

**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
MISSION NEIGHBORHOOD CENTERS, INC.**

THIS AMENDMENT of the **August 1, 2022** Grant Agreement (the "Agreement") is dated as of **November 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **MISSION NEIGHBORHOOD CENTERS, INC.** ("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) for Community Development Services, issued July 1, 2021; and

WHEREAS, this amendment is justified pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to amend contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

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

WHEREAS, the City’s Homelessness Oversight Commission approved this Amendment by Resolution No. 24-080 on September 5, 2024; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. 516-24 on October 22, 2024; and

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

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

(a) “Agreement” shall mean the Agreement dated **August 1, 2022** between Grantee and City.

- (b) “San Francisco Labor and Employment Code”: As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **August 1, 2022** 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 replaced in its entirety to read as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **August 1, 2022** and expire on **June 30, 2028**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Seven Million Five Hundred Twenty Nine Thousand Three Hundred Thirty Eight Dollars (\$7,529,338)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Two Hundred Fifty Four Thousand Eight Hundred Ninety Dollars (\$1,254,890)** 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 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 Million Six Hundred Thirty Three Thousand Six Hundred Dollars (\$20,633,600)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Three Hundred Ninety Four Thousand Four Hundred Fifty Seven Dollars (\$2,394,457)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

2.4 Section 5.2 Use of Grant Funds of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses 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.

2.5 Section 5.4 Reserved (State or Federal Funds) of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.4 State or Federal Funds.

- (a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, 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 all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under 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) **Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

2.6 Section 6.7 Submitting False Claims of the Agreement is 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. 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 13.3 Subcontracting of the Agreement is hereby deleted and replaced in its entirety to read as follows:

13.3 Subcontracting. If the 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 the Budget 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 in the 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.

2.8 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is replaced by the following:

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

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

If to Grantee: Mission Neighborhood Centers, Inc.
362 Capp Street
San Francisco, CA 94110
Attn: Richard Ybarra
Richard.Ybarra@mncsf.org

Any notice of default must be sent by certified mail or other trackable written communication.

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.

2.9 Section 16.8 Requiring Minimum Compensation for Employees of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

2.10 Section 16.21 Compliance with Other Laws of the Agreement is hereby deleted and replaced in its entirety to read as follows:

- (a) 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.
- (b) 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 subcontractors/subgrantees/subrecipients 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 subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

2.11 Section 16.23 Reserved (Additional Requirements for Federally-Funded Awards) of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.23 Additional Requirements for Federally-Funded Awards, when applicable.

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
 - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procures a commercial sex act during the period of time that the award is in effect; or
 - (3) Uses forced labor in the performance of the award or sub-awards under the award.

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 (dated November 1, 2024)
- Appendix B, Budget (dated November 1, 2024)
- Appendix C, Method of Payment (dated November 1, 2024)
- Appendix D, Interests in Other City Grants (dated November 1, 2024)

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

17.12 Reserved.

- 2.14 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 Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

- 2.15 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 November 1, 2024), for the period of November 1, 2024 to June 30, 2028.
- 2.16 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated November 1, 2024), for the period of August 1, 2022 to June 30, 2028.
- 2.17 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated November 1, 2024).
- 2.18 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 November 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**

**MISSION NEIGHBORHOOD
CENTERS, INC.**

DocuSigned by:
Gigi Whitley
By: _____
967F7BF0D97A4C5...
Shireen McSpadden
Executive Director

DocuSigned by:
Richard Ybarra
By: _____
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Richard Ybarra
Chief Executive Officer
City Supplier Number: 14944

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
Adam Radtke
By: _____
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Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Mission Neighborhood Centers, Inc
Homelessness Prevention Assistance**

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 prevent households from entering the Homelessness Response System (HRS).

II. Served Population

Grantee shall serve households who are at the highest risk of becoming homeless, as defined by the San Francisco Department of Homelessness and Supportive Housing's (HSH) vulnerability assessment questionnaire¹.

Based on HSH's data and experience, certain populations in San Francisco are at a particularly high risk of becoming homeless, including but not limited to seniors, youth, low-income Black individuals, and low-income Chinese-, Russian-, and Spanish-speaking individuals. These vulnerable sub-populations often do not have knowledge of or access to homeless prevention assistance services, and as such grantee shall ensure that outreach efforts include these populations, and that those outreach efforts are conducted in a culturally appropriate way. Even though Grantee shall focus on reaching these populations, no one who otherwise meets the criteria for services will be turned away due to their race, ethnicity, or national origin.

III. Referral and Prioritization

Households may self-refer for targeted Homelessness Prevention Assistance. 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 tenants/guests as described in Appendix B, Budget ("Households Served" tab). Grantee shall provide the following services during the term of this grant:

A. 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

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".

communication/client coordination tool, performance reporting, and programmatic and financial workflow controls.

B. 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 with program guidelines and procedures.

1. Grantee shall issue flexible financial assistance in line with the following:
 - 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 with program guidelines and procedures.

C. Housing Focused Referrals

Grantee shall arrange, coordinate, monitor and/or deliver any services that will ensure housing stability and prevent entry into homelessness. Participation in housing focused referrals 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 referrals. Housing-focused referrals include but are not limited to:

1. Budgeting and money management assistance and/or connection to related services that support housing stabilization; and
2. 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 in San Francisco, CA, Monday through Friday from 9:00 a.m. to 5:00 p.m., with the exception of holidays, in the locations listed in the Appendix B, Budget. Services may be provided at additional times and locations, as needed.

VI. Service Requirements

A. 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>

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 HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², 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 HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be 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 (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 programing.

- 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.
- N. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website

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 complete a vulnerability assessment with a minimum of 350 households.
- B. Grantee shall provide targeted Homelessness Prevention Assistance to a minimum of 225 households in FY24-25 and FY25-26; and to a minimum of 120 households in FY26-27 and FY27-28.
- C. Grantee shall refer 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
- D. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance with program guidelines and procedures.

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. At least 90 % of applications will have a resolution (i.e.: denial or check issued) within 45 days of receipt of application by the Agency.

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

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, 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, 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, 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	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	11/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	8/1/2022	6/30/2025	3
6	Amended Term	8/1/2022	6/30/2028	6
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8	Approved Subcontractors			
9	None.			
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**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	11/1/2024								
Contract Term	Begin Date	End Date	Duration (Years)						
Current Term	8/1/2022	6/30/2025	3						
Amended Term	8/1/2022	6/30/2028	6						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Service Component				8/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028
Homelessness Prevention Assistance				225 Households	225 Households	225 Households	225 Households	120 Households	120 Households
One-Time PSH Rent Arrears - Adults & TAY						685 Households			

	A	B	C	D	E	H	K	L	M	N	O	P	Q	R	S	T	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				
2	APPENDIX B, BUDGET																				
3	Document Date	11/1/2024																			
4	Contract Term	Begin Date	End Date	Duration (Years)																	
5	Current Term	8/1/2022	6/30/2025	3																	
6	Amended Term	8/1/2022	6/30/2028	6																	
7	Provider Name	Mission Neighborhood Centers, Inc																			
8	Program	Homelessness Prevention Assistance																			
9	FSP Contract ID#	1000025883																			
10	Action (select)	Amendment																			
11	Effective Date	11/1/2024																			
12	Budget Name	Prop C & General Fund - Homelessness Prevention Services																			
13		Current	New																		
14	Term Budget	\$ 7,529,338	\$ 18,239,143																		
15	Contingency	\$ 0	\$ 2,394,457	20%																	
16	Not-To-Exceed	\$ 7,529,338	\$ 20,633,600																		
					EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR										
					Year 1	Year 2	Year 3		Year 4			Year 5			Year 6			All Years			
					8/1/2022 - 6/30/2023	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	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	8/1/2022 - 6/30/2025	8/1/2022 - 6/30/2028	8/1/2022 - 6/30/2028
					Actuals	Current/Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures																				
20	Salaries & Benefits	\$ 695,159	\$ 786,658	\$ 341,380	\$ 516,632	\$ 858,012	\$ -	\$ 858,012	\$ 858,012	\$ -	\$ 858,012	\$ 858,012	\$ -	\$ 858,012	\$ 858,012	\$ -	\$ 858,012	\$ 858,012	\$ 1,823,197	\$ 3,090,668	\$ 4,913,865
21	Operating Expense	\$ 116,684	\$ 118,308	\$ 46,830	\$ 70,870	\$ 117,700	\$ -	\$ 117,700	\$ 117,700	\$ -	\$ 117,700	\$ 117,700	\$ -	\$ 117,700	\$ 117,700	\$ -	\$ 117,700	\$ 117,700	\$ 281,822	\$ 423,970	\$ 705,792
22	Subtotal	\$ 811,843	\$ 904,966	\$ 388,210	\$ 587,502	\$ 975,712	\$ -	\$ 975,712	\$ 975,712	\$ -	\$ 975,712	\$ 975,712	\$ -	\$ 975,712	\$ 975,712	\$ -	\$ 975,712	\$ 975,712	\$ 2,105,019	\$ 3,514,639	\$ 5,619,657
23	Indirect Percentage	15.00%	15.00%	15.00%		15.00%		15.00%		15.00%		15.00%		15.00%		15.00%		15.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ 121,777	\$ 135,745	\$ 58,231	\$ 88,125	\$ 146,357	\$ -	\$ 146,357	\$ 146,357	\$ -	\$ 146,357	\$ 146,357	\$ -	\$ 146,357	\$ 146,357	\$ -	\$ 146,357	\$ 146,357	\$ 315,753	\$ 527,196	\$ 842,949
25	Other Expenses (Not subject to indirect %)	\$ 2,160,165	\$ 2,132,362	\$ 816,040	\$ 2,514,963	\$ 3,331,003	\$ -	\$ 2,051,003	\$ 2,051,003	\$ -	\$ 1,051,003	\$ 1,051,003	\$ -	\$ 1,051,003	\$ 1,051,003	\$ -	\$ 1,051,003	\$ 1,051,003	\$ 5,108,566	\$ 6,667,972	\$ 11,776,539
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	3,093,784	3,173,072	1,262,481	3,190,591	4,453,072	-	3,173,072	3,173,072	-	2,173,072	2,173,072	-	2,173,072	2,173,072	-	2,173,072	2,173,072	7,529,338	10,709,807	18,239,145
29																					
30	HSH Revenues (select)*																				
31	Prop C	\$ 1,989,460	\$ 2,173,072	\$ 864,608	\$ 1,308,464	\$ 2,173,072		\$ 2,173,072	\$ 2,173,072		\$ 2,173,072	\$ 2,173,072		\$ 2,173,072	\$ 2,173,072		\$ 2,173,072	\$ 2,173,072	\$ 5,027,140	\$ 7,827,679	\$ 12,854,818
33	Prop C - One-time	\$ 1,120,000	\$ 1,000,000	\$ 397,874	\$ 1,882,126	\$ 2,280,000		\$ 1,000,000	\$ 1,000,000		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 2,517,874	\$ 2,882,126	\$ 5,400,000
34	General Fund - One-Time	\$ 117,978			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 117,978	\$ -	\$ 117,978
35	Adjustment to Actuals	\$ (133,653)			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ (133,653)	\$ -	\$ (133,653)
36					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues*	\$ 3,093,785	\$ 3,173,072	\$ 1,262,481	\$ 3,190,590	\$ 4,453,072	\$ -	\$ 3,173,072	\$ 3,173,072	\$ -	\$ 2,173,072	\$ 2,173,072	\$ -	\$ 2,173,072	\$ 2,173,072	\$ -	\$ 2,173,072	\$ 2,173,072	\$ 7,529,338	\$ 10,709,805	\$ 18,239,143
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52																					
53	Prepared by	Aurora Alvarado																			
54	Phone	415.206.7750																			
55	Email	aurora.alvarado@mncsf.org																			

	A	F	M	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	SALARY & BENEFIT DETAIL																		
3	Document Date	11/1/2024																	
4	Provider Name	Mission Neighborhood Centers, Inc																	
5	Program	Homelessness Prevention Assistance																	
6	FSP Contract ID#	1000025883																	
7	Budget Name	Prop C & General Fund - Homelessness Prevention Services										EXTENSION YEAR							
8		Year 1		Year 2		Year 3						Year 4							
9	POSITION TITLE	8/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		Agency Totals		For HSH Funded Program		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	7/1/2025 - 6/30/2026
10		Actuals		Current/Actuals						Current	Amendment	New					Current	Amendment	New
11		Budgeted Salary		Budgeted Salary		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary
12	Program Director	\$ 89,375	\$ 58,105	\$ 124,000	1.00	47%	0.47	\$ 23,119	\$ 34,987	\$ 58,105	\$ 124,000	1.00	47%	0.47	\$ 58,105	\$ 58,105	\$ 58,105	\$ 58,105	
13	Case Review Specialist	\$ 66,733	\$ 74,040	\$ 74,200	1.00	100%	1.00	\$ 29,459	\$ 44,582	\$ 74,040	\$ 74,200	1.00	100%	1.00	\$ 74,040	\$ 74,040	\$ 74,040	\$ 74,040	
14	Homelessness Prevention Specialist (Spanish)	\$ 66,733	\$ 72,356	\$ 72,800	1.00	100%	1.00	\$ 28,965	\$ 43,835	\$ 72,800	\$ 72,800	1.00	100%	1.00	\$ 72,800	\$ 72,800	\$ 72,800	\$ 72,800	
15	Homelessness Prevention Specialist (Russian)	\$ 66,733	\$ 59,248	\$ 72,800	1.00	100%	1.00	\$ 28,965	\$ 43,835	\$ 72,800	\$ 72,800	1.00	100%	1.00	\$ 72,800	\$ 72,800	\$ 72,800	\$ 72,800	
16	Homelessness Prevention Specialist (Mandarin/Vietnamese/Car	\$ 66,733	\$ 61,598	\$ 72,800	1.00	100%	1.00	\$ 28,965	\$ 43,835	\$ 72,800	\$ 72,800	1.00	100%	1.00	\$ 72,800	\$ 72,800	\$ 72,800	\$ 72,800	
17	Homelessness Prevention Specialist	\$ 66,733	\$ 59,474	\$ 72,800	1.00	100%	1.00	\$ 28,965	\$ 43,835	\$ 72,800	\$ 72,800	1.00	100%	1.00	\$ 72,800	\$ 72,800	\$ 72,800	\$ 72,800	
18	Intake & Program Assistant	\$ 57,200	\$ -	\$ 62,400	1.00			\$ -	\$ -	\$ -	\$ 62,400	1.00			\$ -	\$ -	\$ -	\$ -	
19	Accountant	\$ 32,083	\$ 42,082	\$ 70,000	1.00	60%	0.60	\$ 16,743	\$ 25,339	\$ 42,082	\$ 70,000	1.00	60%	0.60	\$ 42,082	\$ 42,082	\$ 42,082	\$ 42,082	
20	Project Manager	\$ 18,333	\$ 49,197	\$ 93,000	1.00	54%	0.54	\$ 19,862	\$ 30,058	\$ 49,920	\$ 93,000	1.00	54%	0.54	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	
21	Quality & Training Coordinator	\$ -	\$ 37,118	\$ 76,960	1.00	53%	0.53	\$ 16,138	\$ 24,422	\$ 40,560	\$ 76,960	1.00	53%	0.53	\$ 40,560	\$ 40,560	\$ 40,560	\$ 40,560	
22	Homelessness Prevention Specialist (Call Center Spanish)		\$ 29,980	\$ 66,640	1.00	55%	0.55	\$ 14,483	\$ 21,917	\$ 36,400	\$ 66,640	1.00	55%	0.55	\$ 36,400	\$ 36,400	\$ 36,400	\$ 36,400	
23	Homelessness Prevention Specialist (Call Center/Tagalog)		\$ 29,980	\$ 66,640	1.00	55%	0.55	\$ 14,483	\$ 21,917	\$ 36,400	\$ 66,640	1.00	55%	0.55	\$ 36,400	\$ 36,400	\$ 36,400	\$ 36,400	
24	SF ERAP Representative (Call Center/Mandarin/Cantonese)		\$ 32,192	\$ 66,640	1.00	55%	0.55	\$ 14,483	\$ 21,917	\$ 36,400	\$ 66,640	1.00	55%	0.55	\$ 36,400	\$ 36,400	\$ 36,400	\$ 36,400	
25		\$ 530,656	\$ 605,370	TOTAL SALARIES				\$ 264,629	\$ 400,479	\$ 665,108	TOTAL SALARIES				\$ -	\$ 665,108	\$ 665,108		
26				TOTAL FTE				8.77			TOTAL FTE				8.77				
27		31.00%	29.95%	FRINGE BENEFIT RATE				29.00%		29.00%	FRINGE BENEFIT RATE				29.00%		29.00%		
28		\$ 164,503	\$ 181,288	EMPLOYEE FRINGE BENEFITS				\$ 76,751	\$ 116,153	\$ 192,904	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 192,904	\$ 192,904		
29		\$ 695,159	\$ 786,658	TOTAL SALARIES & BENEFITS				\$ 341,380	\$ 516,632	\$ 858,012	TOTAL SALARIES & BENEFITS				\$ -	\$ 858,012	\$ 858,012		

	A	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	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											
9	POSITION TITLE	Year 5				Year 6				All Years									
10		Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	8/1/2022 - 6/30/2025	8/1/2022 - 6/30/2028	8/1/2022 - 6/30/2028	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current	Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current	Amendment	New	Current/Actuals	Modification	New	
12	Program Director	\$ 124,000	1.00	47%	0.47		\$ 58,105	\$ 58,105	\$ 124,000	1.00	47%	0.47		\$ 58,105	\$ 58,105	\$ 170,599	\$ 209,303	\$ 379,902	
13	Case Review Specialist	\$ 74,200	1.00	100%	1.00		\$ 74,040	\$ 74,040	\$ 74,200	1.00	100%	1.00		\$ 74,040	\$ 74,040	\$ 170,232	\$ 266,702	\$ 436,934	
14	Homelessness Prevention Specialist (Spanish)	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800	\$ 168,054	\$ 262,235	\$ 430,289	
15	Homelessness Prevention Specialist (Russian)	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800	\$ 154,946	\$ 262,235	\$ 417,181	
16	Homelessness Prevention Specialist (Mandarin/Vietnamese/Car	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800	\$ 157,296			
17	Homelessness Prevention Specialist	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800	\$ 155,172			
18	Intake & Program Assistant	\$ 62,400	1.00				-	-	\$ 62,400	1.00				-	-	\$ 57,200	-	\$ 57,200	
19	Accountant	\$ 70,000	1.00	60%	0.60		\$ 42,082	\$ 42,082	\$ 70,000	1.00	60%	0.60		\$ 42,082	\$ 42,082	\$ 90,909	\$ 151,586	\$ 242,495	
20	Project Manager	\$ 93,000	1.00	54%	0.54		\$ 49,920	\$ 49,920	\$ 93,000	1.00	54%	0.54		\$ 49,920	\$ 49,920	\$ 87,391	\$ 179,818	\$ 267,210	
21	Quality & Training Coordinator	\$ 76,960	1.00	53%	0.53		\$ 40,560	\$ 40,560	\$ 76,960	1.00	53%	0.53		\$ 40,560	\$ 40,560	\$ 53,256	\$ 146,102	\$ 199,358	
22	Homelessness Prevention Specialist (Call Center Spanish)	\$ 66,640	1.00	55%	0.55		\$ 36,400	\$ 36,400	\$ 66,640	1.00	55%	0.55		\$ 36,400	\$ 36,400	\$ 44,463	\$ 131,117	\$ 175,580	
23	Homelessness Prevention Specialist (Call Center/Tagalog)	\$ 66,640	1.00	55%	0.55		\$ 36,400	\$ 36,400	\$ 66,640	1.00	55%	0.55		\$ 36,400	\$ 36,400				
24	SF ERAP Representative (Call Center/Mandarin/Cantonese)	\$ 66,640	1.00	55%	0.55		\$ 36,400	\$ 36,400	\$ 66,640	1.00	55%	0.55		\$ 36,400	\$ 36,400	\$ 46,675	\$ 131,117	\$ 177,792	
25		TOTAL SALARIES			\$ -	\$ 665,108	\$ 665,108	TOTAL SALARIES			\$ -	\$ 665,108	\$ 665,108	\$ 1,356,192	\$ 1,740,217	\$ 2,783,941			
26		TOTAL FTE			8.77	TOTAL FTE			8.77										
27		FRINGE BENEFIT RATE			29.00%	FRINGE BENEFIT RATE			29.00%										
28		EMPLOYEE FRINGE BENEFITS			\$ -	\$ 192,904	\$ 192,904	EMPLOYEE FRINGE BENEFITS			\$ -	\$ 192,904	\$ 192,904	\$ 422,543	\$ 694,865	\$ 1,117,407			
29		TOTAL SALARIES & BENEFITS			\$ -	\$ 858,012	\$ 858,012	TOTAL SALARIES & BENEFITS			\$ -	\$ 858,012	\$ 858,012	\$ 1,823,197	\$ 3,090,668	\$ 4,913,865			

	A	B	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	OPERATING DETAIL																			
3	Document Date	11/1/2024																		
4	Provider Name	Mission Neighborhood Centers, Inc																		
5	Program	Homelessness Prevention Assistance																		
6	FSP Contract ID#	1000025883																		
7	Budget Name	Prop C & General Fund - Homelessness Prevention Services																		
9		Year 1	Year 2			Year 3			Year 4			Year 5			Year 6			All Years		
10		8/1/2022 - 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	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	8/1/2022 - 6/30/2025	8/1/2022 - 6/30/2028	8/1/2022 - 6/30/2028
11		Actuals	Current/Actuals	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Modification	New
12		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	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 48,500	\$59,610	\$ -	\$59,610	\$24,071	\$ 36,429	\$60,500	\$ 60,500	\$60,500	\$ 60,500	\$60,500	\$ 60,500	\$60,500	\$ 60,500	\$60,500	\$ 60,500	\$ 132,181	\$ 217,929	\$ 350,110
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 10,000	\$15,000	\$ -	\$15,000	\$5,968	\$ 9,032	\$15,000	\$ 15,000	\$15,000	\$ 15,000	\$15,000	\$ 15,000	\$15,000	\$ 15,000	\$15,000	\$ 15,000	\$ 30,968	\$ 54,032	\$ 85,000
15	Office Supplies, Postage	\$ 3,300	\$3,200	\$ -	\$3,200	\$1,273	\$ 1,927	\$3,200	\$ 3,200	\$3,200	\$ 3,200	\$3,200	\$ 3,200	\$3,200	\$ 3,200	\$3,200	\$ 3,200	\$ 7,773	\$ 11,527	\$ 19,300
16	Building Maintenance Supplies and Repair	\$ 10,000	\$3,000	\$ -	\$3,000	\$1,194	\$ 1,806	\$3,000	\$ 3,000	\$3,000	\$ 3,000	\$3,000	\$ 3,000	\$3,000	\$ 3,000	\$3,000	\$ 3,000	\$ 14,194	\$ 10,806	\$ 25,000
17	Printing and Reproduction	\$ 2,200	\$3,400	\$ -	\$3,400	\$1,194	\$ 1,806	\$3,000	\$ 3,000	\$3,000	\$ 3,000	\$3,000	\$ 3,000	\$3,000	\$ 3,000	\$3,000	\$ 3,000	\$ 6,794	\$ 10,806	\$ 17,600
18	Insurance	\$ 3,850	\$4,200	\$ -	\$4,200	\$1,671	\$ 2,529	\$4,200	\$ 4,200	\$4,200	\$ 4,200	\$4,200	\$ 4,200	\$4,200	\$ 4,200	\$4,200	\$ 4,200	\$ 9,721	\$ 15,129	\$ 24,850
19	Staff Training	\$ 5,500	\$2,000	\$ -	\$2,000	\$796	\$ 1,204	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$ 8,296	\$ 7,204	\$ 15,500
20	Staff Travel-Local & Out of Town)	\$ 6,417	\$1,200	\$ -	\$1,200	\$477	\$ 723	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$ 8,094	\$ 4,323	\$ 12,417
21	Office Equipment	\$ 6,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417	\$ -	\$ 6,417
22	IT Equipment	\$ 13,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,750	\$ -	\$ 13,750
23	Food Services Supplies	\$ 2,000	\$1,200	\$ -	\$1,200	\$477	\$ 723	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$1,200	\$ 1,200	\$ 3,677	\$ 4,323	\$ 8,000
24	Marketing & Promotion	\$ 2,750	\$2,000	\$ -	\$2,000	\$796	\$ 1,204	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$ 5,546	\$ 7,204	\$ 12,750
25	Program Supplies	\$ 2,000	\$2,800	\$ -	\$2,800	\$955	\$ 1,445	\$2,400	\$ 2,400	\$2,400	\$ 2,400	\$2,400	\$ 2,400	\$2,400	\$ 2,400	\$2,400	\$ 2,400	\$ 5,755	\$ 8,645	\$ 14,400
26	Janitorial Services		\$20,698	\$ -	\$20,698	\$7,957	\$ 12,043	\$20,000	\$ 20,000	\$20,000	\$ 20,000	\$20,000	\$ 20,000	\$20,000	\$ 20,000	\$20,000	\$ 20,000	\$ 28,655	\$ 72,043	\$ 100,698
34	TOTAL OPERATING EXPENSES	\$ 116,684	\$ 118,308	\$ -	\$ 118,308	\$46,830	\$ 70,870	\$ 117,700	\$ -	\$ 117,700	\$ 117,700	\$ -	\$ 117,700	\$ 117,700	\$ -	\$ 117,700	\$ 117,700	\$ 281,822	\$ 423,970	\$ 705,792
35																				
36	Other Expenses (not subject to indirect cost %)																			
37	Client Assistance	\$ 2,293,818	\$2,132,362	\$ -	\$2,132,362	\$816,040	\$ 1,234,963	\$2,051,003	\$ 2,051,003	\$2,051,003	\$ 2,051,003	\$1,051,003	\$1,051,003	\$ 1,051,003	\$1,051,003	\$ 1,051,003	\$1,051,003	\$ 5,242,220	\$ 5,387,972	\$ 10,630,192
38	Adjustment to Actuals	\$ (133,653)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (133,653)	\$ -	\$ (133,653)
39	Additional emergency rental assistance		\$ -	\$ -	\$ -	\$ 1,280,000	\$ 1,280,000	\$ 1,280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,280,000	\$ 1,280,000
50	TOTAL OTHER EXPENSES	\$ 2,160,165	\$ 2,132,362	\$ -	\$ 2,132,362	\$ 816,040	\$ 2,514,963	\$ 3,331,003	\$ -	\$ 2,051,003	\$ 2,051,003	\$ -	\$ 1,051,003	\$ 1,051,003	\$ -	\$ 1,051,003	\$ 1,051,003	\$ 5,108,566	\$ 6,667,972	\$ 11,776,539
62																				
63	HSH #3																	Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

Prop C & General Fund - Homelessness Preventi

FY24-25

<- 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>	<u>Employee Name</u>
Program Director	0.47	\$ 58,105	Responsible of coordination of the MNC Homeless prevention services, 50% of the salary is allocated to this program.	50% Annual Salary	Aurora Alvarado
Case Review Specialist	1.00	\$ 74,040	Responsible for overseeing critical cases and doing review of cases prior to submission and approval.	\$36 x 40hrs x 52weeks	Marina Casiano
Homelessness Prevention Specialist (Spanish)	1.00	\$ 72,800	Homelessness Prevention Specialist Prevention Specialist will provide on-going supportive and/or case management functions in accordance with the needs of the client at Excelsior District Site.	\$35 x 40hrs x 52weeks	Paola Lomeli
Homelessness Prevention Specialist (Russian)	1.00	\$ 72,800	Homelessness Prevention Specialist Prevention Specialist will provide on-going supportive and/or case management functions in accordance with the needs of the client at Mission District Site.	\$35 x 40hrs x 52weeks	Viktoriya Pfening
Homelessness Prevention Specialist (Mandarin/Vietnamese/Can	1.00	\$ 72,800	Homelessness Prevention Specialist Prevention Specialist will provide on-going supportive and/or case management functions in accordance with the needs of the client at Bayview Site.	\$35 x 40hrs x 52weeks	Thomas Guarino
Homelessness Prevention Specialist	1.00	\$ 72,800	Homelessness Prevention Specialist Prevention Specialist will provide on-going supportive and/or case management functions in accordance with the needs of the client at Bayview Site.	\$35 x 40hrs x 52weeks	Trihn Tang
Intake & Program Assistant	1.00	\$ -	Position has been replace by a Homelessness Prevention Specialist	\$30 x 40hrs x 52weeks	Position Closed
Accountant	0.50	\$ 42,082	Responsible to communicate and coordinate all related to contracts, programs, funding requests and budget matters. 50% of the salary is allocated to this program.	40% of their salary has been allocated to this program	Ranulfo Alejado/ Patricia Jimenez
Project Manager	0.20	\$ 49,920	Responsible for managing the program and provide support to the Program Director. 50% of the salary is allocated to this program.	50% Annual Salary	Andre Sandford
Quality & Training Coordinator	0.50	\$ 40,560	Responsible for overseeing the training curriculum for HPS staff and to keep the quality of our process and procedures.	\$39 x 20hrs x 52weeks	Guadalupe Carballo
Homelessness Prevention Specialist (Call Center Spanish)	0.50	\$ 36,400	Responsible to support the SF ERAP call center	\$35 x 40hrs x 52weeks	Jacqueline Diaz
Homelessness Prevention Specialist (Call Center/Tagalog)	0.50	\$ 36,400	Responsible to support the SF ERAP call center	\$35 x 40hrs x 52weeks	Don Vito Garcia
SF ERAP Representative (Call Center/Mandarin/Cantonese)	0.50	\$ 36,400	Responsible to support the SF ERAP call center	\$35 x 40hrs x 52weeks	Jin Mo
TOTAL	9.17	\$ 665,108			
Employee Fringe Benefits		\$ 192,904	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.		
Salaries & Benefits Total		\$ 858,012			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 60,500	Derived by forecasting an estimate of \$5042 monthly expense in the rent of different offices. 1) Excelsior District 2)Bayview District and 3)Mission District. This amount represent the 50% of the total cost	\$5,042/mo.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 15,000	Derived of forecasting an estimate of \$1,250.00 monthly expense	\$1,250/mo.
Office Supplies, Postage	\$ 3,200	Derived by forecasting a monthly expense of \$267 for postage for office supplies, outreach mailings and paper supplies	\$267/mo.
Building Maintenance Supplies and Repair	\$ 3,000	Derivate by allocating 2% of the total building maintenance and repair expense (based on square footage) of \$250 per month.	\$250/mo.
Printing and Reproduction	\$ 3,000	Derived by incurring start-up printing costs to of forms, documents at a total cost of \$250.00 per month.	\$250/mo.
Insurance	\$ 4,200	A combination of general liability/property coverage. Derived by allocating \$350 of the total organization insurance cost times 12 months.	\$350/mo.
Staff Training	\$ 2,000	Derived by forecasting an estimate for ongoing case management training.	\$2,000
Staff Travel-(Local & Out of Town)	\$ 1,200	Derived by forecasting a monthly expense of \$100 for transportation expenses as bus ticket, gas, transportation services for staff.	\$100/mo.
Office Equipment	\$ -		
IT Equipment	\$ -		
Food Services Supplies	\$ 1,200	Derived of forecasting an estimate of \$100 monthly expense for snacks and food supplies for clients during presentations and appointments.	\$100/mo.
Marketing & Promotion	\$ 2,000	A one-time expense to cover marketing and promotion items for the program	\$2,000
Program Supplies	\$ 2,400	Derived fy forecasting a monthly expense of \$200 per month for different program supplies	\$200/mo.
Janitorial Services	\$ 20,000	Derived fy forecasting a monthly expense of \$1,667 for janitorial services for the cleaning of the offices and supplies	\$1,667/mo.
TOTAL OPERATING EXPENSES	\$ 117,700		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Client Assistance	\$ 2,051,003	Derived of forecasting an average of \$7,500 rental assistance x 273 clients	\$7,500 x 273.47 = \$2,051,003
Additional emergency rental assistance	\$ 1,280,000	One-time funds to support PSH clients for FY24-25 with rent arrears	Estimate developed with HSH programs and providers based upon identified need
TOTAL OTHER EXPENSES	\$ 3,331,003		

Appendix C, Method of Payment

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

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

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

- E. **Invoicing System:**
 - 1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness

and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
 3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- G. Spend Down:
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

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

H. Documentation and Record Keeping:

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

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

Our City, Our Home (Prop C) & General Fund	
Type	Instructions and Examples of Documentation
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement time an invoice is submitted.

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

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

A. Advance Requirements:

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

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

B. Advance Request Process:

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

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment.
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 monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Human Services Agency	Aging & Disability Resource Centers Program	7/1/2024-6/30/2026	\$595,342
San Francisco Human Services Agency	Community Services	7/1/2023-6/30/2027	\$2,530,788
San Francisco Human Services Agency	Intergenerational Program	7/1/2023-6/30/2027	\$731,240
San Francisco Human Services Agency	Senior Capp Naturalization	7/1/2024-6/30/2025	\$30,574
Department of Children, Youth and Families	Care Coordinators Program	7/1/2024-6/30/2025	\$895,300
Department of Children, Youth and Families	Out of School Program	7/1/2024-6/30/2025	\$600,000
Department of Children, Youth and Families	Raices Program	7/1/2024-6/30/2025	\$720,000
Department on the Status of Women	Raices-DOSW Mission Girls Program	7/1/2024-6/30/2025	\$242,772
Public Utilities Commission	Project Learning Partnership 0195	5/1/2022-4/30/2025	\$105,000
San Francisco Department of Early Childhood	EL Centro Bayview Grant	7/1/2024-6/30/2025	\$959,347
San Francisco Department of Early Childhood	EL Centro Bayview Addback	7/1/2024-6/30/2025	\$243,600
San Francisco Department of Early Childhood	Quality Rating and Improved Technical	7/1/2024-6/30/2025	\$103,200
San Francisco Department of Early Childhood	203902-23 Educational Support Services	7/1/2024-6/30/2025	\$68,389
Mayor's Office of Housing and Community Development	201847-23 MNC SF ERAP	7/1/2024-6/30/2025	\$3,300,000
Department of Homelessness and Supporting Housing	Homelessness Prevention	8/1/2022-6/30/2025	\$7,529,338
Mayor's Office of Housing and Community Development	Housing Assistance for Ukrainians	11/1/2023-9/30/2024	\$1,465,000
Department of Homelessness and Supporting Housing	Family Shallow Subsidy Housing Program	7/1/2024-6/30/2026	\$3,246,344