

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

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

THIS AMENDMENT of the **March 24, 2021** Grant Agreement (the "Agreement") is dated as of **June 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **ABODE SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

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

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

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

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
  - (a) Agreement. The term "Agreement" shall mean the Agreement dated **March 24, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.

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

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

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

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**ARTICLE 3 TERM**

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

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2026**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**5.1 Maximum Amount of Grant Funds.**

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Thousand Dollars (\$9,900,00)**.

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

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Seventeen Million Nine Hundred Eighteen Thousand Six Hundred Eighty Three Dollars (\$17,918,683)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million One Hundred Fifty Nine Thousand Seven Hundred Ninety Five Dollars (\$1,159,795)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

Any notice of default must be sent by registered mail.

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

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

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

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

Appendix A, Services to be Provided (dated June 1, 2024)

Appendix B, Budget (dated June 1, 2024)

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

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

**2.5 Appendix A, Services to be Provided,** of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated June 1, 2024) for the period of June 1, 2024 to June 30, 2026.

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

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

**2.8 Appendix D, Interests in Other City Grants,** of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated June 1, 2024).

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

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**ABODE SERVICES**

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

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

Approved as to Form:  
David Chiu  
City Attorney

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

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

**I. Purpose of Grant**

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

**II. Served Population**

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

**III. Referral and Prioritization**

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

**IV. Description of Services**

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

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

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

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

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with FHSP resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process;
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;



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

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

**V. Location and Time of Services**

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

**VI. Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without

discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

G. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
  - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - c. The amount of time required for each step, including when a participant can expect a response; and
  - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

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

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

J. Feedback, Complaint, and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

K. City Communications and Policies

Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

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

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

A. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

B. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
  - a. Entering all household data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.<sup>1</sup>
3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be

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

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- C. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- D. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

## **VII. Service Objectives**

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

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

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

E. Landlord Liaison Services

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

**VIII. Outcome Objectives**

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

A. Housing Coordination and Housing Location Services:

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

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

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

**IX. Reporting Requirements**

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

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

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

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

- Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each fiscal year:
1. Housing Coordination and Housing Location Services: The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  2. Housing Coordination and Housing Location Services: The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
  3. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services: The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
  4. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services: The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in U.S. Department of Housing and Urban Development's (HUD) latest HMIS Data

Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

## **X. Monitoring Activities**

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

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

- B. **Fiscal Compliance and Contract Monitoring**: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	6/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	6/30/2023	3
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5
7				
8	<b>Approved Subcontractors</b>			
10	None.			
11				
12				

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

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

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

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

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

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

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

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



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

**EXTENSION YEAR**

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



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

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

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

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start  
7/1/2023

Fiscal Term End  
6/30/2024

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

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

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

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

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

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

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



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

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

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

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

## Appendix C, Method of Payment

- I. **Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
  
- II. **General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
  - A. **Timelines:** Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

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

- B. **Invoicing System:**
  1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)’s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
  
  2. Grantee’s Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.

C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

D. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

<b>Our City, Our Home (Prop C)</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p>

<b>Our City, Our Home (Prop C)</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
	Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Operating - Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

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

**A. Advance Requirements:**

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



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

**B. Advance Request Process:**

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

**C. Advance Repayment Process:**

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10<sup>th</sup> per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

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

### Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	Adult EHV	01/01/23-06/30/25	\$1,342,464.00
Department of Homelessness and Supportive Housing	Adult RRH	01/01/23-06/30/25	\$3,837,300.00
Human Services Agency	CalWORKS Housing Locator, Housing Connector, and C	07/01/22-06/30/25	\$2,842,626.56
Department of Homelessness and Supportive Housing	City Gardens	12/01/22-06/30/26	\$2,618,415.88
Department of Homelessness and Supportive Housing	Problem Solving – Housing Location Assistance	12/01/20-06/30/26	\$9,900,000.00
Department of Homelessness and Supportive Housing	TAY – Emergency Housing Vouchers	03/01/22 – 06/30/24	\$1,152,677.00
Department of Homelessness and Supportive Housing	Verona Hotel	12/01/20 -06/30/25	\$1,694,066.42
Department of Homelessness and Supportive Housing	Problem Solving Fiscal Agent	8/1/22 – 6/30/25	\$9,900,000.00