

**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  
BRILLIANT CORNERS**

THIS AMENDMENT of the **April 1, 2021**, Grant Agreement (the "Agreement") is dated as of **July 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **BRILLIANT CORNERS** ("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 Board of Supervisors approved this Agreement under San Francisco Charter Section 9.118 by Resolution <insert Resolution number> on <Month Date, Year>; 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 **April 1, 2021** between Grantee and City.

**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, 2022**, 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, 2024** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**4.2 Grantee's Personnel.**

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

(b) **Grantor Vaccination Policy.**

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

copy of the Contractor Vaccination Policy can be found at:  
<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

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

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

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Thousand Dollars (\$9,900,000)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Six Hundred Fourteen Thousand Five Hundred Dollars (\$1,614,500)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check

payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

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

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

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

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

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Forty Million One Hundred Sixty One Thousand Six Hundred and Three Dollars (\$40,161,603)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million Six Hundred Fourteen Thousand Seven Hundred Twenty Seven Dollars (\$3,614,727)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

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

**13.3 Subcontracting.** If Appendix B, Budget lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix B, Budget is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its

subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

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

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

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

If to Grantee: Brilliant Corners  
854 Folsom Street  
San Francisco, CA 94107  
Attn: Bill Pickel  
[BPickel@BrilliantCorners.org](mailto:BPickel@BrilliantCorners.org)

Any notice of default must be sent by registered mail.

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

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

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

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

Appendix A, Services to be Provided (dated July 1, 2022)

Appendix B, Budget (dated July 1, 2022)

Appendix C, Method of Payment (dated July 1, 2022)

Appendix D, Interests in Other City Grants (dated July 1, 2022)

**2.7 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated July 1, 2022), for the period of February 15, 2021 to June 30, 2024.

**2.8 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2022), for the period of February 15, 2021 to June 30, 2024.

**2.9 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2022).

**2.10 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2022).

**2.11 Appendix E, Permitted Subgrantees**, of the Agreement is hereby deleted.



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

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**BRILLIANT CORNERS**

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

By: \_\_\_\_\_  
William F. Pickel  
Chief Executive Officer  
City Supplier Number: 0000024002

Approved as to Form:  
David Chiu  
City Attorney

By: \_\_\_\_\_  
Virginia Dario Elizondo  
Deputy City Attorney

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

**I. Purpose of Grant**

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

**II. Served Population**

Grantee shall serve adult tenants:

- A. Aged 60 years or older, without custody of minor children;
- B. Aged 18 to 59, without custody of minor children; and
- C. Aged 18 to 29, without custody of minor children.

**III. Referral and Prioritization**

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

**IV. Description of Services**

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

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

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

- B. Housing Coordination Services: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
1. Communication and coordination with Coordinated Entry Access Points and FHSP case management partners to remove any barriers to the housing referral process;
  2. Lease negotiation and rental subsidy administration on behalf of tenants placed into housing and lease review to ensure compliance with all local and State laws;
  3. Support to prospective tenants to secure units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Ensuring that case management providers collect all necessary documents to support tenants to successfully move into housing;
  5. Elimination of barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
  6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards.
  7. Assessment and completion of minor repairs necessary to improve accessibility or other functional improvements;
  8. Payment for items needed during housing search and move-in (e.g. application fees, security deposit, furniture, and moving costs); and
  9. Income verification and rent calculation upon tenant move-in and annually thereafter, or sooner if a tenant's income changes.
- C. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:
1. Initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;
  2. Timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
  3. Timely and accurate payment of flexible funding to eliminate other barriers to housing; and
  4. The completion of regular income verification and rent calculation for each tenant receiving a subsidy and timely notices to tenants for any changes in rent, and reflecting rent changes in subsidy payments.
- D. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:

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

**V. Location and Time of Services**

Grantee shall provide services at Brilliant Corners, 1360 Mission Street, on Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

**VI. Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. Translation and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to tenants who primarily speak language(s) other than English.
- C. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- D. 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.

E. Feedback, Complaint and Follow-up Policies:

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

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

F. City Communications and Policies

Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
3. Attendance of trainings, as requested.

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

H. 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.

I. Data Standards:

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

sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

J. Record Keeping and Files:

1. Grantee shall maintain all eligibility, income verification and inspection documentation in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

**VII. Service Objectives**

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

A. Housing Location Services

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

B. Housing Coordination Services

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

C. Subsidy Administration Services

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

D. Landlord Liaison Services

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

**VIII. Outcome Objectives**

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

- A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  - 1. At least 90 percent of tenants enrolled in the program will successfully move into housing as verified via their housing move-in date.
- B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  - 1. The average length of time that tenants spend homeless, from referral to housing move-in, shall be less than or equal to 75 days, as calculated by  $[\text{Housing Move-in Date}] - [\text{Referral Start Date}] / \text{Count of tenants with a } [\text{Housing Move-In Date}]$ .
- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
  - 1. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.

## **IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH.
- B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- C. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- F. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data

of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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

**X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>															
2	<b>APPENDIX B, BUDGET</b>															
3	<b>Document Date</b>	7/1/2021														
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	6/30/2022	2												
6	<b>Amended Term</b>	2/15/2021	6/30/2024	4												
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>								
8	<b>Service Component</b>				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024								
10	Prop C - Housing Locator, Housing Placement, & Rental Assistance				0	150	300	300								
11	Prop C - Flex Pool				0	100	200	200								
12																
13																
14																
15																
16																
17																
18																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	4/6/2022																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	2/15/2021	6/30/2022	2															
6	Amended Term	2/15/2021	6/30/2024	4															
7	Provider Name	Brilliant Corners																	
8	Program	Flexible Housing Subsidy Pool																	
9	FSP Contract ID#	1000021034																	
10	Action (select)	Amendment																	
11	Effective Date	7/1/2022																	
12	Budget Names	Prop C - Flex Pool, Prop C - Housing Locator, Housing Placement, & Rental Assistance																	
13		Current	New																
14	Term Budget	\$ 6,424,153	\$ 36,546,876																
15	Contingency	\$ 3,475,847	\$ 3,614,727	12%															
16	Not-To-Exceed	\$ 9,900,000	\$ 40,161,603																
					Year 1			Year 2			Year 3			Year 4			CC		
17		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2022	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024			
18		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ 1,571,375.00	\$ -	\$ 1,571,375.00	\$ -	\$ 2,833,152	\$ 2,833,152	\$ -	\$ 3,145,427	\$ 3,145,427	\$ 1,571,375.00	\$ 5,978,578.92	\$ 7,549,953.92			
21	Operating Expense	\$ 1,980.00	\$ -	\$ 1,980.00	\$ 382,310.35	\$ -	\$ 382,310.35	\$ -	\$ 678,831	\$ 678,831	\$ -	\$ 753,653	\$ 753,653	\$ 384,290.35	\$ 1,432,484.57	\$ 1,816,774.92			
22	Subtotal	\$ 1,980.00	\$ -	\$ 1,980.00	\$ 1,953,685.35	\$ -	\$ 1,953,685.35	\$ -	\$ 3,511,983	\$ 3,511,983	\$ -	\$ 3,899,081	\$ 3,899,081	\$ 1,955,665.35	\$ 7,411,063.49	\$ 9,366,728.84			
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%												
24	Indirect Cost (Line 21 X Line 22)	\$ 297.00	\$ -	\$ 297.000	\$ 293,052.80	\$ -	\$ 293,052.80	\$ -	\$ 526,797	\$ 526,797	\$ -	\$ 584,862	\$ 584,862	\$ 293,349.80	\$ 1,111,659.52	\$ 1,405,009.33			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ 4,175,137.91	\$ -	\$ 4,175,137.91	\$ -	\$ 10,800,000	\$ 10,800,000	\$ -	\$ 10,800,000	\$ 10,800,000	\$ 4,175,137.91	\$ 21,600,000.00	\$ 25,775,137.91			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 2,277	\$ -	\$ 2,277	\$ 6,421,876	\$ -	\$ 6,421,876	\$ -	\$ 14,838,780	\$ 14,838,780	\$ -	\$ 15,283,943	\$ 15,283,943	\$ 6,424,153	\$ 30,122,723	\$ 36,546,876			
29																			
30	HSH Revenues (select)																		
31	Prop C	\$ 2,277	\$ -	\$ 2,277	\$ 6,421,876	\$ -	\$ 6,421,876	\$ -	\$ 14,838,780	\$ 14,838,780	\$ -	\$ 15,283,943	\$ 15,283,943	\$ 6,424,153	\$ 30,122,723	\$ 36,546,876			
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 2,277	\$ -	\$ 2,277	\$ 6,421,876	\$ -	\$ 6,421,876	\$ -	\$ 14,838,780	\$ 14,838,780	\$ -	\$ 15,283,943	\$ 15,283,943	\$ 6,424,153	\$ 30,122,723	\$ 36,546,876			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ 2,277	\$ -	\$ 2,277	\$ 6,421,876	\$ -	\$ 6,421,876	\$ -	\$ 14,838,780	\$ 14,838,780	\$ -	\$ 15,283,943	\$ 15,283,943	\$ 6,424,153	\$ 30,122,723	\$ 36,546,876			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)			8.40			18.25			31.70			34.93						
53																			
54	Prepared by	Daniel Hagos Tyler Fong																	
55	Phone	N/A																	
56	Email	dhagos@brilliantcorners.org; tfong@brilliantcorners.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	4/6/2022																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	2/15/2021	6/30/2022	2															
6	Amended Term	2/15/2021	6/30/2024	4															
7	Provider Name	Brilliant Corners																	
8	Program	Flexible Housing Subsidy Pool																	
9	FSP Contract ID#	1000021034																	
10	Action (select)	Amendment																	
11	Effective Date	7/1/2022																	
12	Budget Name	Prop C - Housing Locator, Housing Placement,																	
13		Current	New																
14	Term Budget	\$ 3,815,621	\$ 21,889,255																
15	Contingency	\$ 3,475,847	\$ 3,614,727	12%															
16	Not-To-Exceed	\$ 9,900,000	\$ 40,161,603																
17		Year 1			Year 2			Year 3			Year 4			All Years					
18		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2022	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024			
19		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ -	\$ -	\$ 1,195,155	\$ -	\$ 1,195,155	\$ -	\$ 1,676,801	\$ 1,676,801	\$ -	\$ 1,861,622	\$ 1,861,622	\$ 1,195,155	\$ 3,538,424	\$ 4,733,579			
22	Operating Expense	\$ 1,980	\$ -	\$ 1,980	\$ 306,763	\$ -	\$ 306,763	\$ -	\$ 430,388	\$ 430,388	\$ -	\$ 477,827	\$ 477,827	\$ 308,743	\$ 908,215	\$ 1,216,958			
23	Subtotal	\$ 1,980	\$ -	\$ 1,980	\$ 1,501,918	\$ -	\$ 1,501,918	\$ -	\$ 2,107,190	\$ 2,107,190	\$ -	\$ 2,339,449	\$ 2,339,449	\$ 1,503,898	\$ 4,446,638	\$ 5,950,536			
24	Indirect Percentage	15.00%		15.00%	15.00%		15.00%	15.00%	15.00%		15.00%	15.00%	15.00%		15.00%				
25	Indirect Cost (Line 21 X Line 22)	\$ 297	\$ -	\$ 297	\$ 225,288	\$ -	\$ 225,288	\$ -	\$ 316,078	\$ 316,078	\$ -	\$ 350,917	\$ 350,917	\$ 225,585	\$ 666,996	\$ 892,580			
26	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ 2,086,138	\$ -	\$ 2,086,138	\$ -	\$ 6,480,000	\$ 6,480,000	\$ -	\$ 6,480,000	\$ 6,480,000	\$ 2,086,138	\$ 12,960,000	\$ 15,046,138			
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Total Expenditures	\$ 2,277	\$ -	\$ 2,277	\$ 3,813,344	\$ -	\$ 3,813,344	\$ -	\$ 8,903,268	\$ 8,903,268	\$ -	\$ 9,170,366	\$ 9,170,366	\$ 3,815,621	\$ 18,073,634	\$ 21,889,255			
30	HSH Revenues (select)																		
31	Prop C	\$ 2,277		\$ 2,277	\$ 3,813,344		\$ 3,813,344		\$ 8,903,268	\$ 8,903,268		\$ 9,170,366	\$ 9,170,366	\$ 3,815,621	\$ 18,073,634	\$ 21,889,255			
32	Total HSH Revenues	\$ 2,277	\$ -	\$ 2,277	\$ 3,813,344	\$ -	\$ 3,813,344	\$ -	\$ 8,903,268	\$ 8,903,268	\$ -	\$ 9,170,366	\$ 9,170,366	\$ 3,815,621	\$ 18,073,634	\$ 21,889,255			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	None	\$ -		\$ -	\$ -		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
43	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44	Total HSH + Other Revenues	\$ 2,277	\$ -	\$ 2,277	\$ 3,813,344	\$ -	\$ 3,813,344	\$ -	\$ 8,903,268	\$ 8,903,268	\$ -	\$ 9,170,366	\$ 9,170,366	\$ 3,815,621	\$ 18,073,634	\$ 21,889,255			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
53	Prepared by	Daniel Hagos Tyler Fong																	
54	Phone	N/A																	
55	Email	dhagos@brilliantcorners.org; tfong@brilliantcorners.org																	



	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	OPERATING DETAIL																
3	Document Date	4/6/2022															
4	Provider Name	Brilliant Corners															
5	Program	Flexible Housing Subsidy Pool															
6	FSP Contract ID#	1000021034															
7	Budget Name	Prop C - Housing Locator, Housing Place															
8		EXTENSION YEAR						EXTENSION YEAR									
9		Year 1			Year 2			Year 3			Year 4			All Years			
10		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2022	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024	
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Operating Expenses	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	\$ -	\$ -	\$ -	\$ 94,176	\$ -	\$ 94,176	\$ 132,129	\$ -	\$ 132,129	\$ 146,692	\$ -	\$ 146,692	\$ 94,176	\$ 278,821	\$ 372,997	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ 25,920	\$ -	\$ 25,920	\$ 36,366	\$ -	\$ 36,366	\$ 40,374	\$ -	\$ 40,374	\$ 25,920	\$ 76,740	\$ 102,660	
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ 17,280	\$ -	\$ 17,280	\$ 24,244	\$ -	\$ 24,244	\$ 26,916	\$ -	\$ 26,916	\$ 17,280	\$ 51,160	\$ 68,440	
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ 12,960	\$ -	\$ 12,960	\$ 18,183	\$ -	\$ 18,183	\$ 20,187	\$ -	\$ 20,187	\$ 12,960	\$ 38,370	\$ 51,330	
18	Insurance	\$ -	\$ -	\$ -	\$ 9,860	\$ -	\$ 9,860	\$ 13,834	\$ -	\$ 13,834	\$ 15,358	\$ -	\$ 15,358	\$ 9,860	\$ 29,192	\$ 39,052	
19	Staff Training	\$ 1,980	\$ -	\$ 1,980	\$ 14,400	\$ -	\$ 14,400	\$ 20,203	\$ -	\$ 20,203	\$ 22,430	\$ -	\$ 22,430	\$ 16,380	\$ 42,633	\$ 59,013	
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ 34,560	\$ -	\$ 34,560	\$ 48,488	\$ -	\$ 48,488	\$ 53,832	\$ -	\$ 53,832	\$ 34,560	\$ 102,320	\$ 136,880	
21	Office Furniture and Equipment	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 49,105	\$ -	\$ 49,105	\$ 54,517	\$ -	\$ 54,517	\$ 35,000	\$ 103,622	\$ 138,622	
22	Software	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 49,105	\$ -	\$ 49,105	\$ 54,517	\$ -	\$ 54,517	\$ 35,000	\$ 103,622	\$ 138,622	
23	Client Background Checks	\$ -	\$ -	\$ -	\$ 6,375	\$ -	\$ 6,375	\$ 8,944	\$ -	\$ 8,944	\$ 9,930	\$ -	\$ 9,930	\$ 6,375	\$ 18,874	\$ 25,249	
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44	Legal	\$ -	\$ -	\$ -	\$ 21,232	\$ -	\$ 21,232	\$ 29,788	\$ -	\$ 29,788	\$ 33,072	\$ -	\$ 33,072	\$ 21,232	\$ 62,860	\$ 84,092	
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68																	
69	TOTAL OPERATING EXPENSES	\$ 1,980.00	\$ -	\$ 1,980.00	\$ 306,763.00	\$ -	\$ 306,763.00	\$ -	\$ 430,388.21	\$ 430,388.21	\$ -	\$ 477,826.56	\$ 477,826.56	\$ 308,743.00	\$ 908,214.77	\$ 1,216,957.77	
70																	
71	Other Expenses (not subject to indirect cost %)																
72	Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
73	Actual Subsidy Costs	\$ -	\$ -	\$ -	\$ 1,209,737.91	\$ -	\$ 1,209,737.91	\$ 3,757,710	\$ -	\$ 3,757,710	\$ 3,757,710	\$ -	\$ 3,757,710	\$ 1,209,738	\$ 7,515,420.36	\$ 8,725,158	
74	Actual Security Deposits	\$ -	\$ -	\$ -	\$ 374,000.00	\$ -	\$ 374,000.00	\$ 1,161,726	\$ -	\$ 1,161,726	\$ 1,161,726	\$ -	\$ 1,161,726	\$ 374,000	\$ 2,323,451.38	\$ 2,697,451	
75	Actual Furniture Costs	\$ -	\$ -	\$ -	\$ 136,000.00	\$ -	\$ 136,000.00	\$ 422,446	\$ -	\$ 422,446	\$ 422,446	\$ -	\$ 422,446	\$ 136,000	\$ 844,891.41	\$ 980,891	
76	Actual Relocation costs	\$ -	\$ -	\$ -	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 403,808	\$ -	\$ 403,808	\$ 403,808	\$ -	\$ 403,808	\$ 130,000	\$ 807,616.79	\$ 937,617	
77	Actual Damage Mitigation Funds	\$ -	\$ -	\$ -	\$ 49,400.00	\$ -	\$ 49,400.00	\$ 153,447	\$ -	\$ 153,447	\$ 153,447	\$ -	\$ 153,447	\$ 49,400	\$ 306,894.38	\$ 356,294	
78	Actual Vacant Unit costs	\$ -	\$ -	\$ -	\$ 187,000.00	\$ -	\$ 187,000.00	\$ 580,863	\$ -	\$ 580,863	\$ 580,863	\$ -	\$ 580,863	\$ 187,000	\$ 1,161,725.69	\$ 1,348,726	
79		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
85	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 2,086,138	\$ -	\$ 2,086,138	\$ -	\$ 6,480,000	\$ 6,480,000	\$ -	\$ 6,480,000	\$ 6,480,000	\$ 2,086,138	\$ 12,960,000	\$ 15,046,138	
86																	
87	Capital Expenses																
88	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
95																	
96	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97																	
98	HSH #3															Template last modified 1/22/2020	

	A	B	C	D	H	I	J	K	L	M	N	O	P	AI	AJ	AK		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	APPENDIX B, BUDGET																	
3	Document Date	4/6/2022																
4	Contract Term	Begin Date	End Date	Duration (Years)														
5	Current Term	2/15/2021	6/30/2022	2														
6	Amended Term	2/15/2021	6/30/2024	4														
7	Provider Name	Brilliant Corners																
8	Program	Flexible Housing Subsidy Pool																
9	FSP Contract ID#	1000021034																
10	Action (select)	Amendment																
11	Effective Date	7/1/2022																
12	Budget Name	Prop C - Flex Pool																
13		Current	New															
14	Term Budget	\$ 2,608,532	\$ 14,657,622															
15	Contingency	\$ 3,475,847	\$ 3,614,727															
16	Not-To-Exceed	\$ 9,900,000	\$ 40,161,603															
				EXTENSION YEAR						EXTENSION YEAR						All Years		
				Year 2		Year 3			Year 4			All Years						
17		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2022	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024					
18		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New					
19	Expenditures																	
20	Salaries & Benefits	\$ 376,220	\$ -	\$ 376,220	\$ -	\$ 1,156,350	\$ 1,156,350	\$ -	\$ 1,283,805	\$ 1,283,805	\$ 376,220	\$ 2,440,155.198	\$ 2,816,375.198					
21	Operating Expense	\$ 75,547	\$ -	\$ 75,547	\$ -	\$ 248,443	\$ 248,443	\$ -	\$ 275,827	\$ 275,827	\$ 75,547	\$ 524,269.810	\$ 599,817.160					
22	Subtotal	\$ 451,767	\$ -	\$ 451,767	\$ -	\$ 1,404,793	\$ 1,404,793	\$ -	\$ 1,559,632	\$ 1,559,632	\$ 451,767	\$ 2,964,425.008	\$ 3,416,192.358					
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%								
24	Indirect Cost (Line 21 X Line 22)	\$ 67,765	\$ -	\$ 67,765	\$ -	\$ 210,719	\$ 210,719	\$ -	\$ 233,945	\$ 233,945	\$ 67,765	\$ 444,663.75	\$ 512,428.85					
25	Other Expenses (Not subject to indirect %)	\$ 2,089,000	\$ -	\$ 2,089,000	\$ -	\$ 4,320,000	\$ 4,320,000	\$ -	\$ 4,320,000	\$ 4,320,000	\$ 2,089,000	\$ 8,640,000.00	\$ 10,729,000.00					
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
28	Total Expenditures	\$ 2,608,532	\$ -	\$ 2,608,532	\$ -	\$ 5,935,512	\$ 5,935,512	\$ -	\$ 6,113,577	\$ 6,113,577	\$ 2,608,532	\$ 12,049,089	\$ 14,657,621					
29																		
30	HSH Revenues (select)																	
31	Prop C	\$ 2,608,532		\$ 2,608,532		\$ 5,935,512	\$ 5,935,512		\$ 6,113,577	\$ 6,113,577	\$ 2,608,532	\$ 12,049,089	\$ 14,657,622					
32				\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -					
40	Total HSH Revenues	\$ 2,608,532	\$ -	\$ 2,608,532	\$ -	\$ 5,935,512	\$ 5,935,512	\$ -	\$ 6,113,577	\$ 6,113,577	\$ 2,608,532	\$ 12,049,089	\$ 14,657,622					
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																	
42				\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -					
43				\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -					
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
48																		
49	Total HSH + Other Revenues	\$ 2,608,532	\$ -	\$ 2,608,532	\$ -	\$ 5,935,512	\$ 5,935,512	\$ -	\$ 6,113,577	\$ 6,113,577	\$ 2,608,532	\$ 12,049,089	\$ 14,657,622					
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
52	Prepared by	Daniel Hagos Tyler Fong																
53	Phone	N/A																
54	Email	dhagos@brilliantcorners.org; tfong@brilliantcorners.org																
55																		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																														
SALARY & BENEFIT DETAIL																														
Document Date																														
Provider Name																														
Program																														
FSP Contract ID#																														
Budget Name																														
EXTENSION YEAR																														
EXTENSION YEAR																														
POSITION TITLE	Year 2							Year 3							Year 4							All Years								
	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2022	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024						
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Current/Actual	Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Current/Actual	Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Current/Actual	Modification	New
16 Dir., Northern C.A. Housing Services	\$ 125,000.00	1.00	15%	0.15	\$ 18,750	\$ -	\$ 18,750.00	\$ 125,000	1.00	15%	0.15	\$ 18,750	\$ 18,750	\$ 125,000	1.00	15%	0.15	\$ 18,750	\$ 18,750	\$ 125,000	1.00	15%	0.15	\$ 18,750	\$ 18,750	\$ 18,750	\$ 37,500	\$ 56,250		
17 Associate Director	\$ 105,000.00	1.00	15%	0.15	\$ 15,750	\$ -	\$ 15,750.00	\$ 105,000	1.00	15%	0.15	\$ 15,750	\$ 15,750	\$ 105,000	1.00	15%	0.15	\$ 15,750	\$ 15,750	\$ 105,000	1.00	15%	0.15	\$ 15,750	\$ 15,750	\$ 15,750	\$ 31,500	\$ 47,250		
18 Associate Director Operations	\$ 100,000.00	1.00			\$ -	\$ -	\$ -	\$ 100,000	1.00	15%	0.15	\$ 15,000	\$ 15,000	\$ 100,000	1.00	15%	0.15	\$ 15,000	\$ 15,000	\$ 100,000	1.00	15%	0.15	\$ 15,000	\$ 15,000	\$ -	\$ 30,000	\$ 30,000		
19 Program Manager	\$ 94,500.00	1.00	20%	0.20	\$ 18,900	\$ -	\$ 18,900.00	\$ 94,500	1.00	30%	0.30	\$ 28,350	\$ 28,350	\$ 94,500	1.00	30%	0.30	\$ 28,350	\$ 28,350	\$ 94,500	1.00	30%	0.30	\$ 28,350	\$ 28,350	\$ 18,900	\$ 56,700	\$ 75,600		
20 Program Supervisor (1)	\$ 76,000.00	1.00	50%	0.50	\$ 38,000	\$ -	\$ 38,000.00	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ 38,000	\$ 76,000	\$ 114,000		
21 Program Supervisor (2)	\$ 76,000.00	1.00			\$ -	\$ -	\$ -	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ -	\$ 76,000	\$ 76,000		
22 Program Supervisor (3)	\$ 76,000.00	1.00			\$ -	\$ -	\$ -	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ 76,000	1.00	50%	0.50	\$ 38,000	\$ 38,000	\$ -	\$ 76,000	\$ 76,000		
23 Housing Acquisitions Manager	\$ 80,000.00	1.00	10%	0.10	\$ 8,000	\$ -	\$ 8,000.00	\$ 80,000	1.00	40%	0.40	\$ 32,000	\$ 32,000	\$ 80,000	1.00	43%	0.43	\$ 34,542	\$ 34,542	\$ 80,000	1.00	43%	0.43	\$ 34,542	\$ 34,542	\$ 8,000	\$ 66,542	\$ 74,542		
24 Housing Acquisitions Specialist (1)	\$ 71,000.00	1.00	50%	0.50	\$ 35,500	\$ -	\$ 35,500.00	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ 35,500	\$ 71,000	\$ 106,500		
25 Housing Acquisitions Specialist (2)	\$ 71,000.00	1.00			\$ -	\$ -	\$ -	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ -	\$ 71,000	\$ 71,000		
26 Housing Acquisitions Specialist (3)	\$ 71,000.00	1.00			\$ -	\$ -	\$ -	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ 71,000	1.00	50%	0.50	\$ 35,500	\$ 35,500	\$ -	\$ 71,000	\$ 71,000		
27 Senior Housing Coordinator (1)	\$ 60,000.00	1.00			\$ -	\$ -	\$ -	\$ 60,000	1.00	50%	0.50	\$ 30,000	\$ 30,000	\$ 60,000	1.00	50%	0.50	\$ 30,000	\$ 30,000	\$ 60,000	1.00	50%	0.50	\$ 30,000	\$ 30,000	\$ -	\$ 60,000	\$ 60,000		
28 Senior Housing Coordinator (2)	\$ 60,000.00	1.00			\$ -	\$ -	\$ -	\$ 60,000	1.00	50%	0.50	\$ 30,000	\$ 30,000	\$ 60,000	1.00	50%	0.50	\$ 30,000	\$ 30,000	\$ 60,000	1.00	50%	0.50	\$ 30,000	\$ 30,000	\$ -	\$ 60,000	\$ 60,000		
29 Housing Coordinator (1)	\$ 56,000.00	1.00	50%	0.50	\$ 28,000	\$ -	\$ 28,000.00	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 28,000	\$ 56,000	\$ 84,000		
30 Housing Coordinator (2)	\$ 56,000.00	1.00	50%	0.50	\$ 28,000	\$ -	\$ 28,000.00	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 28,000	\$ 56,000	\$ 84,000		
31 Housing Coordinator (3)	\$ 56,000.00	1.00	50%	0.50	\$ 28,000	\$ -	\$ 28,000.00	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 28,000	\$ 56,000	\$ 84,000		
32 Housing Coordinator (4)	\$ 56,000.00	1.00	50%	0.50	\$ 28,000	\$ -	\$ 28,000.00	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 28,000	\$ 56,000	\$ 84,000		
33 Housing Coordinator (5)	\$ 56,000.00	1.00	50%	0.50	\$ 28,000	\$ -	\$ 28,000.00	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 28,000	\$ 56,000	\$ 84,000		
34 Housing Coordinator (6)	\$ 56,000.00	1.00			\$ -	\$ -	\$ -	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ -	\$ 56,000	\$ 56,000		
35 Housing Coordinator (7)	\$ 56,000.00	1.00			\$ -	\$ -	\$ -	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ -	\$ 56,000	\$ 56,000		
36 Housing Coordinator (8)	\$ 56,000.00	1.00			\$ -	\$ -	\$ -	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ -	\$ 56,000	\$ 56,000		
37 Housing Coordinator (9)	\$ 56,000.00	1.00			\$ -	\$ -	\$ -	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ -	\$ 56,000	\$ 56,000		
38 Housing Coordinator (10)	\$ 56,000.00	1.00			\$ -	\$ -	\$ -	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ -	\$ 56,000	\$ 56,000		
39 Housing Coordinator (11)	\$ 56,000.00	1.00			\$ -	\$ -	\$ -	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ -	\$ 56,000	\$ 56,000		
40 Housing Coordinator (12)	\$ 56,000.00	1.00			\$ -	\$ -	\$ -	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ 56,000	1.00	50%	0.50	\$ 28,000	\$ 28,000	\$ -	\$ 56,000	\$ 56,000		
41 Database Specialist	\$ 84,000.00	1.00			\$ -	\$ -	\$ -	\$ 84,000	1.00	50%	0.50	\$ 42,000	\$ 42,000	\$ 84,000	1.00	50%	0.50	\$ 42,000	\$ 42,000	\$ 84,000	1.00	50%	0.50	\$ 42,000	\$ 42,000	\$ -	\$ 84,000	\$ 84,000		
42 Occupancy Specialist (1)	\$ 58,000.00	1.00	25%	0.25	\$ 14,500	\$ -	\$ 14,500.00	\$ 58,000	1.00	25%	0.25	\$ 14,500	\$ 14,500	\$ 58,000	1.00	50%	0.50	\$ 29,000	\$ 29,000	\$ 58,000	1.00	50%	0.50	\$ 29,000	\$ 29,000	\$ 14,500	\$ 43,500	\$ 58,000		
43 Occupancy Specialist (2)	\$ 58,000.00	1.00			\$ -	\$ -	\$ -	\$ 58,000	1.00	25%	0.25	\$ 14,500	\$ 14,500	\$ 58,000	1.00	50%	0.50	\$ 29,000	\$ 29,000	\$ 58,000	1.00	50%	0.50	\$ 29,000	\$ 29,000	\$ -	\$ 43,500	\$ 43,500		
44 Operations Specialist (3)	\$ 50,000.00	1.00			\$ -	\$ -	\$ -	\$ 50,000	1.00	25%	0.25	\$ 12,500	\$ 12,500	\$ 50,000	1.00	50%	0.50	\$ 25,000	\$ 25,000	\$ 50,000	1.00	50%	0.50	\$ 25,000	\$ 25,000	\$ -	\$ 37,500	\$ 37,500		
45 Senior Accountant	\$ 84,000.00	1.00			\$ -	\$ -	\$ -	\$ 84,000	1.00	25%	0.25	\$ 21,000	\$ 21,000	\$ 84,000	1.00	50%	0.50	\$ 42,000	\$ 42,000	\$ 84,000	1.00	50%	0.50	\$ 42,000	\$ 42,000	\$ -	\$ 63,000	\$ 63,000		
46 Accounts Receivable Supervisor	\$ 69,000.00	1.00			\$ -	\$ -	\$ -	\$ 69,000	1.00	25%	0.25	\$ 17,250	\$ 17,250	\$ 69,000	1.00	50%	0.50	\$ 34,500	\$ 34,500	\$ 69,000	1.00	50%	0.50	\$ 34,500	\$ 34,500	\$ -	\$ 51,750	\$ 51,750		
47 Accounts Payable Supervisor	\$ 63,000.00	1.00			\$ -	\$ -	\$ -	\$ 63,000	1.00	25%	0.25	\$ 15,750	\$ 15,750	\$ 63,000	1.00	50%	0.50	\$ 31,500	\$ 31,500	\$ 63,000	1.00	50%	0.50	\$ 31,500	\$ 31,500	\$ -	\$ 47,250	\$ 47,250		
48 Contracts Manager	\$ 98,000.00	1.00			\$ -	\$ -	\$ -	\$ 98,000	1.00	26%	0.26	\$ 25,650	\$ 25,650	\$ 98,000	1.00	26%	0.26	\$ 25,650	\$ 25,650	\$ 98,000	1.00	26%	0.26	\$ 25,650	\$ 25,650	\$ -	\$ 51,300	\$ 51,300		
49					\$ -	\$ -	\$ -					\$ -	\$ -					\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -			
50					\$ -	\$ -	\$ -					\$ -	\$ -					\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -			
51					\$ -	\$ -	\$ -					\$ -	\$ -					\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -			
52					\$ -	\$ -	\$ -																							

	A	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date												
4	Provider Name												
5	Program												
6	FSP Contract ID#												
7	Budget Name												
8													
9	EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR			All Years			
10	Year 2			Year 3			Year 4			All Years			
11	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2022	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024	
12	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
13	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 18,270	\$ -	\$ 18,270	\$ 57,000	\$ 57,000	\$ 63,283	\$ 63,283	\$ 18,270	\$ 120,283	\$ 138,553		
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,915	\$ -	\$ 3,915	\$ 15,000	\$ 15,000	\$ 16,653	\$ 16,653	\$ 3,915	\$ 31,653	\$ 35,568		
15	Office Supplies, Postage	\$ 3,915	\$ -	\$ 3,915	\$ 15,000	\$ 15,000	\$ 16,653	\$ 16,653	\$ 3,915	\$ 31,653	\$ 35,568		
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
17	Printing and Reproduction	\$ 1,958	\$ -	\$ 1,958	\$ 10,000	\$ 10,000	\$ 11,102	\$ 11,102	\$ 1,958	\$ 21,102	\$ 23,060		
18	Insurance	\$ 1,414	\$ -	\$ 1,414	\$ 8,000	\$ 8,000	\$ 8,882	\$ 8,882	\$ 1,414	\$ 16,882	\$ 18,296		
19	Staff Training	\$ 4,350	\$ -	\$ 4,350	\$ 14,000	\$ 14,000	\$ 15,543	\$ 15,543	\$ 4,350	\$ 29,543	\$ 33,893		
20	Staff Travel-(Local & Out of Town)	\$ 5,220	\$ -	\$ 5,220	\$ 16,000	\$ 16,000	\$ 17,764	\$ 17,764	\$ 5,220	\$ 33,764	\$ 38,984		
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
22	Software	\$ 11,061	\$ -	\$ 11,061	\$ 34,395	\$ 34,395	\$ 38,186	\$ 38,186	\$ 11,061	\$ 72,581	\$ 83,642		
23	Office Furniture & Equipment	\$ 15,225	\$ -	\$ 15,225	\$ 47,343	\$ 47,343	\$ 52,561	\$ 52,561	\$ 15,225	\$ 99,904	\$ 115,129		
24	Telephone	\$ 5,220	\$ -	\$ 5,220	\$ 16,205	\$ 16,205	\$ 17,991	\$ 17,991	\$ 5,220	\$ 34,196	\$ 39,416		
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
43	Legal	\$ 5,000	\$ -	\$ 5,000	\$ 15,500	\$ 15,500	\$ 17,208	\$ 17,208	\$ 5,000	\$ 32,708	\$ 37,708		
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
55	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
68	TOTAL OPERATING EXPENSES	\$ 75,547	\$ -	\$ 75,547	\$ 248,443	\$ 248,443	\$ 275,827	\$ 275,827	\$ 75,547	\$ 524,270	\$ 599,817		
69													
70	Other Expenses (not subject to indirect cost %)												
71	Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
72	Actual Subsidy Costs	\$ 2,064,000	\$ -	\$ 2,064,000	\$ 4,268,301	\$ 4,268,301	\$ 4,268,301	\$ 4,268,301	\$ 2,064,000	\$ 8,536,601	\$ 10,600,601		
73	Actual Security Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
74	Actual Furniture Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
75	Actual Relocation costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
76	Actual Damage Mitigation Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
77	Actual Vacant Unit costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
78	Client Miscellaneous	\$ 25,000	\$ -	\$ 25,000	\$ 51,699	\$ 51,699	\$ 51,699	\$ 51,699	\$ 25,000	\$ 103,399	\$ 128,399		
83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
84	TOTAL OTHER EXPENSES	\$ 2,089,000	\$ -	\$ 2,089,000	\$ 4,320,000	\$ 4,320,000	\$ 4,320,000	\$ 4,320,000	\$ 2,089,000	\$ 8,640,000	\$ 10,729,000		
85													
86	Capital Expenses												
87	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
94		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
96													
97	HS#3											Template last modified	1/22/2020



## Appendix C, Method of Payment

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

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

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

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

C. Reserved. (Line Item Variance).

D. Reserved. (Spend Down).

E. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
  - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
  - a. Be easily searchable (e.g., PDF) or summarized;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;

- c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed in the Permitted Subcontractors Appendix.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund & Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<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> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>Grantee shall maintain and provide documentation for all revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.</p>

**III. Advances or Prepayments:** Advances or prepayments are allowable on certified annual ongoing General Fund 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 be repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

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

