Appendix B, Budget.
- (h) "Event of Default" shall have the meaning set forth in Section 11.1.
- (i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
- (k) "Funding Request" shall have the meaning set forth in Section 5.3(a).
- (l) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
- (m) "Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (n) "Grant Plan" shall have the meaning set forth in Appendices A and A-1, Services to be Provided and Appendix B, Budget.
- (o) "Indemnified Parties" shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or

unfounded, of whatsoever kind and nature.

- (q) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

**1.2 Additional Terms.** The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

**1.3 References to this Agreement.** References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," "herein" or "hereto" refer to this Agreement as a whole.

## ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

**2.1 Risk of Non-Appropriation of Grant Funds.** This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

**2.2 Certification of Controller.** Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance

authorization.

- 2.3 Automatic Termination for Non-Appropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.
- 2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.
- 2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

### **ARTICLE 3 TERM**

- 3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.
- 3.2 Duration of Term.**
- (a) The term of this Agreement shall commence on **February 15, 2021** and expire on

**June 30, 2023**, 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.

#### **ARTICLE 4 IMPLEMENTATION OF GRANT PLAN**

- 4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- 4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- 4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.
- 4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other

persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

#### **4.5 Publications and Work Product.**

- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.
- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third

parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

## **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

### **5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Thousand Dollars (\$9,900,00)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Five Million Four Hundred Fifty Thousand Nine Hundred Dollars (\$5,450,900)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, 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.

### **5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendices A and A-1, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget

and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

**ARTICLE 6  
REPORTING REQUIREMENTS; AUDITS;  
PENALTIES FOR FALSE CLAIMS**

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at

any time during the term of this Agreement.

- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendices A and A-1, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d)



conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

- 6.8 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

## **ARTICLE 7 TAXES**

- 7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.
- 7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
  - (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.
  - (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.
- 7.3 Withholding.** Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement.

Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
  - (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For

purposes of this subsection, “immediate family” shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.
- 8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.
- 8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

## **ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY**

- 9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.
- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or

potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

**9.3 Incidental and Consequential Damages.** Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

**9.4 LIMITATION ON LIABILITY OF CITY.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

## **ARTICLE 10 INSURANCE**

**10.1 Types and Amounts of Coverage.** Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and

Completed Operations.

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

**10.2 Additional Requirements for General and Automobile Coverage.** Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

**10.3 Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

**10.4 Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

**10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

**10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

**10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

**10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.

## **ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES**

**11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:

- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
- (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
- (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
- (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
- (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property,

(ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

**11.2 Remedies upon Event of Default.** Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

**11.3 Termination for Convenience.** City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;

- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

- 11.4 Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

## **ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS**

- 12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such



projections and financial statements shall be public records that must be disclosed.

### **ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING**

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E, Permitted Subgrantees, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E, Permitted Subgrantees, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.
- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E, Permitted Subgrantees without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

**13.4 Grantee Retains Responsibility.** Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

## **ARTICLE 14 INDEPENDENT CONTRACTOR STATUS**

**14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

**14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

**14.3 Consequences of Recharacterization.**

- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
- (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
- (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

## **ARTICLE 15**

## NOTICES AND OTHER COMMUNICATIONS

- 15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
P.O. Box 427400  
San Francisco, CA 94142-7400  
[hshcontracts@sfgov.org](mailto:hshcontracts@sfgov.org)

If to Grantee: Abode Services  
40849 Fremont Blvd.  
Fremont, CA. 94538  
Attn: Louis Chicoine  
[lchicoine@abodeservices.org](mailto:lchicoine@abodeservices.org)

Any notice of default must be sent by registered mail.

- 15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.
- 15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

## ARTICLE 16 COMPLIANCE

**16.1 Reserved.**

**16.2 Nondiscrimination; Penalties.**

- (a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the

provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

### 16.3 Reserved.

**16.4 Tropical Hardwood and Virgin Redwood Ban.** Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

**16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

- 16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.
- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed

by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

**16.10 First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

**16.11 Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, “Political Activity”). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

**16.12 Preservative-treated Wood Containing Arsenic.** Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term “preservative-treated wood containing arsenic” shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

**16.13 Reserved. (Working with Minors).**

**16.14 Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

**16.15 Public Access to Meetings and Records.** If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

**16.16 Consideration of Criminal History in Hiring and Employment Decisions.**

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.
- (b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a

requirement of a government agency implementing federal or state law.

**16.17 Food Service Waste Reduction Requirements.** Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

**16.18 Reserved. (Slavery Era Disclosure).**

**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) **Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).**

**16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.** Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The



duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

**16.21 Compliance with Other Laws.** Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

**16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).**

**16.23 Reserved. (Additional Requirements for Federally-Funded Awards).**

## **ARTICLE 17 MISCELLANEOUS**

**17.1 No Waiver.** No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

**17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

**17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

**17.4 Governing Law; Venue.** The formation, interpretation and performance of this

Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

**17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

**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  
Appendix A-1, Services to be Provided  
Appendix B, Budget  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Contracts  
Appendix E, Permitted Subgrantees

**17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

**17.8 Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

**17.9 Successors; No Third-Party Beneficiaries.** Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

**17.10 Survival of Terms.** The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3                      Ownership of Results.

Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims; Monetary Penalties.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

**17.11 Further Assurances.** From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

**17.12 Dispute Resolution Procedure.**

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions for concerns about this Dispute Resolution Procedure

should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
  - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
  - (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a

concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

**17.13 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

**17.14 Services During a City-Declared Emergency.** In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendices A and A-1, Services to be Provided. Any services provided beyond those listed in Appendices A and A-1, Services to be Provided must be approved by the Department.

**17.15 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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**

**ABODE SERVICES**

DocuSigned by:  
By: *Sam Dodge*  
31 Sam Dodge  
Interim Director

DocuSigned by:  
By: *Louis Chicoine*  
Louis Chicoine  
Chief Executive Officer  
City Supplier Number: 0000040774

Approved as to Form:

DocuSigned by:  
By: *Virginia Dario Elizondo*  
FOI# 2019-000148  
Virginia Dario Elizondo  
Deputy City Attorney

**Appendix A: Services to be Provided**  
**by**  
**Abode Services**  
**Rapid Rehousing for Adults**

**I. Purpose of Grant**

The purpose of the grant is to provide short-to-medium term Rapid Rehousing to the served population. The goals of these service are to help tenants obtain housing, exit homelessness, and maintain housing.

**II. Served Population**

Grantee shall serve single adults, 18 to 59, without custody of minor children.

**III. Referral and Prioritization**

All new tenants will be referred by the Department via the Coordinated Entry System, which organizes the Homelessness Response System (HRS), with a common, population specific assessment, centralized data system, and prioritization method.

**IV. Description of Services**

Grantee shall provide services to the total number of tenants as described in the Appendix B, Budget. Grantee shall provide the following Rapid Rehousing services during the term of this grant:

A. Housing Stability Plan Services: Grantee shall create and maintain a Housing Stability Plan for all Rapid Rehousing tenants.

Grantee shall create Housing Stability Plans to address, at minimum, the following:

1. Search for and secure housing;
2. Increase income and employability;
3. Improve credit history and rental stability;
4. Address behavioral health issues that negatively impact housing stability; and
5. Access permanent affordable housing, including applying to appropriate wait lists.

Grantee shall document tenant progress toward short and long-term goals.

B. Housing-Focused Case Management Services: Grantee shall provide Housing-Focused Case Management, to achieve the goals outlined in the Housing Stability Plan, which include, but are not limited to:

1. Developing and implementing a Housing Stability Plan in collaboration with the tenant to secure and sustain housing. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Collaborating with and maintaining regular contact with Grantee's or partnering Housing Locator staff to support tenants with obtaining housing;
3. Assisting tenants in navigating the application and leasing process and housing stabilization, including helping tenants resolve or mitigate screening barriers, such

as multiple evictions, as well as to obtain necessary identification or other documents, as needed;

4. Providing transportation or accompaniment via public transportation, as needed, to submit housing applications or to visit available housing units;
5. Assisting tenants in making an informed housing choice, including discussing housing options;
6. Assisting tenants in understanding landlord-tenant rights and responsibilities, including paying rent, and the requirements of their specific lease;
7. Case Manager and tenant meetings that occur a minimum of twice per month with at least one meeting in-person monthly;
8. Grantees shall provide tenants with linkages to resources for employment and training services. Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward the achievement of the short and long-term income, employment related and housing stabilization goals outlined in the Housing Stability Plan;
9. Maintaining regular contact with Smart Money Coaching, San Francisco's free and confidential one-on-one financial coaching program managed by the Office of Financial Empowerment. Smart Money Coaching will help tenants remove immediate financial barriers to housing and support tenants to achieve long-term financial stability. Grantee Case Managers will be trained on Smart Money Coaching services and are expected to maintain strong working relationships with the financial coaches; and
10. Plan for exit from the program using community agreed upon exit criteria.

C. Housing Location Services: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units for tenants:

1. Grantee shall conduct comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
2. Grantee shall utilize their real estate expertise to secure appropriate housing units for the served population that may include, but are not limited to a single unit in multi-unit buildings, blocks of units in multi-unit buildings, shared housing, and other options that help tenants achieve residential stability and overall health and well-being.
3. Grantee shall employ staff with experience in real estate, brokerage, sales or other related fields, who are capable of establishing and maintaining successful relationships with landlords. Grantee staff shall have excellent communication skills, build clear expectations for landlords and the tenants, serve as a liaison, and respond quickly and appropriately to any concerns or problems.
4. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, secure real estate, or otherwise expand the housing inventory supported through Rapid Rehousing resources.



- D. Housing Coordination Services: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
1. Communication and coordination with Coordinated Entry Access Points and Rapid Rehousing case management partners to remove any barriers to the housing referral process;
  2. Lease negotiation and rental subsidy administration on behalf of tenants being placed into housing and lease review to ensure compliance with all local and State laws;
  3. Support to prospective tenants to secure units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Ensuring that case management providers collect all necessary documents to support tenants to successfully move into housing;
  5. Eliminating barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
  6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
  7. Assessing and completing any minor repairs necessary to improve accessibility or other functional improvements;
  8. Payment for items needed during housing search and move-in (e.g. application fees, security deposit, furniture, and moving costs); and
  9. Income verification and rent calculation upon tenant move-in and annually thereafter, or sooner if a tenant's income changes.
- E. Subsidy Administration Services: Grantee shall provide Subsidy Administration services to fulfill the administrative, financial, and record-keeping functions needed to issue and document timely and accurate payment of subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:
1. Grantee shall share the following expectations with tenants:
    - i. Contribution toward the rent shall be expected on the first month; and
    - ii. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
  2. Grantee shall help tenants locate and select housing with the lowest possible rent that can be expected to be covered by the tenant once assistance is no longer provided;
  3. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City;
  4. Grantee shall make initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;
  5. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;

6. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
7. Grantee shall set subsidies at the lowest possible amount needed to obtain housing for the tenant. The tenant rent contribution and subsidy model will be established based on community agreed upon policy;
8. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months. Monthly subsidy assistance shall on average not exceed \$1,800 per tenant per month during the term of the Rapid Rehousing program;
9. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 175 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, transitioning to another subsidized housing situation.
10. Grantee shall use an evidence-based approach in which tenants receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

F. Workforce Development Services

Grantee shall:

1. Conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment shall be located in each tenant file;
2. Collaborate with Smart Money Coaching to design a successful model in which financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants. Smart Money Coaching is San Francisco's free and confidential one-on-one financial coaching program managed by the Office of Financial Empowerment.
3. Develop an individual service plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
4. Provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;
5. Collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships;

6. Provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries;
7. Develop a variety of relationships with employers to identify employment placement opportunities in high-demand sectors to accommodate tenants' skills, interests, and abilities;
8. Match tenants with employment opportunities and coach them through the job search process;
9. Provide training and support to employers and tenants to ensure job retention after placement; and
10. Mediate any disputes between employers and tenants and assisting the tenants to find another job if resolution cannot be reached.

- G. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:
1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;
  2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;
  3. Regular communications with landlords to identify and address concerns on a proactive basis;
  4. Collaboration with Rapid Rehousing case management providers to ensure tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
  5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and
  6. Ensuring that landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms.

**V. Location and Time of Services**

Grantee shall provide services at Abode Services, 40849 Fremont Blvd, Fremont, CA 94538 on Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

**VI. Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to tenants.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to tenants.
- C. 1:25 Workforce Developer Ratio: Grantee shall maintain a 1:25 ratio of Workforce Developer to tenants.
- D. Translation 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 tenants who primarily speak language(s) other than English.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- F. 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.
- G. 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 services; and
  - 2. A written annual 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.
- H. City Communications and Policies  
Grantee shall keep HSH informed and comply with 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; and
  - 3. Attendance of trainings, as requested;
- I. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident

Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.

- J. 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- K. Data Standards:
1. Records entered into 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>.
  2. 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 the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will 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.
  3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.
- L. Record Keeping and Files:
1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System 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.

## **VII. Service Objectives**

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All service objectives will be monitored by sampling tenant files during annual program monitoring visits:

### **A. Housing Location Services**

1. Grantee shall provide 100 percent of tenants with Housing Location Services
- B. Housing Coordination Services
  1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
  2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.
- C. Subsidy Administration Services
  1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant.
- D. Housing-Focused Case Management Services
  1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
  2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.
- E. Landlord Liaison Services
  1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services and Housing Retention Services.
  2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.
  3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.
- F. Workforce Development Services
  1. Grantee shall offer Workforce Development Services to 100 percent of tenants.

## **VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All outcome objectives are calculated based on ONE system data:

- A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  1. At least 90 percent of tenants referred to the program will successfully move into housing as verified via their housing move-in date.
- B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  1. The average length of time that tenants spend homeless, from referral to housing, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Referral Start Date]/Count of tenants with a [Housing Move-In Date].

- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
  - 1. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
  
- D. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.
  - 1. At least 80 percent of tenants shall obtain employment or increase their earned income by the first annual tenant assessment compared to their status at program enrollment.

**IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH.
  
- B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
  
- C. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
  
- D. 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.
  
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
  
- F. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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

**X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, 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.
  
- 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.



**Appendix A-1: Services to be Provided**  
**by**  
**Abode Community Services**  
**Flexible Housing Subsidy Pool**

**I. Purpose of Grant**

The purpose of the grant is to administer the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time that tenants spend experiencing homelessness, and to ensure that tenants retain housing once established.

**II. Served Population**

Grantee shall serve adult tenants:

- A. Aged 60 years or older, without custody of minor children; and
- B. Aged 18 to 59, without custody of minor children.

**III. Referral and Prioritization**

All new tenants will be referred by the Department of Homelessness and Supportive Housing (HSH) via the Coordinated Entry System, which organizes the Homelessness Response System (HRS), with a common, population specific assessment, centralized data system, and prioritization method.

**IV. Description of Services**

Grantee shall provide services to the total number of tenants as described in the Appendix B, Budget. Grantee shall provide the following FHSP services during the term of this grant:

- A. Housing Location Services: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units:
  - 1. Grantee shall conduct comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, near transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
  - 2. Grantee shall utilize their real estate expertise to secure appropriate housing units for the served population that may include, but are not limited to a single unit in multi-unit buildings, blocks of units in multi-unit buildings, shared housing, and other options that help tenants achieve residential stability and overall health and well-being.
  - 3. Grantee shall employ skilled staff with experience in real estate, brokerage, sales, or other related fields, who are capable of establishing and maintaining successful relationships with landlords. Grantee staff shall have excellent communication skills, build clear expectations for landlords and tenants, serve as a liaison, and respond quickly and appropriately to any concerns or problems.
  - 4. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, secure real estate, or otherwise expand the housing inventory supported with FHSP resources.

- B. Housing Coordination Services: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
1. Communication and coordination with Coordinated Entry Access Points and FHSP case management partners to remove any barriers to the housing referral process;
  2. Lease negotiation and rental subsidy administration on behalf of tenants placed into housing and lease review to ensure compliance with all local and State laws;
  3. Support to prospective tenants to secure units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Ensuring that case management providers collect all necessary documents to support tenants to successfully move into housing;
  5. Elimination of barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
  6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
  7. Assessment and completion of minor repairs necessary to improve accessibility or other functional improvements;
  8. Payment for items needed during housing search and move-in (e.g. application fees, security deposit, furniture, and moving costs); and
  9. Income verification and rent calculation upon tenant move-in and annually thereafter, or sooner if a tenant's income changes.
- C. Housing-Focused Case Management Services: Grantee shall provide all necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting tenants with securing needed documentation to move into housing, housing navigation services, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement.
1. Grantee shall provide wrap-around case management services within a harm reduction model to ensure tenants' long-term housing retention and improved well-being. These services shall include, but are not limited to:
    - i. Engagement with all tenants referred for housing placement to determine preferred housing options, required services, and needed documentation;
    - ii. Housing Navigation services to assist successful transition into permanent housing, including unit viewings and selection, accompaniment during move-in process, and orientation to neighborhood and surrounding services;
    - iii. Arranging for necessary services after housing placement, such as In-Home Support Services (IHSS), or care by a medical or behavior health provider;
    - iv. Provision of targeted services and/or referrals to another appropriate agency for tenants whose behavior indicates a substance abuse, mental health or another issue that is jeopardizing the tenant's housing retention and/or health;

- v. Linkages to community resources, case management, and crisis intervention within a Housing First, trauma-informed, and harm reduction modality should the tenants' needs exceed the capacity of the Grantee;
- vi. Education on tenancy requirements and support to address barriers to housing retention;
- vii. Support with completing any required processes for housing provider's income certification and re-certification processes; and
- viii. Ongoing coordination with FHSP partners who are serving the tenant, through meetings, calls, and other communication, as needed.

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:

- 1. Initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;
- 2. Timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
- 3. Timely and accurate payment of flexible funding to eliminate other barriers to housing; and
- 4. The completion of regular income verification and rent calculation for each tenant receiving a subsidy and timely notices to tenants for any changes in rent, and reflecting rent changes in subsidy payments.

E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:

- 1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;
- 2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;
- 3. Regular communications with landlords to identify and address concerns on a proactive basis;
- 4. Collaboration with FHSP case management provider partners to ensure that tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
- 5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and

6. Ensuring that landlords fulfil their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms,

**V. Location and Time of Services**

Grantee shall provide services at Abode Community Services, 40849 Fremont Blvd, Fremont, CA 94538 on Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

**VI. Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Translation 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 tenants who primarily speak language(s) other than English.
- D. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- E. 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.
- F. 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 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.
- G. City Communications and Policies

Grantee shall keep HSH informed and comply with 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; and
3. Attendance of trainings, as requested.

H. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.

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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

J. Data Standards:

1. Records entered into 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>.
2. 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 the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will 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.
3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

K. Record Keeping and Files:

1. Grantee shall maintain all eligibility, income verification, and inspection documentation in the Online Navigation and Entry (ONE) System 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.

## **VII. Service Objectives**

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All service objectives below will be monitored by sampling tenant files during annual program monitoring visits:

### **A. Housing Location Services**

1. Grantee shall provide 100 percent of tenants with Housing Location Services.

### **B. Housing Coordination Services**

1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.

### **C. Subsidy Administration Services**

1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant, or at the orientation of lease.

### **D. Housing-Focused Case Management Services**

1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.

### **E. Landlord Liaison Services**

1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services.
2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.
3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.

## **VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All outcome objectives will be monitored using ONE system data:

### **A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:**

1. At least 90 percent of tenants enrolled in the program will successfully move into housing as verified via their housing move-in date.

- B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  - 1. The average length of time that tenants spend homeless, from referral to housing move-in, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Referral Start Date]/Count of tenants with a [Housing Move-In Date].
  
- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
  - 1. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.

## **IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH.
  
- B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
  
- C. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
  
- D. 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.
  
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
  
- F. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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

**X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, 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.
  
- 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	E	F	G	H	I	J	K	L	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B. BUDGET															
3	Document Date	2/15/2021														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/15/2021	6/30/2023	3												
6	Amended Term	2/15/2021	6/30/2023	3												
7	Provider Name	Abode Services														
8	Program	Rapid Rehousing & Flexible Housing Subsidy Pool														
9	FSP Contract ID#	1000021176														
10	Action (select)	New Agreement														
11	Effective Date	2/15/2021														
12	Budget Names	Prop C RRH, Prop C FHSP														
13		Current	New													
14	Term Budget	\$ 4,449,100	\$ 4,449,100													
15	Contingency	\$ 5,450,900	\$ 5,450,900	122%												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000													
17		Year 1			Year 2			Year 3			All Years					
18		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2023			
19	Expenditures	New	New	New	New	New	New	New	New	New	New	New				
20	Salaries & Benefits	\$ 193,715	\$ -	\$ 193,715	\$ 598,579	\$ -	\$ 598,579	\$ 556,959	\$ -	\$ 556,959	\$ 1,349,254	\$ -	\$ 1,349,254			
21	Operating Expense	\$ 83,136	\$ -	\$ 83,136	\$ 230,232	\$ -	\$ 230,232	\$ 210,232	\$ -	\$ 210,232	\$ 523,600	\$ -	\$ 523,600			
22	Subtotal	\$ 276,851	\$ -	\$ 276,851	\$ 828,811	\$ -	\$ 828,811	\$ 767,191	\$ -	\$ 767,191	\$ 1,872,854	\$ -	\$ 1,872,854			
23	Indirect Percentage															
24	Indirect Cost (Line 21 X Line 22)	\$ 41,529	\$ -	\$ 41,529	\$ 124,322	\$ -	\$ 124,322	\$ 115,078	\$ -	\$ 115,078	\$ 280,928	\$ -	\$ 280,928			
25	Other Expenses (Not subject to indirect %)	\$ 722,570	\$ -	\$ 722,570	\$ 1,090,767	\$ -	\$ 1,090,767	\$ 481,981	\$ -	\$ 481,981	\$ 2,295,317	\$ -	\$ 2,295,317			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 1,040,950	\$ -	\$ 1,040,950	\$ 2,043,900	\$ -	\$ 2,043,900	\$ 1,364,250	\$ -	\$ 1,364,250	\$ 4,449,100	\$ -	\$ 4,449,100			
29																
30	HSH Revenues (select)															
31	Prop C	\$ 1,040,950	\$ -	\$ 1,040,950	\$ 2,043,900	\$ -	\$ 2,043,900	\$ 1,364,250	\$ -	\$ 1,364,250	\$ 4,449,100	\$ -	\$ 4,449,100			
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 1,040,950.00	\$ -	\$ 1,040,950.00	\$ 2,043,900.00	\$ -	\$ 2,043,900.00	\$ 1,364,250.00	\$ -	\$ 1,364,250.00	\$ 4,449,100.00	\$ -	\$ 4,449,100.00			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																
49	Total HSH + Other Revenues	\$ 1,040,950.00	\$ -	\$ 1,040,950.00	\$ 2,043,900.00	\$ -	\$ 2,043,900.00	\$ 1,364,250.00	\$ -	\$ 1,364,250.00	\$ 4,449,100.00	\$ -	\$ 4,449,100.00			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)			2.10			6.30			5.79						
53																
54	Prepared by	Rachael Hoke McNamara														
55	Phone															
56	Email	Rachael.Hoke@McNamara.com														

	A	B	C	D	E	F	G	H	I	J	K	L	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B. BUDGET															
3	Document Date	2/15/2021														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/15/2021	6/30/2023	3												
6	Amended Term	2/15/2021	6/30/2023	3												
7	Provider Name	Abode Services														
8	Program	Rapid Rehousing & Flexible Housing Subsidy Pool														
9	FSP Contract ID#	1000021176														
10	Action (select)	New Agreement														
11	Effective Date	2/15/2021														
12	Budget Name	Prop C RRH														
13		Current	New													
14	Term Budget	\$ 2,718,600	\$ 2,718,600													
15	Contingency	\$ 5,450,900	\$ 5,450,900	122%												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000													
17		Year 1			Year 2			Year 3			All Years					
18		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2023			
19	Expenditures	New	New	New	New	New	New	New	New	New	New	New	New			
20	Salaries & Benefits	\$ 116,810	\$ -	\$ 116,810	\$ 360,941	\$ -	\$ 360,941	\$ 312,192	\$ -	\$ 312,192	\$ 789,943	\$ -	\$ 789,943			
21	Operating Expense	\$ 41,568	\$ -	\$ 41,568	\$ 134,160	\$ -	\$ 134,160	\$ 124,160	\$ -	\$ 124,160	\$ 299,888	\$ -	\$ 299,888			
22	Subtotal	\$ 158,378	\$ -	\$ 158,378	\$ 495,101	\$ -	\$ 495,101	\$ 436,352	\$ -	\$ 436,352	\$ 1,089,831	\$ -	\$ 1,089,831			
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 23,758	\$ -	\$ 23,758	\$ 74,265	\$ -	\$ 74,265	\$ 65,453	\$ -	\$ 65,453	\$ 163,476	\$ -	\$ 163,476			
25	Other Expenses (Not subject to indirect %)	\$ 497,515	\$ -	\$ 497,515	\$ 789,934	\$ -	\$ 789,934	\$ 177,845	\$ -	\$ 177,845	\$ 1,465,294	\$ -	\$ 1,465,294			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 679,650	\$ -	\$ 679,650	\$ 1,359,300	\$ -	\$ 1,359,300	\$ 679,650	\$ -	\$ 679,650	\$ 2,718,601	\$ -	\$ 2,718,601			
29																
30	HSR Revenues (select)															
31	Prop C	\$ 679,650	\$ -	\$ 679,650	\$ 1,359,300	\$ -	\$ 1,359,300	\$ 679,650	\$ -	\$ 679,650	\$ -	\$ -	\$ 2,718,600			
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
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37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 679,650	\$ -	\$ 679,650	\$ 1,359,300	\$ -	\$ 1,359,300	\$ 679,650	\$ -	\$ 679,650	\$ 2,718,600	\$ -	\$ 2,718,600			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																
49	Total HSH + Other Revenues	\$ 679,650.00	\$ -	\$ 679,650.00	\$ 1,359,300.00	\$ -	\$ 1,359,300.00	\$ 679,650.00	\$ -	\$ 679,650.00	\$ 2,718,600.00	\$ -	\$ 2,718,600.00			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																
52																
53	Prepared by	Rachael Hoke McNamara														
54	Phone															
55	Email	Rachael.Hoke.McNamara														

	A	B	C	D	E	F	I	J	K	L	M	P	Q	R	S	T	BT	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	SALARY & BENEFIT DETAIL																	
3	Document Date		2/15/2021															
4	Provider Name		Abode Services															
5	Program		Rapid Rehousing & Flexible Housing Subsidy Pool															
6	FSP Contract ID#		100021176															
7	Budget Name		Prop C RRH															
8	POSITION TITLE	Year 1					Year 2					Year 3					All Years	
9		Agency Totals		For HSH Funded Program			Agency Totals		For HSH Funded Program			Agency Totals		For HSH Funded Program			7/1/2022 - 2/15/2021 -	
10				2/15/2021 - 6/30/2021					7/1/2021 - 6/30/2022					7/1/2022 - 6/30/2023			2/15/2021 - 6/30/2023	
11				New					New					New			New	
12		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	
13	Director of Housing & Services - SF	\$ 110,000	1.00	7%	0.07	\$ 7,333	\$ 113,300	1.00	0.20	0.20	\$ 22,660	\$ 116,699	1.00	0.10	0.10	\$ 11,670	\$ 41,663	
14	Program Manager	\$ 85,000	1.00	22%	0.22	\$ 18,983	\$ 87,550	1.00	0.67	0.67	\$ 58,659	\$ 90,177	1.00	0.34	0.34	\$ 30,660	\$ 108,302	
15	Lead Real Estate Specialist	\$ 90,000	1.00	8%	0.08	\$ 7,500	\$ 92,700	1.00	0.25	0.25	\$ 23,175	\$ 95,481	1.00	0.25	0.25	\$ 23,870	\$ 54,545	
16	Housing Specialist	\$ 65,000	1.00	33%	0.33	\$ 21,667	\$ 66,950	1.00	1.00	1.00	\$ 66,950	\$ 68,959	1.00	1.00	1.00	\$ 68,959	\$ 157,575	
17	Data/ Compliance Specialist	\$ 60,000	1.00	22%	0.22	\$ 13,400	\$ 61,800	1.00	0.67	0.67	\$ 41,406	\$ 63,654	1.00	0.34	0.34	\$ 21,642	\$ 76,448	
18	Service Coordinators	\$ 65,000	1.00	33%	0.33	\$ 21,667	\$ 66,950	1.00	1.00	1.00	\$ 66,950	\$ 68,959	1.00	1.00	1.00	\$ 68,959	\$ 157,575	
19	Retention Service Coordinator (follow-up care)	\$ 65,000				\$ -	\$ 65,000				\$ -	\$ 65,000	1.00	0.25	0.25	\$ 16,250	\$ 16,250	
20																	\$ -	
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	A	B	C	D	E	H	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	2/15/2021					
4	Provider Name	Abode Services					
5	Program	Rapid Rehousing & Flexible Housing					
6	FSP Contract ID#	1000021176					
7	Budget Name	Prop C RRH					
8							
9		Year 1		Year 2	Year 3	All Years	
10		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	2/15/2021 - 6/30/2023
11		New	New	New	New	New	
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 11,000	\$ -	\$ 11,000	\$ 60,000	\$ 60,000	\$ 131,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 30,000
15	Office Supplies, Postage	\$ 2,400	\$ -	\$ 2,400	\$ 4,560	\$ 4,560	\$ 11,520
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 24,000
17	Printing and Reproduction	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 18,000
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 10,000	\$ -	\$ 10,000	\$ 3,800	\$ 3,800	\$ 17,600
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ -	\$ 7,168	\$ 22,800	\$ 22,800	\$ 52,768
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Start Up Expenses	\$ 5,000	\$ -	\$ 5,000	\$ 10,000	\$ -	\$ 15,000
23		\$ -	\$ -				\$ -
42	Consultants		\$ -				\$ -
43			\$ -				\$ -
53			\$ -				\$ -
54	Subcontractors		\$ -				\$ -
55			\$ -				\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ 41,568	\$ -	\$ 41,568	\$ 134,160	\$ 124,160	\$ 299,888
69							
70	Other Expenses (not subject to indirect cost %)						
71	Deposits, Rents, Utilities, Unit Holds, Incentives, Repairs, etc.)	\$ 448,212	\$ -	\$ 448,212.00	\$ 711,652	\$ 160,221	\$ 1,320,085
72	Subsidy Admin Fees	\$ 49,303	\$ -	\$ 49,303	\$ 78,282	\$ 17,624	\$ 145,209
73			\$ -			\$ -	\$ -
82			\$ -				\$ -
83							
84	TOTAL OTHER EXPENSES	\$ 497,515	\$ -	\$ 497,515	\$ 789,934	\$ 177,845	\$ 1,465,294
85							
86	Capital Expenses		\$ -				\$ -
87			\$ -				\$ -
88			\$ -				\$ -
89			\$ -				\$ -
90			\$ -				\$ -
91			\$ -				\$ -
92			\$ -				\$ -
93			\$ -				\$ -
94			\$ -				\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	HSH #3						

	A	B	C	D	E	F	G	H	I	J	K	L	M	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	Document Date	3/24/2021															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	2/15/2021	6/30/2023	3													
6	Amended Term	2/15/2021	6/30/2023	3													
7	Provider Name	Abode Services															
8	Program	apid Rehousing & Flexible Housing Subsidy Po															
9	FSP Contract ID#	1000021176															
10	Action (select)	New Agreement															
11	Effective Date	2/15/2021															
12	Budget Name	Prop C FHSP															
13		Current	New														
14	Term Budget	\$ 1,730,500	\$ 1,730,500														
15	Contingency	\$ 5,450,900	\$ 5,450,900	122%													
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000														
17		Year 1			Year 2			Year 3			All Years						
18		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2023				
19	Expenditures	New	New	New	New	New	New	New	New	New	New	New					
20	Salaries & Benefits	\$ 76,906	\$ -	\$ 76,906	\$ 237,638	\$ -	\$ 237,638	\$ 244,767	\$ -	\$ 244,767	\$ 559,311	\$ -	\$ 559,311				
21	Operating Expense	\$ 41,568	\$ -	\$ 41,568	\$ 96,072	\$ -	\$ 96,072	\$ 86,072	\$ -	\$ 86,072	\$ 223,712	\$ -	\$ 223,712				
22	Subtotal	\$ 118,474	\$ -	\$ 118,474	\$ 333,710	\$ -	\$ 333,710	\$ 330,839	\$ -	\$ 330,839	\$ 783,023	\$ -	\$ 783,023				
23	Indirect Percentage	15.00%		15.00%			15.00%			15.00%							
24	Indirect Cost (Line 21 X Line 22)	\$ 17,772	\$ -	\$ 17,772	\$ 50,057	\$ -	\$ 50,057	\$ 49,626	\$ -	\$ 49,626	\$ 117,455	\$ -	\$ 117,455				
25	Other Expenses (Not subject to indirect %)	\$ 225,055	\$ -	\$ 225,055	\$ 300,833	\$ -	\$ 300,833	\$ 304,135	\$ -	\$ 304,135	\$ 830,023	\$ -	\$ 830,023				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
28	Total Expenditures	\$ 361,300	\$ -	\$ 361,300	\$ 684,600	\$ -	\$ 684,600	\$ 684,600	\$ -	\$ 684,600	\$ 1,730,501	\$ -	\$ 1,730,501				
29																	
30	HSH Revenues (select)																
31	Prop C	\$ 361,300	\$ -	\$ 361,300.00	\$ 684,600	\$ -	\$ 684,600.00	\$ 684,600	\$ -	\$ 684,600.00	\$ 1,730,500	\$ -	\$ 1,730,500				
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
40	Total HSH Revenues	\$ 361,300.00	\$ -	\$ 361,300.00	\$ 684,600.00	\$ -	\$ 684,600.00	\$ 684,600.00	\$ -	\$ 684,600.00	\$ 1,730,500.00	\$ -	\$ 1,730,500.00				
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
48																	
49	Total HSH + Other Revenues	\$ 361,300.00	\$ -	\$ 361,300.00	\$ 684,600.00	\$ -	\$ 684,600.00	\$ 684,600.00	\$ -	\$ 684,600.00	\$ 1,730,500.00	\$ -	\$ 1,730,500.00				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
52																	
53	Prepared by	Rachael Hoke McNamara															
54	Phone																
55	Email	Rachael.Hoke.McNamara															

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
SALARY & BENEFIT DETAIL																			
Document Date		3/24/2021																	
Provider Name		Abode Services																	
Program		Rapid Rehousing & Flexible Housing Subsidy Pool																	
FSP Contract ID#		1000021176																	
Budget Name		Prop C FHSP																	
POSITION TITLE	Year 1					Year 2					Year 3					All Years			
	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2021 New	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022 New	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023 New	2/15/2021 - 6/30/2023 New			
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget		Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE			% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Director of Housing & Services - SF	\$ 110,000	1.00	10%	0.03	\$ 3,667	\$ 113,300	1.00	10%	0.10	\$ 11,330	\$ 116,699	1.00	10%	0.10	\$ 11,670	\$ 26,667			
Program Manager	\$ 85,000	1.00	33%	0.11	\$ 9,350	\$ 87,550	1.00	33%	0.33	\$ 28,892	\$ 90,177	1.00	33%	0.33	\$ 29,758	\$ 68,000			
Lead Real Estate Specialist	\$ 90,000	1.00	25%	0.08	\$ 7,500	\$ 92,700	1.00	25%	0.25	\$ 23,175	\$ 95,481	1.00	25%	0.25	\$ 23,870	\$ 54,545			
Housing Specialist	\$ 65,000	1.00	50%	0.17	\$ 10,833	\$ 66,950	1.00	50%	0.50	\$ 33,475	\$ 68,959	1.00	50%	0.50	\$ 34,479	\$ 78,788			
Data/ Compliance Specialist	\$ 60,000	1.00	33%	0.11	\$ 6,600	\$ 61,800	1.00	33%	0.33	\$ 20,394	\$ 63,654	1.00	33%	0.33	\$ 21,006	\$ 48,000			
Service Coordinators	\$ 65,000	1.00	100%	0.33	\$ 21,667	\$ 66,950	1.00	100%	1.00	\$ 66,950	\$ 68,959	1.00	100%	1.00	\$ 68,959	\$ 157,575			
																\$ -			
																\$ -			
	TOTAL SALARIES					\$ 59,617	TOTAL SALARIES					\$ 184,216	TOTAL SALARIES					\$ 189,742	\$ 433,574
	TOTAL FTE					0.84	TOTAL FTE					2.51	TOTAL FTE					2.51	
	FRINGE BENEFIT RATE					29.00%	FRINGE BENEFIT RATE					29.00%	FRINGE BENEFIT RATE					29.00%	
	EMPLOYEE FRINGE BENEFITS					\$ 17,289	EMPLOYEE FRINGE BENEFITS					\$ 53,422	EMPLOYEE FRINGE BENEFITS					\$ 55,025	\$ 125,736
	TOTAL SALARIES & BENEFITS					\$ 76,906	TOTAL SALARIES & BENEFITS					\$ 237,638	TOTAL SALARIES & BENEFITS					\$ 244,767	\$ 559,311

	A	B	C	D	E	H	AF
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>OPERATING DETAIL</b>						
3	Document Date	3/24/2021					
4	Provider Name	Abode Services					
5	Program	Rapid Rehousing & Flexible Hous					
6	FSP Contract ID#	1000021176					
7	Budget Name	Prop C FHSP					
8							
9		Year 1		Year 2	Year 3	All Years	
10		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	2/15/2021 - 6/30/2023
11		New	New	New	New	New	
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 11,000	\$ -	\$ 11,000	\$ 35,000	\$ 35,000	\$ 81,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 16,000
15	Office Supplies, Postage	\$ 2,400	\$ -	\$ 2,400	\$ 3,012	\$ 3,012	\$ 8,424
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 24,000
17	Printing and Reproduction	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 18,000
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 10,000	\$ -	\$ 10,000	\$ 5,000	\$ 5,000	\$ 20,000
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ -	\$ 7,168	\$ 15,060	\$ 15,060	\$ 37,288
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 4,000
22	Start Up Expenses	\$ 5,000	\$ -	\$ 5,000	\$ 10,000	\$ -	\$ 15,000
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 41,568	\$ -	\$ 41,568	\$ 96,072	\$ 86,072	\$ 223,712
69							
70	Other Expenses (not subject to indirect cost %)						
71	Direct Client Assistance	\$ 202,752	\$ -	\$ 202,751.95	\$ 271,021	\$ 273,996	\$ 747,768
72	Subsidy Admin Fee.	\$ 22,303	\$ -	\$ 22,303	\$ 29,812	\$ 30,140	\$ 82,255
73		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
82		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	<b>TOTAL OTHER EXPENSES</b>	\$ 225,055	\$ -	\$ 225,055	\$ 300,833	\$ 304,135	\$ 830,023
85							
86	Capital Expenses						
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	<b>HSH #3</b>						

## Appendix C, Method of Payment

- I. 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 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 Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. **Timelines:** Grantee shall submit all invoices and any related required documentation in the format specified in below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of end of the fiscal year or project period.

<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

**B. Invoicing System:**

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to 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 Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, 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 authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee Executive Director or Chief Financial Officer shall immediately notify to 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.
- C. 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 up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee questions regarding spend down funding source prioritization shall be directed 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 significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. 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 basis to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
  - 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)); and
  - 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. All subcontractors must also be listed in the Permitted Subcontractors Appendix.
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.

<b>Prop C.</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
Salaries & Benefits	<p>Grantee shall maintain and provide 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 includes, but is not limited to, 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	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each

<b>Prop C.</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
	<p>time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, 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>
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 may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>Grantee shall maintain and provide documentation for all revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.</p>

**III. Advances or Prepayments:** Advances or prepayments are allowable on certified annual ongoing General Fund amounts (e.g., 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 via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund budget amount, per the Appendix B, Budget of this Agreement. Requests over two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

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 in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall be repay the outstanding balance via 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 an 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 invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.

### Appendix D – Interests In Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
HSH Verona Hotel	12/01/2020 – 06/30/25	\$9,354,001.00
HSA CalWORKS Housing Locator, Housing Connector, and Case Management Services	01/01/2021- 06/30/22	\$3,252,596.00

## Appendix E – Permitted Subgrantees

1. None.
2.
3.

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

**FIRST AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
ABODE SERVICES**

THIS AMENDMENT of the **March 24, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **ABODE SERVICES** ("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 Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

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. The term "Agreement" shall mean the Agreement dated March 24, 2021 between Grantee and City.
  - (b) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
  - (c) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.

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

**2.1 ARTICLE 3 TERM** of the Agreement currently reads as follows:

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2023**, 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 deleted and replaced in its entirety to read as follows:

**ARTICLE 3 TERM**

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2025**, 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 Grantee's Personnel.**

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

(b) **Grantor Vaccination Policy.**

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination



Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:
  - A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and
  - B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

**2.3 ARTICLE 5 USE AND DISBURSEMENT 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 Thousand Dollars (\$9,900,00)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Five Million Four**

**Hundred Fifty Thousand Nine Hundred Dollars (\$5,450,900)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, 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.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendices A and A-1, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

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

**ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Thousand Dollars (\$9,900,000).**

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

**2.4 Section 6.7 Submitting False Claims** of the Agreement hereby deleted and replaced in its entirety with:

**6.7 Submitting False Claims.** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

**2.5 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is deleted and replaced by the following:

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
440 Turk Street  
San Francisco, CA 94102  
hshcontracts@sfgov.org

If to Grantee: Abode Services  
40849 Fremont Blvd.  
Fremont, CA 94538  
Attn: Louis Chicoine  
lchicoine@abodeservices.org

Any notice of default must be sent by registered mail.

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

**15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

**2.6 Section 16.24 Contractor Vaccination Policy** of the Agreement is hereby deleted and replaced with the following:

**2.7 Section 16.24 Additional City Compliance Requirements** is hereby added to this Agreement.

**16.24 Additional City Compliance Requirements.** Grantee represents that it is in good standing with the California Attorney General’s Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subgrantees/subrecipients/subcontractors to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General’s Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subgrantees/subrecipients/subcontractors to remain in good standing with applicable requirements shall be a material breach of this Agreement.

**2.8 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, 2023)

Appendix B, Budget (dated July 1, 2023)

Appendix C, Method of Payment (dated July 1, 2023)

Appendix D, Interests in Other City Grants (dated July 1, 2023)

**2.9 Section 17.14 Services During a City-Declared Emergency** of the Agreement is hereby deleted and replaced with the following:

**17.14 Services During a City-Declared Emergency.** In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided must be approved by the Department.

- 2.10 **Appendix A, Services to be Provided** and **Appendix A-1, Services to be Provided**, of the Agreement are hereby replaced in entirety by **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2023 to June 30, 2025.
- 2.11 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of February 15, 2021 to June 30, 2025.
- 2.12 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2023).
- 2.13 **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 July 1, 2023).
- 2.14 **Appendix E, Permitted Subgrantees**, of the Agreement is hereby deleted.

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**

**ABODE SERVICES**

DocuSigned by:  
*Shireen McSpadden*  
By: CAD7B781896B449...  
Shireen McSpadden  
Executive Director

DocuSigned by:  
*Louis Chicoine*  
By: 83B71891CE1417  
Louis Chicoine  
Chief Executive Officer  
City Supplier Number: 40774

Approved as to Form:  
David Chiu  
City Attorney

DocuSigned by:  
*Adam Radtke*  
By: 1A4A0F0A...  
Adam Radtke  
Deputy City Attorney

**Appendix A, Services to be Provided**  
**by**  
**Abode Services**  
**Flexible Housing Subsidy Pool**

**I. Purpose of Grant**

The purpose of the grant is to administer the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time that tenants spend experiencing homelessness, and to ensure that tenants retain housing once established.

**II. Served Population**

Grantee shall serve adult tenants:

- A. Aged 60 years or older, without custody of minor children; and
- B. Aged 18 to 59, without custody of minor children.

**III. Referral and Prioritization**

All new tenants will be referred by the Department of Homelessness and Supportive Housing (HSH) via the Coordinated Entry System, which organizes the Homelessness Response System (HRS), with a common, population specific assessment, centralized data system, and prioritization method.

**IV. Description of Services**

Grantee shall provide services to the total number of tenants as described in the Appendix B, Budget. Grantee shall provide the following FHSP services during the term of this grant:

- A. Housing Location Services: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units:
  - 1. Grantee shall conduct comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, near transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
  - 2. Grantee shall utilize their real estate expertise to secure appropriate housing units for the served population that may include, but are not limited to a single unit in multi-unit buildings, blocks of units in multi-unit buildings, shared housing, and other options that help tenants achieve residential stability and overall health and well-being.
  - 3. Grantee shall employ skilled staff with experience in real estate, brokerage, sales, or other related fields, who are capable of establishing and maintaining successful relationships with landlords. Grantee staff shall have excellent communication skills, build clear expectations for landlords and tenants, serve as a liaison, and respond quickly and appropriately to any concerns or problems.
  - 4. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to



engage new partners, secure real estate, or otherwise expand the housing inventory supported with FHSP resources.

- B. Housing Coordination Services: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
1. Communication and coordination with Coordinated Entry Access Points and FHSP case management partners to remove any barriers to the housing referral process;
  2. Lease negotiation and rental subsidy administration on behalf of tenants placed into housing and lease review to ensure compliance with all local and State laws;
  3. Support to prospective tenants to secure units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Ensuring that case management providers collect all necessary documents to support tenants to successfully move into housing;
  5. Elimination of barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
  6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
  7. Assessment and completion of minor repairs necessary to improve accessibility or other functional improvements;
  8. Payment for items needed during housing search and move-in (e.g. application fees, security deposit, furniture, and moving costs); and
  9. Income verification and rent calculation upon tenant move-in and annually thereafter, or sooner if a tenant's income changes.
- C. Housing-Focused Case Management Services: Grantee shall provide all necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting tenants with securing needed documentation to move into housing, housing navigation services, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement.
1. Grantee shall provide wrap-around case management services within a harm reduction model to ensure tenants' long-term housing retention and improved well-being. These services shall include, but are not limited to:
    - a. Engagement with all tenants referred for housing placement to determine preferred housing options, required services, and needed documentation;
    - b. Housing Navigation services to assist successful transition into permanent housing, including unit viewings and selection, accompaniment during move-in process, and orientation to neighborhood and surrounding services;
    - c. Arranging for necessary services after housing placement, such as In-Home Support Services (IHSS), or care by a medical or behavior health provider;
    - d. Provision of targeted services and/or referrals to another appropriate agency for tenants whose behavior indicates a substance abuse, mental health or another issue that is jeopardizing the tenant's housing retention and/or health;

- e. Linkages to community resources, case management, and crisis intervention within a Housing First, trauma-informed, and harm reduction modality should the tenants' needs exceed the capacity of the Grantee;
- f. Education on tenancy requirements and support to address barriers to housing retention;
- g. Support with completing any required processes for housing provider's income certification and re-certification processes; and
- h. Ongoing coordination with FHSP partners who are serving the tenant, through meetings, calls, and other communication, as needed.

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:

- 1. Initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;
- 2. Timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
- 3. Timely and accurate payment of flexible funding to eliminate other barriers to housing; and
- 4. The completion of regular income verification and rent calculation for each tenant receiving a subsidy and timely notices to tenants for any changes in rent, and reflecting rent changes in subsidy payments.

E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:

- 1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;
- 2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;
- 3. Regular communications with landlords to identify and address concerns on a proactive basis;
- 4. Collaboration with FHSP case management provider partners to ensure that tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
- 5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and

6. Ensuring that landlords fulfil their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms,

**V. Location and Time of Services**

Grantee shall provide services at Abode Services, 40849 Fremont Blvd, Fremont, CA 94538 on Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

**VI. Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. 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>.
- D. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- E. 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.
- F. 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 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.

G. City Communications and Policies

Grantee shall keep HSH informed and comply with 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; and
3. Attendance of trainings, as requested.

H. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.

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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

J. 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 working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
  - c. Running monthly data quality reports and correcting errors.
2. Records entered into 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 HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be

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

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

K. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System<sup>2</sup> 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.

L. 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.

M. 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 tenant-centered, low-barrier access to housing and services.

**VII. Service Objectives**

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All service objectives below will be monitored by sampling tenant files during annual program monitoring visits:

A. Housing Location Services

1. Grantee shall provide 100 percent of tenants with Housing Location Services.

B. Housing Coordination Services

1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.

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<sup>2</sup> 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

C. Subsidy Administration Services

1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant, or at the orientation of lease.

D. Housing-Focused Case Management Services

1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services.
2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.
3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.

**VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All outcome objectives will be monitored using ONE system data:

A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:

1. At least 90 percent of tenants enrolled in the program will successfully move into housing as verified via their housing move-in date.

B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:

1. The average length of time that tenants spend homeless, from referral to housing move-in, shall be less than or equal to 75 days, as calculated by  $[\text{Housing Move-in Date}] - [\text{Referral Start Date}] / \text{Count of tenants with a } [\text{Housing Move-In Date}]$ .

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:

1. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.

**IX. Reporting Requirements**

A. Grantee shall input data into systems required by HSH.

B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the

Department in writing and shall specify the number of underutilized units of service.

- C. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- D. 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.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's 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 the U.S. Department of Housing and Urban Development 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.

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to review of the following, participant files, 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	G	J	M	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2023														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/15/2021	6/30/2023	3												
6	Amended Term	2/15/2021	6/30/2025	5												
7	Provider Name	Abode Services														
8	Program	apid Rehousing & Flexible Housing Subsidy Po														
9	FSP Contract ID#	1000021176														
10	Action (select)	Amendment														
11	Effective Date	7/1/2023														
12	Budget Names	Prop C - RRH , Prop C - FHSP, Prop C - EHV														
13		Current	New													
14	Term Budget	\$ 7,369,926	\$ 9,900,000													
15	Contingency	\$ 2,530,074	\$ -	0%												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000													
17					EXTENSION YEAR			EXTENSION YEAR			All Years					
18		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2025			
19	Expenditures	Actuals	Actuals	Current	New	Amendment	New	New	Amendment	New	Actuals	Amendment	Actuals			
20	Salaries & Benefits	\$ 193,715	\$ 1,873,353	\$ 2,476,026	\$ -	\$ 671,370	\$ 671,370	\$ -	\$ 698,225	\$ 698,225	\$ 4,543,094	\$ 1,369,595	\$ 5,912,690			
21	Operating Expense	\$ 83,136	\$ 347,840	\$ 271,274	\$ -	\$ 89,760	\$ 89,760	\$ -	\$ 89,760	\$ 89,760	\$ 702,250	\$ 179,520	\$ 881,770			
22	Subtotal	\$ 276,851	\$ 2,221,193	\$ 2,747,300	\$ -	\$ 761,130	\$ 761,130	\$ -	\$ 787,985	\$ 787,985	\$ 5,245,344	\$ 1,549,115	\$ 6,794,460			
23	Indirect Percentage															
24	Indirect Cost (Line 21 X Line 22)	\$ 41,528	\$ 333,179	\$ 412,095	\$ -	\$ 114,170	\$ 114,170	\$ -	\$ 118,194	\$ 118,194	\$ 786,802	\$ 232,363	\$ 1,019,165			
25	Other Expenses (Not subject to indirect %)	\$ (190,600)	\$ 370,208	\$ 1,148,171	\$ -	\$ 1,654,774	\$ 1,654,774	\$ -	\$ (906,179)	\$ (906,179)	\$ 1,327,779	\$ 748,595	\$ 2,076,374			
26	Capital Expenditure	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000			
28	Total Expenditures	\$ 127,780	\$ 2,924,580	\$ 4,317,566	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ (0)	\$ (0)	\$ 7,369,925	\$ 2,530,073	\$ 9,900,000			
29																
30	HSH Revenues (select)															
31	Prop C	\$ 742,277	\$ 4,214,051	\$ 9,138,636	\$ -	\$ 2,994,600	\$ 2,994,600	\$ -	\$ 3,177,049	\$ 3,177,049	\$ 14,094,964	\$ 6,171,649	\$ 20,266,613			
33	Above NTE - Pending Amendment	\$ -	\$ -	\$ -	\$ -	\$ (464,526)	\$ (464,526)	\$ -	\$ (3,177,049)	\$ (3,177,049)	\$ -	\$ (3,641,575)	\$ (3,641,575)			
34		\$ (614,497)	\$ (4,180,671)	\$ (4,821,070)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,616,238)	\$ -	\$ (9,616,238)			
35		\$ -	\$ 2,891,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,891,200	\$ -	\$ 2,891,200			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 127,780	\$ 2,924,580	\$ 4,317,566	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ 0	\$ 0	\$ 7,369,926	\$ 2,530,074	\$ 9,900,000			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																
49	Total HSH + Other Revenues	\$ 127,780	\$ 2,924,580	\$ 4,317,566	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ 0	\$ 0	\$ 7,369,926	\$ 2,530,074	\$ 9,900,000			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)	1.26	20.74	25.08			6.54			6.54						
53																
54	Prepared by	Lauryn Younge														
55	Phone	510-657-7409														
56	Email	Lyounge@abodeservices.org														

	A	B	C	D	G	J	M	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2023														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/15/2021	6/30/2023	3												
6	Amended Term	2/15/2021	6/30/2025	5												
7	Provider Name	Abode Services														
8	Program	apid Rehousing & Flexible Housing Subsidy Po														
9	FSP Contract ID#	1000021176														
10	Action (select)	Amendment														
11	Effective Date	7/1/2023														
12	Budget Name	Prop C - FHSP														
13		Current	New													
14	Term Budget	\$ 4,209,831	\$ 6,739,905													
15	Contingency	\$ 2,530,074	\$ -	0%												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000													
					Year 1	Year 2	Year 3	Year 4			Year 5			All Years		
17		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2025		
18		Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures															
20	Salaries & Benefits	\$ 76,906	\$ 423,896	\$ 650,623	\$ -	\$ 671,370	\$ 671,370	\$ -	\$ 698,225	\$ 698,225	\$ 1,151,425	\$ 1,369,595	\$ 2,521,020			
21	Operating Expense	\$ 41,568	\$ 100,913	\$ 88,560	\$ -	\$ 89,760	\$ 89,760	\$ -	\$ 89,760	\$ 89,760	\$ 231,041	\$ 179,520	\$ 410,561			
22	Subtotal	\$ 118,474	\$ 524,809	\$ 739,183	\$ -	\$ 761,130	\$ 761,130	\$ -	\$ 787,985	\$ 787,985	\$ 1,382,465	\$ 1,549,115	\$ 2,931,581			
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%			15.00%			15.00%					
24	Indirect Cost (Line 22 X Line 23)	\$ 17,771	\$ 78,721	\$ 110,877	\$ -	\$ 114,170	\$ 114,170	\$ -	\$ 118,194	\$ 118,194	\$ 207,370	\$ 232,363	\$ 439,733			
25	Other Expenses (Not subject to indirect %)	\$ (73,618)	\$ 738,546	\$ 1,955,068	\$ -	\$ 1,654,774	\$ 1,654,774	\$ -	\$ (906,179)	\$ (906,179)	\$ 2,619,995	\$ 748,595	\$ 3,368,590			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ (0)	\$ (0)	\$ 4,209,831	\$ 2,530,073	\$ 6,739,905			
29																
30	HSH Revenues (select)															
31	Prop C	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ -	\$ 2,994,600	\$ 2,994,600	\$ -	\$ 3,177,049	\$ 3,177,049	\$ 4,209,831	\$ 6,171,649	\$ 10,381,480			
33	Above NTE - Pending Amendment	\$ -	\$ -	\$ -	\$ -	\$ (464,526)	\$ (464,526)	\$ -	\$ (3,177,049)	\$ (3,177,049)	\$ -	\$ (3,641,575)	\$ (3,641,575)			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ 0	\$ 0	\$ 4,209,831	\$ 2,530,074	\$ 6,739,905			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																
49	Total HSH + Other Revenues	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ 0	\$ 0	\$ 4,209,831	\$ 2,530,074	\$ 6,739,905			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52																
53	Prepared by	Lauryn Young														
54	Phone	510-657-7409														
55	Email	lyoung@abodeservices.org														

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																				
SALARY & BENEFIT DETAIL																																				
7/1/2023																																				
Agency Name: Abode Services																																				
Funding Source: Rapid Rehousing & Flexible Housing Subsidy Pool																																				
Fiscal Year: 2023																																				
Project Name: 100001176																																				
EXTENSION YEAR																																				
POSITION TITLE	Year 1						Year 2						Year 3						Year 4						Year 5						All Years					
	Agency Totals			For HSH Funded Program			Agency Totals			For HSH Funded Program			Agency Totals			For HSH Funded Program			Agency Totals			For HSH Funded Program			Agency Totals			For HSH Funded Program			All Years					
	7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023			7/1/2023 - 6/30/2023								
	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Annual Full Time Salary (For 1.00 FTE)	Position FTE	% FTE Adjusted Budgeted FTE	Change	Budgeted Salary				
13. Director of Housing & Services - SJ	\$ 110,000	1.00	100%	\$ 113,500	1.00	100%	\$ 118,000	1.00	100%	\$ 121,500	1.00	100%	\$ 125,000	1.00	100%	\$ 128,500	1.00	100%	\$ 132,000	1.00	100%	\$ 135,500	1.00	100%	\$ 139,000	1.00	100%	\$ 142,500	1.00	100%	\$ 146,000	1.00	100%			
14. Program Manager	\$ 85,000	1.00	100%	\$ 87,500	1.00	100%	\$ 90,000	1.00	100%	\$ 92,500	1.00	100%	\$ 95,000	1.00	100%	\$ 97,500	1.00	100%	\$ 100,000	1.00	100%	\$ 102,500	1.00	100%	\$ 105,000	1.00	100%	\$ 107,500	1.00	100%	\$ 110,000	1.00	100%	\$ 112,500	1.00	100%
15. Lead Real Estate Specialist	\$ 90,000	1.00	100%	\$ 92,500	1.00	100%	\$ 95,000	1.00	100%	\$ 97,500	1.00	100%	\$ 100,000	1.00	100%	\$ 102,500	1.00	100%	\$ 105,000	1.00	100%	\$ 107,500	1.00	100%	\$ 110,000	1.00	100%	\$ 112,500	1.00	100%	\$ 115,000	1.00	100%	\$ 117,500	1.00	100%
16. Housing Specialist	\$ 60,000	1.00	100%	\$ 62,500	1.00	100%	\$ 65,000	1.00	100%	\$ 67,500	1.00	100%	\$ 70,000	1.00	100%	\$ 72,500	1.00	100%	\$ 75,000	1.00	100%	\$ 77,500	1.00	100%	\$ 80,000	1.00	100%	\$ 82,500	1.00	100%	\$ 85,000	1.00	100%	\$ 87,500	1.00	100%
17. Rental Compliance Specialist	\$ 60,000	1.00	100%	\$ 62,500	1.00	100%	\$ 65,000	1.00	100%	\$ 67,500	1.00	100%	\$ 70,000	1.00	100%	\$ 72,500	1.00	100%	\$ 75,000	1.00	100%	\$ 77,500	1.00	100%	\$ 80,000	1.00	100%	\$ 82,500	1.00	100%	\$ 85,000	1.00	100%	\$ 87,500	1.00	100%
18. Service Coordinators	\$ 65,000	1.00	100%	\$ 67,500	1.00	100%	\$ 70,000	1.00	100%	\$ 72,500	1.00	100%	\$ 75,000	1.00	100%	\$ 77,500	1.00	100%	\$ 80,000	1.00	100%	\$ 82,500	1.00	100%	\$ 85,000	1.00	100%	\$ 87,500	1.00	100%	\$ 90,000	1.00	100%	\$ 92,500	1.00	100%
19. Administrative Coordinator	\$ 65,000	1.00	100%	\$ 67,500	1.00	100%	\$ 70,000	1.00	100%	\$ 72,500	1.00	100%	\$ 75,000	1.00	100%	\$ 77,500	1.00	100%	\$ 80,000	1.00	100%	\$ 82,500	1.00	100%	\$ 85,000	1.00	100%	\$ 87,500	1.00	100%	\$ 90,000	1.00	100%	\$ 92,500	1.00	100%
20. Associate Director of Housing & Services	\$ 110,000	1.00	100%	\$ 113,500	1.00	100%	\$ 118,000	1.00	100%	\$ 121,500	1.00	100%	\$ 125,000	1.00	100%	\$ 128,500	1.00	100%	\$ 132,000	1.00	100%	\$ 135,500	1.00	100%	\$ 139,000	1.00	100%	\$ 142,500	1.00	100%	\$ 146,000	1.00	100%	\$ 149,500	1.00	100%
TOTAL SALARIES	\$ 593,617			\$ 612,000			\$ 630,000			\$ 648,000			\$ 666,000			\$ 684,000			\$ 702,000			\$ 720,000			\$ 738,000			\$ 756,000			\$ 774,000					
TOTAL FTE	6.99			7.00			7.00			7.00			7.00			7.00			7.00			7.00			7.00			7.00			7.00					
FRINGE BENEFIT RATE	23.00%			23.00%			23.00%			23.00%			23.00%			23.00%			23.00%			23.00%			23.00%			23.00%			23.00%					
EMPLOYEE FRINGE BENEFITS	\$ 137,340			\$ 140,760			\$ 144,900			\$ 149,040			\$ 153,180			\$ 157,320			\$ 161,460			\$ 165,600			\$ 169,740			\$ 173,880			\$ 178,020					
TOTAL SALARIES & BENEFITS	\$ 730,957			\$ 752,760			\$ 774,900			\$ 795,000			\$ 815,000			\$ 835,000			\$ 855,000			\$ 875,000			\$ 895,000			\$ 915,000			\$ 935,000					

	A	D	E	G	J	K	L	M	N	O	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	OPERATING DETAIL													
3	Document Date	7/1/2023												
4	Provider Name	Abode Services												
5	Program	Rapid Rehousing & Flexible Housing Subsidy Pool												
6	FSP Contract ID#	1000021176												
7	Budget Name	Prop C - FHSP												
8					EXTENSION YEAR			EXTENSION YEAR						
9		Year 1	Year 2		Year 3	Year 4			Year 5			All Years		
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2025
11		Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 11,000	\$ 23,625	\$ 23,625	\$ 54,000		\$ 55,200	\$ 55,200		\$ 55,200	\$ 55,200	\$ 88,625	\$ 110,400	\$ 199,025
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 5,400	\$ 5,400	\$ 4,000		\$ 4,000	\$ 4,000		\$ 4,000	\$ 4,000	\$ 9,400	\$ 8,000	\$ 17,400
15	Office Supplies, Postage	\$ 2,400	\$ 8,100	\$ 8,100	\$ 5,760		\$ 5,760	\$ 5,760		\$ 5,760	\$ 5,760	\$ 16,260	\$ 11,520	\$ 26,020
16	Building Maintenance Supplies and Repair	\$ -	\$ 8,100	\$ 8,100	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000	\$ 9,100	\$ 2,000	\$ 11,100
17	Printing and Reproduction	\$ 6,000	\$ 4,050	\$ 4,050	\$ 500		\$ 500	\$ 500		\$ 500	\$ 500	\$ 10,550	\$ 1,000	\$ 11,550
19	Staff Training	\$ 10,000	\$ 9,788	\$ 9,788	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000	\$ 20,788	\$ 2,000	\$ 22,788
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ 27,000	\$ 27,000	\$ 9,600		\$ 9,600	\$ 9,600		\$ 9,600	\$ 9,600	\$ 43,768	\$ 19,200	\$ 62,968
21	Rental of Equipment	\$ -	\$ 1,350	\$ 1,350	\$ 2,000		\$ 2,000	\$ 2,000		\$ 2,000	\$ 2,000	\$ 3,350	\$ 4,000	\$ 7,350
22	Start Up Expenses	\$ 5,000	\$ 13,500	\$ 13,500	\$ 10,700		\$ 10,700	\$ 10,700		\$ 10,700	\$ 10,700	\$ 29,200	\$ 21,400	\$ 50,600
67														
68	TOTAL OPERATING EXPENSES	\$ 41,568	\$ 100,913	\$ 100,913	\$ 88,560	\$ -	\$ 89,760	\$ 89,760	\$ -	\$ 89,760	\$ 89,760	\$ 231,041	\$ 179,520	\$ 408,801
69														
70	Other Expenses (not subject to indirect cost %)													
71	Direct Client Assistance	\$ 202,752	\$ 1,259,431	\$ 1,259,431	\$ 1,295,833	\$ -	\$ 1,883,822	\$ 1,883,822	\$ -	\$ 2,018,551	\$ 2,018,551	\$ 2,758,016	\$ 3,902,373	\$ 6,660,389
72	Subsidy Admin Fee.	\$ 22,303	\$ 157,429	\$ 157,429	\$ 175,984		\$ 235,478	\$ 235,478		\$ 252,319	\$ 252,319	\$ 355,716	\$ 487,797	\$ 843,512
73	Flexible Housing Subsidy Pool				\$ 483,251		\$ -	\$ -		\$ -	\$ -	\$ 483,251	\$ -	\$ 483,251
74	Above NTE - Pending Amendment					\$ -	\$ (464,526)	\$ (464,526)	\$ -	\$ (3,177,049)	\$ (3,177,049)	\$ -	\$ (3,641,575)	\$ (3,641,575)
75	Adjustment to Actuals	\$ (298,673)	\$ (678,314)	\$ (678,314)			\$ -	\$ -		\$ -	\$ -	\$ (976,987)	\$ -	\$ (976,987)
76							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
77							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
78							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
79							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
80							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
81					\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
82					\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
83							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (73,618)	\$ 738,546	\$ 738,546	\$ 1,955,068	\$ -	\$ 1,654,774	\$ 1,654,774	\$ -	\$ (906,179)	\$ (906,179)	\$ 2,619,995	\$ 748,595	\$ 3,368,590
85														
86	Capital Expenses													
87							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
94														
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96														
97	HSH #3											Template last modified	9/1/2021	

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start 7/1/2023 Fiscal Term End 6/30/2024

**Prop C - FHSP** FY23-24 <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
Director of Housing & Services - SF	0.02	\$ 2,427	Direct support to program, to ramp up and build partnerships.	.5 X \$117,000 annualized- shared between EHV/FHSP	Kate Dettmer
Program Manager	0.80	\$ 75,027	program manager responsible for staff supervision, reporting, workflow, program operations. For Services Manager & Housing Manager	.8 X \$90,177 annualized- shared between EHV/FHSP	Julia Parmer (Services), Myron Jordan (Housing)
Lead Real Estate Specialist	0.25	\$ 24,825	real estate specialist brokering high level relationships with property management companies-- multiple unit acquisitions (prorated as not staffed up the full year)	.15 X \$95,481 annualized- shared between EHV/FHSP	TBD
Housing Specialist	2.00	\$ 150,462	Supporting smaller single/ double unit acquisition, move ins and landlord engagement.	2 X \$68,959 annualized- shared between EHV/FHSP	Mareo Newell, 1 TBD
Data/ Compliance Specialist	0.22	\$ 15,228	To support timely, accurate HMIS entry, and other required systems (WMAT/ salesforce),and to manage compliance functions.	1 X \$63,654 annualized- shared between EHV/FHSP	Melody Miranda, Matthew Rodriguez
Service Coordinators	3.00	\$ 225,693	Intake and service coordination staff. Active caseload at any point in time	4 X \$68,959 annualized- shared between EHV/ FHSP	Irene Conales- Wong,Cornelia Hall, Sofala Mayfield (all shared FHSP/EHV)
<b>TOTAL</b>	<b>6.54</b>	<b>\$ 520,442</b>			
<u>Employee Fringe Benefits</u>		<u>\$ 150,928</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 29% of total salaries.</u>		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 671,370</b>			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 55,200	Represents "rental" of shared "co-working" space, a rental of Abode office space.	\$4,500 X 12 months.
Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 4,000	Represents cell phones, phones plus utilities of an office space.	\$337/ mo
Office Supplies, Postage	\$ 5,760	Office supplies to operate and provide oversight to programs.	\$60 X 12 months X FTE
Building Maintenance Supplies and Repair	\$ 1,000	Maintenance/ security/ cleaning costs for office space starting	\$1,000/ yr
Printing and Reproduction	\$ 500	Costs for making copies and mailing checks, etc.	\$500/yr
Staff Training	\$ 1,000	Training to support staff in evidence based practices and other core competencies.	1000 training
Staff Travel-(Local & Out of Town)	\$ 9,600	Staff mileage to office, landlord sites, meeting with participants, etc.	\$100/mo X FTE
Rental of Equipment	\$ 2,000	Cost for rental of copy machine starting	\$150/mo
Start Up Expenses	\$ 10,700	Cost to secure necessary computers and equipment and office set up, and/or computers	Start up \$2500 X 4 FTE+ July Actual
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 89,760</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 114,170</b>	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Client Assistance	\$ 1,883,822	Eligible financial assistance for EHV1 households needing housing location assistance by Abode Services (security deposits, moving, furniture, etc).	Average (but will vary greatly due to ramp up) of annually expenditure of \$30k/HH
Subsidy Admin Fee.	\$ 235,478	Cost to cut, process, account for and support subsidy administration.	Based on approximately admin rate of 12.5%, but admin cost calculated Yearly based on actual expenses.
Flexible Housing Subsidy Pool	\$ -	Sept and Oct 2022 Hope House and Hope House for Vets Rent Roll	
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 1,654,774</b>		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>		

	A	B	C	D	G	J	M	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2023							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	2/15/2021	6/30/2023	3					
6	Amended Term	2/15/2021	6/30/2025	5					
7	Provider Name	Abode Services							
8	Program	apid Rehousing & Flexible Housing Subsidy Pod							
9	FSP Contract ID#	1000021176							
10	Action (select)	Amendment							
11	Effective Date	7/1/2023							
12	Budget Name	Prop C - RRH							
13		Current	New						
14	Term Budget	\$ 2,647,126	\$ 2,647,126						
15	Contingency	\$ 2,530,074	\$ -	0%					
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000						
				Year 1	Year 2	Year 3	All Years		
17				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025		
18				Actuals	Actuals	Actuals	Actuals		
19	Expenditures								
20	Salaries & Benefits	\$	116,810	\$	1,043,862	\$	999,426	\$	2,160,097
21	Operating Expense	\$	41,568	\$	180,200	\$	89,514	\$	311,282
22	Subtotal	\$	158,378	\$	1,224,062	\$	1,088,940	\$	2,471,379
23	Indirect Percentage		15.00%		15.00%		15.00%		
24	Indirect Cost (Line 22 X Line 23)	\$	23,757	\$	183,609	\$	163,341	\$	370,707
25	Other Expenses (Not subject to indirect %)	\$	(116,982)	\$	61,082	\$	(139,060)	\$	(194,960)
26	Capital Expenditure	\$	-	\$	-	\$	-	\$	-
28	<b>Total Expenditures</b>	\$	<b>65,152</b>	\$	<b>1,468,752</b>	\$	<b>1,113,221</b>	\$	<b>2,647,126</b>
29									
30	HSH Revenues (select)								
31	Prop C	\$	679,650	\$	1,359,300	\$	3,105,497	\$	5,144,447
34	Adjustment to Actuals	\$	(614,497)	\$	(2,781,749)	\$	(1,992,275)	\$	(5,388,521)
35	Prop C - One-time	\$	-	\$	2,891,200	\$	-	\$	2,891,200
36		\$	-	\$	-	\$	-	\$	-
37		\$	-	\$	-	\$	-	\$	-
38		\$	-	\$	-	\$	-	\$	-
39	Adjustment to Actuals	\$	-	\$	-	\$	-	\$	-
40	<b>Total HSH Revenues</b>	\$	<b>65,153</b>	\$	<b>1,468,751</b>	\$	<b>1,113,222</b>	\$	<b>2,647,126</b>
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42		\$	-	\$	-	\$	-	\$	-
46		\$	-	\$	-	\$	-	\$	-
47	<b>Total Other Revenues</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>
48									
49	<b>Total HSH + Other Revenues</b>	\$	<b>65,153</b>	\$	<b>1,468,751</b>	\$	<b>1,113,222</b>	\$	<b>2,647,126</b>
50	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$	-
52									
53	Prepared by	Lauryn Young							
54	Phone	510-657-7409							
55	Email	<a href="mailto:Lyoung@abodeservices.org">Lyoung@abodeservices.org</a>							

A		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	BV
1 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2 SALARY & BENEFIT DETAIL																							
3 Document Date 7/1/2023																							
4 Provider Name Abode Services																							
5 Program Rapid Rehousing & Flexible Housing Subsidy Pool																							
6 FSP Contract ID# 1000021176																							
7 Budget Name Prop C - RRH																							
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date	7/1/2023											
4	Provider Name	Abode Services											
5	Program	Rapid Rehousing & Flexible Housing Subsidy Pool											
6	FSP Contract ID#	1000021176											
7	Budget Name	Prop C - RRH											
8													
9		Year 1			Year 2			Year 3			All Years		
10		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	7/1/2022 - 12/31/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2025
11		Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Modification	Actuals
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 11,000	\$ -	\$ 11,000	\$ 60,000	\$ -	\$ 60,000	\$ 45,814	\$ -	\$ 45,814	\$ 116,814	\$ -	\$ 116,814
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 500	\$ -	\$ 500	\$ 15,000	\$ -	\$ 15,000	\$ 9,000	\$ -	\$ 9,000	\$ 24,500	\$ -	\$ 24,500
15	Office Supplies, Postage	\$ 2,400	\$ -	\$ 2,400	\$ 10,800	\$ -	\$ 10,800	\$ 7,200	\$ -	\$ 7,200	\$ 20,400	\$ -	\$ 20,400
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 1,000	\$ -	\$ 1,000	\$ 13,000	\$ -	\$ 13,000
17	Printing and Reproduction	\$ 5,500	\$ -	\$ 5,500	\$ 6,000	\$ -	\$ 6,000	\$ 1,000	\$ -	\$ 1,000	\$ 12,500	\$ -	\$ 12,500
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 10,000	\$ -	\$ 10,000	\$ 3,800	\$ -	\$ 3,800	\$ 1,500	\$ -	\$ 1,500	\$ 15,300	\$ -	\$ 15,300
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ -	\$ 7,168	\$ 57,600	\$ -	\$ 57,600	\$ 12,000	\$ -	\$ 12,000	\$ 76,768	\$ -	\$ 76,768
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
22	Start Up Expenses	\$ 5,000	\$ -	\$ 5,000	\$ 15,000	\$ -	\$ 15,000	\$ 11,000	\$ -	\$ 11,000	\$ 31,000	\$ -	\$ 31,000
67													
68	TOTAL OPERATING EXPENSES	\$ 41,568	\$ -	\$ 41,568	\$ 180,200	\$ -	\$ 180,200	\$ 89,514	\$ -	\$ 89,514	\$ 311,282	\$ -	\$ 311,282
69													
70	Other Expenses (not subject to indirect cost %)												
71	Direct Client Assistance & Landlord Incentives (Security	\$ 448,212	\$ -	\$ 448,212	\$ 3,073,180	\$ -	\$ 3,073,180	\$ 1,647,302	\$ -	\$ 1,647,302	\$ 5,168,694	\$ -	\$ 5,168,694
72	Subsidy Admin Fees	\$ 49,303	\$ -	\$ 49,303	\$ 384,148	\$ -	\$ 384,148	\$ 205,913	\$ -	\$ 205,913	\$ 639,364	\$ -	\$ 639,364
73	Funds moved to new agreement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,985,817)	\$ -	\$ (1,985,817)	\$ (1,985,817)	\$ -	\$ (1,985,817)
81	Adjustment to Actuals	\$ (614,497)	\$ -	\$ (614,497)	\$ (2,781,749)	\$ -	\$ (2,781,749)	\$ (6,458)	\$ -	\$ (6,458)	\$ (3,402,704)	\$ -	\$ (3,402,704)
82	Carryforward	\$ -	\$ -	\$ -	\$ (614,497)	\$ -	\$ (614,497)	\$ -	\$ -	\$ -	\$ (614,497)	\$ -	\$ (614,497)
83													
84	TOTAL OTHER EXPENSES	\$ (116,982)	\$ -	\$ (116,982)	\$ 61,082	\$ -	\$ 61,082	\$ (139,060)	\$ -	\$ (139,060)	\$ (194,960)	\$ -	\$ (194,960)
85													
86	Capital Expenses												
87	Laptops/ Docking Stations/ Monitors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94													
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96													
97	HSH #3										Template last modified	9/1/2021	



	A	B	C	D	G	J	M	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2023							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	2/15/2021	6/30/2023	3					
6	Amended Term	2/15/2021	6/30/2025	5					
7	Provider Name	Abode Services							
8	Program	apid Rehousing & Flexible Housing Subsidy Pod							
9	FSP Contract ID#	1000021176							
10	Action (select)	Amendment							
11	Effective Date	7/1/2023							
12	Budget Name	Prop C - EHV							
13		Current	New						
14	Term Budget	\$ 512,969	\$ 512,969	0%					
15	Contingency	\$ 2,530,074	\$ -	0%					
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000						
				Year 1	Year 2	Year 3	All Years		
17				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025		
18				Actuals	Actuals	Actuals	Actuals		
19	Expenditures								
20	Salaries & Benefits	\$ -	\$ 405,595	\$ 825,977	\$ 1,231,572				
21	Operating Expense	\$ -	\$ 66,728	\$ 93,200	\$ 159,928				
22	Subtotal	\$ -	\$ 472,323	\$ 919,177	\$ 1,391,500				
23	Indirect Percentage	0.00%		15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ 70,848	\$ 137,877	\$ 208,725				
25	Other Expenses (Not subject to indirect %)	\$ -	\$ (429,419)	\$ (667,837)	\$ (1,097,256)				
26	Capital Expenditure	\$ -	\$ -	\$ 10,000	\$ 10,000				
28	<b>Total Expenditures</b>	\$ -	\$ 113,753	\$ 399,217	\$ 512,968				
29									
30	HSH Revenues (select)								
31	Prop C	\$ -	\$ 1,512,675	\$ 3,228,011	\$ 4,740,686				
34	Adjustment to Actuals	\$ -	\$ (1,398,922)	\$ (2,828,795)	\$ (4,227,717)				
35		\$ -	\$ -	\$ -	\$ -				
36		\$ -	\$ -	\$ -	\$ -				
37		\$ -	\$ -	\$ -	\$ -				
38		\$ -	\$ -	\$ -	\$ -				
39	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -				
40	<b>Total HSH Revenues</b>	\$ -	\$ 113,753	\$ 399,216	\$ 512,969				
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
46		\$ -	\$ -	\$ -	\$ -				
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -				
48									
49	<b>Total HSH + Other Revenues</b>	\$ -	\$ 113,753	\$ 399,216	\$ 512,969				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -				
52									
53	Prepared by	Laurn Youngue							
54	Phone	510-657-7409							
55	Email	<a href="mailto:Lyoungue@abodeservices.org">Lyoungue@abodeservices.org</a>							

	A	F	I	J	K	L	O	P	Q	R	S	V	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL													
3	Document Date	7/1/2023												
4	Provider Name	Abode Services												
5	Program	Rapid Rehousing & Flexible Housing Subsidy Pool												
6	FSP Contract ID#	1000021176												
7	Budget Name	Prop C - EHV												
8		Year 1				Year 2				Year 3				All Years
9	POSITION TITLE	2/15/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025	
10		Actuals					Actuals					Actuals	Actuals	
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	
12	Director of Housing & Services - SF	\$ -	\$ 113,300	1.00	10%	0.06	\$ 6,609	\$ 116,699	1.00	0%	0.00	\$ -	\$ 6,609	
13	Associate Director of Housing & Services	\$ -						\$ 103,000	1.00	20%	0.20	\$ 20,600	\$ 20,600	
14	Program Manager	\$ -	\$ 87,550	2.00	50%	0.58	\$ 51,071	\$ 90,177	2.00	65%	1.30	\$ 117,230	\$ 168,301	
15	Lead Real Estate Specialist	\$ -	\$ 92,700	1.00	20%	0.12	\$ 10,815	\$ 95,481	1.00	15%	0.15	\$ 14,322	\$ 25,137	
16	Housing Specialist	\$ -	\$ 66,950	2.00	100%	1.17	\$ 78,108	\$ 72,337	2.00	100%	2.00	\$ 144,675	\$ 222,783	
17	Data/ Compliance Specialist	\$ -	\$ 61,800	1.00	65%	0.38	\$ 23,433	\$ 66,554	2.00	95%	1.90	\$ 126,453	\$ 149,886	
18	Service Coordinators	\$ -	\$ 66,950	3.00	83%	1.46	\$ 97,714	\$ 72,337	4.00	75%	3.00	\$ 217,012	\$ 314,726	
19	Administrative Coordinator	\$ -	\$ 60,000	1.00	25%	0.15	\$ 8,750	\$ 61,800	1.00	0%	0.00	\$ -	\$ 8,750	
20	EHV Enrollment Specialist (Liaison w/ HA)	\$ -	\$ 65,000	1.00	100%	0.58	\$ 37,917	\$ 66,950	1.00	0%	0.00	\$ -	\$ 37,917	
56		\$ -	TOTAL SALARIES				\$ 314,417	TOTAL SALARIES				\$ 640,292	\$ 954,709	
57			TOTAL FTE				4.49	TOTAL FTE				8.55		
58		0.00%	FRINGE BENEFIT RATE				29.00%	FRINGE BENEFIT RATE				29.00%		
59		\$ -	EMPLOYEE FRINGE BENEFITS				\$ 91,178	EMPLOYEE FRINGE BENEFITS				\$ 185,685	\$ 276,863	
60		\$ -	TOTAL SALARIES & BENEFITS				\$ 405,595	TOTAL SALARIES & BENEFITS				\$ 825,977	\$ 1,231,572	
61														
62														
63														

	A	D	G	J	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>				
4	<b>Provider Name</b>				
5	<b>Program</b>				
6	<b>FSP Contract ID#</b>				
7	<b>Budget Name</b>				
8					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025
11		Actuals	Actuals	Actuals	Actuals
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property		\$ 11,375	\$ 50,000	\$ 61,375
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 2,600	\$ 4,000	\$ 6,600
15	Office Supplies, Postage		\$ 3,900	\$ 11,000	\$ 14,900
16	Building Maintenance Supplies and Repair		\$ 3,900	\$ 2,000	\$ 5,900
17	Printing and Reproduction		\$ 1,950	\$ 1,200	\$ 3,150
18	Insurance		\$ -	\$ 500	\$ 500
19	Staff Training		\$ 4,713	\$ 5,000	\$ 9,713
20	Staff Travel-(Local & Out of Town)		\$ 19,440	\$ 6,000	\$ 25,440
21	Rental of Equipment		\$ 1,350	\$ 1,000	\$ 2,350
22	Start Up Expenses		\$ 17,500	\$ 12,500	\$ 30,000
68	<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ 66,728	\$ 93,200	\$ 159,928
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Direct Client Assistance		\$ 861,780	\$ 1,960,958	\$ 2,822,738
72	Subsidy Admin Fee		\$ 107,723	\$ 200,000	
73	Fudning moved to new agreement			\$ (2,828,795)	
74	Carry Forward to FY 22-23		\$ (1,074,022)	\$ -	\$ (1,074,022)
82	Adjustment to Actuals		\$ (324,900)	\$ -	\$ (324,900)
83					
84	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ (429,419)	\$ (667,837)	\$ 1,423,816
85					
86	<u>Capital Expenses</u>				
87	Computers			\$ 10,000	\$ 10,000
94					
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ 10,000	\$ 10,000
96					
97	<b>HSH #3</b>				<b>9/1/2021</b>

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	6/30/2023	3
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5
7				
8	<b>Approved Subcontractors</b>			
10	None.			
11				
12				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																		
2	<b>APPENDIX B, BUDGET</b>																		
3	<b>Document Date</b>	7/1/2023																	
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>															
5	<b>Current Term</b>	2/15/2021	6/30/2023	3															
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5															
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>										
8	<b>Service Component</b>				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025										
16	<b>RRH</b>																		
17	Housing Location				40	120	120	*	*										
18	Housing Coordination				40	120	120	*	*										

## Appendix C, Method of Payment

- I. 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 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 Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. Timelines: Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

<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

**B. 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.
- C. 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 up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. 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 significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. 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) or summarized;
  - 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)); and
  - 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.
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.

Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation HSH 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, 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 Operating line items that exceed \$10,000.</p>



Prop C	
Type	Instructions and Examples of Documentation
	Documentation may include, but is not limited to, 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 General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
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 may include 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 via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

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 in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
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 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 invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of 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
Human Services Agency	CalWORKS Housing Locator, Housing Connector, and Case Management Services	7/1/22 – 6/30/25	\$9,171,138
Department of Homelessness and Supportive Housing	Adult EHV	1/1/23 – 6/30/25	\$5,320,468
Department of Homelessness and Supportive Housing	Adult RRH	1/1/23 – 6/30/25	\$9,891,605
Department of Homelessness and Supportive Housing	City Gardens	12/1/22 – 6/30/26	\$9,729,009
Department of Homelessness and Supportive Housing	Problem Solving - Fiscal Agent	8/1/22 – 6/30/24	\$4,642,764
Department of Homelessness and Supportive Housing	Problem Solving – Housing Location Assistance	12/1/20 – 6/30/24	\$4,994,224
Department of Homelessness and Supportive Housing	TAY Emergency Housing Vouchers (EHV)	3/1/22 – 6/30/24	\$5,641,097
Department of Homelessness and Supportive Housing	Verona Hotel	12/1/20 – 6/30/25	\$9,354,001



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 240229

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Bryn Miller	415-279-0662
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Abode Services	<b>TELEPHONE NUMBER</b> 510-657-7409 ext. 1320
<b>STREET ADDRESS (including City, State and Zip Code)</b> 40849 Fremont Blvd. Fremont, CA 94538	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 240229
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$17,918,683		
<b>NATURE OF THE CONTRACT (Please describe)</b> The second amendment to the grant agreement between Abode Services and the Department of Homelessness and Supportive Housing ("HSH") for administration of a Flexible Housing Subsidy Pool program; extending the grant term by 12 months from June 30, 2025, for a total term of February 1, 2021, through June 30, 2026; and increasing the agreement amount by \$8,018,683 for a total amount not to exceed \$17,918,683.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Henrie	Tarrah	Board of Directors
2	white	Darrian	Board of Directors
3	Inamdar	Reshma	Board of Directors
4	Stolarzyk	Lynette	Board of Directors
5	Angle	Rohit	Board of Directors
6	Beri	Vishnu	Board of Directors
7	Bhasin	Sameer	Board of Directors
8	Domantay	John	Board of Directors
9	Fiss	Brian	Board of Directors
10	Khawaja	Hassan	Board of Directors
11	Sipili	Claudine	Board of Directors
12	Smith	Ken	Board of Directors
13	Wan	Vivian	CEO
14	Reiber	John	CFO
15	Neuner	Kevin	COO
16			
17			
18			
19			

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20			
21			
22			
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**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>  <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
---	---------------------------



**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Miller, Bryn \(HOM\)](#); [Cohen, Emily \(HOM\)](#); [Rolan, Christine \(HOM\)](#); [Schneider, Dylan \(HOM\)](#)  
**Subject:** Mayor -- Resolution -- Abode FHSP Second Amendment  
**Date:** Tuesday, March 12, 2024 2:34:20 PM  
**Attachments:** [Abode FHSP - Resolution - Second Amendment.docx](#)  
[Abode FHSP - Resolution - Second Amendment - Signed.pdf](#)  
[Abode FHSP - Proposed Second Amendment.pdf](#)  
[Abode FHSP - First Amendment.pdf](#)  
[Abode FHSP - Original Agreement.pdf](#)  
[Abode FHSP - Form 126.pdf](#)

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Hello Clerks,

Attached is a Resolution approving the second amendment to the grant agreement between Abode Services and the Department of Homelessness and Supportive Housing (“HSH”) for administration of a Flexible Housing Subsidy Pool program; extending the grant term by 12 months from June 30, 2025, for a total term of February 1, 2021, through June 30, 2026; increasing the agreement amount by \$8,018,683 for a total amount not to exceed \$17,918,683; and authorizing HSH to enter into any amendments or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Best regards,

**Sara Trejo**

Legislative Aide

Office of the Mayor

City and County of San Francisco

415.554.6141 | [sara.trejo@sfgov.org](mailto:sara.trejo@sfgov.org)

**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  
ABODE SERVICES**

THIS AMENDMENT of the **March 24, 2021** Grant Agreement (the "Agreement") is dated as of **June 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **ABODE SERVICES** ("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 Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, the City's Homeless Oversight Commission approved this Agreement under San Francisco Charter Section 9.118 by Resolution **24-XXX** on March 21, 2024;

WHEREAS, the City's Board of Supervisors approved this Second Amendment to Agreement under San Francisco Charter Section 9.118 by Resolution **<insert Resolution number>** on **<Month Date, Year>** to extend the grant term by two years and increase the grant amount by \$8,018,683; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

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. The term "Agreement" shall mean the Agreement dated **March 24, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.

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

**2.1 ARTICLE 3 TERM** of the Agreement currently reads as follows:

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2025**, 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 deleted and replaced in its entirety to read as follows:

**ARTICLE 3 TERM**

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 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.

**2.2 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 Thousand Dollars (\$9,900,00)**.

Such section is hereby deleted and 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 **Seventeen Million Nine Hundred Eighteen Thousand Six Hundred Eighty Three Dollars (\$17,918,683)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million One Hundred Fifty Nine Thousand Seven Hundred Ninety Five Dollars (\$1,159,795)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, 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 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is deleted and replaced by the following:

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
440 Turk Street  
San Francisco, CA 94102  
[hshcontracts@sfgov.org](mailto:hshcontracts@sfgov.org)

If to Grantee: Abode Services  
40849 Fremont Blvd.  
Fremont, CA 94538  
Attn: Vivian Wan, CEO  
[VWan@abode.org](mailto:VWan@abode.org)

Any notice of default must be sent by registered mail.

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

**15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

**2.4 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 June 1, 2024)

Appendix B, Budget (dated June 1, 2024)

Appendix C, Method of Payment (dated June 1, 2024)

Appendix D, Interests in Other City Grants (dated June 1, 2024)

**2.5 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 June 1, 2024) for the period of June 1, 2024 to June 30, 2026.

**2.6 Appendix B, Budget,** of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated June 1, 2024) for the period of February 15, 2021 to June 30, 2026.

**2.7 Appendix C, Method of Payment,** of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated June 1, 2024).

**2.8 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 June 1, 2024).

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**

**ABODE SERVICES**

By: \_\_\_\_\_  
Shireen McSpadden  
Executive Director

By: \_\_\_\_\_  
Vivian Wan  
Chief Executive Officer  
City Supplier Number: 40774

Approved as to Form:  
David Chiu  
City Attorney

By: \_\_\_\_\_  
Adam Radtke  
Deputy City Attorney

**Appendix A: Services to be Provided**  
**by**  
**Abode Services**  
**Flexible Housing Subsidy Pool**

**I. Purpose of Grant**

The purpose of the grant is to administer all service components of the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing, and to facilitate moves to other appropriate housing, as needed.

**II. Served Population**

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

**III. Referral and Prioritization**

All new participants will be referred by the San Francisco Department of Homelessness and Supportive Housing (HSH) via Coordinated Entry, which organizes the City and County of San Francisco's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

**IV. Description of Services**

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). FHSP services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

- A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
  2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
  3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:

- a) Search for and secure housing;
  - b) Increase income, connect to benefits, and secure employment
  - c) Pursue educational goals, trainings, or certifications;
  - d) Improve credit history and build savings;
  - e) Address physical or behavioral health challenges; and
  - f) Connect to legal resources or other social supports as needed.
4. Grantee shall assist with housing coordination services to support a successful transition into permanent housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
  5. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
  6. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (IHSS) or any other services the participant needs to achieve housing stability.
  7. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
  8. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;
  9. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
  10. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
  11. If the participant is exiting the program, the grantee shall engage participant in exit planning to support the participant's successful transition out of the program. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
  2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may



include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
  4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
  5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
  6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
  7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with FHSP resources.
  8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.
- C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process;
  2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
  3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
  5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
  6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
  7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
  8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;

9. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
  10. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
  11. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
  12. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
  2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
  3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
  4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
  5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
  6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
  7. The participant portion of the rent shall equal no more than thirty percent of the participant's monthly adjusted income. Adjustment factors include number of people in household; age of household members; anticipated income; expenses; allowances; and utilities paid by the household.
- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
  2. Grantee shall regularly collaborate with FHSP case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall

- consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
  4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
  5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

**V. Location and Time of Services**

Grantee shall provide services at 1390 Market Street, Suite 200, San Francisco, CA, 94102 on Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at participants' houses or other field locations, as needed.

**VI. Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. 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>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. 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.

G. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participants, that 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 participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation to Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.

J. 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 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 with survey completion if the written format presents any problem.

K. City Communications and Policies

Grantee shall keep HSH informed of program operations and 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.

L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.

B. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.

A. 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

B. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
  - a. Entering all household data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.<sup>1</sup>
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 the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be

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

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- C. 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.
- 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 housing and services.

## **VII. Service Objectives**

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

- A. Housing Location Services
1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
  2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
  2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and

3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

**VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE system data:

A. Housing Coordination and Housing Location Services:

1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by  $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$ .

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:

1. At least 90 percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements; and
2. At least 75 percent of participants will be referred to community resources.

**IX. Reporting Requirements**

A. Grantee shall input data into systems required by HSH.

B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:

1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
2. The total number of new placements during the quarter not including relocations; and
3. The total number of program exits and destinations.

C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH

- Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each fiscal year:
1. Housing Coordination and Housing Location Services: The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  2. Housing Coordination and Housing Location Services: The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
  3. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services: The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
  4. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services: The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. 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.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in 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.

## **X. 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 is not limited to, the audit of 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**: 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	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	6/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	6/30/2023	3
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5
7				
8	<b>Approved Subcontractors</b>			
10	None.			
11				
12				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																		
2	<b>APPENDIX B, BUDGET</b>																		
3	<b>Document Date</b>	4/1/2024																	
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>															
5	<b>Current Term</b>	2/15/2021	6/30/2023	3															
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5															
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>										
8	<b>Service Component</b>				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025										
16	<b>RRH</b>																		
17	Housing Location				40	120	120	*	*										
18	Housing Coordination				40	120	120	*	*										
19	Subsidy Administration				40	120	120	*	*										
20	Landlord Liaison				40	120	120	*	*										
21	Housing Focused Case Management				20	100	100	*	*										
22																			
23	<b>FHSP: Adults</b>																		
24	Housing Location				20	48	70	70	70										
25	Housing Coordination				20	48	70	70	70										
26	Subsidy Administration				20	48	70	70	70										
27	Landlord Liaison				20	48	70	70	70										
28	Housing Focused Case Management				20	48	70	70	70										
29																			
30	<b>EHV</b>																		
31	Housing Location				0	75	104	*	*										
32	Housing Coordination				0	75	104	*	*										
33	Landlord Liaison				0	75	104	*	*										
34	Housing Focused Case Management				0	50	69	*	*										
40																			
41	* EHV and RRH Services and Clients are now under their own separate agreements																		

	A	B	C	D	G	J	M	N	O	P	Q	R	S	T	U
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	6/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	2/15/2021	6/30/2025	5											
6	Amended Term	2/15/2021	6/30/2026	6											
7	Provider Name	Abode Services													
8	Program	Rapid Rehousing & Flexible Housing Subsidy Pod													
9	FSP Contract ID#	1000021176													
10	Action (select)	Amendment													
11	Effective Date	6/1/2024													
12	Budget Names	Prop C - RRH , Prop C - FHSP, Prop C - EHV													
13		Current	New												
14	Term Budget	\$ 9,784,640	\$ 16,758,888												
15	Contingency	\$ 115,360	\$ 1,159,795	12%											
16	Not-To-Exceed	\$ 9,900,000	\$ 17,918,683		<b>EXTENSION YEAR</b>										
17		Year 1	Year 2	Year 3	Year 4			Year 5			Year 6				
18		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026			
19	Expenditures	Actuals	Actuals	Current	New	Amendment	New	New	Amendment	New	Actuals	Amendment			
20	Salaries & Benefits	\$ 193,715	\$ 1,873,353	\$ 2,476,026	\$ 671,370	\$ (0)	\$ 671,370	\$ -	\$ 717,575	\$ 717,575	\$ -	\$ 745,504			
21	Operating Expense	\$ 83,136	\$ 347,840	\$ 271,274	\$ 87,327	\$ -	\$ 87,327	\$ -	\$ 125,122	\$ 125,122	\$ -	\$ 128,775			
22	Subtotal	\$ 276,851	\$ 2,221,193	\$ 2,747,300	\$ 758,697	\$ (0)	\$ 758,697	\$ -	\$ 842,697	\$ 842,697	\$ -	\$ 874,279			
23	Indirect Percentage														
24	Indirect Cost (Line 21 X Line 22)	\$ 41,528	\$ 333,179	\$ 412,095	\$ 113,804	\$ -	\$ 113,804	\$ -	\$ 126,405	\$ 126,405	\$ -	\$ 131,142			
25	Other Expenses (Not subject to indirect %)	\$ (190,600)	\$ 370,208	\$ 872,179	\$ 1,818,205	\$ 303,894	\$ 2,122,099	\$ -	\$ 2,306,355	\$ 2,306,355	\$ -	\$ 2,389,478			
26	Capital Expenditure	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 127,780</b>	<b>\$ 2,924,580</b>	<b>\$ 4,041,574</b>	<b>\$ 2,690,706</b>	<b>\$ 303,894</b>	<b>\$ 2,994,600</b>	<b>\$ -</b>	<b>\$ 3,275,456</b>	<b>\$ 3,275,456</b>	<b>\$ -</b>	<b>\$ 3,394,899</b>			
29															
30	HSR Revenues (select)														
31	Prop C	\$ 742,277	\$ 4,214,051	\$ 9,138,636	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,455	\$ 3,275,455	\$ -	\$ 3,394,899			
34	Adjustment to Actuals	\$ (614,497)	\$ (4,180,671)	\$ (5,097,062)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35	Prop C - One-Time	\$ -	\$ 2,891,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSR Revenues</b>	<b>\$ 127,780</b>	<b>\$ 2,924,580</b>	<b>\$ 4,041,574</b>	<b>\$ 2,690,706</b>	<b>\$ 303,894</b>	<b>\$ 2,994,600</b>	<b>\$ -</b>	<b>\$ 3,275,455</b>	<b>\$ 3,275,455</b>	<b>\$ -</b>	<b>\$ 3,394,899</b>			
41	Other Revenues (to offset Total Expenditures & Reduce HSR Revenues)														
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
48															
49	<b>Total HSR + Other Revenues</b>	<b>\$ 127,780</b>	<b>\$ 2,924,580</b>	<b>\$ 4,041,574</b>	<b>\$ 2,690,706</b>	<b>\$ 303,894</b>	<b>\$ 2,994,600</b>	<b>\$ -</b>	<b>\$ 3,275,455</b>	<b>\$ 3,275,455</b>	<b>\$ -</b>	<b>\$ 3,394,899</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)	1.26	20.74	25.08			6.54			6.54					

	A	V	AI	AJ	AK
1	DEPARTMENT OF H				
2	APPENDIX B, BUDGE				
3	Document Date				
4	Contract Term				
5	Current Term				
6	Amended Term				
7	Provider Name				
8	Program				
9	F\$P Contract ID#				
10	Action (select)				
11	Effective Date				
12	Budget Names				
13					
14	Term Budget				
15	Contingency				
16	Not-To-Exceed				
	All Years				
17	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	
18	Actuals	Actuals	Amendment	Actuals	
19	<b>Expenditures</b>				
20	Salaries & Benefits	\$ 745,504	\$ 5,214,465	\$ 1,463,079	\$ 6,677,544
21	Operating Expense	\$ 128,775	\$ 789,577	\$ 253,897	\$ 1,043,474
22	Subtotal	\$ 874,279	\$ 6,004,042	\$ 1,716,976	\$ 7,721,018
23	Indirect Percentage				
24	Indirect Cost (Line 2:	\$ 131,142	\$ 900,605	\$ 257,546	\$ 1,158,152
25	Other Expenses (Not	\$ 2,389,478	\$ 2,869,992	\$ 4,999,727	\$ 7,869,719
26	Capital Expenditure	\$ -	\$ 10,000	\$ -	\$ 10,000
28	<b>Total Expenditures</b>	<b>\$ 3,394,899</b>	<b>\$ 9,784,639</b>	<b>\$ 6,974,249</b>	<b>\$ 16,758,889</b>
29					
30	HSH Revenues (selec				
31	Prop C	\$ 3,394,899	\$ 16,785,670	\$ 6,974,248	\$ 23,759,918
34	Adjustment to Actua	\$ -	\$ (9,892,230)	\$ -	\$ (9,892,230)
35	Prop C - One-Time	\$ -	\$ 2,891,200	\$ -	\$ 2,891,200
36		\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 3,394,899</b>	<b>\$ 9,784,640</b>	<b>\$ 6,974,248</b>	<b>\$ 16,758,888</b>
	Other Revenues (to				
41	Revenues)				
42		\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
48					
49	<b>Total HSH + Other R</b>	<b>\$ 3,394,899</b>	<b>\$ 9,784,640</b>	<b>\$ 6,974,248</b>	<b>\$ 16,758,888</b>
50	Rev-Exp (Budget Me	\$ -	\$ -	\$ -	\$ -
52	Total Adjusted Salan	6.54			

	A	B	C	D	G	J	M	N	O	P	Q	R	S	T	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	6/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	2/15/2021	6/30/2025	5											
6	Amended Term	2/15/2021	6/30/2026	6											
7	Provider Name	Abode Services													
8	Program	apid Rehousing & Flexible Housing Subsidy Pod													
9	F\$P Contract ID#	1000021176													
10	Action (select)	Amendment													
11	Effective Date	6/1/2024													
12	Budget Name	Prop C - FHSP													
13		Current	New												
14	Term Budget	\$ 6,624,545	\$ 13,598,793												
15	Contingency	\$ -	\$ 1,159,795	12%											
16	Not-To-Exceed	\$ 9,900,000	\$ 14,758,588		Year 1	Year 2	Year 3	Year 4			Year 5				
17		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026				
18		Actuals	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Actuals				
19	Expenditures														
20	Salaries & Benefits	\$ 76,906	\$ 423,896	\$ 650,623	\$ 671,370	\$ (0)	\$ 671,370	\$ -	\$ 717,575	\$ 717,575	\$ -				
21	Operating Expense	\$ 41,568	\$ 100,913	\$ 88,560	\$ 87,327	\$ -	\$ 87,327	\$ -	\$ 125,122	\$ 125,122	\$ -				
22	Subtotal	\$ 118,474	\$ 524,809	\$ 739,183	\$ 758,697	\$ (0)	\$ 758,697	\$ -	\$ 842,697	\$ 842,697	\$ -				
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ 17,771	\$ 78,721	\$ 110,877	\$ 113,804	\$ -	\$ 113,804	\$ -	\$ 126,405	\$ 126,405	\$ -				
25	Other Expenses (Not subject to indirect %)	\$ (73,618)	\$ 738,546	\$ 1,679,076	\$ 1,818,205	\$ 303,894	\$ 2,122,099	\$ -	\$ 2,306,355	\$ 2,306,355	\$ -				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
28	Total Expenditures	\$ 62,627	\$ 1,342,076	\$ 2,529,136	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,456	\$ 3,275,456	\$ -				
29															
30	HSH Revenues (select)														
31	Prop C	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,455	\$ 3,275,455	\$ -				
34	Adjustment to Actuals	\$ -	\$ -	\$ (275,992)			\$ -		\$ -	\$ -	\$ -				
39		\$ -	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -				
40	Total HSH Revenues	\$ 62,627	\$ 1,342,076	\$ 2,529,136	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,455	\$ 3,275,455	\$ -				
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)														
42		\$ -	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -				
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
48															
49	Total HSH + Other Revenues	\$ 62,627	\$ 1,342,076	\$ 2,529,136	\$ 2,690,706	\$ 303,894	\$ 2,994,600	\$ -	\$ 3,275,455	\$ 3,275,455	\$ -				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
52															

	A	U	V	AI	AJ	AK
1	DEPARTMENT OF H					
2	APPENDIX B, BUDG					
3	Document Date					
4	Contract Term					
5	Current Term					
6	Amended Term					
7	Provider Name					
8	Program					
9	F\$P Contract ID#					
10	Action (select)					
11	Effective Date					
12	Budget Name					
13						
14	Term Budget					
15	Contingency EXTENSION YEAR					
16	Not-To-Exceed		Year 6	All Years		
17		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026
18		Amendment	Actuals	Current/Actuals	Amendment	New
19	Expenditures					
20	Salaries & Benefits	\$ 745,504	\$ 745,504	\$ 1,822,795	\$ 1,463,079	\$ 3,285,874
21	Operating Expense	\$ 128,775	\$ 128,775	\$ 318,368	\$ 253,897	\$ 572,264
22	Subtotal	\$ 874,279	\$ 874,279	\$ 2,141,163	\$ 1,716,976	\$ 3,858,139
23	Indirect Percentage		15.00%			
24	Indirect Cost (Line 2)	\$ 131,142	\$ 131,142	\$ 321,173	\$ 257,546	\$ 578,720
25	Other Expenses (Not	\$ 2,389,478	\$ 2,389,478	\$ 4,162,208	\$ 4,999,727	\$ 9,161,935
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	<b>\$ 3,394,899</b>	<b>\$ 3,394,899</b>	<b>\$ 6,624,545</b>	<b>\$ 6,974,249</b>	<b>\$ 13,598,794</b>
29						
30	HSH Revenues (selec					
31	Prop C	\$ 3,394,899	\$ 3,394,899	\$ 6,900,537	\$ 6,974,248	\$ 13,874,785
34	Adjustment to Actuals	\$ -	\$ -	\$ (275,992)	\$ -	\$ (275,992)
39		\$ -	\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 3,394,899</b>	<b>\$ 3,394,899</b>	<b>\$ 6,624,545</b>	<b>\$ 6,974,248</b>	<b>\$ 13,598,793</b>
41	Other Revenues (to Revenues)					
42		\$ -	\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
48						
49	<b>Total HSH + Other R</b>	<b>\$ 3,394,899</b>	<b>\$ 3,394,899</b>	<b>\$ 6,624,545</b>	<b>\$ 6,974,248</b>	<b>\$ 13,598,793</b>
50	Rev-Exp (Budget M	\$ -	\$ -	\$ -	\$ -	\$ -
52						

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
SALARY & BENEFIT DETAIL**

<b>Document Date</b>	6/1/2024
<b>Provider Name</b>	Abode Services
<b>Program</b>	Rapid Rehousing & Flexible Housing Subsidy Pool
<b>F\$P Contract ID#</b>	1000021176
<b>Budget Name</b>	<b>Prop C - FHSP</b>

POSITION TITLE	Year 1					Agency T
	Agency Totals		For HSH Funded Program		2/15/2021 - 6/30/2021	
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Actuals Budgeted Salary	
					Annual Full Time Salary (for 1.00 FTE)	
Director of Housing & Services - SF	\$ 110,000			0.00	\$ 3,667	\$ 113,300
Program Manager	\$ 85,000			0.00	\$ 9,350	\$ 87,550
Lead Real Estate Specialist	\$ 90,000			0.00	\$ 7,500	\$ 92,700
Housing Specialist	\$ 65,000			0.00	\$ 10,833	\$ 66,950
Data/ Compliance Specialist	\$ 60,000			0.00	\$ 6,600	\$ 61,800
Service Coordinators	\$ 65,000			0.00	\$ 21,667	\$ 66,950
Administrative Coordinator				0.00	\$ -	\$ 60,000
Associate Director of Housing & Services						
				0.00	\$ -	
	<b>TOTAL SALARIES</b>				<b>\$ 59,617</b>	
	<b>TOTAL FTE</b>		<b>0.00</b>			
	<b>FRINGE BENEFIT RATE</b>				29.00%	
	<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 17,289</b>	
	<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 76,906</b>	



Year 2				Year 3					
Totals	For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	Agency Totals
			Actuals					Actuals	
Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)
1.00	10%	0.10	\$ 11,330	\$ 116,699	1.00	50%	0.50	\$ 58,350	\$ 121,367
2.00	25%	0.50	\$ 43,775	\$ 90,177	1.00	80%	0.80	\$ 72,142	\$ 93,784
1.00	10%	0.10	\$ 5,408	\$ 95,481	1.00	2%	0.02	\$ 1,910	\$ 99,300
1.00	100%	1.00	\$ 66,950	\$ 72,337	3.00	67%	2.01	\$ 145,398	\$ 75,231
1.00	35%	0.35	\$ 21,630	\$ 66,554	1.00	30%	0.30	\$ 19,966	\$ 69,216
3.00	83%	2.50	\$ 167,509	\$ 72,337	5.00	50%	2.50	\$ 180,844	\$ 75,231
1.00	20%	0.20	\$ 12,000	\$ 61,800	1.00	0%	0.00	\$ -	\$ 64,272
				\$ 103,000	1.00	25%	0.25	\$ 25,750	\$ 107,120
		0.00					0.00	\$ -	
<b>TOTAL SALARIES</b>			<b>\$ 328,602</b>	<b>TOTAL SALARIES</b>			<b>\$ 504,359</b>		
<b>TOTAL FTE</b>		<b>4.75</b>		<b>TOTAL FTE</b>		<b>6.38</b>			
<b>FRINGE BENEFIT RATE</b>			29.00%	<b>FRINGE BENEFIT RATE</b>			29.00%		
<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 95,295</b>	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 146,264</b>		
<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 423,896</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 650,623</b>		

Year 4						Year			
Totals	For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program	
			Current	Amendment	New				
Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE
1.00	2%	0.02	\$ 2,427	\$ 2,000	\$ 4,427	\$ 126,222	1.00	2%	0.02
1.00	80%	0.80	\$ 75,027	\$ 6,000	\$ 81,027	\$ 97,535	1.00	80%	0.80
1.00	25%	0.25	\$ 24,825	\$ -	\$ 24,825	\$ 103,272	1.00	25%	0.25
2.00	100%	2.00	\$ 150,462	\$ -	\$ 150,462	\$ 78,240	2.00	100%	2.00
1.00	22%	0.22	\$ 15,228	\$ 2,000	\$ 17,228	\$ 71,985	1.00	22%	0.22
3.00	100%	3.00	\$ 225,693	\$ -	\$ 225,693	\$ 78,240	3.00	100%	3.00
0.00	0%	0.00	\$ -	\$ -	\$ -	\$ 66,843	0.00	0%	0.00
1.00	25%	0.25	\$ 26,780	\$ (10,000)	\$ 16,780	\$ 111,405	1.00	25%	0.25
		0.00		\$ -	\$ -				0.00
<b>TOTAL SALARIES</b>			\$ 520,442	\$ (0)	\$ 520,442	<b>TOTAL SALARIES</b>			
<b>TOTAL FTE</b>		<b>6.54</b>				<b>TOTAL FTE</b>		<b>6.54</b>	
<b>FRINGE BENEFIT RATE</b>			29.00%	0.00%	29.00%	<b>FRINGE BENEFIT RATE</b>			
<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 150,928	\$ -	\$ 150,928	<b>EMPLOYEE FRINGE BENEFITS</b>			
<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 671,370	\$ (0)	\$ 671,370	<b>TOTAL SALARIES &amp; BENEFITS</b>			

**EXTENSION YEAR**

r 5			Year 6					
7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026
Current	Amendment	New					Actuals	Amendment
Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change
\$ -	\$ 7,524	\$ 7,524	\$ 131,271	1.00	2%	0.02		\$ 7,625
\$ -	\$ 83,028	\$ 83,028	\$ 101,437	1.00	80%	0.80		\$ 86,149
\$ -	\$ 25,818	\$ 25,818	\$ 107,403	1.00	25%	0.25		\$ 26,851
\$ -	\$ 156,480	\$ 156,480	\$ 81,370	2.00	100%	2.00		\$ 162,740
\$ -	\$ 20,837	\$ 20,837	\$ 74,864	1.00	22%	0.22		\$ 21,470
\$ -	\$ 234,721	\$ 234,721	\$ 81,370	3.00	100%	3.00		\$ 244,109
\$ -	\$ -	\$ -	\$ 69,517	0.00	0%	0.00		\$ -
\$ -	\$ 27,851	\$ 27,851	\$ 115,861	1.00	25%	0.25		\$ 28,965
	\$ -	\$ -	\$ -			0.00		\$ -
\$ -	\$ 556,260	\$ 556,260	<b>TOTAL SALARIES</b>				\$ -	\$ 577,910
			<b>TOTAL FTE</b>		6.54			
			<b>FRINGE BENEFIT RATE</b>				29.00%	
\$ -	\$ 161,315	\$ 161,315	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ -	\$ 167,594
\$ -	\$ 717,575	\$ 717,575	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ -	\$ 745,504



	All Years		
7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026
Actuals	Current/Actuals	Modification	New
Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
\$ 7,625	\$ 75,774	\$ 17,150	\$ 92,923
\$ 86,149	\$ 200,294	\$ 175,178	\$ 375,472
\$ 26,851	\$ 39,643	\$ 52,669	\$ 92,312
\$ 162,740	\$ 373,644	\$ 319,220	\$ 692,864
\$ 21,470	\$ 63,424	\$ 44,307	\$ 107,731
\$ 244,109	\$ 595,712	\$ 478,830	\$ 1,074,542
\$ -	\$ 12,000	\$ -	\$ 12,000
\$ 28,965	\$ 52,530	\$ 46,816	\$ 99,346
\$ -	\$ -	\$ -	\$ -
<b>\$ 577,910</b>	<b>\$ 1,413,020</b>	<b>\$ 1,134,170</b>	<b>\$ 2,547,189</b>
29.00%			
<b>\$ 167,594</b>	<b>\$ 409,776</b>	<b>\$ 328,909</b>	<b>\$ 738,685</b>
<b>\$ 745,504</b>	<b>\$ 1,822,795</b>	<b>\$ 1,463,079</b>	<b>\$ 3,285,874</b>

	A	D	G	J	K	L	M	N	O	P	Q	R	S
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>OPERATING DETAIL</b>												
3	<b>Document Date</b>	6/1/2024											
4	<b>Provider Name</b>	Abode Services											
5	<b>Program</b>	Rapid Rehousing & Flexible Housi											
6	<b>FSP Contract ID#</b>	1000021176											
7	<b>Budget Name</b>	Prop C - FHSP											
8		<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>		
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026
11		Actuals	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Actuals	Amendment	Actuals
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 11,000	\$ 23,625	\$ 54,000	\$ 52,767	\$ -	\$ 52,767	\$ -	\$ 75,200	\$ 75,200	\$ -	\$ 76,856	\$ 76,856
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 5,400	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,160	\$ 4,160
15	Office Supplies, Postage	\$ 2,400	\$ 8,100	\$ 5,760	\$ 5,760	\$ -	\$ 5,760	\$ -	\$ 7,760	\$ 7,760	\$ -	\$ 8,070	\$ 8,070
16	Building Maintenance Supplies and Repair	\$ -	\$ 8,100	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,040	\$ 1,040
17	Printing and Reproduction	\$ 6,000	\$ 4,050	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 520	\$ 520
19	Staff Training	\$ 10,000	\$ 9,788	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 6,540	\$ 6,540	\$ -	\$ 6,802	\$ 6,802
20	Staff Travel-Local & Out of Town)	\$ 7,168	\$ 27,000	\$ 9,600	\$ 9,600	\$ -	\$ 9,600	\$ -	\$ 11,772	\$ 11,772	\$ -	\$ 12,243	\$ 12,243
21	Rental of Equipment	\$ -	\$ 1,350	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,080	\$ 2,080
22	Start Up Expenses	\$ 5,000	\$ 13,500	\$ 10,700	\$ 10,700	\$ -	\$ 10,700	\$ -	\$ 16,350	\$ 16,350	\$ -	\$ 17,004	\$ 17,004
67													
68	TOTAL OPERATING EXPENSES	\$ 41,568	\$ 100,913	\$ 88,560	\$ 87,327	\$ -	\$ 87,327	\$ -	\$ 125,122	\$ 125,122	\$ -	\$ 128,775	\$ 128,775
69													
70	<u>Other Expenses (not subject to indirect cost %)</u>												
71	Direct Client Assistance	\$ 202,752	\$ 1,259,431	\$ 1,295,833	\$ 1,582,416	303894	\$ 1,886,310	\$ -	\$ 2,050,093	\$ 2,050,093	\$ -	\$ 2,151,929	\$ 2,151,929
72	Subsidy Admin Fee.	\$ 22,303	\$ 157,429	\$ 175,984	\$ 235,789	\$ -	\$ 235,789	\$ -	\$ 256,262	\$ 256,262	\$ -	\$ 237,549	\$ 237,549
73	Flexible Housing Subsidy Pool			\$ 483,251		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75	Adjustment to Actuals	\$ (298,673)	\$ (678,314)	\$ (275,992)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83													
84	TOTAL OTHER EXPENSES	\$ (73,618)	\$ 738,546	\$ 1,679,076	\$ 1,818,205	\$ -	\$ 2,122,099	\$ -	\$ 2,306,355	\$ 2,306,355	\$ -	\$ 2,389,478	\$ 2,389,478
85													
86	<u>Capital Expenses</u>												
87					\$ -			\$ -			\$ -		
94													
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96													
97	<b>HSH #3</b>												

	A	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE SERVICES			
2	OPERATING DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	FSP Contract ID#			
7	Budget Name			
8				
9	<b>All Years</b>			
10		2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026
11		Current/Actuals	Modification	New
12	<u>Operating Expenses</u>	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 141,392	\$ 152,056	\$ 293,448
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 13,400	\$ 8,160	\$ 21,560
15	Office Supplies, Postage	\$ 22,020	\$ 15,830	\$ 36,090
16	Building Maintenance Supplies and Repair	\$ 10,100	\$ 2,040	\$ 12,140
17	Printing and Reproduction	\$ 11,050	\$ 1,020	\$ 12,070
19	Staff Training	\$ 21,788	\$ 13,342	\$ 35,129
20	Staff Travel-(Local & Out of Town)	\$ 53,368	\$ 24,015	\$ 77,383
21	Rental of Equipment	\$ 5,350	\$ 4,080	\$ 9,430
22	Start Up Expenses	\$ 39,900	\$ 33,354	\$ 73,254
67				
68	TOTAL OPERATING EXPENSES	\$ 318,368	\$ 253,897	\$ 570,504
69				
70	<u>Other Expenses (not subject to indirect cost %)</u>			
71	Direct Client Assistance	\$ 4,340,432	\$ 4,202,022	\$ 8,846,348
72	Subsidy Admin Fee.	\$ 591,504	\$ 493,811	\$ 1,085,315
73	Flexible Housing Subsidy Pool	\$ 483,251	\$ -	\$ 483,251
75	Adjustment to Actuals	\$ (1,252,979)	\$ 0	\$ (1,252,979)
83				
84	TOTAL OTHER EXPENSES	\$ 4,162,208	\$ 4,695,833	\$ 9,161,935
85				
86	<u>Capital Expenses</u>			
87		\$ -	\$ -	\$ -
94				
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -
96				
97	HSH #3	Template last modified		9/1/2021

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start  
7/1/2023

Fiscal Term End  
6/30/2024

**Prop C - FHSP**      **FY23-24**      <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
<u>Salaries &amp; Benefits</u>	<u>FTE</u>	<u>Salary</u>			
Director of Housing & Services - SF	0.02	\$ 4,427	Direct support to program, to ramp up and build partnerships.	.2 X \$121,367 annualized-shared between EHV/FHSP	Kate Dettmer
Program Manager	0.80	\$ 81,027	program manager responsible for staff supervision, reporting, workflow, program operations. For Services Manager & Housing Manager	.8 X \$93,784 annualized- shared between EHV/FHSP	Julia Parmer (Services), Myron Jordan (Housing)
Lead Real Estate Specialist	0.25	\$ 24,825	real estate specialist brokering high level relationships with property management companies-- multiple unit acquisitions (prorated as not staffed up the full year)	.25 X \$99,300 annualized- shared between EHV/FHSP	TBD
Housing Specialist	2.00	\$ 150,462	Supporting smaller single/ double unit acquisition, move ins and landlord engagement.	2 X \$75,231 annualized- shared between EHV/FHSP	Mareo Newell, 1 TBD
Data/ Compliance Specialist	0.22	\$ 17,228	To support timely, accurate HMIS entry, and other required systems (WMAT/ salesforce),and to manage compliance functions.	1 X \$69,216 annualized- shared between EHV/FHSP	Melody Miranda, Matthew Rodriguez
Service Coordinators	3.00	\$ 225,693	Intake and service coordination staff: Active caseload at any point in time	3 X \$75,231 annualized- shared between EHV/ FHSP	Irene Conales- Wong,Cornelia Hall, Sofala Mayfield (all shared FHSP/EHV)
Administrative Coordinator	0.00	\$ -	Support administrative/ office tasks		TBD
Associate Director of Housing & Services	0.25	\$ 16,780	Supports coordination with the housing authority for faster voucher processing	.25 x 107,120 annualized and shared	TBD
<b>TOTAL</b>	<b>6.54</b>	<b>\$ 520,442</b>			
<u>Employee Fringe Benefits</u>		\$ 150,928	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 29% of total salaries.</u>		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 671,370</b>			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 52,767	Represents "rental" of shared "co-working" space, a rental of Abode office space.	\$4,397 X 12 months.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 4,000	Represents cell phones, phones plus utilities of an office space.	\$333/mo x 12 mo
Office Supplies, Postage	\$ 5,760	Office supplies to operate and provide oversight to programs.	\$100 X 12 months X FTE
Building Maintenance Supplies and Repair	\$ 1,000	Maintenance/ security/ cleaning costs for office space starting	\$1,000/ yr
Printing and Reproduction	\$ 500	Costs for making copies and mailing checks, etc.	\$500/yr
Staff Training	\$ 1,000	Training to support staff in evidence based practices and other core competencies.	1000 x FTE
Staff Travel-(Local & Out of Town)	\$ 9,600	Staff mileage to office, landlord sites, meeting with participants, etc.	\$150/mo X FTE
Rental of Equipment	\$ 2,000	Cost for rental of copy machine starting	\$150/mo
Start Up Expenses	\$ 10,700	Cost to secure necessary computers and equipment and office set up, and/or computers	\$2500 x FTE
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 87,327</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 113,604</b>	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Client Assistance	\$ 1,886,310	Eligible financial assistance for EHVI households needing housing location assistance by Abode Services (security deposits, moving, furniture, etc).	Average (but will vary greatly due to ramp up) of annually expenditure of \$30k/HH
Subsidy Admin Fee.	\$ 235,789	Cost to cut, process, account for and support subsidy administration.	Based on approximately admin rate of 12.5%, but admin cost calculated Yearly based on actual expenses.
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 2,122,099</b>		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>		

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	6/1/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	2/15/2021	6/30/2023	3				
6	Amended Term	2/15/2021	6/30/2025	5				
7	Provider Name	Abode Services						
8	Program	Rapid Rehousing & Flexible Housing Subsidy Pod						
9	FSP Contract ID#	1000021176						
10	Action (select)	Amendment						
11	Effective Date	7/1/2023						
12	Budget Name	Prop C - RRH						
13		Current	New					
14	Term Budget	\$ 2,647,126	\$ 2,647,126					
15	Contingency	\$ 115,360	\$ 1,159,795	0%				
16	Not-To-Exceed	\$ 9,900,000	\$ 17,918,683	Year 1	Year 2	Year 3	All Years	
17				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025	
18				Actuals	Actuals	Actuals	Actuals	
19	Expenditures							
20	Salaries & Benefits	\$ 116,810	\$ 1,043,862	\$ 999,426	\$ 2,160,097			
21	Operating Expense	\$ 41,568	\$ 180,200	\$ 89,514	\$ 311,282			
22	Subtotal	\$ 158,378	\$ 1,224,062	\$ 1,088,940	\$ 2,471,379			
23	Indirect Percentage	15.00%	15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ 23,757	\$ 183,609	\$ 163,341	\$ 370,707			
25	Other Expenses (Not subject to indirect %)	\$ (116,982)	\$ 61,082	\$ (139,060)	\$ (194,960)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 65,152	\$ 1,468,752	\$ 1,113,221	\$ 2,647,126			
29								
30	HSH Revenues (select)							
31	Prop C	\$ 679,650	\$ 1,359,300	\$ 3,105,497	\$ 5,144,447			
34	Adjustment to Actuals	\$ (614,497)	\$ (2,781,749)	\$ (1,992,275)	\$ (5,388,521)			
35	Prop C - One-time	\$ -	\$ 2,891,200	\$ -	\$ 2,891,200			
36		\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -			
39	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 65,153	\$ 1,468,751	\$ 1,113,222	\$ 2,647,126			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
42		\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -			
48								
49	Total HSH + Other Revenues	\$ 65,153	\$ 1,468,751	\$ 1,113,222	\$ 2,647,126			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			
52								
53	Prepared by	Lauryn Young						
54	Phone	510-657-7409						
55	Email	Lyoung@abodeservices.org						



	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	T	BV			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date	6/1/2024																		
4	Provider Name	Abode Services																		
5	Program	Rapid Rehousing & Flexible Housing Subsidy Pool																		
6	FSP Contract ID#	1000021176																		
7	Budget Name	Prop C - RRH																		
8		Year 1					Year 2					Year 3					All Years			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		2/15/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025			
10						Actuals					Actuals					Actuals	Actuals			
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary			
12	Director of Housing & Services - SF	\$ 110,000	1.00	7%	0.07	\$ 7,333	\$ 113,300	1.00	20%	0.20	\$ 22,660	\$ 116,699	1.00	0%	0.00	\$ -	\$ 29,993			
13	Associate Director of Housing & Services											\$ 103,000	1.00	25%	0.25	\$ 25,750	\$ 25,750			
14	Program Manager	\$ 85,000	1.00	22%	0.22	\$ 18,983	\$ 87,550	2.00	75%	1.50	\$ 131,325	\$ 90,177	2.00	78%	1.55	\$ 139,774	\$ 290,082			
15	Lead Real Estate Specialist	\$ 90,000	1.00	8%	0.08	\$ 7,500	\$ 92,700	1.00	30%	0.30	\$ 27,810	\$ 95,481	1.00	25%	0.25	\$ 23,870	\$ 59,180			
16	Housing Specialist	\$ 65,000	1.00	33%	0.33	\$ 21,667	\$ 66,950	3.00	100%	3.00	\$ 200,850	\$ 72,337	3.00	100%	3.00	\$ 217,012	\$ 439,529			
17	Data/ Compliance Specialist	\$ 60,000	1.00	22%	0.22	\$ 13,400	\$ 61,800	1.00	100%	1.00	\$ 61,800	\$ 66,554	1.00	10%	0.10	\$ 6,655	\$ 81,855			
18	Service Coordinators	\$ 65,000	1.00	33%	0.33	\$ 21,667	\$ 66,950	5.00	100%	5.00	\$ 334,750	\$ 72,337	5.00	100%	5.00	\$ 361,687	\$ 718,104			
19	Retention Service Coordinator (follow-up care)	\$ 65,000	0.00	0%	0.00	\$ -	\$ 65,000	0.00	0%	0.00	\$ -	\$ 65,000	0.00	0%	0.00	\$ -	\$ -			
20	Administrative Coordinator				0.00	\$ -	\$ 60,000	1.00	50%	0.50	\$ 30,000	\$ 61,800	0.00	0%	0.00	\$ -	\$ 30,000			
56		TOTAL SALARIES					\$ 90,550	TOTAL SALARIES					\$ 809,195	TOTAL SALARIES					\$ 774,749	\$ 1,674,494
57		TOTAL FTE		1.26			TOTAL FTE		11.50			TOTAL FTE		10.15						
58		FRINGE BENEFIT RATE		29.00%			FRINGE BENEFIT RATE		29.00%			FRINGE BENEFIT RATE		29.00%						
59		EMPLOYEE FRINGE BENEFITS		\$ 26,260			EMPLOYEE FRINGE BENEFITS		\$ 234,667			EMPLOYEE FRINGE BENEFITS		\$ 224,677		\$ 485,603				
60		TOTAL SALARIES & BENEFITS		\$ 116,810			TOTAL SALARIES & BENEFITS		\$ 1,043,862			TOTAL SALARIES & BENEFITS		\$ 999,426		\$ 2,160,097				
61																				

	A	B	E	H	AF
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>	6/1/2024			
4	<b>Provider Name</b>	Abode Services			
5	<b>Program</b>	Rapid Rehousing & Flexible Housing Subsidy Pool			
6	<b>F\$P Contract ID#</b>	1000021176			
7	<b>Budget Name</b>	Prop C - RRH			
8					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2023
11		<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>
12	<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>
13	Rental of Property	\$ 11,000	\$ 60,000	\$ 45,814	\$ 116,814
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 500	\$ 15,000	\$ 9,000	\$ 24,500
15	Office Supplies, Postage	\$ 2,400	\$ 10,800	\$ 7,200	\$ 20,400
16	Building Maintenance Supplies and Repair	\$ -	\$ 12,000	\$ 1,000	\$ 13,000
17	Printing and Reproduction	\$ 5,500	\$ 6,000	\$ 1,000	\$ 12,500
18	Insurance	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 10,000	\$ 3,800	\$ 1,500	\$ 15,300
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ 57,600	\$ 12,000	\$ 76,768
21	Rental of Equipment	\$ -	\$ -	\$ 1,000	\$ 1,000
22	Start Up Expenses	\$ 5,000	\$ 15,000	\$ 11,000	\$ 31,000
67					
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 41,568	\$ 180,200	\$ 89,514	\$ 311,282
69					
70	<b>Other Expenses (not subject to indirect cost %)</b>				
71	Direct Client Assistance & Landlord Incentives (Security L	\$ 448,212	\$ 3,073,180	\$ 1,647,302	\$ 5,168,694
72	Subsidy Admin Fees	\$ 49,303	\$ 384,148	\$ 205,913	\$ 639,364
73	Funds moved to new agreement			\$ (1,985,817)	\$ (1,985,817)
81	Adjustment to Actuals	\$ (614,497)	\$ (2,781,749)	\$ (6,458)	\$ (3,402,704)
82	Carryforward		\$ (614,497)		\$ (614,497)
83					
84	<b>TOTAL OTHER EXPENSES</b>	\$ (116,982)	\$ 61,082	\$ (139,060)	\$ (194,960)
85					
86	<b>Capital Expenses</b>				
87	Laptops/ Docking Stations/Monitors				\$ -
93					\$ -
94					
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
96					
97	<b>HSH #3</b>				

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	6/1/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	2/15/2021	6/30/2023	3				
6	Amended Term	2/15/2021	6/30/2025	5				
7	Provider Name	Abode Services						
8	Program	apid Rehousing & Flexible Housing Subsidy Pod						
9	FSP Contract ID#	1000021176						
10	Action (select)	Amendment						
11	Effective Date	7/1/2023						
12	Budget Name	Prop C - EHV						
13		Current	New					
14	Term Budget	\$ 512,969	\$ 512,969					
15	Contingency	\$ 115,360	\$ 1,159,795	0%				
16	Not-To-Exceed	\$ 9,900,000	\$ 17,918,683	Year 1	Year 2	Year 3	All Years	
17				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025	
18				Actuals	Actuals	Actuals	Actuals	
19	Expenditures							
20	Salaries & Benefits	\$ -	\$ 405,595	\$ 825,977	\$ 1,231,572			
21	Operating Expense	\$ -	\$ 66,728	\$ 93,200	\$ 159,928			
22	Subtotal	\$ -	\$ 472,323	\$ 919,177	\$ 1,391,500			
23	Indirect Percentage	0.00%	15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ 70,848	\$ 137,877	\$ 208,725			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ (429,419)	\$ (667,837)	\$ (1,097,256)			
26	Capital Expenditure	\$ -	\$ -	\$ 10,000	\$ 10,000			
28	<b>Total Expenditures</b>	\$ -	\$ 113,753	\$ 399,217	\$ 512,968			
29								
30	HSH Revenues (select)							
31	Prop C	\$ -	\$ 1,512,675	\$ 3,228,011	\$ 4,740,686			
34	Adjustment to Actuals	\$ -	\$ (1,398,922)	\$ (2,828,795)	\$ (4,227,717)			
35		\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -			
39	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSH Revenues</b>	\$ -	\$ 113,753	\$ 399,216	\$ 512,969			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
46		\$ -	\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -			
48								
49	<b>Total HSH + Other Revenues</b>	\$ -	\$ 113,753	\$ 399,216	\$ 512,969			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			
52								
53	Prepared by	Laurn Youngue						
54	Phone	510-657-7409						
55	Email	<a href="mailto:Lyoungue@abodeservices.org">Lyoungue@abodeservices.org</a>						

	A	F	I	J	K	L	O	P	Q	R	S	V	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>SALARY &amp; BENEFIT DETAIL</b>												
3	<b>Document Date</b>	6/1/2024											
4	<b>Provider Name</b>	Abode Services											
5	<b>Program</b>	Rapid Rehousing & Flexible Housing Subsidy Pool											
6	<b>FSP Contract ID#</b>	1000021176											
7	<b>Budget Name</b>	Prop C - EHV											
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>				<b>All Years</b>		
9	<b>POSITION TITLE</b>	2/15/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025
10		Actuals					Actuals					Actuals	Actuals
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Director of Housing & Services - SF	\$ 113,300	1.00	10%	0.06	\$ 6,609	\$ 116,699	1.00	0%	0.00	\$ -	\$ 6,609	
13	Associate Director of Housing & Services						\$ 103,000	1.00	20%	0.20	\$ 20,600	\$ 20,600	
14	Program Manager	\$ 87,550	2.00	50%	0.58	\$ 51,071	\$ 90,177	2.00	65%	1.30	\$ 117,230	\$ 168,301	
15	Lead Real Estate Specialist	\$ 92,700	1.00	20%	0.12	\$ 10,815	\$ 95,481	1.00	15%	0.15	\$ 14,322	\$ 25,137	
16	Housing Specialist	\$ 66,950	2.00	100%	1.17	\$ 78,108	\$ 72,337	2.00	100%	2.00	\$ 144,675	\$ 222,783	
17	Data/ Compliance Specialist	\$ 61,800	1.00	65%	0.38	\$ 23,433	\$ 66,554	2.00	95%	1.90	\$ 126,453	\$ 149,886	
18	Service Coordinators	\$ 66,950	3.00	83%	1.46	\$ 97,714	\$ 72,337	4.00	75%	3.00	\$ 217,012	\$ 314,726	
19	Administrative Coordinator	\$ 60,000	1.00	25%	0.15	\$ 8,750	\$ 61,800	1.00	0%	0.00	\$ -	\$ 8,750	
20	EHV Enrollment Specialist (Liaison w/ HA)	\$ 65,000	1.00	100%	0.58	\$ 37,917	\$ 66,950	1.00	0%	0.00	\$ -	\$ 37,917	
56		\$ -	<b>TOTAL SALARIES</b>				\$ 314,417	<b>TOTAL SALARIES</b>				\$ 640,292	\$ 954,709
57			<b>TOTAL FTE</b>		4.49		<b>TOTAL FTE</b>		8.55				
58		0.00%	<b>FRINGE BENEFIT RATE</b>			29.00%	<b>FRINGE BENEFIT RATE</b>			29.00%			
59		\$ -	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 91,178	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 185,685	\$ 276,863		
60		\$ -	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 405,595	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 825,977	\$ 1,231,572		
61													
62													

	A	D	G	J	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	FSP Contract ID#				
7	Budget Name				
8					
9		Year 1	Year 2	Year 3	All Years
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025
11		Actuals	Actuals	Actuals	Actuals
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property		\$ 11,375	\$ 50,000	\$ 61,375
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 2,600	\$ 4,000	\$ 6,600
15	Office Supplies, Postage		\$ 3,900	\$ 11,000	\$ 14,900
16	Building Maintenance Supplies and Repair		\$ 3,900	\$ 2,000	\$ 5,900
17	Printing and Reproduction		\$ 1,950	\$ 1,200	\$ 3,150
18	Insurance		\$ -	\$ 500	\$ 500
19	Staff Training		\$ 4,713	\$ 5,000	\$ 9,713
20	Staff Travel-(Local & Out of Town)		\$ 19,440	\$ 6,000	\$ 25,440
21	Rental of Equipment		\$ 1,350	\$ 1,000	\$ 2,350
22	Start Up Expenses		\$ 17,500	\$ 12,500	\$ 30,000
68	TOTAL OPERATING EXPENSES	\$ -	\$ 66,728	\$ 93,200	\$ 159,928
69					
70	Other Expenses (not subject to indirect cost %)				
71	Direct Client Assistance		\$ 861,780	\$ 1,960,958	\$ 2,822,738
72	Subsidy Admin Fee		\$ 107,723	\$ 200,000	
73	Fudning moved to new agreement			\$ (2,828,795)	
74	Carry Forward to FY 22-23		\$ (1,074,022)	\$ -	\$ (1,074,022)
82	Adjustment to Actuals		\$ (324,900)	\$ -	\$ (324,900)
83					
84	TOTAL OTHER EXPENSES	\$ -	\$ (429,419)	\$ (667,837)	\$ 1,423,816
85					
86	Capital Expenses				
87	Computers			\$ 10,000	\$ 10,000
94					
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 10,000	\$ 10,000
96					
97	HS# #3				9/1/2021

## Appendix C, Method of Payment

- I. **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 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 Appendix B, Budget(s) of the Agreement.
  
- II. **General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
  - A. **Timelines:** Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

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

- B. **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.

C. 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 up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

D. 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 significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. 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) or summarized;
  - 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)); and
  - 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.
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.

<b>Our City, Our Home (Prop C)</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
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, 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 Operating line items that exceed \$10,000.</p>



<b>Our City, Our Home (Prop C)</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
	Documentation may include, but is not limited to, 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 General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
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 may include 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 via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

**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 in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
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 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 invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of 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 EHV	01/01/23-06/30/25	\$1,342,464.00
Department of Homelessness and Supportive Housing	Adult RRH	01/01/23-06/30/25	\$3,837,300.00
Human Services Agency	CalWORKS Housing Locator, Housing Connector, and C	07/01/22-06/30/25	\$2,842,626.56
Department of Homelessness and Supportive Housing	City Gardens	12/01/22-06/30/26	\$2,618,415.88
Department of Homelessness and Supportive Housing	Problem Solving – Housing Location Assistance	12/01/20-06/30/26	\$9,900,000.00
Department of Homelessness and Supportive Housing	TAY – Emergency Housing Vouchers	03/01/22 – 06/30/24	\$1,152,677.00
Department of Homelessness and Supportive Housing	Verona Hotel	12/01/20 -06/30/25	\$1,694,066.42
Department of Homelessness and Supportive Housing	Problem Solving Fiscal Agent	8/1/22 – 6/30/25	\$9,900,000.00