

File No. 230869

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Homelessness and Behavioral Health Select Date: September 8, 2023

Board of Supervisors Meeting: _____ Date: _____

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- _____

Prepared by: Stephanie Cabrera

Date: August 31, 2023

Prepared by: _____

Date: _____

Prepared by: _____

Date: _____

1 [Grant Agreement Amendment - Homeless Prenatal Program - Homelessness Prevention
2 Assistance - Not to Exceed \$23,461,035]

3 **Resolution approving the third amendment to the grant agreement between the**
4 **Homeless Prenatal Program and the Department of Homelessness and Supportive**
5 **Housing (“HSH”) for homelessness prevention assistance; extending the grant term by**
6 **45 months for a total term of July 1, 2018, through June 30, 2027; increasing the**
7 **agreement amount by \$13,561,035 for a total amount not to exceed \$23,461,035; and**
8 **authorizing HSH to enter into any additions, amendments, or other modifications to the**
9 **agreement that do not materially increase the obligations or liabilities, or materially**
10 **decrease the benefits to the City.**

11
12 WHEREAS, The mission of the Department of Homelessness and Supportive Housing
13 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness
14 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the
15 provision of coordinated, compassionate, and high-quality services; and

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

18 WHEREAS, The City is committed to maintaining, expanding, and diversifying
19 homelessness prevention services to help people avoid housing crises; and

20 WHEREAS, The nonprofit provider Homeless Prenatal Program (“HPP”) has extensive
21 experience operating homelessness prevention programs; and

22 WHEREAS, In 2016, HSH inherited a grant agreement between HPP and the San
23 Francisco Human Services Agency to provide homelessness prevention services; and

24 WHEREAS, In 2018, HSH selected HPP through Request for Proposals #111 (“RFP
25 #111”) to continue to provide homelessness prevention services and entered into an

1 agreement (“Agreement”) for an amount not to exceed \$2,644,910 with a term of July 1, 2018,
2 through June 30, 2021, and a copy of RFP #111 and the Agreement are on file with the Clerk
3 of the Board of Supervisors in File No. 230869; and

4 WHEREAS, HSH executed a first amendment to the agreement in 2021 that extended
5 the Agreement term for HPP to continue providing these services by 24 months to June 30,
6 2023, and increased the not-to-exceed amount by \$7,255,090 for a total amount not to
7 exceed \$9,900,000, a copy of which is on file with the Clerk of the Board of Supervisors in File
8 No. 230869; and

9 WHEREAS, HPP served 280 households with financial assistance between July 1,
10 2022, to June 30, 2023; and

11 WHEREAS, HSH executed a no-cost second amendment to the Agreement in July
12 2023 that extended the Agreement term for HPP to continue to provide these services by
13 three months to September 30, 2023, a copy of which is on file with the Clerk of the Board of
14 Supervisors in File No. 230869; and

15 WHEREAS, The proposed third amendment (“Amendment”) to the Agreement would
16 extend the Agreement for HPP to continue to provide these services by 45 months to June 30,
17 2027, and increase the not to exceed amount by \$13,561,035 for a total amount not to exceed
18 \$23,461,035; and

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

24 WHEREAS, 62% of the funding for the future years of this Agreement comes from the
25 OCOH Fund; and

1 WHEREAS, A copy of the Amendment is on file with the Clerk of the Board of
2 Supervisors in File No. 230869, substantially in final form, with all material terms and
3 conditions included, and only remains to be executed by the parties upon approval of this
4 Resolution; and

5 WHEREAS, The Amendment requires Board of Supervisors approval under Section
6 9.118 of the Charter; now, therefore, be it

7 RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director
8 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of
9 July 1, 2018, through September 30, 2023, to July 1, 2018, through June 30, 2027, and to
10 increase the not to exceed amount by \$13,561,035 for a total amount not to exceed
11 \$23,461,035; and, be it

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

18 FURTHER RESOLVED, That within 30 days of the Amendment being executed by all
19 parties, HSH shall submit to the Clerk of the Board of Supervisors a completely executed copy
20 for inclusion in File No. 230869; this requirement and obligation resides with HSH, and is for
21 the purposes of having a complete file only, and in no manner affects the validity of the
22 approved agreement.

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Recommended:

 /s/

Shireen McSpadden
Executive Director
Department of Homelessness and Supportive Housing

Item 1 File 23-0869	Department: Homelessness and Supportive Housing (HSH)
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> • The proposed resolution would approve the third amendment to the grant between HSH and Homeless Prenatal Program, extending the term from September 2023 through June 2027 and increasing the not-to-exceed amount by \$13,561,035 for a total amount of \$23,461,035. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> • The Homeless Prenatal Program is a non-profit in San Francisco that provides services to low-income and homeless families. HSH entered into an agreement with Homeless Prenatal Program to provide homelessness prevention services under a request for proposals that was issued on April 11, 2018. • Under the contract, Homeless Prenatal Program provides financial assistance, problem solving conversations, and housing-focused case management to families who meet the program’s criteria and are at imminent risk of homelessness. The FY 2021-22 performance monitoring report for Homeless Prenatal Program indicates that the program met or exceeded all of its service and outcome objectives in FY 2021-22, and while FY 2022-23 performance monitoring is ongoing, HSH staff reported that the program continued to exceed the minimum number of clients served that fiscal year. • The homelessness prevention assistance to be provided by Homeless Prenatal Program is part of the SF Emergency Rental Assistance Program (SF ERAP), which HSH administers alongside the Mayor’s Office of Housing and Community Development. In FY 2023-24, HSH expects to serve 1,283 households and MOHCD expects to serve 4,000 households. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> • The annual spending in the proposed agreement is \$2,977,771. Costs are funded by a combination of the General Fund and Homelessness Gross Receipt Tax revenues. <p style="text-align: center;">Recommendation</p> <ul style="list-style-type: none"> • 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

Procurement Process

On April 11, 2018, the Department of Homelessness and Supportive Housing (HSH) issued Request for Proposal (RFP) #111 for homeless prevention programs and rapid rehousing programs. Five organizations submitted proposals for homelessness prevention programs, including Homeless Prenatal Program.¹ A panel of three² reviewed the proposals based on organizational capacity (25 points), programming (50 points), and budget and cost (25 points) and gave Homeless Prenatal Program an overall average score of 93.33 out of 100 possible points, the second highest score of the five proposals. All five proposers were awarded contracts.

Homeless Prenatal Program

The Homeless Prenatal Program is a non-profit in San Francisco that provides services to low-income and homeless families.

Original Agreement and Amendments

Following RFP #111, HSH entered into an agreement with Homeless Prenatal Program on July 1, 2018 with a term of July 1, 2018 – June 30, 2021 and a not-to-exceed amount of \$2,644,910. HSH executed the first amendment to the agreement to extend the term to June 30, 2023 and increase the not-to-exceed amount to \$9,900,000. HSH executed the second amendment to the agreement to extend the term to September 30, 2023. There was no change to the not-to-exceed amount in the second amendment. None of these agreements required Board of Supervisors approval because they were less than \$10 million and shorter than 10 years.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the third amendment to the grant between HSH and Homeless Prenatal Program, extending the term from September 2023 through June 2027 and increasing the not-to-exceed amount by \$13,561,035 for a total amount of \$23,461,035. The third amendment also includes an option for the City to renew the agreement for one additional

¹ The other four organizations were Catholic Charities, Compass Family Services, Eviction Defense Collaborative, and Hamilton Families.

² The three panelists included a Grants Manager at the Mayor's Office of Housing and Community Development, a Permanent Supportive Housing Manager at HSH, and a Department of Aging and Adult Services Manager at Human Services Agency.

year through June 2028, though any increase above \$500,000 to the proposed not to exceed amount would be subject to Board of Supervisors' approval.

Services

The scope of services to be provided by Homeless Prenatal Program includes financial assistance³ to families at imminent risk of homelessness, problem solving conversations, and housing focused case management. The scope also includes the use of a web-based Homelessness Prevention Platform to screen for households at high risk of homelessness. Homeless Prenatal Program is expected to serve at least 212 households annually through this grant, an increase from the minimum of 180 clients served under the current agreement.

Emergency Rental Assistance Program

The Homelessness Prevention Assistance to be provided by Homeless Prenatal Program is part of the SF Emergency Rental Assistance Program (SF ERAP), which HSH administers alongside the Mayor's Office of Housing and Community Development. To be eligible for SF ERAP assistance, households must have an income at or below 50 percent AMI; be at high risk of experiencing homelessness or housing instability; and have experienced a financial hardship in the last six months that resulted in unpaid rent or be unable to afford move-in costs to a unit they are planning to lease. The total number of households served by HSH under ERAP in FY 2022-23 was 1,440, and the total funds distributed by HSH under ERAP in FY 2022-23 was \$9,885,919.

Homeless Prenatal Program is one of seven total organizations that provides homelessness prevention services under ERAP.⁴ In FY 2023-24, HSH expects to serve 1,283 households and MOHCD expects to serve 4,000 households.

Performance Monitoring

The FY 2021-22 performance monitoring report for Homeless Prenatal Program indicates that the program met or exceeded all of its service and outcome objectives in FY 2021-22, which are listed below.

Service Objectives:

- Complete a vulnerability assessment with at least 230 households.
- Provide homelessness prevention assistance to at least 180 households.
- Administer all financial assistance within five business days from application date.
- Refer all non-eligible households to other type(s) of assistance.
- Refer and connect all households in need of mediation, legal services, and/or advocacy to relevant services.

³ Financial assistance includes payments for unpaid rent to prevent homelessness, move-in assistance, beds and home goods, and emergency funds for basic needs.

⁴ The HSH funded organizations are Catholic Charities, Compass Family Services, Eviction Defense Collaborative RADCo, Hamilton Families, Homeless Prenatal Program, Mission Neighborhood Centers, and Young Community Developers.

- Distribute all direct client assistance expenditures in accordance with HSH policies.

Outcome Objectives:

- At least 75 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homeless Response System six months after the assistance ended.

Additionally, Homeless Prenatal Program spent down all of its annual budget, and HSH noted in the performance report that they were the only homelessness prevention provider to do so in FY 2021-22.

While HSH found that overall, the Homeless Prenatal Program had high quality data, the performance report did include some areas for Homeless Prenatal Program to improve, including tracking staff participation in HSH trainings, improving Online Navigation and Entry (ONE) system client data accuracy, improving SF ERAP data accuracy, and adding a service-specific client feedback survey. Homeless Prenatal Program provided information to HSH on changes they implemented to address these needed improvements, and HSH determined these changes were satisfactory to close the FY 2021-22 program monitoring.

FY 2022-23 program monitoring is ongoing, however HSH provided summary data that indicates the Homeless Prenatal Program continued to exceed the minimum number of households served that fiscal year.

Fiscal Monitoring

There were no findings in the FY 2022-23 fiscal monitoring report for Homeless Prenatal Program.

FISCAL IMPACT

The annual spending in the proposed agreement is \$2,977,771 and would be broken down as shown in Exhibit 1 below.

Exhibit 1: FY 2023-24 Projected Grant Agreement Expenditures

Item	Amount
Salaries & Benefits	\$966,630
Operating Expenses	33,348
<i>Subtotal</i>	<i>999,978</i>
Indirect Percentage (15%)	149,997
Client Assistance	1,771,531
Cost Of Doing Business Increase	56,265
Total	\$2,977,771

Source: Proposed amendment and HSH

Actual and budgeted expenditures by year are shown below in Exhibit 2.

Exhibit 2: Actual and Budgeted Expenditures

Year	Amount
FY 2018-19 (Actual)	\$801,488
FY 2019-20 (Actual)	825,533
FY 2020-21 (Actual)	850,399
FY 2021-22 (Actual)	2,875,808
<i>Subtotal, Actuals</i>	<i>5,353,228</i>
FY 2022-23 (Budgeted)	3,814,506
FY 2023-24 (Proposed)	2,977,771
FY 2024-25 (Proposed)	2,977,771
FY 2025-26 (Proposed)	2,977,771
FY 2026-27 (Proposed)	2,977,771
<i>Subtotal, Projected</i>	<i>15,725,590</i>
Contingency (20%)	2,382,217
Total	\$23,461,035

Source: Proposed amendment

Budgeted expenditures for client assistance are \$840,000 higher in FY 2022-23 than in the extension years because the Homeless Prenatal Program provided financial assistance to 280 households but was budgeted to serve 180 that year. The proposed resolution's not to exceed amount included a 20 percent contingency on proposed expenditures that could be used to fund higher levels of service in the extension period.

Funding Source

The proposed extension is funded by combination of Proposition C Homelessness Gross Receipts Tax (\$7.6 million) and the General Fund (\$3.6 million).

RECOMMENDATION

Approve the proposed resolution.



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 . www.sfethics.org

Received On:

File #: 230869

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

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

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

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

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Bryn Miller	9784602875
FULL DEPARTMENT NAME	DEPARTMENT CONTACT EMAIL
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org

5. CONTRACTOR	
NAME OF CONTRACTOR Homeless Prenatal Program	TELEPHONE NUMBER (415) 546-6756
STREET ADDRESS (including City, State and Zip Code) 2500 18th St. San Francisco, CA 94110	EMAIL

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 230869
DESCRIPTION OF AMOUNT OF CONTRACT \$23,461,035		
NATURE OF THE CONTRACT (Please describe) <p>The third amendment to the grant agreement between the Homeless Prenatal Program and the Department of Homelessness and Supportive Housing ("HSH") for homelessness prevention assistance, which extends the grant term by 45 months for a total term of July 1, 2018, through June 30, 2027 and increases the agreement amount by \$13,561,035 for a total amount not to exceed \$23,461,035.</p>		

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	Chang	Tina	Board of Directors
2	McGinnis	Kelly	Board of Directors
3	Reuter	Emily	Board of Directors
4	Mohanty	Sunita	Board of Directors
5	Francesconi	Gary	Board of Directors
6	Landa	Dara	Board of Directors
7	Philips	Psyche	Board of Directors
8	Vidarthi	Arpana	Board of Directors
9	Eskridge	Shellena	CEO
10	Ashwort	Beverly	CFO
11	Hatch	Kristin	Other Principal Officer
12	Milton	Lilli	Other Principal Officer
13	Nedelko	Yelena	Other Principal Officer
14	Ryan	Martha	Other Principal Officer
15	Springer	Laura	COO
16	Steptoe	Monica	Other Principal Officer
17	Stoltzfus	Rachel	Other Principal Officer
18	woldemariam	Eden	Other Principal Officer
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
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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
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<input type="checkbox"/>	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>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</p> <p>BOS Clerk of the Board</p>	<p>DATE SIGNED</p>
---	---------------------------

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

**THIRD AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
HOMELESS PRENATAL PROGRAM**

THIS AMENDMENT of the **July 1, 2018** Grant Agreement (the "Agreement") is dated as of **October 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **HOMELESS PRENATAL PROGRAM** ("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, the Agreement was competitively procured as required through Request for Proposal (RFP) #111, issued April 11, 2018, and this modification is consistent therewith; and

WHEREAS, the City's Board of Supervisors approved this Third Amendment Agreement under San Francisco Charter Section 9.118 by Resolution <insert Resolution number> on <Month Date, Year> to extend the grant term by three years and nine months and increase the grant amount by up to \$13,202,922; 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 July 1, 2018 between Grantee and City; and **First Amendment**, dated July 1, 2021, and **Second 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 **July 1, 2018** and expire on **September 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.
- (b) The City has options to renew the Agreement for up to four additional years and nine months. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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 **July 1, 2018** and expire on **June 30, 2027**, 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.
- (b) The City has options to renew the Agreement for up to one additional year. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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 (\$9,900,000)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eighty Nine Thousand Nine**

Hundred Thirty Dollars (\$89,930) 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.

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 **Twenty Three Million Four Hundred Sixty One Thousand Thirty Five Dollars (\$23,461,035)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Three Hundred Eighty Two Thousand Two Hundred Seventeen Dollars (\$2,382,217)** 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 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 (October 1, 2023)
Appendix B, Budget (October 1, 2023)
Appendix C, Method of Payment (July 1, 2023)

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

- 2.4 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated October 1, 2023), for the period of October 1, 2023 to June 30, 2027.

- 2.1 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated October 1, 2023), for the period of July 1, 2018 to June 30, 2027.

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**

HOMELESS PRENATAL PROGRAM

By: _____
Shireen McSpadden
Executive Director

By: _____
Shellena Eskridge
Executive Director
City Supplier Number: 45703

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Homeless Prenatal Program
Homelessness Prevention Assistance
October 1, 2023 to June 30, 2027**

I. Purpose of Grant

The purpose of the grant is to provide targeted Homelessness Prevention Assistance to the served population. The goal of this intervention is to ensure that the Homelessness Response System (HRS) can identify and assist these households and provide services to prevent or quickly end their homelessness.

II. Served Population

Grantee shall serve households who are at the highest risk of becoming homeless, as defined by HSH’s vulnerability assessment questionnaire.¹

Grantee shall serve households who are experiencing homelessness, as defined by the San Francisco Department of Homelessness and Supportive Housing (HSH) definitions.²

III. Referral and Prioritization

Households may self-refer for targeted Homelessness Prevention Assistance. Households may also be referred by HSH Coordinated Entry Access Points.

Grantee shall determine eligibility for all Homelessness Prevention Assistance services by verifying that the household meets the criteria for services. Grantee shall utilize HSH-provided vulnerability assessment questionnaire to assess households seeking services for those most likely to enter the HRS.

Participation in targeted Homelessness Prevention Assistance services is voluntary. Households may elect to end services at any point in the process.

IV. Description of Services

Grantee shall provide services to the total number of households as described in Appendix B, Budget (“Number Served” tab). Grantee shall provide the following services:

A. Problem Solving Conversation:

Grantee shall offer a Problem Solving conversation before assistance is provided. The foundation of Problem Solving is a creative and exploratory conversation focused on helping households explore and identify safe housing options available outside of the HRS. This strength-based intervention identifies creative solutions to prevent or quickly resolve homelessness, including exploring the household’s strengths and

¹ HSH’s vulnerability assessment questionnaire prioritizes households who are at the highest risk of becoming homeless by identifying vulnerability factors that are tied to homelessness based on available best practices and research. The vulnerability assessment questionnaire is embedded in the “Homelessness Prevention Platform”.

² See the San Francisco Homelessness Response System Homeless Populations document for definitions: <https://hsh.sfgov.org/wp-content/uploads/2020/05/HSH-Definitions-Populations-San-Francisco-Connection-and-Homeless-Status.pdf>

support network. Problem Solving can offer a range of flexible, financial, and non-financial assistance to support a housing resolution.

B. Homelessness Prevention Platform (HPP):

Grantee shall utilize the HPP, a web-based end-to-end platform, to screen and identify households at high risk of homelessness and to deliver services. HPP includes a multi-lingual online application and extensive back-office capabilities, including an embedded household vulnerability assessment questionnaire, inter-provider communication/client coordination tool, performance reporting, and programmatic and financial workflow controls.

C. Flexible Financial Assistance:

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate flexible financial assistance. Grantee shall issue flexible financial assistance to eligible households in accordance to the guidelines and procedures delineated in the HSH Homelessness Prevention Guide.

1. Grantee shall issue flexible financial assistance in line with the following listed in the Guide:
 - a. Allowable expenditure categories
 - b. Allowable payment types
 - c. Allowable limits/frequency
 - d. Allowable and required documentation
2. Grantee shall issue flexible financial assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.

C. Housing-Focused Case Management:

Grantee shall arrange, coordinate, monitor and/or deliver any services that will ensure housing stability and prevent entry into homelessness. Participation in case management is not a requirement to receive flexible financial assistance. Receipt of, or eligibility for, flexible financial assistance is not a prerequisite to receiving housing focused case-management services. Housing-focused case management services include but are not limited to:

1. Developing and implementing a Housing Stability Plan in collaboration with the household. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Budgeting and money management assistance and/or connection to related services that support housing stabilization; and
3. Referrals and linkages to community resources like legal services, mediation, public benefits, behavioral health services, health care, domestic violence advocacy/support, substance use treatment, and/or others, as appropriate.

V. Location and Time of Services

Grantee shall provide services at 2500 18th Street, San Francisco, CA, Monday through Friday from 9:00 a.m. to 5:00 p.m., with the exception of holidays. Services may be provided at additional times and locations, as needed.

VI. Service Requirements

- A. 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 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>.
- B. 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.
- C. 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.
- D. 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 HSH meetings, as requested; and
 3. Attendance of trainings, as requested.
- E. 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.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and

emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

G. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, 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 Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards¹.
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 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.

H. Record Keeping, Documentation, and Files:

1. Grantee shall maintain all eligibility documentation in the ONE System and maintain hard copy files with eligibility, including, but not limited to, homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

I. Homelessness Prevention Platform: Grantee shall enter into a “User Participation, Data Sharing and Confidentiality Agreement” with Bay Area Community Services

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

(BACS) for access to the “Homelessness Prevention Platform” (HPP) and must remain in compliance with BACS Agreement terms in order to have continued access and use of the HPP.

- J. Vulnerability Assessment: Grantee shall use HSH’s vulnerability assessment questionnaire to determine eligibility and assess households seeking targeted Homelessness Prevention Assistance services. The vulnerability assessment questionnaire is subject to ongoing system analysis that will be used to evaluate outcomes and guide necessary changes in assessment criteria.
- K. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the ongoing development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional strategy to homelessness prevention and includes a focus on best practices and evidence-based programming.
- 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 annual service objectives during the term of this grant. All service objectives shall be calculated at a household. All service objectives will be monitored by gathering ONE system data, data in other web-based portals and platforms, and/or by sampling participant files during annual program monitoring visits:

- A. Grantee shall have an initial Problem Solving conversation with 100 percent of households seeking services.
- B. Grantee shall complete a vulnerability assessment with a minimum of 282 households.
- C. Grantee shall provide targeted Homelessness Prevention Assistance to a minimum of 212 households.
- D. Grantee shall refer 100 percent of households not eligible for targeted Homelessness Prevention Assistance to an Access Point or other type of financial or housing assistance, as appropriate.

- E. Grantee shall refer and connect 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
- F. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.
- G. Grantee shall provide Housing Focused Case Management to 100 percent of eligible and interested households.
- H. Grantee shall complete a Housing Stability plan, including a basic household budget, for 100 percent of households receiving Housing Focused Case Management services.

VIII. Outcome Objectives

Grantee shall achieve the following annual outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level. All outcome objectives will be monitored by gathering ONE system data, data in other web-based portals, and/or by sampling participant files during annual program monitoring visits:

- A. 65 percent of households remain stably housed from program enrollment to program exit;
- B. 75 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 6 months after assistance ends;
- C. 60 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 12 months after assistance ends;
- D. At least 30 percent of households who received Housing Focused Case Management will increase their monthly income (earned and/or unearned income) from program enrollment to program exit; and
- E. At least 65 percent of households who received Housing Focused Case Management will have a successful connection to one or more community resources like legal services, mediation, public benefits, and/or behavioral health services from program enrollment to program exit.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, including but not limited to the ONE system and CARBON.

- B. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- C. 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.
- D. 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.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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, at any time, such as, but not limited to, review of the following, served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel 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 and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency

Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	K	N	Q	T	U	V	X	Y	AA	AB	AD	AE	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				Page 1 of 11
2	APPENDIX B, BUDGET																				
3	Document Date	7/10/2023																			
4	Contract Term	Begin Date	End Date	Duration (Years)																	
5	Current Term	7/1/2018	6/30/2023	5																	
6	Amended Term	7/1/2018	6/30/2027	9																	
7	Provider Name	Homeless Prenatal Program																			
8	Program	Homelessness Prevention																			
9	FSP Contract ID#	1000012859																			
10	Action (select)	Amendment																			
11	Effective Date	10/1/2023																			
12	Budget Names	General Fund - Homelessness Prevention, Prop C - Homelessness Prevention, One-Time - Prop C - Bonus Pay																			
13		Current	New																		
14	Term Budget	\$ 9,898,111	\$ 21,078,818																		
15	Contingency	\$ 1,889	\$ 2,382,217	20%																	
16	Not-To-Exceed	\$ 9,900,000	\$ 23,461,035																		
17		Year 1	Year 2	Year 3	Year 4	Year 5	EXTENSION YEAR		EXTENSION YEAR		EXTENSION YEAR		EXTENSION YEAR		All Years						
18		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027				
19	Expenditures	Current	Current	Current	Current	Current	Current	Amendment	New	Amendment	New	Amendment	New	Amendment	New	Current	Amendment	New			
20	Salaries & Benefits	\$ 322,461	\$ 352,076	\$ 381,550	\$ 889,695	\$ 966,630	\$ 238,334	\$ 724,974	\$ 966,630	\$ 966,630	\$ 966,630	\$ 966,630	\$ 966,630	\$ 966,630	\$ 966,630	\$ 3,150,746	\$ 3,624,864	\$ 6,778,932			
21	Operating Expense	\$ 28,770	\$ 24,370	\$ 1,201	\$ 45,344	\$ 33,348	\$ 8,337	\$ 25,011	\$ 33,348	\$ 33,348	\$ 33,348	\$ 33,348	\$ 33,348	\$ 33,348	\$ 33,348	\$ 141,370	\$ 125,055	\$ 266,425			
22	Subtotal	\$ 351,231	\$ 376,446	\$ 382,751	\$ 935,039	\$ 999,978	\$ 246,671	\$ 749,985	\$ 999,978	\$ 999,978	\$ 999,978	\$ 999,978	\$ 999,978	\$ 999,978	\$ 999,978	\$ 3,292,116	\$ 3,749,919	\$ 7,045,357			
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%		15%		15.00%		15.00%		15.00%		15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ 52,685	\$ 58,467	\$ 57,413	\$ 140,256	\$ 149,997	\$ 37,001	\$ 112,498	\$ 149,997	\$ 149,997	\$ 149,997	\$ 149,997	\$ 149,997	\$ 149,997	\$ 149,997	\$ 495,817	\$ 562,488	\$ 1,058,803			
25	Other Expenses (Not subject to indirect %)	\$ 396,972	\$ 390,020	\$ 410,235	\$ 1,800,514	\$ 2,664,531	\$ 446,704	\$ 1,381,092	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 6,108,976	\$ 6,864,480	\$ 12,973,456			
26	Capital Expenditure	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
28	Total Expenditures	\$ 801,488	\$ 825,533	\$ 850,399	\$ 2,875,808	\$ 3,814,506	\$ 730,375	\$ 2,243,575	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,770	\$ 9,898,109	\$ 11,176,887	\$ 21,078,816			
29																					
30	HSH Revenues* (select)																				
31	General Fund - Ongoing	\$ 801,488	\$ 825,533	\$ 850,299	\$ 875,808	\$ 910,840	\$ 224,460	\$ 729,645	\$ 954,105	\$ 954,105	\$ 954,105	\$ 954,105	\$ 954,105	\$ 954,105	\$ 954,105	\$ 4,488,428	\$ 3,591,960	\$ 8,080,388			
35	Prop C - Ongoing	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,023,666	\$ 505,917	\$ 1,517,749	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 4,529,583	\$ 7,588,747	\$ 12,118,330			
37	Prop C - One Time	\$ -	\$ -	\$ -	\$ -	\$ 880,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880,000	\$ -	\$ 880,000			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 801,488	\$ 825,533	\$ 850,399	\$ 2,875,808	\$ 3,814,506	\$ 730,377	\$ 2,247,394	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 9,898,111	\$ 11,180,707	\$ 21,078,818			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)								11.47		11.47		11.47		11.47		11.47				
53																					
54	Prepared by	Beverly Ashworth																			
55	Phone	415-546-6756 ext. 328																			
56	Email	beverlyashworth@homelessprenatal.org																			
57		*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.																			
58	Template last modified	9/1/2021																			

	A	B	C	D	E	H	K	N	Q	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						Page 2 of 11	
2	APPENDIX B, BUDGET																							
3	Document Date	10/1/2023																						
4	Contract Term	Begin Date	End Date	Duration (Years)																				
5	Current Term	7/1/2018	9/30/2023	6																				
6	Amended Term	7/1/2018	6/30/2027	9																				
7	Provider Name	Homeless Prenatal Program																						
8	Program	Homelessness Prevention																						
9	FSP Contract ID#	1000012859																						
10	Action (select)	Amendment																						
11	Effective Date	10/1/2023																						
12	Budget Name	General Fund - Homelessness Prevention																						
13		Current	New																					
14	Term Budget	\$ 4,488,428	\$ 8,080,388																					
15	Contingency	\$ 1,889	\$ 2,382,217																					
16	Not-To-Exceed	\$ 9,900,000	\$ 23,461,035																					
17		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR			All Years					
18		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 9/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027			
19		Current	Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	
20	Expenditures																							
20	Salaries & Benefits	\$ 322,461	\$ 352,076	\$ 381,550	\$ 370,019	\$ 428,929	\$ 103,910	\$ 321,696.05	\$ 428,928.53	\$ -	\$ 428,929	\$ 428,929	\$ -	\$ 428,929	\$ 428,929	\$ -	\$ 428,928	\$ 428,928	\$ 1,958,945	\$ 1,608,481	\$ 3,570,748			
21	Operating Expense	\$ 28,770	\$ 24,370	\$ 1,201	\$ 20,800	\$ 4,548	\$ 1,137	\$ 3,411.00	\$ 4,548.00	\$ -	\$ 4,548	\$ 4,548	\$ -	\$ 4,548	\$ 4,548	\$ -	\$ 4,548	\$ 4,548	\$ 80,826	\$ 17,055	\$ 97,881			
22	Subtotal	\$ 351,231	\$ 376,446	\$ 382,751	\$ 390,819	\$ 433,477	\$ 105,047	\$ 325,107.05	\$ 433,476.53	\$ -	\$ 433,477	\$ 433,477	\$ -	\$ 433,477	\$ 433,477	\$ -	\$ 433,476	\$ 433,476	\$ 2,039,771	\$ 1,625,536	\$ 3,668,629			
23	Indirect Percentage	15.00%	15.53%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	0.00%	15.00%	15.00%	0.00%	15.00%	15.00%	0.00%	15.00%	15.00%	15.00%	15.00%	15.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ 52,685	\$ 58,467	\$ 57,413	\$ 58,623	\$ 65,021	\$ 15,757	\$ 48,766	\$ 65,021	\$ -	\$ 65,021	\$ 65,021	\$ -	\$ 65,021	\$ 65,021	\$ -	\$ 65,021	\$ 65,021	\$ 307,965	\$ 243,830	\$ 552,294			
25	Other Expenses (Not subject to indirect %)	\$ 396,972	\$ 390,020	\$ 410,135	\$ 426,367	\$ 412,342	\$ 103,656	\$ 351,951	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ 2,139,492	\$ 1,718,772	\$ 3,858,264			
26	Capital Expenditure	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200		
28	Total Expenditures	\$ 801,488	\$ 825,533	\$ 850,299	\$ 875,808	\$ 910,840	\$ 224,460.40	\$ 725,824	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ -	\$ 954,104	\$ 954,104	\$ 4,488,428	\$ 3,588,139	\$ 8,080,388			
30	HSH Revenues (select)																							
31	General Fund - Ongoing	\$ 801,488	\$ 825,533	\$ 850,299	\$ 875,808	\$ 910,840	\$ 224,460	\$ 729,645	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ 4,488,428	\$ 3,591,960	\$ 8,080,388			
38																								
39																								
40	Total HSH Revenues	\$ 801,488.00	\$ 825,533.00	\$ 850,299.00	\$ 875,808.00	\$ 910,840.00	\$ 224,460.00	\$ 729,645	\$ 954,105	\$ -	\$ 954,105.00	\$ 954,105	\$ -	\$ 954,105.00	\$ 954,105	\$ -	\$ 954,105.00	\$ 954,105	\$ 4,488,428.00	\$ 3,591,960.00	\$ 8,080,388.00			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
52																								
57	Template last modified	9/1/2021																						

	A	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date											
4	Provider Name											
5	Program											
6	FSP Contract ID#											
7	Budget Name											
8							EXTENSION YEAR					
	Year 6						Year 7					
9	POSITION TITLE	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		7/1/2024 - 6/30/2025
10					Current	Amendment	New					Current
11			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
12	Housing Associate	1.00	59.31%	59%	\$ 8,750	\$ 26,250	\$ 35,000	\$ 59,008.00	1.00	59%	0.59	
13	Housing Associate	1.00	59%	59%	\$ 8,750	\$ 26,250	\$ 35,000	\$ 59,008.00	1.00	59%	0.59	
14	Housing Associate	1.00	59%	59%	\$ 8,750	\$ 26,250	\$ 35,000	\$ 59,008.00	1.00	59%	0.59	
15	Housing Associate	1.00	59%	59%	\$ 8,750	\$ 26,250	\$ 35,000	\$ 59,008.00	1.00	59%	0.59	
16	Client Services Case Manager	1.00	100%	100%	\$ 14,752	\$ 44,256	\$ 59,008	\$ 59,008.00	1.00	100%	1.00	
17	Client Services Case Manager					\$ -	\$ -	\$ -				
18	Housing Services Program Director	1.00	65%	65%	\$ 13,297	\$ 39,890	\$ 53,187	\$ 81,660.00	1.00	65%	0.65	
19	Director of Housing and Partnerships	1.00	13%	13%	\$ 4,826	\$ 14,479	\$ 19,305	\$ 143,813.00	1.00	13%	0.13	
20	Housing Services Team Lead	1.00	35%	35%	\$ 5,425	\$ 16,275	\$ 21,700	\$ 62,000.00	1.00	35%	0.35	
21	Evaluation & Implementation Manager	1.00	10%	10%	\$ 2,380	\$ 7,140	\$ 9,520	\$ 95,200.00	1.00	10%	0.10	
22	Housing Intern (No fringe for this position)					\$ -	\$ -	\$ -				
23	Housing Services Assistant Program Manager					\$ -	\$ -	\$ -				
24	Deputy Director	1.00	9%	9%	\$ 4,195	\$ 12,584	\$ 16,779	\$ 186,437.00	1.00	9%	0.09	
25	Client Services Program Asst Director	1.00	30%	30%	\$ 5,298	\$ 15,893	\$ 21,191	\$ 70,635.00	1.00	30%	0.30	
55	TOTAL SALARIES				\$ 85,172	\$ 255,517.12	\$ 340,689.50	TOTAL SALARIES				\$ -
56	TOTAL FTE		5.00		TOTAL FTE		5.00					
57	FRINGE BENEFIT RATE			22.00%	25.90%	25.90%	FRINGE BENEFIT RATE					
58	EMPLOYEE FRINGE BENEFITS				\$ 18,738	\$ 66,178.93	\$ 88,239.03	EMPLOYEE FRINGE BENEFITS				\$ -
59	TOTAL SALARIES & BENEFITS				\$ 103,910	\$ 321,696	\$ 428,928.53	TOTAL SALARIES & BENEFITS				\$ -
60												
61												

	A	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date											
4	Provider Name											
5	Program											
6	FSP Contract ID#											
7	Budget Name											
8	EXTENSION YEAR											
9	POSITION TITLE	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	7/1/2025 - 6/30/2026	Agency Total
10		Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current	Amendment	New		
11		Change	Budgeted Salary					Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	
12	Housing Associate	\$ 35,000	\$ 35,000	\$ 59,008	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 59,008	
13	Housing Associate	\$ 35,000	\$ 35,000	\$ 59,008	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 59,008	
14	Housing Associate	\$ 35,000	\$ 35,000	\$ 59,008	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 59,008	
15	Housing Associate	\$ 35,000	\$ 35,000	\$ 59,008	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 59,008	
16	Client Services Case Manager	\$ 59,008	\$ 59,008	\$ 59,008	1.00	100%	1.00		\$ 59,008	\$ 59,008	\$ 59,008	
17	Client Services Case Manager	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	
18	Housing Services Program Director	\$ 53,187	\$ 53,187	\$ 81,660	1.00	65%	0.65		\$ 53,187	\$ 53,187	\$ 81,660	
19	Director of Housing and Partnerships	\$ 19,305	\$ 19,305	\$ 143,813	1.00	13%	0.13		\$ 19,305	\$ 19,305	\$ 143,813	
20	Housing Services Team Lead	\$ 21,700	\$ 21,700	\$ 62,000	1.00	35%	0.35		\$ 21,700	\$ 21,700	\$ 62,000	
21	Evaluation & Implementation Manager	\$ 9,520	\$ 9,520	\$ 95,200	1.00	10%	0.10		\$ 9,520	\$ 9,520	\$ 95,200	
22	Housing Intern (No fringe for this position)	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	
23	Housing Services Assistant Program Manager	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	
24	Deputy Director	\$ 16,779	\$ 16,779	\$ 186,437	1.00	9%	0.09		\$ 16,779	\$ 16,779	\$ 186,437	
25	Client Services Program Asst Director	\$ 21,191	\$ 21,191	\$ 70,635	1.00	30%	0.30		\$ 21,191	\$ 21,191	\$ 70,635	
55		\$ 340,690	\$ 340,690	TOTAL SALARIES				\$ -	\$ 340,690	\$ 340,690		
56				TOTAL FTE			5.00					
57		25.90%	25.90%	FRINGE BENEFIT RATE				25.90%	25.90%			
58		\$ 88,239	\$ 88,239	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 88,239	\$ 88,239		
59		\$ 428,929	\$ 428,929	TOTAL SALARIES & BENEFITS				\$ -	\$ 428,929	\$ 428,929		
60												
61												

	A	BG	BH	BI	BJ	BK	BL	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 3 of 11		Page 3 of 11
2	SALARY & BENEFIT DETAIL									
3	Document Date									
4	Provider Name									
5	Program									
6	FSP Contract ID#									
7	Budget Name									
8	EXTENSION YEAR									
9	POSITION TITLE	Year 9					All Years			
10		Totals	For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 9/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027
11					Current	Amendment	New	Current	Modification	New
12	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
13	Housing Associate	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 243,062	\$ 131,250	\$ 374,312
14	Housing Associate	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 168,983	\$ 131,250	\$ 300,233
15	Housing Associate	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 144,964	\$ 131,250	\$ 276,214
16	Housing Associate	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 70,273	\$ 131,250	\$ 201,523
17	Client Services Case Manager	1.00	100%	1.00		\$ 59,008	\$ 59,008	\$ 261,827	\$ 221,280	\$ 483,107
18	Client Services Case Manager					\$ -	\$ -	\$ 146,000	\$ -	\$ 146,000
19	Housing Services Program Director	1.00	65%	0.65		\$ 53,187	\$ 53,187	\$ 264,639	\$ 199,451	\$ 464,090
20	Director of Housing and Partnerships	1.00	13%	0.13		\$ 19,305	\$ 19,305	\$ 90,714	\$ 72,394	\$ 163,108
21	Housing Services Team Lead	1.00	35%	0.35		\$ 21,700	\$ 21,700	\$ 37,425	\$ 81,375	\$ 118,800
22	Evaluation & Implementation Manager	1.00	10%	0.10		\$ 9,520	\$ 9,520	\$ 42,886	\$ 35,700	\$ 78,586
23	Housing Intern (No fringe for this position)					\$ -	\$ -	\$ 27,400	\$ -	\$ 27,400
24	Housing Services Assistant Program Manager					\$ -	\$ -	\$ 4,785	\$ -	\$ 4,785
25	Deputy Director	1.00	9%	0.09		\$ 16,779	\$ 16,779	\$ 33,591	\$ 62,921	\$ 96,513
26	Client Services Program Asst Director	1.00	30%	0.30		\$ 21,191	\$ 21,191	\$ 26,488	\$ 79,464	\$ 105,953
27	TOTAL SALARIES				\$ -	\$ 340,690	\$ 340,690	\$ 1,563,037	\$ 1,277,586	\$ 2,840,622
28	TOTAL FTE		5.00							
29	FRINGE BENEFIT RATE				25.90%	25.90%				
30	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 88,239	\$ 88,239	\$ 395,908	\$ 330,896	\$ 730,126
31	TOTAL SALARIES & BENEFITS				\$ -	\$ 428,928	\$ 428,928	\$ 1,958,945	\$ 1,608,481	\$ 3,570,748
32										
33										

	A	B	E	H	K	N	D	R	S	T	U	V	W	X	Y	Z	AA	AB	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				Page 4 of 11
2	OPERATING DETAIL																				
3	Document Date	10/1/2023																			
4	Provider Name	Homeless Prenatal Program																			
5	Program	Homelessness Prevention																			
6	FSP Contract ID#	1000012859																			
7	Budget Name	General Fund - Homelessness Prevention																			
8																					
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			Year 7			Year 8			Year 9			All Years		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2024 - 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	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 9/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027	
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities (Elec. Water, Gas, Phone, Scavenger)	\$ 7,062	\$ 7,062					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,124	\$ -	\$ 14,124	
15	Office Supplies, Postage	\$ 1,622	\$ 1,622					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,244	\$ -	\$ 3,244	
16	Building Maintenance Supplies and Repair	\$ 6,027	\$ 6,027					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,054	\$ -	\$ 12,054	
17	Printing and Reproduction	\$ 1,045	\$ 1,045					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,090	\$ -	\$ 2,090	
18	Insurance	\$ 3,060	\$ 2,560					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,620	\$ -	\$ 5,620	
19	Staff Training	\$ 5,213	\$ 2,713	\$ 1,201	\$ 3,000	\$ 4,000	\$ 1,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 17,127	\$ 15,000	\$ 32,127	
20	Staff Travel (Local & Out of Town)	\$ 1,836	\$ 1,036		\$ 1,000	\$ 548	\$ 137	\$ 411	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 4,557	\$ 2,055	\$ 6,612	
21	Rental of Equipment	\$ 2,905	\$ 2,305					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,210	\$ -	\$ 5,210	
42	Consultants							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Menonrite Intern				\$ 16,800			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,800	\$ -	\$ 16,800	
54	Subcontractors (First \$25k Only)							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66	TOTAL OPERATING EXPENSES	\$ 28,770	\$ 24,370	\$ 1,201	\$ 20,800	\$ 4,548	\$ 1,137	\$ 3,411	\$ 4,548	\$ -	\$ 4,548	\$ 4,548	\$ -	\$ 4,548	\$ 4,548	\$ -	\$ 4,548	\$ 80,826	\$ 17,055	\$ 97,881	
69																					
70	Other Expenses (not subject to indirect cost %)																				
71	Client Emergency Services	\$ 10,634	\$ 10,634	\$ 10,634	\$ 16,092	\$ 15,390	\$ 5,500	\$ 9,890	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 68,884	\$ 56,060	\$ 124,944	
72	Client Move-In Beds and Home Goods	\$ 60,799	\$ 53,847	\$ 50,596	\$ 35,000	\$ 35,000	\$ 16,906	\$ 18,094	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 252,148	\$ 123,094	\$ 375,243	
73	Rental Assistance & Shelter Diversion	\$ 325,539	\$ 325,539	\$ 324,139	\$ 325,000	\$ 348,952	\$ 81,250	\$ 267,702	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 1,730,419	\$ 1,314,558	\$ 3,044,977	
74	Cost of Doing Business (adjustment)			\$ 24,766	\$ 50,275	\$ 13,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,041	\$ -	\$ 88,041	
75	CODB FY23-24 (to be allocated)							\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ -	\$ 225,060	\$ 225,060	
76								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
77								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
78								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
79								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
80								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
81								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
82								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
84	TOTAL OTHER EXPENSES	\$ 396,972	\$ 390,020	\$ 410,135	\$ 426,367	\$ 412,342	\$ 103,656	\$ 351,951	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ -	\$ 455,607	\$ 2,139,492	\$ 1,718,772	\$ 3,858,264	
85																					
86	Capital Expenses																				
87	Computer and Monitor	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	
88	TOTAL CAPITAL EXPENSES	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	
97	HS# #3																			Template last modified 9/1/2021	

BUDGET NARRATIVE

Fiscal Year

General Fund - Homelessness P

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted</u>		<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
	<u>FTE</u>				
Housing Associate	0.59	\$	35,000	HPP's housing programs identify vulnerable families who are homeless or in danger of losing their housing. The Housing Team/Associate works to help these clients to secure or maintain housing through the use of homeless prevention funds, MOHCD Back Rent funds, and other city wide back rent and rental assistance programs, and financial assistance, in house or externally collaborating with community partners and city agencies. In addition to the financial assistance, we provide Housing Workshops to facilitate housing search and applications. The Housing Associates play a pivotal role in assessing the needs of clients' housing retention to avoid evictions through connecting them to appropriate services within and outside of HPP. Comprehensive and individual Housing Counseling services include: - Thorough analysis of housing situation/history Development of an action plan based on client's priorities, strengths and growth areas, including specific, time-sensitive tasks. Plans are logged into HPP's Salesforce database and referred to in subsequent sessions. - Budgeting (households should pay ideally 30%, but no more than 60% of net income towards rent). Search via Craigslist, DAHLIA, etc. Role playing/shadowing of landlord interactions Lease -up support (post-lottery applications, appeals, deposit assistance, tenant counseling). assistance including past back rent and future rent housing case management services	Annualized salary * Adjusted FTE
Housing Associate	0.59	\$	35,000	See above	Annualized salary * Adjusted FTE
Housing Associate	0.59	\$	35,000	See above	Annualized salary * Adjusted FTE
Housing Associate	0.59	\$	35,000	See above	Annualized salary * Adjusted FTE
Client Services Case Manager	1.00	\$	59,008	HPP welcomes new clients through a triage service model. The Client Services Manager oversees the triage of new clients and ensures that the appropriate referrals are provided to clients when they first engage with HPP. The manager maintains ongoing communication with the housing team to make sure that clients are connected to housing assistance and prevention services on a timely basis and that all other relevant referrals are provided to clients.	Annualized salary * Adjusted FTE
Client Services Case Manager		\$	-	See above	Annualized salary * Adjusted FTE
Housing Services Program Director	0.65	\$	53,187	Supervises, Trains, Coordinates and Evaluates Housing Associates Team	Annualized salary * Adjusted FTE
Director of Housing and Partnerships	0.13	\$	19,305	Directs All Programs of the Housing Services and Housing Prevention Teams, Supervises Directors of the Teams, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Housing Services Team Lead	0.35	\$	21,700	.	.
Evaluation & Implementation Manager	0.10	\$	9,520	Supports with managing the processes for tracking client progress through Homeless Prevention, including referral, application, intake for homeless prevention assistance, ongoing program compliance, and exits after assistance.	Annualized salary * Adjusted FTE
Housing Intern (No fringe for this position)		\$	-		
Housing Services Assistant Program Man		\$	-		
Deputy Director	0.09	\$	16,779	Supervises and Mentors Director of Housing and Partnerships, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Client Services Program Asst Director	0.30	\$	21,191	.	.
		\$	-		
		\$	-		
		\$	-		
TOTAL	5.00	\$	340,690		
<u>Employee Fringe Benefits</u>				<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 26% of total salaries.</u>	
		\$	88,239		
Salaries & Benefits Total		\$	428,929		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -		
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ 4,000	Training for Team Members In Areas Including but not exclusive to Mandated Reporting for Child Abuse, Domestic Violence, Fair Housing, Management	.
Staff Travel (Local & Out of Town)	\$ 548	Traveling with Clients to Housing Appointments, Help With Move-Ins, Travel to Conference, Gas for HPP Van, Tolls	.
Rental of Equipment	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
<u>Consultants</u>			
Mennonite Intern	\$ -	An Intern from the Mennonite Volunteer Program will work with the staff in assisting clients with gathering information and filling out applications	
	\$ -		
	\$ -		
<u>Subcontractors (First \$25k Only)</u>			
	\$ -		
	\$ -		
	\$ -		
	\$ -		

	\$	-
TOTAL OPERATING EXPENSES	\$	4,548
Indirect Cost	15.0% \$	65,021

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Client Emergency Services	\$ 15,390	Provide rental assistance grants for back rent and/or to prevent homelessness, and/or move-in assistance to minimum 200 households/year	Average \$1625. * 200
Client Move-In Beds and Home Goods	\$ 35,000	Provide beds for all children and additional family members when possible. Basic Household goods, kitchen tables and dressers.	Approx. 35% of this programs actual move-in budget of \$100,000.
Rental Assistance & Shelter Diversion	\$ 348,952	Basic Family Needs (Food, Transportation, Identification Cards, Medical, Uniforms)	Approx. 25% of this programs actual emergency needs budget of \$64,000.
Cost of Doing Business (adjustment)	\$ -	Equal to 3% CODB increase on FY 20-21 General Fund budget amount; originally awarded as one-time and subsequently baselined; to be incorporated into FY 22-22 baseline budget amount.	3%* \$825,533 = \$24,766 (rounded)
CODB FY23-24 (to be allocated)	\$ 56,265	Equal to 3% CODB increase on FY 21-22 General Fund budget, compounded on FY 20-21 CODB increase; represents previous year CODB owed to this program	3%* \$850,299= \$25,509 (rounded)
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$	455,607	

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Computer and Monitor	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$	-	

	A	B	E	H	K	N	O	R	S	T	U	V	W	X	Y	Z	AA	AB	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		Page 7 of 11			
2	OPERATING DETAIL																					
3	Document Date	10/1/2023																				
4	Provider Name	Homeless Prenatal Program																				
5	Program	Homelessness Prevention																				
6	FSP Contract ID#	1000012859																				
7	Budget Name	Prop C - Homelessness Preventi																				
8																						
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			Year 7			Year 8			Year 9			All Years			
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 9/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027	
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property							\$ -	\$ -													
14	Utilities(Elec. Water, Gas, Phone, Scavenger)							\$ -	\$ -													
15	Office Supplies, Postage							\$ -	\$ -													
16	Building Maintenance Supplies and Repair							\$ -	\$ -													
17	Printing and Reproduction							\$ -	\$ -													
18	Insurance							\$ -	\$ -													
19	Staff Training				\$ 5,364	\$ 4,000	\$ 1,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 10,364	\$ 15,000	\$ 25,364	
20	Staff Travel-Local & Out of Town				\$ 1,500	\$ 1,500	\$ 375	\$ 1,125	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 3,375	\$ 5,625	\$ 9,000	
21	Rental of Equipment							\$ -	\$ -													
22	Data Licenses				\$ 6,000	\$ 6,000	\$ 1,500	\$ 4,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 13,500	\$ 22,500	\$ 36,000	
23	Computer and Monitor				\$ 6,680			\$ -	\$ -											\$ 6,680	\$ -	\$ 6,680
24	Desks and Chairs				\$ 5,000			\$ -	\$ -											\$ 5,000	\$ -	\$ 5,000
42	Consultants							\$ -	\$ -											\$ -	\$ -	\$ -
43	Mennonite Intern					\$ 17,300	\$ 4,325	\$ 12,975	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 21,625	\$ 64,875	\$ 86,500	
54	Subcontractors (First \$25k Only)							\$ -	\$ -											\$ -	\$ -	\$ -
55								\$ -	\$ -											\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 24,544	\$ 28,800	\$ 7,200	\$ 21,600	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 60,544	\$ 108,000	\$ 168,544	
69																						
70	Other Expenses (not subject to indirect cost %)																					
71	Direct Client Assistance				\$ 1,211,147	\$ 2,119,198	\$ 309,800	\$ 929,398	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 3,640,145	\$ 4,646,992	\$ 8,287,137	
72	Client Beds and Homegoods				\$ 125,000	\$ 100,000	\$ 25,000	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 250,000	\$ 375,000	\$ 625,000	
73	Client Emergency				\$ 38,000	\$ 32,991	\$ 8,248	\$ 24,743	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 79,239	\$ 123,716	\$ 202,955	
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 1,374,147	\$ 2,252,189	\$ 343,048	\$ 1,029,141	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 3,969,384	\$ 5,145,708	\$ 9,115,092	
85																						
86	Capital Expenses																					
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
98																						
97	SH#3																				Template last modified 9/1/2021	

BUDGET NARRATIVE

Fiscal Year

Prop C - Homelessness Prevention

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Housing Associate	0.59	\$ 35,000	Assists Client In All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Housing Associate	1.00	\$ 59,008	Assists Client In All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Evaluation & Implementation Manager	0.12	\$ 11,424	Supervises Evaluation of All Programs, Ensuring Compliance with Contracts	Annualized salary * Adjusted FTE
Accounting Associate	0.15	\$ 13,044	Calculating, Tracking, Processing, and Reporting \$1.5M in checks for housing clients	Annualized salary * Adjusted FTE
Director of Housing and Partnerships	0.10	\$ 14,381	Directs All Programs of the Housing Services and Housing Prevention Teams, Supervises Directors of the Teams, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Deputy Director	0.08	\$ 14,915	Supervises and Mentors Director of Housing and Partnerships, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Client Services Case Manager	2.00	\$ 121,090	Front Line Staff Informing Clients of All Housing Services and What Information and Papers are Necessary In Preparation for Assignment to Housing Associate	Annualized salary * Adjusted FTE
Housing Services Program Director	0.15	\$ 12,249	Assists Client In All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Housing Associate - Bilingual	0.93	\$ 55,125	Provides administrative support for HPP's Housing Services Programs, including reviewing incoming new referrals from the BACS/HPP platform, new HSH policies, client tracking, reporting, contract compliance and data integrity. Will have the ability to analyze data, track and report on program requirements, communicate contract needs to staff and provide recommendations to management for service delivery improvements. Assists Director for Housing & Partnerships and Housing Program Manager with managing processes for tracking client progress including back rent and deposit applications, vital documents and after care via additional referrals.	Annualized salary * Adjusted FTE
Housing Services Assistant Program Manager	0.69	\$ 50,340	.	Annualized salary * Adjusted FTE
Housing Services Team Lead	0.65	\$ 40,300	.	.
		\$ -		
TOTAL	6.47	\$ 426,876		
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.	
		\$ 110,825		
Salaries & Benefits Total		\$ 537,702		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		

Printing and Reproduction	\$	-		
Insurance	\$	-		
Staff Training	\$	4,000	Training for Team Members In Areas Including but not exclusive to Mandated Reporting for Child Abuse, Domestic Violence, Fair Housing, Management	.36 or teams training budget =1684. + Additional 3860 for training of 5 new members of the team
Staff Travel-(Local & Out of Town)	\$	1,500	Traveling with Clients to Housing Appointments, Help With Move-Ins, Travel to Conference, Gas for HPP Van, Tolls	.33 of Actual Agency Budget of \$5,000.
Rental of Equipment	\$	-		
Data Licenses	\$	6,000	Sales Force Annual Licenses for Data Collection	\$1,200 for 5 FTE
Computer and Monitor	\$	-	Computer and Monitor	\$1336. * 5 FTE
Desks and Chairs	\$	-	Stand Up Desks, Office Chairs	\$1,000. * 5 FTE
	\$	-		
<u>Consultants</u>	\$	-		
Mennonite Intern	\$	17,300		
	\$	-		
	\$	-		
	\$	-		
<u>Subcontractors (First \$25k Only)</u>	\$	-		
	\$	-		
TOTAL OPERATING EXPENSES	\$	28,800		
Indirect Cost	15.0%	\$	84,975	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Client Assistance	\$ 1,239,198	Provide rental assistance grants for back rent and/or to prevent homelessness, and/or move-in assistance to minimum 200 households/year	Average \$7500 * 200
Client Beds and Homegoods	\$ 100,000	Provide beds for all children and additional family members when possible. Basic Household goods, kitchen tables and dressers.	Average Move-In \$2,950 costs for 20% of families
Client Emergency	\$ 32,991	Basic Family Needs (Food, Transportation, Identification Cards, Medical, Uniforms)	59% of this programs actual emergency needs budget of \$64,000.
TOTAL OTHER EXPENSES	\$	1,372,189	

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

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									Page 8 of 11
2	APPENDIX B, BUDGET									
3	Document Date	1/25/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2018	9/30/2023	6						
7	Provider Name	Homeless Prenatal Program								
8	Program	Homelessness Prevention								
9	FSP Contract ID#	1000012859								
10	Action (select)	Modification								
11	Effective Date	10/1/2023								
12	Budget Name	One-Time - Prop C - Bonus Pay								
13		Current	New							
14	Term Budget	\$ 100	\$ 100							
15	Contingency	\$ 1,889	\$ 2,382,217							
16	Not-To-Exceed	\$ 9,900,000	\$ 23,461,035	Year 1	Year 2	Year 3	Year 4	Year 5	All Years	
17		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2018 - 9/30/2023			
18		Actuals	Actuals	Actuals	Actuals	Current	Actuals			
19	Expenditures									
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	Indirect Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	
29	HSH Revenues (select)									
34	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37	Prop C - One Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
57	Template last modified	9/1/2021								

	A	B	E	H	K	N	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						Page 9 of 11
2	OPERATING DETAIL						
3	Document Date	1/25/2023					
4	Provider Name	Homeless Prenatal Program					
5	Program	Homelessness Prevention					
6	FSP Contract ID#	1000012859					
7	Budget Name	One-Time - Prop C - Bonus Pay					
8							
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2018 - 9/30/2023
11		Actuals	Actuals	Actuals	Actuals	Current	Actuals
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property						\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)						\$ -
15	Office Supplies, Postage						\$ -
16	Building Maintenance Supplies and Repair						\$ -
17	Printing and Reproduction						\$ -
18	Insurance						\$ -
19	Staff Training						\$ -
20	Staff Travel-(Local & Out of Town)						\$ -
21	Rental of Equipment						\$ -
22							\$ -
42	Consultants						\$ -
43							\$ -
54	Subcontractors (First \$25k Only)						\$ -
55							\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69							
70	Other Expenses (not subject to indirect cost %)						
71	One-Time Prop C Bonus Pay			\$ 100	\$ -	\$ -	\$ 100
72	Direct Client Assistance						\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
85							
97	HS# #3						

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/10/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2018	9/30/2023	6
6	Amended Term	7/1/2018	6/30/2027	9
8	Approved Subcontractors			
10	None.			
11				
12				
17				
18				
19				
20				
21				
22				
23				
24				
25				

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.

General Fund/ Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, 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>

General Fund/ 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 1/10th 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
Homeless Prenatal Program Fiscal Year 2022 - 2024

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Human Services Agency	Bringing Families Home	7/1/2023 – 6/30/2025	\$6,466,762.
San Francisco Human Services Agency	Bringing Families Home	7/1/2018 – 6/30/2023	\$8,076,828.
San Francisco Human Services Agency	KFT/FTC/New Beginnings	7/1/2022 – 6/30/2026	\$5,016,110.
Dept of Homelessness and Supportive Housing	SHARE	7/1/2021 – 6/30/2024	\$8,911,828.
Dept of Homelessness and Supportive Housing	Homelessness Prevention	7/1/2018 – 6/30/2023	\$9,900,000.
Dept of Homelessness and Supportive Housing	Path	7/1/2022 – 6/30/2024	\$ 1,907,127.
Dept of Homelessness and Supportive Housing	Jelani House	11/1/2019 – 6/30/2024	\$7,898,776.
Department of Public Health	Solid Start	07/01/2023 – 06/30/2024	\$ 493,429.
Mayor’s Office of Housing and Community Development	Housing	7/1/2021 – 6/30/2023	\$ 625,000.
Mayor’s Office of Housing and Community Development	Community Legal Navigation	7/1/2021 – 6/30/2023	\$ 375,000.
Office of Economic and Workforce Development	Community Health Worker Program	7/1/2023 – 6/30/2025	\$ 500,000

**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
HOMELESS PRENATAL PROGRAM**

THIS AMENDMENT of the **July 1, 2018** 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 **HOMELESS PRENATAL PROGRAM** ("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, the Agreement was competitively procured as required through Request for Proposal #111, issued April 11, 2018, and this modification is consistent therewith; 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 July 1, 2018 between Grantee and City; and **First Amendment**, dated July 1, 2021.
 - (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.

3. 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 **July 1, 2018** 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 **July 1, 2018** and expire on **September 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.
- (b) The City has options to renew the Agreement for up to four additional years and nine months. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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 (\$9,900,000)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Seven Hundred Seven Thousand Seven Hundred Sixteen Dollars (\$1,707,716)** 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. 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:

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)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eighty Nine Thousand Nine Hundred Thirty Dollars (\$89,930)** 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 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. 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 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.

2.5 Section 13.3 Subcontracting of the Agreement is hereby deleted and replaced in its entirety to read as follows:

13.3 Subcontracting. If Appendix B, Budget, 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 B, Budget, 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 B, Budget 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.

2.10 Section 16.13 Working with Minors is hereby added to this Agreement.

16.13 Working with Minors. In accordance with California Public Resources Code Section 5164, if Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach, Contractor

shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Grantee, or any subgrantee, is providing services to the City involving the supervision or discipline of minors or where Grantee, or any subgrantee, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Grantee and any subgrantee shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this section and Section 16.16, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

2.11 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.

2.12 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 (July 1, 2023)
Appendix B, Budget (July 1, 2023)
Appendix C, Method of Payment (July 1, 2023)
Appendix D, Interests in Other City Grants (July 1, 2023)

- 2.13 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.

- 2.14 Appendix A, Services to be Provided and Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in their entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2023 to September 30, 2023.
- 2.15 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 July 1, 2018 to September 30, 2023.
- 2.16 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).
- 2.17 Appendix D, Interest is 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).
- 2.18 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

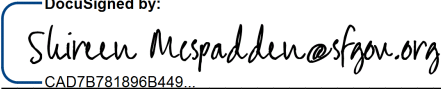
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

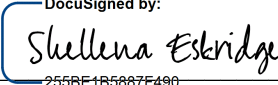
CITY

GRANTEE

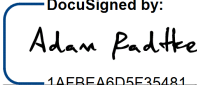
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

HOMELESS PRENATAL PROGRAM

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
255BE1B5887F490...
Shellena Eskridge
Executive Director
City Supplier Number: 45703

Approved as to Form:
David Chiu
City Attorney

By: 
1AFBEA6D5E35481...
Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Homeless Prenatal Program
Homelessness Prevention Assistance
July 1, 2023 to September 30, 2023**

I. Purpose of Grant

The purpose of the grant is to provide targeted Homelessness Prevention Assistance to the served population. The goal of this intervention is to ensure that the Homelessness Response System (HRS) can identify and assist these households and provide services to prevent or quickly end their homelessness.

II. Served Population

Grantee shall serve households who are at the highest risk of becoming homeless, as defined by HSH’s vulnerability assessment questionnaire.¹

Grantee shall serve households who are experiencing homelessness, as defined by the San Francisco Department of Homelessness and Supportive Housing (HSH) definitions.²

III. Referral and Prioritization

Households may self-refer for targeted Homelessness Prevention Assistance. Households may also be referred by HSH Coordinated Entry Access Points.

Grantee shall determine eligibility for all Homelessness Prevention Assistance services by verifying that the household meets the criteria for services. Grantee shall utilize HSH-provided vulnerability assessment questionnaire to assess households seeking services for those most likely to enter the HRS.

Participation in targeted Homelessness Prevention Assistance services is voluntary. Households may elect to end services at any point in the process.

IV. Description of Services

Grantee shall provide services to the total number of households as described in Appendix B, Budget (“Number Served” tab). Grantee shall provide the following services:

A. Problem Solving Conversation:

Grantee shall offer a Problem Solving conversation before assistance is provided. The foundation of Problem Solving is a creative and exploratory conversation focused on helping households explore and identify safe housing options available outside of the HRS. This strength-based intervention identifies creative solutions to prevent or quickly resolve homelessness, including exploring the household’s strengths and

¹ HSH’s vulnerability assessment questionnaire prioritizes households who are at the highest risk of becoming homeless by identifying vulnerability factors that are tied to homelessness based on available best practices and research. The vulnerability assessment questionnaire is embedded in the “Homelessness Prevention Platform”.

² See the San Francisco Homelessness Response System Homeless Populations document for definitions: <https://hsh.sfgov.org/wp-content/uploads/2020/05/HSH-Definitions-Populations-San-Francisco-Connection-and-Homeless-Status.pdf>

support network. Problem Solving can offer a range of flexible, financial, and non-financial assistance to support a housing resolution.

B. Homelessness Prevention Platform (HPP):

Grantee shall utilize the HPP, a web-based end-to-end platform, to screen and identify households at high risk of homelessness and to deliver services. HPP includes a multi-lingual online application and extensive back-office capabilities, including an embedded household vulnerability assessment questionnaire, inter-provider communication/client coordination tool, performance reporting, and programmatic and financial workflow controls.

C. Flexible Financial Assistance:

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate flexible financial assistance. Grantee shall issue flexible financial assistance to eligible households in accordance to the guidelines and procedures delineated in the HSH Homelessness Prevention Guide.

1. Grantee shall issue flexible financial assistance in line with the following listed in the Guide:
 - a. Allowable expenditure categories
 - b. Allowable payment types
 - c. Allowable limits/frequency
 - d. Allowable and required documentation
2. Grantee shall issue flexible financial assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.

C. Housing-Focused Case Management:

Grantee shall arrange, coordinate, monitor and/or deliver any services that will ensure housing stability and prevent entry into homelessness. Participation in case management is not a requirement to receive flexible financial assistance. Receipt of, or eligibility for, flexible financial assistance is not a prerequisite to receiving housing focused case-management services. Housing-focused case management services include but are not limited to:

1. Developing and implementing a Housing Stability Plan in collaboration with the household. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Budgeting and money management assistance and/or connection to related services that support housing stabilization; and
3. Referrals and linkages to community resources like legal services, mediation, public benefits, behavioral health services, health care, domestic violence advocacy/support, substance use treatment, and/or others, as appropriate.

V. Location and Time of Services

Grantee shall provide services at 2500 18th Street, San Francisco, CA, Monday through Friday from 9:00 a.m. to 5:00 p.m., with the exception of holidays. Services may be provided at additional times and locations, as needed.

VI. Service Requirements

- A. 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 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>.
- B. 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.
- C. 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.
- D. 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 HSH meetings, as requested; and
 3. Attendance of trainings, as requested.
- E. 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.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and

emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

G. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, 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 Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards¹.
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 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.

H. Record Keeping, Documentation, and Files:

1. Grantee shall maintain all eligibility documentation in the ONE System and maintain hard copy files with eligibility, including, but not limited to, homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

I. Homelessness Prevention Platform: Grantee shall enter into a “User Participation, Data Sharing and Confidentiality Agreement” with Bay Area Community Services

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

(BACS) for access to the “Homelessness Prevention Platform” (HPP) and must remain in compliance with BACS Agreement terms in order to have continued access and use of the HPP.

- J. Vulnerability Assessment: Grantee shall use HSH’s vulnerability assessment questionnaire to determine eligibility and assess households seeking targeted Homelessness Prevention Assistance services. The vulnerability assessment questionnaire is subject to ongoing system analysis that will be used to evaluate outcomes and guide necessary changes in assessment criteria.
- K. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the ongoing development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional strategy to homelessness prevention and includes a focus on best practices and evidence-based programming.
- 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 annual service objectives during the term of this grant. All service objectives shall be calculated at a household. All service objectives will be monitored by gathering ONE system data, data in other web-based portals and platforms, and/or by sampling participant files during annual program monitoring visits:

- A. Grantee shall have an initial Problem Solving conversation with 100 percent of households seeking services.
- B. Grantee shall complete a vulnerability assessment with a minimum of 270 households.
- C. Grantee shall provide targeted Homelessness Prevention Assistance to a minimum of 280 households.
- D. Grantee shall refer 100 percent of households not eligible for targeted Homelessness Prevention Assistance to an Access Point or other type of financial or housing assistance, as appropriate.

- E. Grantee shall refer and connect 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
- F. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.
- G. Grantee shall provide Housing Focused Case Management to 100 percent of eligible and interested households.
- H. Grantee shall complete a Housing Stability plan, including a basic household budget, for 100 percent of households receiving Housing Focused Case Management services.

VIII. Outcome Objectives

Grantee shall achieve the following annual outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level. All outcome objectives will be monitored by gathering ONE system data, data in other web-based portals, and/or by sampling participant files during annual program monitoring visits:

- A. 65 percent of households remain stably housed from program enrollment to program exit;
- B. 75 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 6 months after assistance ends;
- C. 60 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 12 months after assistance ends;
- D. At least 30 percent of households who received Housing Focused Case Management will increase their monthly income (earned and/or unearned income) from program enrollment to program exit; and
- E. At least 65 percent of households who received Housing Focused Case Management will have a successful connection to one or more community resources like legal services, mediation, public benefits, and/or behavioral health services from program enrollment to program exit.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, including but not limited to the ONE system and CARBON.

- B. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- C. 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.
- D. 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.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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, at any time, such as, but not limited to, review of the following, served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel 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 and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency

Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	K	N	S	T	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														Page 1 of 11
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2023		Duration											
4	Contract Term	Begin Date	End Date	(Years)											
5	Current Term	7/1/2018	6/30/2023	5											
6	Amended Term	7/1/2018	9/30/2023	6											
7	Provider Name	Homeless Prenatal Program													
8	Program	Homelessness Prevention													
9	FSP Contract ID#	1000012859													
10	Action (select)	Amendment													
11	Effective Date	7/1/2023													
12	Budget Names	General Fund - Homelessness Prevention, Prop C - Homelessness Prevention, One-Time - Prop C - Bonus Pay													
13		Current	New												
14	Term Budget	\$ 9,079,693	\$ 9,810,070												
15	Contingency	\$ 820,307	\$ 89,930												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000												
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years			
17				7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023	
18				Current	Current	Current	Current	New	Current	Amendment	New	Current	Amendment	New	
19	Expenditures														
20	Salaries & Benefits	\$ 322,461	\$ 352,076	\$ 381,550	\$ 889,695	\$ 966,630	\$ -	\$ 238,336	\$ 238,336	\$ 2,912,412	\$ 238,336	\$ 2,912,412	\$ 238,336	\$ 3,150,748	
21	Operating Expense	\$ 28,770	\$ 24,370	\$ 1,201	\$ 45,344	\$ 33,348	\$ -	\$ 8,337	\$ 8,337	\$ 133,033	\$ 8,337	\$ 133,033	\$ 8,337	\$ 141,370	
22	Subtotal	\$ 351,231	\$ 376,446	\$ 382,751	\$ 935,039	\$ 999,978	\$ -	\$ 246,673	\$ 246,673	\$ 3,045,445	\$ 246,673	\$ 3,045,445	\$ 246,673	\$ 3,292,118	
23	Indirect Percentage														
24	Indirect Cost (Line 22 X Line 23)	\$ 52,685	\$ 58,467	\$ 57,413	\$ 140,256	\$ 149,997	\$ -	\$ 37,001	\$ 37,001	\$ 458,816	\$ 37,001	\$ 458,816	\$ 37,001	\$ 495,817	
25	Other Expenses (Not subject to indirect %)	\$ 396,972	\$ 390,020	\$ 385,469	\$ 1,750,239	\$ 2,651,531	\$ -	\$ 446,703	\$ 446,703	\$ 5,574,231	\$ 446,703	\$ 5,574,231	\$ 446,703	\$ 6,020,935	
26	Capital Expenditure	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures	\$ 801,488	\$ 825,533	\$ 825,633	\$ 2,825,533	\$ 3,801,506	\$ -	\$ 730,377	\$ 730,377	\$ 9,079,693	\$ 730,377	\$ 9,079,693	\$ 730,377	\$ 9,810,070	
29															
30	HSH Revenues* (select)														
31	General Fund - Ongoing	\$ 801,488	\$ 825,533	\$ 825,533	\$ 825,533	\$ 897,840	\$ -	\$ 224,460	\$ 224,460	\$ 4,175,927	\$ 224,460	\$ 4,175,927	\$ 224,460	\$ 4,400,387	
35	Prop C - Ongoing	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,023,666	\$ -	\$ 505,917	\$ 505,917	\$ 4,023,666	\$ 505,917	\$ 4,023,666	\$ 505,917	\$ 4,529,583	
37	Prop C - One Time	\$ -	\$ -	\$ -	\$ -	\$ 880,000	\$ -	\$ -	\$ -	\$ 880,000	\$ -	\$ 880,000	\$ -	\$ 880,000	
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues	\$ 801,488	\$ 825,533	\$ 825,633	\$ 2,825,533	\$ 3,801,506	\$ -	\$ 730,377	\$ 730,377	\$ 9,079,693	\$ 730,377	\$ 9,079,693	\$ 730,377	\$ 9,810,070.00	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52	Total Adjusted Salary FTE (All Budgets)							11.77				2.87			
53															
54	Prepared by	Beverly Ashworth													
55	Phone	415-546-6756 ext. 328													
56	Email	beverlyashworth@homelessprenatal.org													

	A	B	C	D	E	H	K	N	Q	R	S	T	U	V	AI	AJ	AK										
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																Page 2 of 11										
2	APPENDIX B, BUDGET																										
3	Document Date	7/1/2023		Duration																							
4	Contract Term	Begin Date	End Date	Duration (Years)																							
5	Current Term	7/1/2018	6/30/2023	5																							
6	Amended Term	7/1/2018	9/30/2023	6																							
7	Provider Name	Homeless Prenatal Program																									
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11	Effective Date	7/1/2023																									
12	Budget Name	General Fund - Homelessness Prevention																									
13		Current	New																								
14	Term Budget	\$ 4,175,927	\$ 4,400,387																								
15	Contingency	\$ 820,307	\$ 89,930																								
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000																								
		EXTENSION YEAR																									
		Year 1		Year 2		Year 3		Year 4		Year 5			Year 6			All Years											
17		7/1/2018 - 6/30/2019		7/1/2019 - 6/30/2020		7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2022 - 6/30/2023		7/1/2023 - 9/30/2023		7/1/2023 - 9/30/2023		7/1/2023 - 9/30/2023		7/1/2018 - 6/30/2023		7/1/2018 - 9/30/2023		7/1/2018 - 9/30/2023			
18		Current		Current		Current		Current		Current		Amendment		New		Current		Amendment		New		Current		Amendment		New	
19	Expenditures																										
20	Salaries & Benefits	\$ 322,461	\$ 352,076	\$ 381,550	\$ 370,019	\$ 428,929	\$ -	\$ 428,929	\$ -	\$ 103,910.30	\$ 103,910.30	\$ 1,855,035	\$ 103,910	\$ 1,958,945													
21	Operating Expense	\$ 28,770	\$ 24,370	\$ 1,201	\$ 20,800	\$ 4,548	\$ -	\$ 4,548	\$ -	\$ 1,137.00	\$ 1,137.00	\$ 79,689	\$ 1,137	\$ 80,826													
22	Subtotal	\$ 351,231	\$ 376,446	\$ 382,751	\$ 390,819	\$ 433,477	\$ -	\$ 433,477	\$ -	\$ 105,047.30	\$ 105,047.30	\$ 1,934,724	\$ 105,047	\$ 2,039,771													
23	Indirect Percentage	15.00%	15.53%	15.00%	15.00%	15.00%		\$ 0	0.00%		15.00%																
24	Indirect Cost (Line 22 X Line 23)	\$ 52,685	\$ 58,467	\$ 57,413	\$ 58,623	\$ 65,021	\$ (0)	\$ 65,021	\$ -	\$ 15,757	\$ 15,757	\$ 292,208	\$ 15,757	\$ 307,965													
25	Other Expenses (Not subject to indirect %)	\$ 396,972	\$ 390,020	\$ 385,369	\$ 376,092	\$ 399,342	\$ -	\$ 399,342	\$ -	\$ 103,656	\$ 103,656	\$ 1,947,795	\$ 103,656	\$ 2,051,451													
26	Capital Expenditure	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200													
28	Total Expenditures	\$ 801,488	\$ 825,533	\$ 825,533	\$ 825,533	\$ 897,840	\$ (0)	\$ 897,840	\$ -	\$ 224,460	\$ 224,460	\$ 4,175,927	\$ 224,460	\$ 4,400,387													
29																											
30	HSH Revenues (select)																										
31	General Fund - Ongoing	\$ 801,488	\$ 825,533	\$ 825,533	\$ 825,533	\$ 897,840	\$ -	\$ 897,840	\$ -	\$ 224,460	\$ 224,460	\$ 4,175,927	\$ 224,460	\$ 4,400,387													
38								\$ -			\$ -	\$ -	\$ -	\$ -													
39								\$ -			\$ -	\$ -	\$ -	\$ -													
40	Total HSH Revenues	\$ 801,488.00	\$ 825,533.00	\$ 825,533.00	\$ 825,533.00	\$ 897,840.00	\$ -	\$ 897,840	\$ -	\$ 224,460	\$ 224,460	\$ 4,175,927.00	\$ 224,460.00	\$ 4,400,387.00													
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -													
52																											

		A	F	M	T	AA	AD	AE	AF	AG	AH	AK	AL	AM	AN	AO	AP	AQ	BT	BU	BV												
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				Page 3 of 11	Page 3 of 11											
2	SALARY & BENEFIT DETAIL																																
3	Document Date	7/1/2023																															
4	Provider Name	Homeless Prenatal Program																															
5	Program	Homelessness Prevention																															
6	FSP Contract ID#	1000012859																															
7	Budget Name	General Fund - Homelessness Prevention																															
8		Year 1				Year 2				Year 3				Year 4				Year 5				EXTENSION YEAR				Year 6				All Years			
9	POSITION TITLE	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023												
10		Current	Current	Current	Current				Current					Current	Amendment	New			Current	Modification	New												
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary												
12	Housing Associate	\$ 44,000	\$ 50,000	\$ 51,500	\$ 53,812	\$ 59,008.00	\$ 1.00	59%	0.59	\$ 35,000.00	\$ 59,008.00	1.00	15%	0.15	\$ 8,750	\$ 8,750	\$ 234,312	\$ 8,750	\$ 243,062	\$ 243,062													
13	Housing Associate	\$ 23,320	\$ 24,019	\$ 51,500	\$ 26,394	\$ 59,008.00	\$ 1.00	59%	0.59	\$ 35,000.00	\$ 59,008.00	1.00	15%	0.15	\$ 8,750	\$ 8,750	\$ 160,233	\$ 8,750	\$ 168,983	\$ 168,983													
14	Housing Associate	\$ 22,000	\$ 22,660	\$ 30,160	\$ 26,394	\$ 59,008.00	\$ 1.00	59%	0.59	\$ 35,000.00	\$ 59,008.00	1.00	15%	0.15	\$ 8,750	\$ 8,750	\$ 136,214	\$ 8,750	\$ 144,964	\$ 144,964													
15	Housing Associate	\$ -	\$ -	\$ -	\$ 26,523	\$ 59,008.00	\$ 1.00	59%	0.59	\$ 35,000.00	\$ 59,008.00	1.00	15%	0.15	\$ 8,750	\$ 8,750	\$ 61,523	\$ 8,750	\$ 70,273	\$ 70,273													
16	Client Services Case Manager	\$ 50,155	\$ 50,000	\$ 34,100	\$ 53,812	\$ 59,008.00	\$ 1.00	100%	1.00	\$ 59,008.00	\$ 59,008.00	1.00	25%	0.25	\$ 14,752	\$ 14,752	\$ 247,075	\$ 14,752	\$ 261,827	\$ 261,827													
17	Client Services Case Manager	\$ 46,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -			\$ -	\$ -	\$ 146,000	\$ -	\$ 146,000	\$ 146,000													
18	Housing Services Program Director	\$ 38,978	\$ 40,147	\$ 64,955	\$ 54,075	\$ 81,660.00	\$ 1.00	84%	1.00	\$ 53,187.00	\$ 81,660.00	1.00	16%	0.16	\$ 13,297	\$ 13,297	\$ 251,342	\$ 13,297	\$ 264,639	\$ 264,639													
19	Director of Housing and Partnerships	\$ 9,476	\$ 13,845	\$ 13,845	\$ 29,417	\$ 143,813.00	\$ 1.00	13%	0.13	\$ 19,305.00	\$ 143,813.00	1.00	3%	0.03	\$ 4,826	\$ 4,826	\$ 85,888	\$ 4,826	\$ 90,714	\$ 90,714													
20	Housing Services Team Lead	\$ 4,320	\$ 4,800	\$ 1,180	\$ -	\$ 62,000.00	\$ 1.00	35%	0.35	\$ 21,700.00	\$ 62,000.00	1.00	9%	0.09	\$ 5,425	\$ 5,425	\$ 32,000	\$ 5,425	\$ 37,425	\$ 37,425													
21	Evaluation & Implementation Manager	\$ 6,800	\$ 8,000	\$ 8,000	\$ 8,186	\$ 95,200.00	\$ 1.00	10%	0.10	\$ 9,520.00	\$ 95,200.00	1.00	3%	0.03	\$ 2,380	\$ 2,380	\$ 40,506	\$ 2,380	\$ 42,886	\$ 42,886													
22	Housing Intern (No fringe for this position)	\$ 13,700	\$ 13,700	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -			\$ -	\$ -	\$ 27,400	\$ -	\$ 27,400	\$ 27,400													
23	Housing Services Assistant Program Manager	\$ -	\$ -	\$ -	\$ 4,785	\$ -	\$ -			\$ -	\$ -	\$ -			\$ -	\$ -	\$ 4,785	\$ -	\$ 4,785	\$ 4,785													
24	Deputy Director	\$ -	\$ -	\$ -	\$ 12,618	\$ 186,437.00	\$ 1.00	9%	0.09	\$ 16,779.50	\$ 186,437.00	1.00	2%	0.02	\$ 4,195	\$ 4,195	\$ 29,397	\$ 4,195	\$ 33,591	\$ 33,591													
25	Client Services Program Asst Director	\$ -	\$ -	\$ -	\$ -	\$ 70,635.00	\$ 1.00	30%	0.30	\$ 21,190.50	\$ 70,635.00	1.00	8%	0.08	\$ 5,298	\$ 5,298	\$ 21,191	\$ 5,298	\$ 26,488	\$ 26,488													
26		\$ 258,749	\$ 277,171	\$ 305,240	\$ 296,015	TOTAL SALARIES				\$ 340,689.50	TOTAL SALARIES				\$ -	\$ 85,172.38	\$ 85,172.38	\$ 1,477,864	\$ 85,172	\$ 1,563,037													
27						TOTAL FTE				\$ 5.33	TOTAL FTE				1.25																		
28						FRINGE BENEFIT RATE				\$ 0.259	FRINGE BENEFIT RATE				22.00%																		
29		\$ 63,712	\$ 74,905	\$ 76,310	\$ 74,004	EMPLOYEE FRINGE BENEFITS				\$ 88,239.14	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 18,737.92	\$ 18,737.92	\$ 377,170	\$ 18,738	\$ 395,908													
30		\$ 322,461	\$ 352,076	\$ 381,550	\$ 370,019	TOTAL SALARIES & BENEFITS				\$ 428,928.64	TOTAL SALARIES & BENEFITS				\$ -	\$ 103,910	\$ 103,910	\$ 1,855,035	\$ 103,910	\$ 1,958,945													
31																																	
32																																	

	A	B	E	H	K	N	Q	R	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 4 of 11
2	OPERATING DETAIL											
3	Document Date	7/1/2023										
4	Provider Name	Homeless Prenatal Program										
5	Program	Homelessness Prevention										
6	FSP Contract ID#	1000012859										
7	Budget Name	General Fund - Homelessness Prevention										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities (Elec. Water, Gas, Phone, Scavenger)	\$ 7,062	\$ 7,062					\$ -	\$ -	\$ 14,124	\$ -	\$ 14,124
15	Office Supplies, Postage	\$ 1,622	\$ 1,622					\$ -	\$ -	\$ 3,244	\$ -	\$ 3,244
16	Building Maintenance Supplies and Repair	\$ 6,027	\$ 6,027					\$ -	\$ -	\$ 12,054	\$ -	\$ 12,054
17	Printing and Reproduction	\$ 1,045	\$ 1,045					\$ -	\$ -	\$ 2,090	\$ -	\$ 2,090
18	Insurance	\$ 3,060	\$ 2,560					\$ -	\$ -	\$ 5,620	\$ -	\$ 5,620
19	Staff Training	\$ 5,213	\$ 2,713	\$ 1,201	\$ 3,000	\$ 4,000		\$ 1,000	\$ 1,000	\$ 16,127	\$ 1,000	\$ 17,127
20	Staff Travel (Local & Out of Town)	\$ 1,836	\$ 1,036		\$ 1,000	\$ 548		\$ 137	\$ 137	\$ 4,420	\$ 137	\$ 4,557
21	Rental of Equipment	\$ 2,905	\$ 2,305					\$ -	\$ -	\$ 5,210	\$ -	\$ 5,210
42	Consultants							\$ -	\$ -	\$ -	\$ -	\$ -
43	Mennonite Intern				\$ 16,800			\$ -	\$ -	\$ 16,800	\$ -	\$ 16,800
54	Subcontractors (First \$25k Only)							\$ -	\$ -	\$ -	\$ -	\$ -
55								\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 28,770	\$ 24,370	\$ 1,201	\$ 20,800	\$ 4,548	\$ -	\$ 1,137	\$ 1,137	\$ 79,689	\$ 1,137	\$ 80,826
69												
70	Other Expenses (not subject to indirect cost %)											
71	Client Emergency Services	\$ 10,634	\$ 10,634	\$ 10,634	\$ 16,092	\$ 15,390		\$ 5,500	\$ 5,500	\$ 63,384	\$ 5,500	\$ 68,884
72	Client Move-In Beds and Home Goods	\$ 60,799	\$ 53,847	\$ 50,596	\$ 35,000	\$ 35,000		\$ 16,906	\$ 16,906	\$ 235,243	\$ 16,906	\$ 252,149
73	Rental Assistance & Shelter Diversion	\$ 325,539	\$ 325,539	\$ 324,139	\$ 325,000	\$ 348,952.00		\$ 81,250	\$ 81,250	\$ 1,649,169	\$ 81,250	\$ 1,730,419
84	TOTAL OTHER EXPENSES	\$ 396,972	\$ 390,020	\$ 385,369	\$ 376,092	\$ 399,342	\$ -	\$ 103,656	\$ 103,656	\$ 1,947,795	\$ 103,656	\$ 2,051,451
85												
86	Capital Expenses											
87	Computer and Monitor	\$ 600	\$ 600	\$ -				\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
95	TOTAL CAPITAL EXPENSES	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
97	HS# 3											Template last modified 9/1/2021

BUDGET NARRATIVE Fiscal Year **FY23-24** Fiscal Term Start 7/1/2023 Fiscal Term End 6/30/2024
 General Fund - Homelessness Pr - Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
Housing Associate	0.15	\$ 8,750	HPP's housing programs identify vulnerable families who are homeless or in danger of losing their housing. The Housing Team/Associate works to help these clients to secure or maintain housing through the use of homelessness prevention funds, MOHCD Back Rent funds, and other city wide back rent and rental assistance programs, and financial assistance, in house or externally collaborating with community partners and city agencies. In addition to the financial assistance, we provide Housing Workshops to facilitate housing search and applications. The Housing Associates play a pivotal role in assessing the needs of clients' housing retention to avoid evictions through connecting them to appropriate services within and outside of HPP. Comprehensive and individual Housing Counseling services include: - Thorough analysis of housing situation/history Development of an action plan based on client's priorities, strengths and growth areas, including specific, time-sensitive tasks. Plans are logged into HPP's Salesforce database and referred to in subsequent sessions. - Budgeting (households should pay ideally 30%, but no more than 60% of net income towards rent). Search via Craigslist, DAHLIA, etc. Role playing/shadowing of landlord interactions Lease-up support (post-lottery applications, appeals, deposit assistance, tenant counseling). -Back rent assistance including past back rent and future rent -All other housing case management services	Annualized salary * Adjusted FTE
Housing Associate	0.15	\$ 8,750	See above	Annualized salary * Adjusted FTE
Housing Associate	0.15	\$ 8,750	See above	Annualized salary * Adjusted FTE
Housing Associate	0.15	\$ 8,750	See above	Annualized salary * Adjusted FTE
Client Services Case Manager	0.25	\$ 14,750	HPP welcomes new clients through a triage service model. The Client Services Manager oversees the triage of new clients and ensures that the appropriate referrals are provided to clients when they first engage with HPP. The manager maintains ongoing communication with the housing team to make sure that clients are connected to housing assistance and prevention services on a timely basis and that all other relevant referrals are provided to clients.	Annualized salary * Adjusted FTE
Client Services Case Manager		\$ -	See above	Annualized salary * Adjusted FTE
Housing Services Program Director	0.16	\$ 13,297	Supervises, Trains, Coordinates and Evaluates Housing Associates Team	Annualized salary * Adjusted FTE
Director of Housing and Partnerships	0.03	\$ 4,820	Directs All Programs of the Housing Services and Housing Prevention Teams, Supervises Directors of the Teams, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Housing Services Team Lead	0.09	\$ 5,425	See above	
Evaluation & Implementation Manager	0.03	\$ 2,380	Supports with managing the processes for tracking client progress through Homeless Prevention, including referral, application, intake for homeless prevention assistance, ongoing program compliance, and exits after assistance.	Annualized salary * Adjusted FTE
Housing Intern (No fringe for this position)		\$ -	See above	
Housing Services Assistant Program Mtn Deputy Director	0.02	\$ 4,196	Supervises and Mentors Director of Housing and Partnerships, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Client Services Program Asst Director	0.08	\$ 5,296	See above	
		\$ -		
		\$ -		
		\$ -		
TOTAL	1.25	\$ 86,172		
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 20% of total salaries.	
		\$ 18,738		
Salaries & Benefits Total		\$ 103,910		

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ 1,000	Training for Team Members In Areas including but not exclusive to Mandated Reporting for Child Abuse, Domestic Violence, Fair Housing, Management Reporting with Clients to Housing Appointments, Help With Move-ins, Travel to Conference, Gas for HPP Van, Tolls.	
Staff Travel (Local & Out of Town)	\$ 137	Traveling with Clients to Housing Appointments, Help With Move-ins, Travel to Conference, Gas for HPP Van, Tolls.	
Rental of Equipment	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
Consultants	\$ -		
Mennonite Intern	\$ -	An Intern from the Mennonite Volunteer Program will work with the staff in assisting clients with gathering information and filling out applications	
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 1,137		
Indirect Cost	15.0%	\$ 15,757	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Client Emergency Services	\$ 6,500	Provide rental assistance grants for back rent and/or to prevent homelessness, and/or move-in assistance to minimum 200 households/year	Average \$1625 * 200
Client Move-in Beds and Home Goods	\$ 16,906	Provide beds for all children and additional family members when possible. Basic Household goods, kitchen tables and dressers.	Approx. 35% of this programs actual move-in budget of \$100,000.
Rental Assistance & Shelter Diversion	\$ 81,250	Basic Family Needs (Food, Transportation, Identification Cards, Medical, Uniforms)	Approx. 25% of this programs actual emergency needs budget of \$84,000.
	\$ -	Equal to 3% CODB increase on FY 20-21 General Fund budget amount, originally awarded as one-time and subsequently baselined; to be incorporated into FY 22-22 baseline budget amount.	3%* \$825,533 = \$24,766 (rounded)
	\$ -	Equal to 3% CODB increase on FY 21-22 General Fund budget, compounded on FY 20-21 CODB increase; represents previous year CODB owed to this program	3%* \$850,299= \$25,509 (rounded)
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 103,656		

Capital Expenses	Amount	Justification	Calculation
Computer and Monitor	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

		A	F	M	T	AA	AD	AE	AF	AG	AH	AK	AL	AM	AN	AO	AP	AQ	BT	BU	BV																																																		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																																																						
2	SALARY & BENEFIT DETAIL																																																																						
3	Document Date	7/1/2023																																																																					
4	Provider Name	Homeless Prenatal Program																																																																					
5	Program	Homelessness Prevention																																																																					
6	FSP Contract ID#	1000012859																																																																					
7	Budget Name	Prop C - Homelessness Prevention																																																																					
8		Year 1										Year 2										Year 3										Year 4										Year 5										Year 6										All Years									
9	POSITION TITLE	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	Agency Totals					For HSH Funded Program					7/1/2022 - 6/30/2023	Agency Totals					For HSH Funded Program					7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023																																							
10		Current	Current	Current	Current	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	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary																																													
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary																																																																		
12	Housing Associate				\$ 53,812	\$ 59,008	1.00	50%	0.50	\$ 35,000	\$ 59,008	1.00	15%	0.15		\$ 8,750	\$ 8,750	\$ 88,812	\$ 8,750	\$ 97,562																																																			
13	Housing Associate				\$ 53,812	\$ 59,008	1.00	100%	1.00	\$ 59,008	\$ 59,008	1.00	25%	0.25		\$ 14,752	\$ 14,752	\$ 112,820	\$ 14,752	\$ 127,572																																																			
14	Evaluation & Implementation Manager				\$ 16,372	\$ 95,200	1.00	12%	0.12	\$ 11,424	\$ 95,200	1.00	3%	0.03		\$ 2,856	\$ 2,856	\$ 27,796	\$ 2,856	\$ 30,652																																																			
15	Accounting Associate				\$ 19,684	\$ 86,961	1.00	15%	0.15	\$ 13,044	\$ 86,961	1.00	4%	0.04		\$ 3,261	\$ 3,261	\$ 32,728	\$ 3,261	\$ 35,989																																																			
16	Director of Housing and Partnerships				\$ 24,514	\$ 143,813	1.00	10%	0.10	\$ 14,381	\$ 143,813	1.00	3%	0.03		\$ 3,595	\$ 3,595	\$ 38,895	\$ 3,595	\$ 42,491																																																			
17	Deputy Director				\$ 14,420	\$ 186,437	1.00	8%	0.08	\$ 14,915	\$ 186,437	1.00	2%	0.02		\$ 3,729	\$ 3,729	\$ 29,335	\$ 3,729	\$ 33,064																																																			
18	Client Services Case Manager				\$ 110,315	\$ 60,545	2.00	100%	2.00	\$ 121,090	\$ 60,545	2.00	25%	0.50		\$ 30,273	\$ 30,273	\$ 231,405	\$ 30,273	\$ 261,678																																																			
19	Housing Services Program Director				\$ -	\$ 81,660	1.00	15%	0.15	\$ 12,249	\$ 81,660	1.00	4%	0.04		\$ 3,062	\$ 3,062	\$ 12,249	\$ 3,062	\$ 15,311																																																			
20	Housing Associate - Bilingual				\$ 53,812	\$ 59,008	1.00	100%	1.00	\$ 55,125	\$ 59,008	1.00	23%	0.23		\$ 13,781	\$ 13,781	\$ 108,937	\$ 13,781	\$ 122,718																																																			
21	Housing Services Assistant Program Manager				\$ 69,000	\$ 72,450	1.00	69%	0.69	\$ 50,340	\$ 72,450	1.00	17%	0.17		\$ 12,585	\$ 12,585	\$ 119,340	\$ 12,585	\$ 131,925																																																			
22	Housing Services Team Lead	\$ -	\$ -	\$ -	\$ -	\$ 62,000	1.00	65%	0.65	\$ 40,300	\$ 62,000	1.00	16%	0.16		\$ 10,075	\$ 10,075	\$ 40,300		\$ 50,375																																																			
56		\$ -	\$ -	\$ -	\$ 415,741	TOTAL SALARIES					\$ 426,876	TOTAL SALARIES					\$ -	\$ 106,719	\$ 106,719	\$ 842,618	\$ 96,644	\$ 949,337																																																	
57					25.00%	TOTAL FTE					6.44	TOTAL FTE					1.62	FRINGE BENEFIT RATE					25.96%	25.96%																																															
58		\$ -	\$ -	\$ -	\$ 103,935	EMPLOYEE FRINGE BENEFITS					\$ 110,825	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 27,706	\$ 27,706	\$ 214,760	\$ 27,706	\$ 242,466																																																	
59		\$ -	\$ -	\$ -	\$ 519,676	TOTAL SALARIES & BENEFITS					\$ 537,702	TOTAL SALARIES & BENEFITS					\$ -	\$ 134,426	\$ 134,426	\$ 1,057,378	\$ (5,701)	\$ 1,191,803																																																	

	A	B	E	H	K	N	Q	R	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 7 of 11	
2	OPERATING DETAIL											
3	Document Date	7/1/2023										
4	Provider Name	Homeless Prenatal Program										
5	Program	Homelessness Prevention										
6	FSP Contract ID#	1000012859										
7	Budget Name	Prop C - Homelessness Preventiv										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property							\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)							\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage							\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair							\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction							\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance							\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training				\$ 5,364	\$ 4,000		\$ 1,000	\$ 1,000	\$ 9,364	\$ 1,000	\$ 10,364
20	Staff Travel-(Local & Out of Town)				\$ 1,500	\$ 1,500		\$ 375	\$ 375	\$ 3,000	\$ 375	\$ 3,375
21	Rental of Equipment							\$ -	\$ -	\$ -	\$ -	\$ -
22	Data Licenses				\$ 6,000	\$ 6,000		\$ 1,500	\$ 1,500	\$ 12,000	\$ 1,500	\$ 13,500
23	Computer and Monitor				\$ 6,680			\$ -	\$ -	\$ 6,680	\$ -	\$ 6,680
24	Desks and Chairs				\$ 5,000			\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
42	Consultants							\$ -	\$ -	\$ -	\$ -	\$ -
43	Mennonite Intern					\$ 17,300		\$ 4,325	\$ 4,325	\$ 17,300	\$ 4,325	\$ 21,625
54	Subcontractors (First \$25k Only)							\$ -	\$ -	\$ -	\$ -	\$ -
55								\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 24,544	\$ 28,800	\$ -	\$ 7,200	\$ 7,200	\$ 53,344	\$ 7,200	\$ 60,544
69												
70	Other Expenses (not subject to indirect cost %)											
71	Direct Client Assistance				\$ 1,211,147	\$ 2,119,198		\$ 309,800	\$ 309,800	\$ 3,330,345	\$ 309,800	\$ 3,640,145
72	Client Beds and Homegoods				\$ 125,000	\$ 100,000		\$ 25,000	\$ 25,000	\$ 225,000	\$ 25,000	\$ 250,000
73	Client Emergency				\$ 38,000	\$ 32,991		\$ 8,248	\$ 8,248	\$ 70,991	\$ 8,248	\$ 79,239
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 1,374,147	\$ 2,252,189	\$ -	\$ 343,047	\$ 343,047	\$ 3,626,336	\$ 343,047	\$ 3,969,383
85												
86	Capital Expenses											
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96												
97	HSH #3									Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start

Fiscal Term End

Prop C - Homelessness Preventi

FY23-24

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

7/1/2023

6/30/2024

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
Housing Associate	0.15	\$ 8,750	Assists Client in All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Housing Associate	0.25	\$ 14,752	Assists Client in All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Evaluation & Implementation Manager	0.03	\$ 2,856	Supervises Evaluation of All Programs, Ensuring Compliance with Contracts	Annualized salary * Adjusted FTE
Accounting Associate	0.04	\$ 3,261	Calculating, Tracking, Processing, and Reporting \$1.5M in checks for housing clients	Annualized salary * Adjusted FTE
Director of Housing and Partnerships	0.03	\$ 3,595	Directs All Programs of the Housing Services and Housing Prevention Teams, Supervises Directors of the Teams, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Deputy Director	0.02	\$ 3,729	Supervises and Mentors Director of Housing and Partnerships, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Client Services Case Manager	0.50	\$ 30,273	Front Line Staff Informing Clients of All Housing Services and What Information and Papers are Necessary In Preparation for Assignment to Housing Associate	Annualized salary * Adjusted FTE
Housing Services Program Director	0.04	\$ 3,062	Assists Client in All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Housing Associate - Bilingual	0.23	\$ 13,781	Provides administrative support for HPP's Housing Services Programs, including reviewing incoming new referrals from the BACS/HPP platform, new HSH policies, client tracking, reporting, contract compliance and data integrity. Will have the ability to analyze data, track and report on program requirements, communicate contract needs to staff and provide recommendations to management for service delivery improvements. Assists Director for Housing & Partnerships and Housing Program Manager with managing processes for tracking client progress including back rent and deposit applications, vital documents and after care via additional referrals.	Annualized salary * Adjusted FTE
Housing Services Assistant Program Mana	0.17	\$ 12,585		Annualized salary * Adjusted FTE
Housing Services Team Lead	0.16	\$ 10,075		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL	1.62	\$ 106,719		
Employee Fringe Benefits		\$ 27,706	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.	
Salaries & Benefits Total		\$ 134,426		

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ 1,000	Training for Team Members In Areas Including but not exclusive to Mandated Reporting for Child Abuse, Domestic Violence, Fair Housing, Management	.36 or teams training budget =1684. + Additional 3860 for training of 5 new members of the team
Staff Travel-(Local & Out of Town)	\$ 375	Traveling with Clients to Housing Appointments, Help With Move-Ins, Travel to Conference, Gas for HPP Van, Tolls	.33 of Actual Agency Budget of \$5,000.
Rental of Equipment	\$ -		
Data Licenses	\$ 1,500	Sales Force Annual Licenses for Data Collection	\$1,200 for 5 FTE
Computer and Monitor	\$ -	Computer and Monitor	\$1336. * 5 FTE
Desks and Chairs	\$ -	Stand Up Desks, Office Chairs	\$1,000. * 5 FTE
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
Consultants			
Mennonite Intern	\$ 4,325		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)			
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 7,200		
Indirect Cost	15.0%	\$ 21,244	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Direct Client Assistance	\$ 309,800	Provide rental assistance grants for back rent and/or to prevent homelessness, and/or move-in assistance to minimum 200 households/year	Average \$7500 * 200
Client Beds and Homegoods	\$ 25,000	Provide beds for all children and additional family members when possible. Basic Household goods, kitchen tables and dressers.	Average Move-In \$2,950 costs for 20% of families
Client Emergency	\$ 8,248	Basic Family Needs (Food, Transportation, Identification Cards, Medical, Uniforms)	59% of this programs actual emergency needs budget of \$64,000.
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 343,047		

Capital Expenses	Amount	Justification	Calculation
	\$ -		
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									Page 8 of 11
2	APPENDIX B, BUDGET									
3	Document Date	1/25/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2018		6/30/2023	5					
7	Provider Name	Homeless Prenatal Program								
8	Program	Homelessness Prevention								
9	F\$P Contract ID#	1000012859								
10	Action (select)	Modification								
11	Effective Date	7/1/2023								
12	Budget Name	One-Time - Prop C - Bonus Pay								
13		Current	New							
14	Term Budget	\$ 100	\$ 100							
15	Contingency	\$ 820,307	\$ 89,930							
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000	Year 1	Year 2	Year 3	Year 4	Year 5	All Years	
17				7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2018 - 6/30/2023	
18				Actuals	Actuals	Actuals	Actuals	Current	Actuals	
19	Expenditures									
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	Indirect Percentage	0.00%		0.00%		0.00%		0.00%		
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Agreements Only)									\$ -
28	Total Expenditures	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	
29										
30	HSH Revenues (select)									
34	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ 100	\$ -				\$ 100	

	A	B	E	H	K	N	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						Page 9 of 11
2	OPERATING DETAIL						
3	Document Date	1/25/2023					
4	Provider Name	Homeless Prenatal Program					
5	Program	Homelessness Prevention					
6	F\$P Contract ID#	1000012859					
7	Budget Name	One-Time - Prop C - Bonus Pay					
8							
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2018 - 6/30/2023
11		Actuals	Actuals	Actuals	Actuals	Current	Actuals
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property						\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)						\$ -
15	Office Supplies, Postage						\$ -
16	Building Maintenance Supplies and Repair						\$ -
17	Printing and Reproduction						\$ -
18	Insurance						\$ -
19	Staff Training						\$ -
20	Staff Travel-(Local & Out of Town)						\$ -
21	Rental of Equipment						\$ -
22							\$ -
42	<u>Consultants</u>						\$ -
43							\$ -
54	<u>Subcontractors (First \$25k Only)</u>						\$ -
55							\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69							
70	<u>Other Expenses (not subject to indirect cost %)</u>						
71	One-Time Prop C Bonus Pay			\$ 100	\$ -	\$ -	\$ 100
72	Direct Client Assistance						\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
85							
97	HSH #3						

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																Page 10 of 11					
2	APPENDIX B, BUDGET																					
3	Document Date	7/1/2023																				
4	Contract Term	Begin Date	End Date	Duration (Years)																		
5	Current Term	7/1/2018	6/30/2023	5																		
6	Amended Term	7/1/2018	9/30/2023	6																		
7					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6												
8	Service Component				7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2023												
10	Homelessness Prevention - Minimum Served				140	140	140	180	180	45												
11	Homelessness Prevention - Minimum Assessed				200	200	200	230	230	58												
12																						

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 11 of 11
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2023			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2018	6/30/2023	5	
6	Amended Term	7/1/2018	9/30/2023	6	
8	Approved Subcontractors				
10	None.				
11					
12					
17					

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.

General Fund/ Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, 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>

General Fund/ 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 1/10th 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
Homeless Prenatal Program Fiscal Year 2022 - 2024

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Human Services Agency	Bringing Families Home	7/1/2023 – 6/30/2025	\$6,466,762.
San Francisco Human Services Agency	Bringing Families Home	7/1/2018 – 6/30/2023	\$8,076,828.
San Francisco Human Services Agency	KFT/FTC/New Beginnings	7/1/2022 – 6/30/2026	\$5,016,110.
Dept of Homelessness and Supportive Housing	SHARE	7/1/2021 – 6/30/2024	\$8,911,828.
Dept of Homelessness and Supportive Housing	Homelessness Prevention	7/1/2018 – 6/30/2023	\$9,900,000.
Dept of Homelessness and Supportive Housing	Path	7/1/2022 – 6/30/2024	\$ 1,907,127.
Dept of Homelessness and Supportive Housing	Jelani House	11/1/2019 – 6/30/2024	\$7,898,776.
Department of Public Health	Solid Start	07/01/2023 – 06/30/2024	\$ 493,429.
Mayor’s Office of Housing and Community Development	Housing	7/1/2021 – 6/30/2023	\$ 625,000.
Mayor’s Office of Housing and Community Development	Community Legal Navigation	7/1/2021 – 6/30/2023	\$ 375,000.
Office of Economic and Workforce Development	Community Health Worker Program	7/1/2023 – 6/30/2025	\$ 500,000

**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
HOMELESS PRENATAL PROGRAM**

THIS AMENDMENT of the **July 1, 2018** Grant Agreement (the "Agreement") is dated as of **July 1, 2021** and is made in the City and County of San Francisco, State of California, by and between **HOMELESS PRENATAL PROGRAM** ("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, the Agreement was competitively procured as required through Request for Proposals (RFP) #111, issued April 11, 2018 and this modification is consistent therewith; 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 **July 1, 2018** between Grantee and City.

(b) "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.

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

2.1 Section 2.2 Certification of Controller; Guaranteed Maximum Costs of the Agreement is hereby deleted and replaced in its entirety to read as follows:

2.2 Certification of the 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.

2.2 Section 2.5 Maximum Costs is hereby added to the Agreement:

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.

2.3 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 Agency has notified Grantee thereof in writing.

3.2 Duration of Term. The term of this Agreement shall commence on the later of (a) **July 1, 2018** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2021**.

Grant term can be extended at the sole discretion of the Agency for an additional **two years**, subject to the performance of the contractor and the availability of funding.

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 **July 1, 2018** 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.

2.4 ARTICLE 4 IMPLEMENTATION OF GRANT PLAN of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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.

2.5 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant funds.

The amount of the Grant Funds disbursed hereunder shall not exceed **Two Million Four Hundred Four Thousand Four Hundred Sixty Four Dollars (\$2,404,464)** for the period from **July 1, 2018 to June 30, 2021**, plus any contingent amount authorized by the City and certified as available by the Controller.

Contingent amount: **Two Hundred Forty Thousand Four Hundred Forty Six Dollars (\$240,446)** for the period from **July 1, 2020 to June 30, 2021**, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Two Million Six Hundred Forty Four Thousand Nine Hundred Ten Dollars (\$2,644,910)** for the period from **July 1, 2018 to June 30, 2021**.

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A and A-1, Appendix B and defined as eligible expenses in 2 CFR Part 200 Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, 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 Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency 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 Agency.
- (b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by Automated Clearing House (ACH) payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

5.4 State or Federal Funds:

- (a) Disallowance. With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Grantee under this Agreement or any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) Single Audit Requirements. Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F . Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501

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)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Seven Hundred Seven Thousand Seven Hundred Sixteen Dollars (\$1,707,716)** 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. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment

5.4 Reserved (State or Federal Funds).

2.6 Section 6.7 Submitting False Claims; Monetary Penalties 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 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.

2.7 Section 6.8 Ownership of Results of the Agreement currently reads as follows:

6.8 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.

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

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.

2.8 Section 6.9 Works for Hire of the Agreement is hereby deleted in its entirety.

2.9 Section 7.3 Reserved (Earned Income Credit (EIC) Forms). of the Agreement is hereby deleted and replaced in its entirety with:

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.

2.10 **ARTICLE 10 INSURANCE** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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 \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and
- (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.
- (d) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

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 County of San Francisco 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.

10.9 Worker's Compensation. The Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

2.11 Section 11.1 Events of Default (c) Failure to Comply with Applicable Laws of the Agreement is hereby deleted and replaced by the following:

(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.

2.12 Section 11.2 Termination for Convenience of the Agreement is hereby deleted and replaced with the following:

Section 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.

2.13 Section 11.3 Remedies Upon Event of Default of the Agreement is hereby deleted and replaced with the following:

Section 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.

2.14 **ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS** of the Agreement is hereby deleted and replaced with the following:

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.

2.15 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
P.O. Box 427400
San Francisco, CA 94142-7400
hshcontracts@sfgov.org

If to Grantee: Homeless Prenatal Program
2500 18th Street
San Francisco, CA 94110
Attn: Martha Ryan
Homeless Prenatal Program
martharyan@homelessprenatal.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.

2.16 ARTICLE 16 COMPLIANCE of the Agreement is hereby deleted and replaced by the following:

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 each client intake/assessment in the Online Navigation and Entry (ONE) System, or 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 (HIPAA), 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).

2.17 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
- Appendix A-1, Services to be Provided
- Appendix B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grants
- Appendix E, Permitted Subgrantees

2.18 Section 17.10 Survival of Terms of the Agreement is hereby deleted and replaced with the following:

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.
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.

2.19 Section 17.12 Dispute Resolution Procedure of the Agreement is hereby deleted and replaced with the following:

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. 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.

(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.

- (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. 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.

2.20 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 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.

2.21 Section 17.15 MacBride Principles-Northern Ireland is hereby added to this Agreement.

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.

- 2.22 **Appendix A, Services to be Provided**, of the Agreement is hereby re-attached as **Appendix A, Services to be Provided** and supplemented through the addition of **Appendix A-1, Services to be Provided** (dated July 1, 2021), for the period of July 1, 2021 to June 30, 2023.
- 2.23 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget**, (dated July 1, 2021), for the period of July 1, 2018 to June 30, 2023.
- 2.24 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment**.
- 2.25 **Appendix D, Interest 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, 2021), for the period of July 1, 2018 to June 30, 2023.
- 2.26 **Appendix E, Permitted Subgrantees**, of the Agreement is hereby re-attached as **Appendix E, Permitted Subgrantees**.
- 2.27 **Appendix F, Dispute Resolution Procedure for Health and Human Services Nonprofit Contractors** of the Agreement is hereby deleted from the Agreement.

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**

HOMELESS PRENATAL PROGRAM

DocuSigned by:
By: Shirén McSpadden
Shirén McSpadden
Executive Director

DocuSigned by:
By: Martha Ryan
Martha Ryan
Executive Director
City Supplier Number: 45703

Approved as to Form:

DocuSigned by:
By: Virginia Dario Elizondo
Virginia Dario Elizondo
Deputy City Attorney

Appendix A: Services to be Provided
by
Homeless Prenatal Program
Homeless Prevention
July 1, 2018 to June 30, 2021

I. Purpose of Grant

The purpose of the grant is to provide one-time Homelessness Prevention Assistance to households who are experiencing homelessness and/or who are at imminent risk of housing loss.

The goal of these flexible and short-to-medium term intervention services is to ensure that the Homelessness Response System can meet the needs of those households who do not need the long-term or permanent housing subsidies available to effectively end their homelessness.

II. Target Population

Grantee shall serve participants who are at or below 50 percent Area Median Income (AMI) for both program components.

Homelessness Prevention Assistance

Grantee shall provide Homelessness Prevention Assistance to San Francisco households who have very recently experienced housing loss or are at imminent risk of housing loss that can reasonably be expected to lead to an episode of homelessness (i.e. becoming unsheltered or entering an emergency shelter). This may include San Francisco residents:

1. At imminent risk of homelessness who need assistance to maintain their housing, such as help with back rent, legal services, legal representation, participant education, tenant counseling and advocacy, and/or landlord negotiation services; and/or
2. Who have recently been forced to leave a housing situation to which they could return immediately if provided rental assistance, legal representation and/or landlord negotiation services; and/or
3. Experiencing homelessness or residing in supportive housing who have received a Housing Choice Voucher (HCV) through the Family Unification Program (FUP), the HSH Moving On Initiative (MOI) and need a security deposit to utilize the voucher.
4. Who are homeless and/or at risk of homelessness, and in need of assistance in order to secure or maintain housing, including move-in assistance (security deposit and first month's rent), short-term subsidy assistance, and/or barrier to housing assistance (past-due rent, utility bill, etc.)

In addition to the above, in order to be eligible for Homelessness Prevention Assistance, households must provide proof of San Francisco residency and tenancy, and of the amount of rent and/or security deposit owed. Households may self-refer for Homelessness Prevention Assistance. Under this Agreement, households that meet the eligibility criteria may also be referred by Coordinated Entry Access Points. Grantee shall screen all households using HSH-provided criteria and tools, in order to target households most likely to enter the Homelessness Response System without the prevention assistance.

Homelessness Prevention Assistance is intended as a one-time intervention. Grantee may only offer households assistance more than once in three years under extenuating circumstances as defined by HSH, regardless of the Homelessness Prevention Assistance provider. The ONE System shall allow all Homelessness Prevention Assistance providers to see the household's history of assistance in order to determine if the assistance may be provided, or if the household should be referred to a more appropriate service (i.e. a Coordinated Entry Access Point) or additional services (i.e. extended Housing Focused Case Management or representative payee).

Grantee shall exit a household from the program when Housing Stability Plan goals are achieved. A household may return to the program for further Housing-Focused Case Management should the need arise for further support.

III. Description of Services

Grantee shall provide Homelessness Prevention services during the term of this grant.

Homelessness Prevention Assistance

Grantee shall provide Homelessness Prevention Assistance to a minimum of 200 households per year.

A. Problem Solving:

Grantee shall offer all households referred to the Homelessness Prevention Assistance with a Problem Solving conversation before assistance is provided. Grantee may offer up to \$3,500 to a household without prior HSH approval. Grantee may request additional funds from the HSH Problem Solving Program Manager, per established protocols for exceptions to the maximum assistance.

Grantee may offer Homelessness Prevention Assistance to households who do not currently have physical custody of their child(ren), if documentation from Child Protective Services (CPS) verifies that obtaining or maintaining housing is the only barrier to reunification, and that reunification shall occur within 60 days after the assistance is received.

B. Housing Stability Plan

If Grantee becomes aware that a household will not sustain housing after receiving assistance, Grantee shall establish a Housing Stability Plan, which includes budgeting and money management education and assistance. Additionally, based on the needs of the household, Grantee shall provide any of the following interventions:

1. Development of a Housing Stability Plan, which includes both housing and service needs as they relate to gaining or retaining housing;
2. Referrals to services, such as, but not limited to health care, mental health, domestic violence, substance abuse, counseling, benefits/entitlements and/or initiation of contact with the employment specialist or social worker, as appropriate, for households identified as CalWORKs participants, and/or

CalWORKs eligible, in order to ensure coordination of services and promote cooperation with the CalWORKs plan; and

3. Follow-up services for households who have received rental assistance, including budgeting and money management assistance, and appropriate referrals.

C. Housing Focused Case Management:

Grantee shall provide Housing-Focused Case Management services to the extent that they are directly related to helping participants sustain housing and prevent an entry into homelessness. Participation in case management is not a requirement to receive assistance.

D. Rental Assistance to Prevent Homelessness:

Grantee shall provide households with rental assistance grants to pay back rent and prevent their homelessness, and/or with move-in assistance to end homelessness. Grantee shall ensure the ongoing rental situation is sustainable after the prevention assistance. Participant rent may not exceed 80 percent of monthly income. However, when a household's rent exceeds 50 percent of income, Grantee shall ensure that residual income after rent is adequate to cover the household's non-housing needs before providing assistance, assess whether another intervention is indicated, or determine whether the household should be referred to additional services.

Grantee shall pay assistance directly to the owner/landlord and not the participant. Grantee shall collect and maintain proof of ownership from the private owners/landlords.

Grantee shall encourage participants to pay a portion of the back rent owed, based on their income and ability to pay. However, Grantee shall not penalize participants for failing to pay back the assistance.

Grantee shall encourage participants to pay back the rental assistance, so that the participant may access the fund again in the future and so that the program can assist more participants. However, Grantee shall not penalize participants for to pay back the assistance and shall not charge interest.

E. Short Term Subsidies

Grantee shall provide Short Term Subsidies to households in need of last minute funds to secure their housing and prevent homelessness. Screening of the household will take place to determine eligibility under the following qualifying eligible scenarios:

- Maternity/Paternity leave, with job or income to return to within three months
- Job Relocation or New job offer
- Unemployment/ Waiting for benefits to start
- Medical crisis

- Other (with written explanation)

IV. Location and Time of Services

Grantee shall provide Homeless Prevention Assistance services at 2500 18th Street, San Francisco, CA 94110, Monday through Friday from 9:00 am to 5:00 pm.

V. Service Requirements

- A. Grantee shall verify income after receipt of referral from the Access Point to ensure eligibility, and recertify eligibility at least every three months.
- B. In determining eligibility for rental assistance, Grantee shall take into account an applicant's total household income and expenses.
- C. Admission Policy: Admission policies for the 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 clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identity, disability, or HIV status.
- D. Grievance Procedure: Grantee agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the services:
 1. The name or title of the person or persons authorized to make a determination regarding the grievance;
 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and
 3. The right of a client dissatisfied with the decision to ask for a review and recommendation from upper level management who have purview over the aggrieved service within the agency. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director HSH or his/her designated agent (hereinafter referred to as "Director"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.
- E. Critical Incident Reports: Grantee shall submit prompt written reports to HSH within 24 hours of becoming aware of any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. Grantee shall call Program Manager within two hours of becoming aware of any death.
- F. Grantee shall attend meetings as requested by HSH.

G. Annual Client Survey: Grantee shall utilize a written survey of participants at least once a year to gather feedback and assess the awareness of participants regarding the services and systems within the program.

VI. Service Objectives

Grantee shall achieve the following Homelessness Prevention Assistance objectives:

- A. Grantee shall provide homelessness prevention assistance to a minimum of 200 households per year
- B. Grantee shall refer 100 percent of clients not eligible for homelessness prevention assistance to an Access Point or other type of assistance
- C. Grantee shall conduct an exit survey with 80 percent of households who exit the program at three, and twelve months to determine their housing status
- D. Grantee shall administer an annual Client Satisfaction survey to 100 percent of households that are active in the program

VII. Outcome Objectives

- A. During the first quarter of fiscal year (FY) 18-19, Grantee shall participate in an input session for future data collection and to set Outcome Objectives for Homelessness Prevention Assistance

VIII. Reporting Requirements

- A. During the first six months of the grant term, Grantee shall be required to collect data using both the ONE system and using an excel template provided by HSH. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
 - 1. **ONE System.** The grantee shall receive training on how to use the ONE system and shall be expected to enter client information into the system in a timely manner. Providers shall be responsible for maintaining accurate and complete client level records in the ONE System. The records shall be expected to 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. **Excel Reporting.** For the first six months of the grant term, Grantee shall report Rapid Rehousing and Homelessness Prevention Assistance data to HSH via secure email of an excel template. HSH shall provide grantees with a data collection template and an explanation of the required fields. Data for each month shall be due by the 15th of the following month.

- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will submit monthly metrics by the 15th of the following month.
- C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee.
- D. Grantee shall provide Ad Hoc reports as required by the Department.
- E. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager, as listed in CARBON.

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- 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 policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-1 Services to be Provided
by
Homeless Prenatal Program
Homelessness Prevention Assistance
July 1, 2021 to June 30, 2023**

I. Purpose of Grant

The purpose of the grant is to provide targeted Homelessness Prevention Assistance to the served population. The goal of this intervention is to ensure that the Homelessness Response System (HRS) can identify and assist these households and provide services to prevent or quickly end their homelessness.

II. Served Population

Grantee shall serve households who are at the highest risk of becoming homeless, as defined by HSH's vulnerability assessment questionnaire.¹

Grantee shall serve households who are experiencing homelessness, as defined by the San Francisco Department of Homelessness and Supportive Housing (HSH) definitions.²

III. Referral and Prioritization

Households may self-refer for targeted Homelessness Prevention Assistance. Households may also be referred by HSH Coordinated Entry Access Points.

Grantee shall determine eligibility for all Homelessness Prevention Assistance services by verifying that the household meets the criteria for services. Grantee shall utilize HSH-provided vulnerability assessment questionnaire to assess households seeking services for those most likely to enter the HRS.

Participation in targeted Homelessness Prevention Assistance services is voluntary. Households may elect to end services at any point in the process.

IV. Description of Services

Grantee shall provide the following services:

A. Problem Solving Conversation:

Grantee shall offer a Problem Solving conversation before assistance is provided. The foundation of Problem Solving is a creative and exploratory conversation focused on helping households explore and identify safe housing options available outside of the HRS. This strength-based intervention identifies creative solutions to prevent or quickly resolve homelessness, including exploring the household's strengths and support network. Problem Solving can offer a range of flexible, financial, and non-financial assistance to support a housing resolution.

¹ HSH's vulnerability assessment questionnaire prioritizes households who are at the highest risk of becoming homeless by identifying vulnerability factors that are tied to homelessness based on available best practices and research. The vulnerability assessment questionnaire is embedded in the "Homelessness Prevention Platform".

² See the San Francisco Homelessness Response System Homeless Populations document for definitions: <https://hsh.sfgov.org/wp-content/uploads/2020/05/HSH-Definitions-Populations-San-Francisco-Connection-and-Homeless-Status.pdf>

B. Homelessness Prevention Platform (HPP):

Grantee shall utilize the HPP, a web-based end-to-end platform, to screen and identify households at high risk of homelessness and to deliver services. HPP includes a multi-lingual online application and extensive back-office capabilities, including an embedded household vulnerability assessment questionnaire, inter-provider communication/client coordination tool, performance reporting, and programmatic and financial workflow controls.

C. Flexible Financial Assistance:

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate flexible financial assistance. Grantee shall issue flexible financial assistance to eligible households in accordance to the guidelines and procedures delineated in the HSH Homelessness Prevention Guide.

1. Grantee shall issue flexible financial assistance in line with the following listed in the Guide:
 - i. Allowable expenditure categories
 - ii. Allowable payment types
 - iii. Allowable limits/frequency
 - iv. Allowable and required documentation
2. Grantee shall issue flexible financial assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.

C. Housing-Focused Case Management:

Grantee shall arrange, coordinate, monitor and/or deliver any services that will ensure housing stability and prevent entry into homelessness. Participation in case management is not a requirement to receive flexible financial assistance. Receipt of, or eligibility for, flexible financial assistance is not a prerequisite to receiving housing focused case-management services. Housing-focused case management services include but are not limited to:

1. Developing and implementing a Housing Stability Plan in collaboration with the household. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Budgeting and money management assistance and/or connection to related services that support housing stabilization; and
3. Referrals and linkages to community resources like legal services, mediation, public benefits, behavioral health services, health care, domestic violence advocacy/support, substance use treatment, and/or others, as appropriate.

V. Location and Time of Services

Grantee shall provide services at 2500 18th Street, San Francisco, CA, Monday through Friday from 9:00 a.m. to 5:00 p.m., with the exception of holidays. Services may be provided at additional times and locations, as needed.

VI. Service Requirements

- A. 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 and tenants who primarily speak language(s) other than English.
- B. 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.
- C. 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.
- D. 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 HSH meetings, as requested; and
 3. Attendance of trainings, as requested.
- E. 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.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- G. 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. All grantees, subgrantees, and their employees and agents shall comply with the confidentiality and data security requirements of all federal, state and local privacy and data management laws and regulations, including, but not limited to, 24 C.F.R. Part 578 (Continuum of Care); 45 C.F.R. Parts 160 and 164 (Health Insurance Portability and Accountability Act “HIPAA”); 28 CFR §90.4 (Violence Against Women Act); 28 CFR §94.115 (Victim of Crimes Act); California Civil Code §§ 1798 - 1798.78 (Information Practices Act of 1977); §§1798.85 - 1798.89 (Confidentiality of Social Security Numbers); §§1798.79.8 - 1798.79.95 (Domestic Violence, Sexual Assault, and Stalking: Personal Information); California Welfare & Institutions Code §10850; disclosure of confidential information regarding the criminal justice system and child protective services records; and related and successor provisions.

H. Record Keeping, Documentation, and Files:

1. Grantee shall maintain all eligibility documentation in the ONE System and maintain hard copy files with eligibility, including, but not limited to, homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

I. Homelessness Prevention Platform: Grantee shall enter into a “User Participation, Data Sharing and Confidentiality Agreement” with Bay Area Community Services (BACS) for access to the “Homelessness Prevention Platform” (HPP) and must remain in compliance with BACS Agreement terms in order to have continued access and use of the HPP.

J. Vulnerability Assessment: Grantee shall use HSH’s vulnerability assessment questionnaire to determine eligibility and assess households seeking targeted Homelessness Prevention Assistance services. The vulnerability assessment questionnaire is subject to ongoing system analysis that will be used to evaluate outcomes and guide necessary changes in assessment criteria.

K. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the ongoing development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional

strategy to homelessness prevention and includes a focus on best practices and evidence-based programming.

VII. Service Objectives

Grantee shall achieve the following annual service objectives during the term of this grant. All service objectives shall be calculated at a household. All service objectives will be monitored by gathering ONE system data, data in other web-based portals and platforms, and/or by sampling participant files during annual program monitoring visits:

- A. Grantee shall have an initial Problem Solving conversation with 100 percent of households seeking services.
- B. Grantee shall complete a vulnerability assessment with a minimum of 230 households.
- C. Grantee shall provide targeted Homelessness Prevention Assistance to a minimum of 180 households.
- D. Grantee shall refer 100 percent of households not eligible for targeted Homelessness Prevention Assistance to an Access Point or other type of financial or housing assistance, as appropriate.
- E. Grantee shall refer and connect 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
- F. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.
- G. Grantee shall provide Housing Focused Case Management to 100 percent of eligible and interested households.
- H. Grantee shall complete a Housing Stability plan, including a basic household budget, for 100 percent of households receiving Housing Focused Case Management services.

VIII. Outcome Objectives

Grantee shall achieve the following annual outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level. All outcome objectives will be monitored by gathering ONE system data, data in other web-based portals, and/or by sampling participant files during annual program monitoring visits:

- A. 65 percent of households remain stably housed from program enrollment to program exit;

- B. 75 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 6 months after assistance ends;
- C. 60 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 12 months after assistance ends;
- D. At least 30 percent of households who received Housing Focused Case Management will increase their monthly income (earned and/or unearned income) from program enrollment to program exit; and
- E. At least 65 percent of households who received Housing Focused Case Management will have a successful connection to one or more community resources like legal services, mediation, public benefits, and/or behavioral health services from program enrollment to program exit.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, including but not limited to the ONE system and CARBON.
- B. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- C. 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.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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, at any time, such as, but not limited to, review of the following, served population files,

Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel 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 and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2021		Duration									
4	Contract Term	Begin Date	End Date	(Years)									
5	Current Term	7/1/2018	6/30/2021	3									
6	Amended Term	7/1/2018	6/30/2023	5									
7	Provider Name	Homeless Prenatal Program											
8	Program	Homelessness Prevention											
9	FSP Contract ID#	1000012859											
10	Action (select)	Amendment											
11	Effective Date	7/1/2021											
12	Budget Names	General Fund, Prop C - Prevention											
13		Current	New										
14	Term Budget	\$ 2,541,218	\$ 8,192,284										
15	Contingency	\$ 7,358,782	\$ 1,707,716	20%									
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000										
					EXTENSION YEAR			EXTENSION YEAR			All Years		
					Year 4			Year 5					
		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	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023			
		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures												
20	Salaries & Benefits	\$ -	\$ 889,695	\$ 889,695	\$ -	\$ 903,887	\$ 903,887	\$ -	\$ 1,793,582	\$ 1,793,582			
21	Operating Expense	\$ -	\$ 45,344	\$ 45,344	\$ -	\$ 33,800	\$ 33,800	\$ -	\$ 79,144	\$ 79,144			
22	Subtotal	\$ -	\$ 935,039	\$ 935,039	\$ -	\$ 937,687	\$ 937,687	\$ -	\$ 1,872,726	\$ 1,872,726			
23	Indirect Percentage												
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 140,255	\$ 140,255	\$ -	\$ 140,653	\$ 140,653	\$ -	\$ 280,908	\$ 280,908			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 1,750,239	\$ 1,750,239	\$ -	\$ 1,747,193	\$ 1,747,193	\$ -	\$ 3,497,432	\$ 3,497,432			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 2,825,533	\$ 2,825,533	\$ -	\$ 2,825,533	\$ 2,825,533	\$ 2,541,218	\$ 5,651,066	\$ 8,192,284			
29													
30	HSH Revenues (select)												
31	General Fund - Ongoing	\$ -	\$ 825,533	\$ 825,533	\$ -	\$ 825,533	\$ 825,533	\$ 2,428,509	\$ 1,651,066	\$ 4,079,575			
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,045	\$ -	\$ 24,045			
33	General Fund - One-time CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,898	\$ -	\$ 63,898			
34	Prop C - One-Time Bonus Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,766	\$ -	\$ 24,766			
35	Prop C	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 4,000,000	\$ 4,000,000			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 2,825,533	\$ 2,825,533	\$ -	\$ 2,825,533	\$ 2,825,533	\$ 2,541,218	\$ 5,651,066	\$ 8,192,284			
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	\$ -	\$ 2,825,533	\$ 2,825,533	\$ -	\$ 2,825,533	\$ 2,825,533	\$ 2,541,218	\$ 5,651,066	\$ 8,192,284			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)				11.45				11.29				
53													
54	Prepared by	Rachael Hoke McNamara											
55	Phone	628.652.7766											
56	Email	Rachael.Hoke@McNamara.com											

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	APPENDIX B, BUDGET																					
3	Document Date	7/1/2021																				
4	Contract Term	Begin Date	End Date	Duration (Years)																		
5	Current Term	7/1/2018	6/30/2021	3																		
6	Amended Term	7/1/2018	6/30/2023	5																		
7	Provider Name	Homeless Prenatal Program																				
8	Program	Homelessness Prevention																				
9	FSP Contract ID#	1000012859																				
10	Action (select)	Amendment																				
11	Effective Date	7/1/2021																				
12	Budget Name	General Fund																				
13		Current	New																			
14	Term Budget	\$ 2,541,218	\$ 4,192,284																			
15	Contingency	\$ 7,358,782	\$ 1,707,716	20%																		
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000																			
17		Year 1			Year 2			Year 3			Year 4			Year 5			All Years					
18		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 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	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023			
19	Expenditures	Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Amendment	Actuals			
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,019	\$ 370,019	\$ -	\$ 386,429	\$ 386,429	\$ -	\$ 756,448	\$ 756,448			
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,800	\$ 20,800	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 25,800	\$ 25,800			
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,819	\$ 390,819	\$ -	\$ 391,429	\$ 391,429	\$ -	\$ 782,248	\$ 782,248			
23	Indirect Percentage										15.00%	15.00%	15.00%	15.00%	15.00%	15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,623	\$ 58,623	\$ -	\$ 58,714	\$ 58,714	\$ -	\$ 117,337	\$ 117,337			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,092	\$ 376,092	\$ -	\$ 375,390	\$ 375,390	\$ -	\$ 751,482	\$ 751,482			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 801,488	\$ -	\$ 801,488	\$ 825,533	\$ -	\$ 825,533	\$ 914,197	\$ -	\$ 914,197	\$ -	\$ 825,533	\$ 825,533	\$ -	\$ 825,533	\$ 825,533	\$ 2,541,218	\$ 1,651,067	\$ 4,192,284			
29																						
30	HSH Revenues (select)																					
31	General Fund - Ongoing	\$ 801,488		\$ 801,488	\$ 801,488		\$ 801,488	\$ 825,533		\$ 825,533		\$ 825,533	\$ 825,533		\$ 825,533	\$ 825,533	\$ 2,428,509	\$ 1,651,066	\$ 4,079,575			
32	General Fund - CODB			\$ 24,045			\$ 24,045										\$ 24,045		\$ 24,045			
33	General Fund - One-time CODB						\$ 63,898					\$ 63,898					\$ 63,898		\$ 63,898			
34	Prop C - One-Time Bonus Pay						\$ 24,766					\$ 24,766					\$ 24,766		\$ 24,766			
35																						
36																						
37																						
38																						
39																						
40	Total HSH Revenues	\$ 801,488	\$ -	\$ 801,488	\$ 825,533	\$ -	\$ 825,533	\$ 914,197	\$ -	\$ 914,197	\$ -	\$ 825,533	\$ 825,533	\$ -	\$ 825,533	\$ 825,533	\$ 2,541,218	\$ 1,651,066	\$ 4,192,284			
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	\$ 801,488	\$ -	\$ 801,488	\$ 825,533	\$ -	\$ 825,533	\$ 914,197	\$ -	\$ 914,197	\$ -	\$ 825,533	\$ 825,533	\$ -	\$ 825,533	\$ 825,533	\$ 2,541,218	\$ 1,651,066	\$ 4,192,284			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																						
52	Prepared by	Rachael Hoke McNamara																				
53	Phone	628.652.7766																				
54	Email	Rachael.Hoke@McNamara																				

	A	K	L	M	N	O	P	AF	AG	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	EXTENSION YEAR			EXTENSION YEAR						
	Year 4			Year 5			All Years			
	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	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023	
	Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Modification	Actuals	
	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
12	Operating Expenses									
19	Staff Training	\$ 3,000	\$ 3,000		\$ 4,000	\$ 4,000	\$ -	\$ 7,000	\$ 7,000	
20	Staff Travel-Local & Out of Town	\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000	\$ -	\$ 2,000	\$ 2,000	
42	Consultants	\$ -			\$ -		\$ -	\$ -	\$ -	
43	Mennonite Intern	\$ 16,800	\$ 16,800			\$ -	\$ -	\$ 16,800	\$ 16,800	
53		\$ -			\$ -		\$ -	\$ -	\$ -	
54	Subcontractors (First \$25k Only)	\$ -			\$ -		\$ -	\$ -	\$ -	
55		\$ -			\$ -		\$ -	\$ -	\$ -	
66		\$ -			\$ -		\$ -	\$ -	\$ -	
67										
68	TOTAL OPERATING EXPENSES	\$ -	\$ 20,800	\$ 20,800	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 25,800	\$ 25,800
69										
70	Other Expenses (not subject to indirect cost %)									
71	Rental Assistance and Shelter Diversion	\$ 325,000	\$ 325,000		\$ 325,000	\$ 325,000	\$ -	\$ 650,000	\$ 650,000	
72	Client Beds & Homegoods	\$ 35,000	\$ 35,000		\$ 35,000	\$ 35,000	\$ -	\$ 70,000	\$ 70,000	
73	Client Emergency	\$ 16,092	\$ 16,092		\$ 15,390	\$ 15,390	\$ -	\$ 31,482	\$ 31,482	
74		\$ -			\$ -		\$ -	\$ -	\$ -	
82		\$ -			\$ -		\$ -	\$ -	\$ -	
83										
84	TOTAL OTHER EXPENSES	\$ -	\$ 376,092	\$ 376,092	\$ -	\$ 375,390	\$ 375,390	\$ -	\$ 751,482	\$ 751,482
85										
86	Capital Expenses									
87		\$ -			\$ -		\$ -	\$ -	\$ -	
88		\$ -			\$ -		\$ -	\$ -	\$ -	
89		\$ -			\$ -		\$ -	\$ -	\$ -	
90		\$ -			\$ -		\$ -	\$ -	\$ -	
91		\$ -			\$ -		\$ -	\$ -	\$ -	
92		\$ -			\$ -		\$ -	\$ -	\$ -	
93		\$ -			\$ -		\$ -	\$ -	\$ -	
94										
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96										
97	HS# #3									Template last modified 6/22/2021

	A	B	C	D	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2021		Duration (Years)									
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2018	6/30/2021	3									
6	Amended Term	7/1/2018	6/30/2023	5									
7	Provider Name	Homeless Prenatal Program											
8	Program	Homelessness Prevention											
9	FSP Contract ID#	1000012859											
10	Action (select)	Amendment											
11	Effective Date	7/1/2021											
12	Budget Name	Prop C - Prevention											
13		Current	New										
14	Term Budget	\$ -	\$ 4,000,000										
15	Contingency	\$ 7,358,782	\$ 1,707,716	20%									
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000										
					EXTENSION YEAR			EXTENSION YEAR			All Years		
					Year 4			Year 5			All Years		
17		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	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023			
18		Current	Amendment	New	Current	Amendment	New	Current	Amendment	New			
19	Expenditures												
20	Salaries & Benefits	\$ -	\$ 519,677	\$ 519,677	\$ -	\$ 517,458	\$ 517,458	\$ -	\$ 1,037,135	\$ 1,037,135			
21	Operating Expense	\$ -	\$ 24,544	\$ 24,544	\$ -	\$ 28,800	\$ 28,800	\$ -	\$ 53,344	\$ 53,344			
22	Subtotal	\$ -	\$ 544,221	\$ 544,221	\$ -	\$ 546,258	\$ 546,258	\$ -	\$ 1,090,479	\$ 1,090,479			
23	Indirect Percentage	15.00%			15.00%			15.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 81,632	\$ 81,632	\$ -	\$ 81,939	\$ 81,939	\$ -	\$ 163,571	\$ 163,571			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 1,374,147	\$ 1,374,147	\$ -	\$ 1,371,803	\$ 1,371,803	\$ -	\$ 2,745,950	\$ 2,745,950			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 4,000,000	\$ 4,000,000			
29													
30	SHS Revenues (select)												
31	General Fund - Ongoing		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
32	General Fund - CODB		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
33	General Fund - One-time CODB		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
34	Prop C - One-Time Bonus Pay		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
35	Prop C		\$ 2,000,000	\$ 2,000,000		\$ 2,000,000	\$ 2,000,000		\$ 4,000,000	\$ 4,000,000			
36			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
37			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
38			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
39			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 4,000,000	\$ 4,000,000			
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	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 4,000,000	\$ 4,000,000			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52													
53	Prepared by	Rachael Hoke McNamara											
54	Phone	628.652.7766											
55	Email	Rachael.Hoke@mcnamara.com											

	A	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	BT	BU	BV			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				
2	SALARY & BENEFIT DETAIL																				
3	Document Date																				
4	Provider Name																				
5	Program																				
6	FSP Contract ID#																				
7	Budget Name																				
8		EXTENSION YEAR									EXTENSION YEAR						All Years				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2021 -	7/1/2021 -	7/1/2021 -	Agency Totals		For HSH Funded Program		7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2018 -	7/1/2018 -	7/1/2018 -			
10						6/30/2022	6/30/2022	6/30/2022					6/30/2023	6/30/2023	6/30/2023	6/30/2021	6/30/2023	6/30/2023			
11		Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New								
12	Annual Full Time Salary (for 1.00 FTE)	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	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary				
13	Housing Associate	\$ 52,500	1.00	100%	1.00	\$ 53,812	\$ 53,812	\$ 55,125	1.00	100%	1.00	\$ 55,125	\$ 55,125	\$ -	\$ 108,937	\$ 108,937					
14	Housing Associate	\$ 52,500	1.00	100%	1.00	\$ 53,812	\$ 53,812	\$ 55,125	1.00	100%	1.00	\$ 55,125	\$ 55,125	\$ -	\$ 108,937	\$ 108,937					
15	Evaluation & Implementation Manager	\$ 81,862	1.00	20%	0.20	\$ 16,372	\$ 16,372	\$ 85,955	1.00	12%	0.12	\$ 10,315	\$ 10,315	\$ -	\$ 26,687	\$ 26,687					
16	Accounting Associate	\$ 76,818	1.00	25%	0.25	\$ 19,684	\$ 19,684	\$ 80,658	1.00	15%	0.15	\$ 12,099	\$ 12,099	\$ -	\$ 31,783	\$ 31,783					
17	Director of Housing and Partnerships	\$ 122,570	1.00	20%	0.20	\$ 24,514	\$ 24,514	\$ 128,699	1.00	10%	0.10	\$ 12,870	\$ 12,870	\$ -	\$ 37,384	\$ 37,384					
18	Deputy Director	\$ 144,200	1.00	10%	0.10	\$ 14,420	\$ 14,420	\$ 155,000	1.00	8%	0.08	\$ 12,400	\$ 12,400	\$ -	\$ 26,820	\$ 26,820					
19	Client Services Case Manager	\$ 53,812	2.00	200%	2.00	\$ 110,315	\$ 110,315	\$ 56,503	2.00	200%	2.00	\$ 113,006	\$ 113,006	\$ -	\$ 223,321	\$ 223,321					
20	Housing Services Program Director	\$ -				\$ -	\$ -	\$ 81,112	1.00	15%	0.15	\$ 12,167	\$ 12,167	\$ -	\$ 12,167	\$ 12,167					
21	Housing Associate - Bilingual	\$ 52,500	1.00	100%	1.00	\$ 53,812	\$ 53,812	\$ 55,125	1.00	100%	1.00	\$ 55,125	\$ 55,125	\$ -	\$ 108,937	\$ 108,937					
22	Assistant Housing Prevention Program Manager	\$ 69,000	1.00	100%	1.00	\$ 69,000	\$ 69,000	\$ 72,450	1.00	100%	1.00	\$ 72,450	\$ 72,450	\$ -	\$ 141,450	\$ 141,450					
54					\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -					
55		TOTAL SALARIES					\$ -	\$ 415,741	\$ 415,741	TOTAL SALARIES					\$ -	\$ 410,681	\$ 410,681	\$ -	\$ 826,422	\$ 826,422	
56		TOTAL FTE		6.75	TOTAL FTE		6.60	TOTAL FTE		6.60	TOTAL FTE		6.60	TOTAL FTE		6.60	TOTAL FTE		6.60		
57		FRINGE BENEFIT RATE		25.00%	FRINGE BENEFIT RATE		25.00%	FRINGE BENEFIT RATE		26.00%	FRINGE BENEFIT RATE		26.00%	FRINGE BENEFIT RATE		26.00%	FRINGE BENEFIT RATE		26.00%		
58		EMPLOYEE FRINGE BENEFITS		\$ -	\$ 103,935	\$ 103,935	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 106,777	\$ 106,777	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 210,712	\$ 210,712	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 1,037,135	\$ 1,037,135
59		TOTAL SALARIES & BENEFITS		\$ -	\$ 519,677	\$ 519,677	TOTAL SALARIES & BENEFITS		\$ -	\$ 517,458	\$ 517,458	TOTAL SALARIES & BENEFITS		\$ -	\$ 1,037,135	\$ 1,037,135	TOTAL SALARIES & BENEFITS		\$ -	\$ 1,037,135	\$ 1,037,135
60																					
61																					
62																					

	A	K	L	M	N	O	P	AF	AG	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	EXTENSION YEAR			EXTENSION YEAR						
10	Year 4			Year 5			All Years			
11	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	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2023	
12	Operating Expenses	Current	Amendment	New	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	
19	Staff Training	\$ 5,364	\$ 5,364	\$ 5,364	\$ 4,000	\$ 4,000	\$ -	\$ 9,364	\$ 9,364	
20	Staff Travel-(Local & Out of Town)	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 3,000	\$ 3,000	
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Data Licenses	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 12,000	\$ 12,000	
23	Computer & Monitor	\$ 6,680	\$ 6,680	\$ 6,680	\$ -	\$ -	\$ -	\$ 6,680	\$ 6,680	
24	Desks & Chairs	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Mennonite Intern	\$ -	\$ -	\$ -	\$ 17,300	\$ 17,300	\$ -	\$ 17,300	\$ 17,300	
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67										
68	TOTAL OPERATING EXPENSES	\$ -	\$ 24,544	\$ 24,544	\$ 28,800	\$ 28,800	\$ -	\$ 53,344	\$ 53,344	
69										
70	Other Expenses (not subject to indirect cost %)									
71	Direct Client Assistance	\$ -	\$ 1,211,147	\$ 1,211,147	\$ 1,239,198	\$ 1,239,198	\$ -	\$ 2,450,345	\$ 2,450,345	
72	Client Beds & Homegoods	\$ 125,000	\$ 125,000	\$ 125,000	\$ 94,605	\$ 100,000	\$ -	\$ 219,605	\$ 225,000	
73	Client Emergency	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 32,605	\$ -	\$ 76,000	\$ 70,605	
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
75		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
76		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
77		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
78		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
79		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
80		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
81		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
82		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83										
84	TOTAL OTHER EXPENSES	\$ -	\$ 1,374,147	\$ 1,374,147	\$ 1,371,803	\$ 1,371,803	\$ -	\$ 2,745,950	\$ 2,745,950	
85										
86	Capital Expenses									
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
89		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
90		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
91		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
92		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
94										
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96										
97	HSH #3									Template last modified 6/22/2021

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.

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** 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 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.

General Fund/Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation, for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted>.</p> <p>Documentation shall include, but is not limited to, 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).

General Fund/Prop C	
Type	Instructions and Examples of Documentation
	<p>Grantee shall provide 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> <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>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a 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.</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 revenues 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 (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 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 1/10th 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 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
First Five San Francisco	7/2018 – 6/2022	\$594,494 2021 2022
San Francisco Human Services Agency Bringing Families Home	7/2018 – 6/2022	\$1,431,160 2021 2022
San Francisco Human Services Agency KFT/FTC/New Beginnings	7/2017 – 6/2022	\$1,099,247 2021 2022
Office of Economic and Workforce Development	7/2021 – 6/2023	\$200,000 2021 2022
Mayor’s Office of Housing and Community Development	7/2021 – 6/2025	\$250,000 2021 2022

Appendix E – Permitted Subcontractors

1. None



City and County of San Francisco
Department of Homelessness and Supportive Housing

REQUEST FOR PROPOSALS
Homelessness Response System Housing Solutions
Homelessness Prevention Assistance and
Rapid Rehousing
RFP#HSH2018-111

CONTACT: Robert.J.McCarthy@sfgov.org

Overview

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) invites proposals from qualified Proposers* to deliver two critical elements of its Homelessness Response System: (1) Homelessness Prevention Assistance (a component of Problem Solving); and (2) Rapid Rehousing. Both intervention types use flexible and time-limited forms of assistance to either prevent households from ever entering the Homelessness Response System or, if they are already experiencing homelessness, to quickly help them secure a stable housing solution.

The Department of Homelessness and Supportive Housing (HSH) launched on July 1, 2016. The department combines key homeless serving programs and grant agreements/contracts from the Department of Public Health (DPH), the Human Services Agency (HSA), the Mayor’s Office of Housing and Community Development (MOHCD), and the Department of Children Youth and Their Families (DCYF). This consolidated department has a singular focus on preventing and ending homelessness for people in San Francisco.

Through the provision of coordinated, compassionate, and high-quality services, the Department of Homelessness and Supportive Housing strives to make homelessness in San Francisco rare, brief, and one time.

*Each Proposer **must** demonstrate that it meets the Minimum Qualifications described in this RFP to be considered for evaluation.

Estimated Annual Combined Program Budget for Homelessness Prevention Assistance (a component of Problem Solving), and Rapid Rehousing services: \$8.9M

HSH may extend grant agreements for a total term not to exceed ten (10) years and increase grant amounts in accordance with City rules and regulations. The actual grant terms and amounts are subject to funding availability, proposals and grant agreement negotiations, as well as future needs.

Desired Start Date: July 1, 2018

Schedule*

RFP issued	4/11/18
Registration for Pre-Proposal Conference (5 pm)	4/16/18
Pre-Proposal Conference (9 am)	4/19/18
RFP Questions Deadline (5 pm)	4/20/18
RFP Answers and Clarifications Published	4/24/18
Proposals Deadline (12 pm Noon)	5/11/18
Intent to Award Grants Notification	5/25/18
Grant Agreements Commence	7/1/18

Estimated Grant Terms: Three-year initial term with two additional two-year term extension options subject to City approval. Actual grant periods may vary, depending upon service needs and Grantee performance. HSH shall have the sole discretion to extend the Agreement term for up to a total of ten (10) years (or 120 months).

*Each date subject to change. Check [Office of Contract Administration website](#) for latest schedule. Click on the “Consultants and Professional Services” link and then the link for this RFP.

RFP Questions and Communications

Interested parties are directed NOT to contact any employees, agents or officials of the City other than those specifically designated in this RFP. No questions will be accepted after the RFP Questions Deadline with the exception of Proposer-specific City vendor compliance form questions.

Pre-Proposal Conference in-person attendance is recommended. See RFP Section 3 for more information.

All questions must be submitted by e-mail to Robert.J.McCarthy@sfgov.org by the RFP Questions Deadline.

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Appendix 1: Proposal Template (separate form)

Appendix 2: Proposal Budget (separate form online)

1. Background

1.1 Terms and Acronyms Used in this RFP

Term	Definition
Access Point	Localized points of community entry into San Francisco’s Homelessness Response System (HRS). Operated by approved non-profit service providers. Families, adults, and youth experiencing homelessness can obtain Coordinated Entry services at geographically diverse Access Points (AP). The Access Point staff will assess households for service needs and eligibility and perform Problem Solving, needs assessment, prioritization, and referrals to appropriate resources.
AMI	Area Median Income.
Department	City and County of San Francisco Department of Homelessness and Supportive Housing (HSH).
Grant Agreement	The binding legal document resulting from the RFP process. Also known as Agreement.
Grantee	Any Proposer awarded grant(s) for services under this RFP.
Coordinated Entry (CE)	Organizes the Homelessness Response System with a common, population-specific assessment, centralized data system, and prioritization method that directs Participants to the appropriate resources and allows for data-driven decision-making and performance-based accountability. Coordinated Entry in San Francisco is organized to serve three subpopulations, Adults, Families, and Youth through Access Points, described above.
Homelessness and Supportive Housing (HSH)	City and County of San Francisco Department of Homelessness and Supportive Housing, the sponsor of this RFP.
Homelessness Prevention Assistance	Provides one-time or short-term assistance to prevent a household from becoming homeless. Homelessness Prevention Assistance is a component of Problem Solving.
Homelessness Response System (HRS)	Describes the overall system of services to address homelessness managed by HSH. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. The system helps people exit homelessness by getting a house key into their hands as quickly as possible. Core components of the Homelessness Response System include Coordinated Entry, Problem Solving, Street Outreach, Temporary Shelter, Housing, and Housing Ladder programs.
Housing	Provides permanent solutions to homelessness through subsidies and housing placements. This may include time-limited supports such as Rapid Rehousing, and time-flexible programs such as Rent Subsidies and Permanent Supportive Housing (subsidized housing with services).
Housing First	The Housing First strategy prioritizes providing housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and stabilize their lives. Housing First is guided by the belief that housing is the solution to homelessness. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive services participation.
Housing Ladder	Offers opportunities for residents of Permanent Supportive Housing to move outside of the Homelessness Response System.
Moving On	Moving On is a Housing Ladder initiative that provides tenants who are able

Initiative	and want to move out of supportive housing with a rental subsidy or preference into a project-based affordable or public housing unit. Moving On programs target people in Permanent Supportive Housing who are stable and no longer need the intensive services offered. Moving On programs help free up units in Permanent Supportive Housing for chronically homeless people who need intensive support.
Online Entry Navigation System (ONE System)	ONE is the data system used for all housing and services for homeless people in San Francisco. The ONE System is a client level database that is used system-wide to track all HSH related services and housing placements. The implementation of the ONE System is ongoing.
Problem Solving	Provides opportunities to prevent people from entering the Homelessness Response System and to redirect people who can resolve their homelessness without the need for shelter or ongoing support. It may offer a range of supports including: Homeward Bound, family reunification, mediation, prevention services, and flexible Problem Solving funds.
Program Component	The two Program Components described in this RFP are Homelessness Prevention Assistance (a component of Problem Solving) and Rapid Rehousing.
Progressive Engagement	Progressive Engagement is an approach to helping households end their homelessness as rapidly as possible, by maximizing household self-determination. Households are first offered minimum levels of assistance. More supports are offered to those households who cannot maintain their housing without assistance.
Proposer	Any entity submitting a proposal to this RFP.
Rapid Rehousing (RRH)	A housing program model that assists individuals and families who are homeless to move quickly into permanent housing, usually to housing in the private market. It does so by offering housing search assistance, time-limited and targeted services, and short-term rental assistance. RRH can be used here in San Francisco or in other communities if the client chooses.
RFP	Request for Proposals
Strategic Framework	The Five-Year Strategic Framework outlines ambitious yet achievable goals of the Department of Homelessness and Supportive Housing. It provides a roadmap for reducing homelessness in San Francisco and making it a rare, brief, and one-time occurrence.

1.2 Overview of HSH’s Strategic Framework and Statement of Need

In October 2017, the San Francisco Department of Homelessness and Supportive Housing (HSH) published its **Strategic Framework**. The Framework outlines the Department’s top priorities for reducing homelessness by the end of 2022. It describes the key elements of a Homelessness Response System designed to curb homelessness and looks at each of the three primary groups experiencing homelessness in San Francisco—adults, families with children, and youth—and what is needed to better meet the unique needs of each.

The Framework seeks to align existing and new programs within a system that treats homelessness as an emergency to be responded to quickly and effectively. To effectively implement this system-wide approach, all resources and programs must employ consistent, compassionate, and common-sense strategies with measurable goals. Using a system of coordinated entry, Problem Solving and prioritization, HSH and our partners will match resources to needs and ensure that those with the greatest challenges receive targeted assistance. Data and accountability will be built into the system. The strengths and dignity of people who are experiencing homelessness will be elevated throughout the system.

Within the Framework, HSH introduces a renewed focus on preventing homelessness; quickly diverting people out of the Homelessness Response System using a range of Problem Solving resources and techniques; and creating pathways for people to move out of temporary shelter into housing. The Homelessness Prevention Assistance components included in this RFP are part of HSH's strategy to integrate a Problem Solving approach throughout the Homelessness Response System. The Strategic Framework lays out our vision for significantly reducing homelessness in San Francisco and quickly getting house keys into as many hands as possible. Proposers are encouraged to familiarize themselves with the Framework, which can be found at hsh.sfgov.org.

With this RFP, HSH seeks proposals from qualified Proposers to deliver two critical elements of our Homelessness Response System, also referred to as Program Components in this RFP: (1) Homelessness Prevention Assistance (a component of Problem Solving); and (2) Rapid Rehousing. Both intervention types use flexible and time-limited forms of assistance to either prevent households from ever entering the Homelessness Response System or, if they are already experiencing homelessness, to quickly help them secure a stable housing solution.

Program Component #1: Homelessness Prevention Assistance (a component of Problem Solving) provides opportunities to prevent people from entering the Homelessness Response System and to redirect people who can resolve their homelessness without the need for ongoing support. Homelessness Prevention Assistance (a component of Problem Solving) includes a range of services covered by this RFP, including rental assistance, responses to eviction lawsuits, legal representation, and housing-focused case management.

Program Component #2: Rapid Rehousing is a housing program designed to assist participants to get back into housing, usually in the private market, as quickly as possible and to provide temporary, time-limited financial and case management assistance to help them stabilize and transition off assistance.

These flexible and short- or medium-term interventions are critical service components that ensure that the Homelessness Response System can effectively meet the needs of those households who do not need the very limited long-term or permanent housing subsidies available to effectively end their homelessness.

1.3 Overview of Program Components

Proposers may propose services for either or both of the Program Components: (1) Homelessness Prevention Assistance; or (2) Rapid Rehousing. See Section 2, Scope of Work for details on eligible and required activities under each component. If a Proposer wishes to provide both types of assistance, a single proposal must be submitted and must include separate program narratives and budgets (See Section 4, Proposal Submission Requirements).

1. Homelessness Prevention Assistance (a component of Problem Solving) – Proposers may propose providing Homelessness Prevention Assistance aimed at preventing homelessness (e.g. rental assistance, responses to eviction lawsuits, legal representation, and housing-focused case management).
2. Rapid Rehousing – Proposers may propose providing Rapid Rehousing (RRH) assistance designed to help households rapidly transition from homelessness to rental housing, through a combination of short- to medium-term rental subsidies, housing search assistance, and housing focused case management.

1.4 Funding Sources

The sources of funding for these services will be City and County General Funds (GF) and may also include state Emergency Solutions Grant funds. Payment for all services provided in accordance with provisions under this RFP shall be contingent upon the availability of funds for providing these services. The City shall not be required to provide any definite units of services nor does the City guarantee any minimum amount of funding for the services described in this RFP.

2. Scope of Work

2.1 General Information

This Scope of Work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

2.2 Target Population

2.2.1 Homelessness Prevention Assistance (a component of Problem Solving)

The target population for Homelessness Prevention Assistance is single adults and families who have very recently experienced housing loss or are at imminent risk of housing loss that can reasonably be expected to lead to an episode of homelessness (i.e. becoming unsheltered or entering an emergency shelter). This may include:

- San Francisco residents at imminent risk of homelessness who need assistance to maintain their housing, such as help with back rent, legal services, legal representation, participant education, tenant counseling and advocacy, and/or landlord negotiation services;
- San Francisco residents who have recently been forced to leave a housing situation to which it is likely they could return immediately if provided rental assistance, legal representation and/or landlord negotiation services.
- San Francisco residents experiencing homelessness or residing in supportive housing who have received a Housing Choice Voucher (HCV) through the Family Unification Program (FUP), the HSH Moving On Initiative and need a security deposit to utilize the voucher.

All participants must be at or below 50% AMI. Proposers must have systems and procedures in place to verify household income.

Referrals and Prioritization: The Homelessness Prevention Assistance covered in this RFP is part of a larger Problem Solving approach that is integrated into Coordinated Entry. Access Points serve as the community connector to the Homelessness Response System. Access Points offer direct services or provide warm hand-offs through referrals to services that assist eligible San Francisco households in resolving their homelessness or housing crisis. Access Points have four primary functions: (1) eligibility screening for services; (2) Problem Solving to avoid entering the public shelter system; (3) housing assessment to prioritize clients based on living situation and vulnerabilities; and (4) matching to determine eligibility for available housing opportunities and referral to a potential housing opportunity-based eligibility and assessment results.

It is anticipated that households that have been offered a Problem Solving conversation at one of the Access Points will be referred to the prevention services covered under this RFP if a housing resolution plan has been developed that relies on these services to avoid homelessness or return quickly to housing. Grantees will accept and serve all such referrals provided the individual or family referred is otherwise eligible for the prevention services.

It is not anticipated that all Homelessness Prevention participants will be referred from Access Points. However, potential participants who self-refer or are referred from another entity other than an Access Point shall be offered a Problem Solving conversation prior to being enrolled in Homelessness Prevention services. While additional training on Problem Solving will be offered to Grantees, Proposers are encouraged to describe their approach to Problem Solving in their proposal.

Grantees will also be expected to make referrals to the appropriate Access Points for any potential participant who is not eligible or able to be assisted by the Homelessness Prevention Assistance program and who qualifies for services from the Homelessness Response System.

The Homelessness Response System and Coordinated Entry for all populations are currently evolving and policies and guidance regarding Problem Solving, assessment, and other parts of the System are in development. As these are developed and adopted, policies and procedures impacting Grantees will also evolve. Grantees will be included in the development and adoption of relevant policies and practices and are strongly encouraged to actively engage in the process.

2.2.2 Rapid Rehousing

The target population for Rapid Rehousing is San Francisco homeless families and adults that have been screened and assessed at an Access Point and referred for Rapid Rehousing by the San Francisco Coordinated Entry System. All Rapid Rehousing referrals funded by HSH must be received solely from direct referrals through the Coordinated Entry System via the Online, Navigation and Entry (ONE) System. Proposers for RRH assistance must have the capacity and willingness to work with any household that is referred, regardless of their barriers to housing or other challenges. This includes serving families or adults who may be unsheltered at the time of referral to or enrollment in the Rapid Rehousing Program.

2.3 Program Components and Eligible and Required Activities

Proposers may propose to provide either or both of the following Program Components: (1) Homelessness Prevention Assistance (a component of Problem Solving); or (2) Rapid Rehousing. If a Proposer wishes to provide both types of assistance, the Proposer must submit a single Proposal, but must respond to all Minimum Qualifications and provide separate and distinct program narrative and program budget for each Program Component. Eligible and required activities for each component are detailed below.

2.3.1. Homelessness Prevention Assistance (a component of Problem Solving)

The following eligible activities may be funded under this component.

- a. Rental Assistance to Prevent Homelessness
 - Provide rental assistance grants or loans to pay back rent and avoid homelessness, based on the following eligibility criteria as verified by program staff:
 - Participants must be verified as low income (not to exceed 50% of AMI).
 - Participants have been assessed as at imminent risk of becoming homeless if not assisted.
 - Participants can provide proof of tenancy and proof of the amount of back rent owed.
 - Private owners/landlords must provide proof of ownership, and direct assistance must be paid to the owner/landlord, not the client.
 - Participants may be encouraged to pay a portion of the back rent owed, based on their income and ability to pay.
 - Participants may be encouraged to pay back the rental assistance (on an interest-free basis), so that they may access the fund again in the future and so that the program can assist more participants; however, there will be no penalty for failing to pay back the assistance.

b. Response to Eviction Lawsuits

Assist participants who have received an eviction lawsuit in representing themselves in court by:

- Preparing responsive papers for participants to file in response to the eviction lawsuit, giving the participant information and counseling about the eviction process and about representing themselves in court, and preparing other papers for the participant where appropriate.
- Preparing requests for information from the landlord to help the participant obtain information useful in his or her defense.
- Preparing applications for one-week stays of execution for participants who have received an eviction notice from the Sheriff.
- Holding Settlement Conference Workshops.
- Providing a packet of information, jury instructions, and jury selection questions to participants who have a trial scheduled.
- Providing referrals as appropriate to volunteer or legal services attorneys who can represent the participant without charge in the lawsuit, as well as referrals to other agencies to meet participant's needs.
- Providing a licensed attorney to represent participants in all aspects of Ellis Act eviction defense in San Francisco courts, including any related litigation that would preserve their housing or quality of life.

c. Legal Representation in Eviction Lawsuits

- Provide pro bono representation of participants in eviction lawsuits in-house or by referral as needed.

d. Housing-Focused Case Management

Case management services may be provided to the extent that they are directly related to helping participants sustain housing and prevent an entry into homelessness. Participation in case management should not be a requirement to receive back rent or legal assistance. The following are services that could be considered part of housing-focused case management. This list is not exhaustive, and Proposers may propose other types of support:

- Working with participants to develop a Housing Stabilization Plan that includes both housing and service needs as they relate to gaining or retaining housing.
- Providing budgeting and money management education and assistance.
- Providing mainstream services referrals (health care, mental health resources, domestic violence resources, substance abuse resources, counseling resources, benefits/entitlements resources) as needed.
- Initiating contact with the employment specialist or social worker as appropriate for families identified as CalWORKs participants, in order to ensure coordination of services and promote cooperation with the CalWORKs plan.
- Offering follow-up services for households who have received rental assistance, including budgeting and money management assistance, and appropriate referrals.

Grantees must create a mechanism to measure satisfaction of participants served, and to allow client input regarding program design and service delivery.

2.3.2 Rapid Rehousing

The following eligible activities may be funded under this component: (1) short- to medium-term rental assistance; (2) housing search and placement; and (3) housing-focused case management. As a general matter, an effective Rapid Rehousing program is required to include all three of these activities. If a Proposer is not providing all three eligible activities, an explanation must be provided in Appendix 1, Proposal Template.

a. Short- to Medium-Term Rental Assistance

Rapid Rehousing programs will offer participants rent subsidies ranging in term from as little as one month to as long as 24 months:

- Rent subsidy period will be determined using a progressive engagement approach in which participants receive an initial 3 to 6-month term of assistance. At the end of the initial subsidy period, if the household is assessed to need further support, assistance may be extended. The assistance may also go up or down depending on the needs of the household at the time. Generally, assistance is extended in 3 month increments until the household can sustain the rent on their own or they reach the maximum subsidy period of 24 months. The goal of the RRH Grantee will be to transition households from the subsidy as quickly as possible while having a reasonable expectation that the family will be able to remain housed so that more families can be served.
- Rent subsidy amounts will be set at the lowest possible amount needed to obtain housing for the household. For households with an income, contribution toward the rent will be expected after the first month. Households are expected to take over the full rent as quickly as possible, and on average in not more than 12 months. To ensure that this is possible, Grantees are expected to help participants locate and select housing with the lowest possible rents that can be expected to be covered by the household once assistance is no longer being provided.
- The household's eligibility to receive a rent subsidy must be recertified every three months at minimum, and more frequently if it appears the household may be close to no longer needing a subsidy. The subsidy may be renewed if clients are moving toward successful transition from the subsidy, focusing primarily on increasing income and, when that is not a realistic goal, on transitioning to another subsidized housing situation.
- Rent subsidies may be used outside San Francisco if every effort has been made to find housing within San Francisco, or if a household requests to move outside the city.

Note that HSH is currently working with providers of Rapid Rehousing on the development of standardized RRH models and policies, which may include specifications about amounts, rent ratios and time expectations for financial assistance. As these are developed and adopted, Grantees selected through this RFP may be required to use more specific requirements, policies, forms or other guidance.

b. Housing Locator Assistance

Rapid Rehousing Programs will provide participants with support throughout the housing search process including:

- Practical and concrete assistance with identifying available units and submitting housing applications (including providing transportation as needed).
- Assisting participants in navigating the application and leasing process, including helping participants resolve or mitigate participant screening barriers like rental and utility arrears or multiple evictions, as well as obtain necessary identification or other documents if needed.
- Recruitment and retention of landlord partners, including recruiting landlords with units in the communities and neighborhoods where program participants want to live.
- Negotiating with landlords to help program participants gain access to housing.
- Assisting participants in making an informed housing choice, including having discussions with participants about housing options.
- Assisting participants with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease.
- Grantees will work to ensure sub-standard housing issues are addressed. When evaluating potential housing, units with serious code violations must be excluded. At minimum, an apartment inspection checklist will be utilized to ensure that units meet minimum safety guidelines and are child-safe. If participants are living in sub-standard housing, a subsidy could be used to pay rent on a new unit.

c. Housing Focused Case Management

- Grantees will utilize a housing-focused case management model, in which the primary focus is to work collaboratively with the client to develop and implement a plan to secure and sustain housing. To the extent other service goals are identified in the plan, they should be directly connected to housing stability or other challenges that might impact housing stability.
- Housing stability plans may include but are not limited to:
 - Actions to search for and secure housing
 - Actions to increase income and employability
 - Actions to improve credit history and rental stability
 - Efforts to address behavioral health issues that negatively impact housing stability
 - Efforts to access permanently affordable housing, including applying to appropriate wait lists
- Participants may be expected to demonstrate good faith, verifiable efforts in making progress toward short and long-term goals; however, participation in services is not mandatory. Participants may be required to meet with a case manager once per month, submit income verification, and recertify eligibility at least every three months.
- Grantees must clearly demonstrate linkages to existing resources for employment and training services. The RRH program will support each household's employment goals while allowing them to maintain their housing.
- Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward and achievement of short and long-term objectives.
- Grantees may also enhance the program model described with additional service components that will be effective in achieving successful outcomes.

d. Additional Required Activities

- Grantee must hire and retain staff with the skills and experience necessary to provide effective housing search assistance and housing focused case management (these two activities may be performed by the same or different staff positions).
- Grantee will attempt to contact all participants who received assistance and successfully completed the program 6 months and 12 months after the last date on which financial assistance was provided to determine whether they have maintained stable housing.
- Grantee will create mechanism to measure satisfaction of participants served, and to allow client input regarding program design and service delivery.

2.4 Service and Outcome Objectives

Proposers should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives stated in the proposal may be incorporated as part of the program's evaluation plan. The objectives should be specified in the proposals to match the services to be provided.

2.4.1. Service Objectives

As part of the proposal, the Proposer will be required to develop specific service objectives that measure the quantity and other aspects of services. The objectives should state the target quantities and match the program services as proposed.

Service objectives listed below will be required for each grant:

- Number of unduplicated households to be served in the grant period.

Examples of additional service objectives:

- Numbers of unduplicated households that will receive specific types of services (e.g. back rent assistance).
- Volume or quantity of services to be provided (e.g. numbers of responses to eviction lawsuits prepared).
- Timeliness of service provision (e.g. how quickly clients enrolled in RRH will begin working with a housing locator).

2.4.2 Outcome Objectives

As part of the proposal, the Proposer will be required to develop specific outcome objectives that demonstrate and measure the impact, outcomes, or results of services. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness. The outcome objectives specified below will be required for each grant.

- a. *Specific to Homelessness Prevention Assistance (a component of Problem Solving) for Single Adults and Families*
- % of participants whose eviction was prevented.
 - % of participants whose housing loss was prevented.
 - % of participants who return to homelessness within 12 months after receiving prevention assistance.
- b. *Specific to Rapid Rehousing*
- % of households enrolled in RRH who secure housing.
 - Length of time from program enrollment to securing housing.
 - % of households stably housed when RRH subsidy ends.
 - Length of time in program (as measured by length of time receiving subsidy).
 - % of households that increase income from enrollment to program exit.
 - % of participants who return to homelessness within 18 months after exiting the program (end of housing subsidy).

Note that all performance measures will be established and tracked in the ONE system. HSH is working to integrate all programs and legacy data bases into the ONE System. Grantees selected through this RFP are expected to enter data into the ONE System. Rapid Rehousing Grantees must use the ONE System to post vacancies, to accept referrals, and to document progress notes in the ONE System so that the Access Points are able to update adults/families that have been referred.

Homelessness Prevention Assistance Grantees are required to use the ONE System to document services, record referrals, track client outcomes, and allow for program reporting. Legal services providers will not be required to enter information that would violate client/attorney privilege.

HSH will not provide data uploads into the ONE System on behalf of selected Grantees. In responding to this RFP, each Proposer will certify its willingness to use the ONE System by signing the Proposal Template Cover Letter.

2.5 Service Expectations

Proposers must demonstrate a capacity to deliver trauma-informed assistance, maximize self-sufficiency for people experiencing homelessness in San Francisco, and strive to minimize the amount of time that households are homeless (time from program referral to entering housing). Best practices in homeless crisis response, including a housing-first orientation, trauma informed care, and progressive engagement should be considered in the proposal. For programs offering Homelessness Prevention

Assistance (a component of Problem Solving), a Progressive Engagement approach will mean the inclusion of Problem Solving conversations prior to offering any assistance and offering the lightest-touch support possible to be effective and resolve the housing crisis. For Rapid Rehousing programs, Progressive Engagement means offering the least and shortest amount of rental assistance possible to be effective and resolve the housing crisis. It also means being able to offer more or deeper support if necessary for those who face barriers to stabilization in housing.

All Grantees will be expected to attend trainings on the Homelessness Response System, Coordinated Entry, Problem Solving, Progressive Engagement, and outcome measurement as these become available.

Proposals should demonstrate understanding and adoption of the concepts articulated in HSH's Strategic Framework, which can be found on the Internet: <http://hsh.sfgov.org/research-reports/framework/>.

2.6 Expected Skills and Approaches for Selected Grantees

Grantees selected to provide services through this RFP process will be expected to employ the skills and approaches described below. Be sure to integrate these skills and approaches in your proposal.

Flexibility – San Francisco's Homeless Response System is a work in progress. Grantees must be willing to be flexible and adaptive as the system is refined.

Collaborative Approach – Grantees must have the ability to build and maintain strong and effective working partnerships with shelters and housing partners and with neighborhood and community services.

Communication – Grantee staff must have the ability to communicate how the system works to homeless people, providers, and the public.

Problem Solving – Grantees must embrace a problem-solving approach to ending homelessness. To be effective, the Grantees must employ staff who are skilled at problem-solving and understand how to adopt a strengths-based and client-centered approach to all aspects of service delivery.

Housing First – The Homeless Response System design is based upon a Housing First philosophy. The organizational mission and philosophy of Grantees must be aligned with Housing First principles: everyone is housing ready and there should be no barriers or service participation requirements imposed on homeless people as a condition for entering housing.

Systems Thinking – Grantees must embrace a systems-thinking approach, understanding that all the work funded by HSH is designed to streamline access to housing for households experiencing homelessness.

Data-informed – Grantees must have strong data management capacity and a willingness to use data on a continuous basis to inform and improve practice.

Client-centered – Feedback from households served by all programs in the Homeless Response System is regularly gathered and is used to improve the process.

Continuous Quality Improvement and Peer Learning – Grantees will work collaboratively with the San Francisco Family Homeless Crisis Response System on continuous quality improvement.

Racial Equity – Grantees are expected to combat racism and integrate racial equity in staffing, staff development and training, program approach and the approach to data and outcomes.

Rapid and low barrier access – Grantees should limit or eliminate administrative burdens on people experiencing homelessness in San Francisco to the maximum extent possible.

2.7 As-Needed Services

Subject to the City's approval, the grants awarded under this RFP may be amended in accordance with City requirements to include additional services by the Grantee as-needed by the City and for services related to the scope of work described in this RFP. The scope and cost of as-needed services will be negotiated.

3. Pre-Proposal Information

3.1 Pre-Proposal Conference Attendance and Pre-Registration

In-person attendance is recommended. To pre-register, please email Robert.J.McCarthy@sfgov.org with the name of your organization(s) and number of attendees by 5 pm on Monday, April 16, 2018.

3.2 Pre-Proposal Conference Objectives

At the Pre-Proposal Conference, the HSH will provide an overview of the RFP package, submission requirements, and collect and answer questions about the RFP.

3.3 Pre-Proposal Conference Time and Location

9:00 am on Thursday, April 19, 2018
Department of Homelessness and Supportive Housing
1360 Mission St., Ste. 200
San Francisco, CA 94103

The Pre-Proposal Conference will begin at the time specified. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Conference shall not excuse the successful Proposer from any obligations of the grant agreement.

3.4 RFP Questions Deadline

Upon conclusion of the Pre-Proposal Conference, **questions or requests for interpretation** will only be accepted by e-mail to Robert.J.McCarthy@sfgov.org until the RFP Questions Deadline.

Proposer-specific questions about compliance with the City's vendor requirements in Section 9, are not subject to the above deadline and may still be asked and answered by the contacts designated in this RFP.

3.5 RFP Answers and Clarifications

A summary of the clarifications, questions and answers pertaining to this RFP will be posted on the Office of Contract Administration's Bid and Contracts website:

<http://mission.sfgov.org/OCABidPublication>. Select “Consultants and Professional Services” and then the link for this RFP.

It is the responsibility of each Proposer to check for any RFP Addenda, Q&A postings, and other updates posted regarding this RFP.

4. Proposal Submission Requirements

4.1 Time and Place for Submission of Proposals

Proposals and all related materials (completed Appendices 1 and 2 comprising the Proposal Package), both in electronic and hard copy format as detailed below, must be received by **12:00 pm (Noon) on May 11, 2018**.

Proposers shall submit one (1) electronic PDF file of the Proposal Package to Robert.J.McCarthy@sfgov.org. The electronic file title should include the RFP number, the Proposer name, and the number of files submitted, i.e. 1 of 4.

Five (5) hard copies of the Proposal Package must be delivered or mailed to:

*Attn: Robert McCarthy
Department of Homelessness and Supportive Housing
1360 Mission St., Ste. 200
San Francisco, CA 94103*

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted by e-mail or fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Supplemental documents or revisions after the Proposals Deadline will not be accepted.

4.2 Proposal Submission Format

Proposers must submit a Proposal Package using RFP Appendices 1 and 2 (Proposal Template and Proposal Budget Forms), in the order and format specified. This is necessary so that all proposals can receive fair and consistent evaluation. Proposals not following the required format will not be considered. Information must be at a level of detail that enables effective evaluation by the Evaluation Panel. All Proposers must ensure that the proposal addresses the Selection Criteria.

Print double-sided to the maximum extent possible and bind the Proposal Package copies with a binder clip, rubber band, single staple, or in a three-ring binder. Do not bind your Proposal Package with spiral binding, clued binding, or anything similar.

For word processing documents, it is preferred that text is unjustified (i.e., with a ragged-right margin).

Proposers proposing to provide services for both Program Components (Homelessness Prevention Assistance and Rapid Rehousing) must submit a single proposal but must respond to all Minimum Qualifications and provide separate and distinct program narrative and program budget for each Program Component.

5. Grantee Selection

This section describes the guidelines used for analyzing and evaluating the proposals. It is the City's intent to select the Proposer for grant agreement negotiations that will provide the best overall service package to the City. Proposers selected for grant agreement negotiations are not guaranteed a grant. This RFP does not in any way limit the City's right to solicit grant agreements or contracts for similar or identical services.

5.1 Minimum Qualifications (pass/fail)

The Proposer's responses to Minimum Qualifications in RFP Appendix 1 will be reviewed on a pass/fail basis to determine eligibility for proposal evaluation only. Each Proposer should clearly demonstrate that it meets the Minimum Qualifications that apply to all Proposers AND the Minimum Qualifications for each Program Component for which it is applying. The Minimum Qualifications determination will be solely based on the information submitted by the Proposer in Appendix 1, Section 1.2. Insufficient or incomplete information will result in a Proposal being considered non-responsive. Any Proposal that does not demonstrate that the Proposer meets the Minimum Qualifications that apply to all Proposers AND for each Program Component for which it is applying will be issued a notice of non-responsiveness and will not be evaluated or eligible for grant award under this RFP.

The City reserves the right to request clarifications from Proposers prior to rejecting a proposal for failure to meet the Minimum Qualifications. Clarifications are limited exchanges between the City and Proposer and will not provide a Proposer the opportunity to revise or modify its proposal.

5.2 Proposal Evaluation (100 total possible points)

Proposals will be evaluated by an Evaluation Panel comprised of parties with expertise in the service areas identified in this RFP. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

5.2.1. Organizational Capacity (25 points)

Does the proposal demonstrate that the Proposer has the expertise and experience necessary to complete the proposed tasks, including quality of recently completed projects and grants/contracts that meet the requirements? Does the Proposer demonstrate appropriate experience, professional qualifications and education of staff assigned to the project and a clear and realistic description of the tasks to be performed by each staff person?

- a. The Proposer clearly demonstrates that it has the organizational infrastructure and administrative capacity to deliver the program as proposed. (10 points)
- b. The staffing structure is appropriate to deliver the proposed project, based on job descriptions and qualifications, training and experience. (10 points)
- c. The subject matter and types of trainings to be offered to staff providing the services is appropriate to assist staff in delivering the requested services. (5 points)

5.2.2. Program Narrative and Alignment with Strategic Framework (50 points)

- a. The proposal clearly demonstrates an understanding of the requested services, eligible and required activities, service expectations, and expected skills and approaches as described in Section 2. The program described will effectively implement the model described in the RFP. The proposal clearly describes how the proposed services will directly result in households securing stable housing or retaining their housing. (25 points)
- b. The proposal clearly describes how the grantee will employ a housing first, strengths-based, client-driven and trauma-informed approach. The proposal describes how the program will

integrate a Problem Solving approach to service delivery and is well aligned with the Strategic Framework. (10 points)

- c. The proposal clearly identifies specific and realistic service and outcome objectives and how they will be met. This includes a discussion of specific methods for collection of necessary service utilization and performance outcome and/or customer satisfaction data, as well as a process for ongoing evaluation and refinement of the program model. (10 points)
- d. The proposal provides a model for client input in program design, service delivery, and program operations. (5 points)

5.2.3. Fiscal Capacity (25 points)

- a. The budget is clear and easy to understand. The budget reflects sound, adequate allocation of resources, matching the program components including staffing costs, operating costs and capital costs (as appropriate). The budget supports the services proposed and is competitive with other proposals. Costs are reasonable, justified, and competitive. Cost Allocation Plan is reasonable. (20 points)
- b. Proposer's ability to leverage other resources for this proposal, either from in-kind, and/or external resources. Proposer demonstrates the fiscal capacity to successfully manage grants/contracts and respective services. (5 points)

6. Terms and Conditions for Receipt of Proposals

6.1 Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than 72 hours prior to the Proposals Deadline.

6.2 Inquiries Regarding RFP

Proposers shall submit all questions concerning this RFP, scope of services or requirements in writing by email only before the RFP Questions Deadline and directed to: Robert.J.McCarthy@sfgov.org. All Proposer questions concerning the RFP process shall be submitted no later than 72 hours prior to the Proposals Deadline. Proposers who fail to do so will waive all further rights to protest, based on these specifications and conditions.

6.3 Objections to RFP Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this RFP, the Proposer must, not less than 72 hours prior to the Proposals Deadline, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

6.4 Change Notices

The Department may modify the RFP, prior to the Proposals Deadline, by issuing Addenda to the RFP, which will be posted at <http://mission.sfgov.org/OCABidPublication>. The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the Department prior to the Proposals Deadline regardless of when the proposal is submitted. Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposals Deadline, to determine if the Proposer has downloaded all RFP Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers, and updates, which will be posted on the City's Bid and Contracts website: <http://mission.sfgov.org/OCABidPublication>.

6.5 Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the Proposals Deadline and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the proposal may remain valid beyond the 180 day period in the circumstance of extended negotiations.

6.6 Revision of Proposal

A Proposer may revise a proposal on the Proposer's own initiative at any time before the Proposals Deadline. The Proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before, but no later than the Proposals Deadline.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the Proposals Deadline for any Proposer. At any time during the proposal evaluation process, the Department may require a Proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

6.7 Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any grant awarded pursuant to the RFP.

6.8 Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

6.9 Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a Proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations. Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

- Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
- Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
- Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, Proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

6.10 Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision 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 benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

6.11 Public Access to Meetings and Records

If a Proposer is a non-profit entity that 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 S.F. Administrative Code, the Proposer must comply with Chapter 12L. The Proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and (2) a summary of all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

6.12 Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any grant will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

6.13 No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

6.14 Local Business Enterprise Goals and Outreach

Due to county, federal and state funding for these services, LBE bid discounts will not be used in this RFP.

6.15 Compliance with Previous Grant and Contract Requirements

Agencies submitting proposals that have previously been granted by the City and County of San Francisco and/or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFP. Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/grants may result in agency disqualification to participate in this RFP.

6.16 Other Terms and Conditions

The selection of any Proposer for grant agreement negotiations shall not imply acceptance by the City of all terms of any proposal or response to this RFP, which may be subject to further negotiation and approvals by the City.

If a satisfactory grant agreement cannot be negotiated in a reasonable time with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and begin grant agreement negotiations with the next highest scoring Proposer or may continue competition among remaining Proposers without reinitiating the RFP process.

The City reserves the right at any time to approve, disapprove, or modify proposed staffing, plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFP.

This RFP does not in any way limit the City's right to solicit grant agreements/contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the proposals submitted in response to this RFP are inadequate to satisfy its needs.

7. City Agreement Requirements

7.1 Standard Agreement Provisions

The successful Proposer will be required to enter into a grant agreement. Failure to timely execute the agreement, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the agreement, shall be deemed an abandonment of a grant offer. The City, in its sole discretion, may select another Proposer.

7.2 Nondiscrimination in Contracts and Benefits

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgov.org/cmd/>.

7.3 Minimum Compensation Ordinance (MCO)

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the amount of hourly gross compensation currently required under

the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

7.4 Health Care Accountability Ordinance (HCAO)

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

7.5 First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://oewd.org/first-source> and from the First Source Hiring Administrator, (415) 701-4848.

7.6 Conflicts of Interest

The successful Proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of 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. The successful Proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful Proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful Proposer that the City has selected the Proposer.

7.7 Insurance Requirements

Upon award, Grantee shall provide a copy of current insurance certificate naming the City as Additional Insured in a separate endorsement page, or submit evidence that it can obtain the following coverage and name the City as Additional Insured: (1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury or illness; (2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; (3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and (4) Professional Liability Insurance for negligent acts, errors or omission with respect to professional or technical services with limits not less than \$1,000,000 for each claim.

7.8 Compliance with Municipal Codes

Grantees that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into an agreement with the City. Some of the laws are included in this RFP.

7.9 Companies Headquartered in Certain States

This Agreement is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the grant agreement will be performed in any of those states. Proposers are hereby advised that Proposers which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the grant agreement will be performed in a state on the Covered State List may not enter into grant agreements with the City. A list of states on the Covered State List is available at the website of the City Administrator.

8. Protest Procedures

The City reserves the right to proceed with its Grantee selection and/or negotiation process during any protest period. The City will cease its Grantee selection process only if and when it receives a notification of decision that is in favor of the protester.

8.1 Protest of Non-Responsiveness Determination

Within five (5) business days of the City's issuance of a notice of non-responsiveness, any Proposer that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

8.2 Protest of Grant Award

Within five (5) business days of the City's issuance of a notice of intent to award grant(s) under this RFP, any Proposer that has submitted a responsive proposal, and believes that the City has incorrectly selected another Proposer for award, may submit a written notice of protest by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) business day after the City's issuance of the notice of intent to award a grant(s).

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

8.3 Delivery of Protests

All protests must be received by the due date. Protests MUST be submitted by e-mail addressed to Gigi Whitley, Deputy Director for Administration and Finance for the Department of Homelessness and Supportive Housing at Gigi.Whitley@sfgov.org. Protests or notice of protests made by mail, orally (e.g., by telephone) or by FAX will not be considered.

9. Standard City Vendor Forms

9.1 How to Become Eligible to Do Business with the City

Before the City can award any award to a Grantee, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

9.2 Mandatory Forms

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor Support Division via the City's supplier portal located at <https://sfcitypartner.sfgov.org/>:

1. [Vendor Application Packet](#) (includes **New Vendor Number Request Form** and **IRS Form W-9**)
2. [CCSF Vendor - Business Registration \(Electronic Submission - you must have a vendor number to complete\)](#)
3. [CMD 12B-101 Declaration](#) of Nondiscrimination in Contracts and Benefits



9.3 Vendor Eligibility and Invoice Payment

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed agreement or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/>.

9.4 Vendor Eligibility Forms

Form	Purpose/Info	Routing
CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	https://sfcitypartner.sfgov.org/
Declaration of Nondiscrimination in Contracts and Benefits with supporting documentation (Form CMD-12B-101)	This Declaration is used by the City's Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City Administrator's Contract Monitoring Division Equal Benefits web page.	https://sfcitypartner.sfgov.org/
Vendor Profile Application	Includes New Vendor Number Request Form and IRS Form W-9.	https://sfcitypartner.sfgov.org/

9.5 Supplemental Forms

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (pdf)	The solicitation requires the successful Proposer to demonstrate proof of insurance.
Payment (Labor and Material) Bond (pdf)	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond (pdf)	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application (Contract Monitoring Division)	You desire to participate in the City's Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City's supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/>

Member, Board of Supervisors
District 9



City and County of San Francisco

HILLARY RONEN

DATE: August 31, 2023

TO: Angela Calvillo
Clerk of the Board of Supervisors

A handwritten signature in cursive script, appearing to read "Hillary Ronen".

FROM: Supervisor Hillary Ronen, Chair, Homelessness and Behavioral Health Select
Committee

RE: Homelessness and Behavioral Health Select Committee
COMMITTEE REPORT

Pursuant to Board Rule 4.20, as Chair of the Homelessness and Behavioral Health Select Committee, I have deemed the following matters of an urgent nature and request they be considered by the full Board on Tuesday, September 12, 2023, as Committee Reports:

1. 230869 Grant Agreement Amendment - Homeless Prenatal Program - Homelessness Prevention Assistance - Not to Exceed \$23,461,035
2. 230870 Grant Agreement Amendment - Brilliant Corners - Young Adult Rapid Re-Housing - Not to Exceed \$27,309,402
3. 230871 Grant Agreement Amendment - Tenderloin Housing Clinic, Inc. - Master Lease Hotels - Not to Exceed \$241,657,513
4. 230872 Grant Agreement Amendment - Five Keys Schools and Programs - Bayshore Navigation Center - Not to Exceed \$25,071,113

These matters will be heard in the Homelessness and Behavioral Health Select Committee at a Special Meeting on Friday, September 8, 2023, at 10:00 a.

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: Tom Paulino, Liaison to the Board of Supervisors, Office of the Mayor
Shireen McSpadden, Executive Director, Department of Homelessness
and Supportive Housing

FROM: Stephanie Cabrera, Assistant Clerk, Homelessness and Behavioral Health
Select Committee, Board of Supervisors

DATE: July 31, 2023

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Homelessness and Behavioral Health Select Committee has received the following proposed legislation, introduced by Mayor London N. Breed on July 25, 2023:

File No. 230869

Resolution approving the third amendment to the grant agreement between the Homeless Prenatal Program and the Department of Homelessness and Supportive Housing ("HSH") for homelessness prevention assistance; extending the grant term by 45 months for a total term of July 1, 2018, through June 30, 2027; increasing the agreement amount by \$13,561,035 for a total amount not to exceed \$23,461,035; and authorizing HSH to enter into any additions, amendments, or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City.

If you have any additional comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: Stephanie.Cabrera@sfgov.org.

cc: Andres Power, Office of the Mayor
Dylan Schneider, Department of Homelessness and Supportive Housing
Emily Cohen, Department of Homelessness and Supportive Housing
Bridget Badasow, Department of Homelessness and Supportive Housing