

**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
COMPASS FAMILY SERVICES**

THIS AMENDMENT of the **October 1, 2022**, Grant Agreement (the "Agreement") is dated as of **April 1, 2024**, and is made in the City and County of San Francisco, State of California, by and between **COMPASS FAMILY SERVICES** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

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

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

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

(a) **Agreement.** The term "Agreement" shall mean the Agreement dated **October 1, 2022** between Grantee and City; and **First Amendment**, dated **April 1, 2024**.

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 **October 1, 2022** and expires on **March 31, 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.

(b) The City has options to renew the Agreement. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **October 1, 2022** 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.

(b) The City has options to renew the Agreement for additional years. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eight Million Nine Hundred Sixty Seven Thousand Nine Hundred Seventy Seven Dollars (\$8,967,977)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Five Hundred Eighty Six Thousand Six Hundred Ninety Dollars (\$586,690)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix

B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eight Million Nine Hundred Sixty Seven Thousand Nine Hundred Seventy Seven Dollars (\$8,967,977)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Nine Hundred Ninety Four Thousand Five Hundred Eighty Two Dollars (\$1,994,582)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

If to Grantee: Compass Family Services
 37 Grove Street
 San Francisco, CA 94102
 Attn: Erica Kisch
 ekisch@compass-sf.org

Any notice of default must be sent by registered mail.

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

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

2.4 Section 16.19 Reserved. (Distribution of Beverages and Water) of the Agreement is hereby deleted and replaced with the following:

16.19 Distribution of Beverages and Water.

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

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

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

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

2.6 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

Appendix B, Budget (dated April 1, 2024)

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

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

- 2.7 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated April 1, 2024), for the period of October 1, 2022 to June 30, 2024.
- 2.8 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated April 1, 2024).
- 2.9 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 April 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**

COMPASS FAMILY SERVICES

DocuSigned by:
By: Shireen McSpadden@sf.gov.org
CAD7B781896B449...
Shireen McSpadden
Executive Director

DocuSigned by:
By: Erica Kisch
FF9B2E59B512485...
Erica Kisch
Executive Director
City Supplier Number: 2246

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
By: Adam Radtke
1AFBEA6D5F35481...
Adam Radtke
Deputy City Attorney

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

I. Purpose of Grant

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

II. Served Population

Grantee shall serve family households who meet the referral eligibility criteria through the Coordinated Entry System. A family household is defined as one or more individuals who live or wish to live together.

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

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

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

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

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

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

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

V. Location and Time of Services

Grantee shall provide services at 37 Grove Street, San Francisco, CA 94102, 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 minimum 1:50 ratio of Housing Coordinators to family units.
- B. 1:14 Case Manager Ratio: Grantee shall maintain a minimum 1:14 ratio of Case Managers to HSH family units.
- C. Translation and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to tenants who primarily speak language(s) other than English.
- D. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- E. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- F. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
 2. A written annual survey, which shall be offered to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- G. City Communications and Policies

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

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

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

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

J. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement, including but not limited to:
 - a. Entering all participant data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for participant enrollment, exit, and move-in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the HSH HMIS 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 the CARBON database. 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.

K. Record Keeping and Files:

1. Grantee shall maintain all eligibility, income verification, and inspection documentation in the 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.

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.

VII. Service Objectives

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

A. Housing Location Services

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

B. Housing Coordination Services

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

C. Subsidy Administration Services

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

D. Housing-Focused Case Management Services

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

E. Landlord Liaison Services

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

VIII. Outcome Objectives

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

- A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
 - 1. At least 90 percent of tenants enrolled in the program will successfully move into housing as verified via their housing move-in date.
- B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
 - 1. The average length of time that tenants spend homeless, from referral to housing move-in, shall be less than or equal to 75 days, as calculated by $[\text{Housing Move-in Date}] - [\text{Referral Start Date}] / \text{Count of tenants with a } [\text{Housing Move-In Date}]$.
- 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 HSH 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 HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- E. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- F. Grantee shall submit Facility Inventory data to HSH 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 U.S. Department of Housing and Urban Development (HUD)'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, review of the following: tenant files, 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.
 - 1. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memoranda of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
10/1/2022	New	Ongoing	\$ 8,381,286.54		New grant agreement to be effective for the period of 10/1/2022 - 3/31/2024
7/1/2023	Modification	Ongoing	\$ (1,407,892.00)	https://app.asana.com	FY23-24 budget decrease: \$6,442,138 to \$5,034,246
4/1/2023	Amendment	Ongoing	\$ -	TBD	Amendment to extend agreement end date from 3/31/24 to 6/30/2024 with no change to NTE amount.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	4/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	10/1/2022	3/31/2024	2
7				
8	Approved Subcontractors			
10	None			
11				
12				

	A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 4 of 5		
2	APPENDIX B, BUDGET									
3	Document Date	4/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	10/1/2022	3/31/2024	2						
6	Amended Term	10/1/2022	6/30/2024	2						
7					Year 1		Year 2			
8	Service Component				10/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024			
10	Housing Location Services				70		95			
11	Housing Coordination Services				70		165			
12	Landlord Liason Services				70		165			
13	Subsidy Administration				70		165			
14	Housing-Focused Case Managemet				70		165			
15										

	A	B	C	D	E	H	I	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 1 of 5
2	APPENDIX B, BUDGET										
3	Document Date	4/1/2024									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	10/1/2022	3/31/2024	2							
6	Amended Term	10/1/2022	6/30/2024	2							
7	Provider Name	Compass Family Services									
8	Program	Family Flexible Housing Subsidy Pool									
9	FSP Contract ID#	1000027453									
10	Action (select)	Amendment									
11	Effective Date	4/1/2024									
12	Budget Name	Prop C - Family FHSP									
13		Current	New								
14	Term Budget	\$ 5,714,834	\$ 6,973,395								
15	Contingency	\$ 3,253,143	\$ 1,994,582								
16	Not-To-Exceed	\$ 8,967,977	\$ 8,967,977	Year 1	Year 2			All Years			
17		10/1/2022 - 6/30/2023	7/1/2023 - 3/31/2024	4/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	10/1/2022 - 3/31/2024	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2024			
18		Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures										
20	Salaries & Benefits	\$ 480,721	\$ 1,031,160	\$ (11,290)	\$ 1,019,870	\$ 1,511,881	\$ (11,290)	\$ 1,500,590			
21	Operating Expense	\$ 147,758	\$ 156,073	\$ 48,954	\$ 205,027	\$ 303,831	\$ 48,954	\$ 352,785			
22	Subtotal	\$ 628,479	\$ 1,187,233	\$ 37,664	\$ 1,224,897	\$ 1,815,711	\$ 37,664	\$ 1,853,375			
23	Indirect Percentage	15.00%	15.00%		15.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 94,272	\$ 178,085	\$ 5,650	\$ 183,734	\$ 272,357	\$ 5,650	\$ 278,006			
25	Other Expenses (Not subject to indirect %)	\$ 1,216,399	\$ 2,410,367	\$ 1,215,248	\$ 3,625,615	\$ 3,626,766	\$ 1,215,248	\$ 4,842,014			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 1,939,149	\$ 3,775,685	\$ 1,258,561	\$ 5,034,246	\$ 5,714,834	\$ 1,258,561	\$ 6,973,395			
29											
30	HSH Revenues* (select)										
31	Prop C	\$ 1,939,149	\$ 3,775,685	\$ 1,258,561	\$ 5,034,246	\$ 5,714,834	\$ 1,258,561	\$ 6,973,395			
40	Total HSH Revenues	\$ 1,939,149	\$ 3,775,685	\$ 1,258,561	\$ 5,034,246	\$ 5,714,834	\$ 1,258,561	\$ 6,973,395			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -		\$ -			
52											
53	Prepared by	Joua Lee-Jagoda									
54	Phone	415-644-0504									
55	Email	ilee-jagoda@compass-sf.org									

Please Note: Funding amount for entire 7/1/2023 - 6/30/2024 budget was approved through a previous budget modification. This amendment intends to extend the agreement term only.

* Note: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to the Mayoral / Board of Supervisors discretion and funding availability and are not guaranteed. For further information, please see Article

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															Page 2 of 5
2	SALARY & BENEFIT DETAIL															
3	Document Date	4/1/2024														
4	Provider Name	Compass Family Services														
5	Program	Family Flexible Housing Subsidy Pool														
6	FSP Contract ID#	1000027453														
7	Budget Name	Prop C - Family FHSP														
8		Year 1						Year 2						All Years		
9	POSITION TITLE	Agency Totals		For HSH Funded Program		10/1/2022 - 6/30/2023	10/1/2022 - 6/30/2023	10/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 3/31/2024	4/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	10/1/2022 - 6/30/2024
10						Current/Actuals	Amendment	New					Current/Actuals	Amendment	New	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary
12	Case Manager	\$ 61,250	6.00	40.28%	2.42	\$ 148,021	\$ -	\$ 148,021	\$ 62,169	12.00	100%	12.00	\$ 551,250	\$ (107,900)	\$ 443,350	\$ 591,371
13	Director of SF-HOME Programs	\$ 95,000	1.00	25%	0.25	\$ 17,813	\$ -	\$ 17,813	\$ 96,425	1.00	35%	0.35	\$ 26,363	\$ 7,415	\$ 33,778	\$ 51,590
14	Housing Locator	\$ 65,000	2.00	83%	1.67	\$ 108,333	\$ -	\$ 108,333	\$ 65,975	2.00	100%	2.00	\$ 97,500	\$ 34,450	\$ 131,950	\$ 240,283
15	Program Director	\$ 82,500	1.00	50%	0.50	\$ 30,938	\$ -	\$ 30,938	\$ 86,275	1.00	50%	0.50	\$ 45,900	\$ (2,763)	\$ 43,138	\$ 74,075
16	Assistant Program Director	\$ 67,980	1.00	100%	1.00	\$ 50,985	\$ -	\$ 50,985	\$ 71,050	1.00	100%	1.00	\$ 52,500	\$ 18,550	\$ 71,050	\$ 122,035
17	Director of Housing Programs						\$ -	\$ -	\$ 125,000	1.00	21%	0.21	\$ 19,688	\$ 6,563	\$ 26,250	\$ 26,250
53	Staff Accountant						\$ -	\$ -	\$ 70,000	1.00	50%	0.50		\$ 35,000	\$ 35,000	\$ 35,000
54							\$ -	\$ -					\$ -	\$ -	\$ -	\$ -
55		TOTAL SALARIES				\$ 356,089	\$ -	\$ 356,089	TOTAL SALARIES				\$ 793,200	\$ (8,685)	\$ 784,515	\$ 1,140,605
56		TOTAL FTE				5.83			TOTAL FTE				16.56			
57		FRINGE BENEFIT RATE				35.00%		35.00%	FRINGE BENEFIT RATE				30.00%		30.00%	
58		EMPLOYEE FRINGE BENEFITS				\$ 124,631	\$ -	\$ 124,631	EMPLOYEE FRINGE BENEFITS				\$ 237,960	\$ (2,605)	\$ 235,355	\$ 359,986
59		TOTAL SALARIES & BENEFITS				\$ 480,721	\$ -	\$ 480,721	TOTAL SALARIES & BENEFITS				\$ 1,031,160	\$ (11,290)	\$ 1,019,870	\$ 1,500,590
60																
61																
62																

	A	B	E	F	G	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					Page 3 of 5
2	OPERATING DETAIL					
3	Document Date	4/1/2024				
4	Provider Name	Compass Family Services				
5	Program	Family Flexible Housing Subsidy Pool				
6	F\$P Contract ID#	1000027453				
7	Budget Name	Prop C - Family FHSP				
8						
9		Year 1	Year 2			All Years
10		10/1/2022 - 6/30/2023	7/1/2023 - 3/31/2024	4/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	10/1/2022 - 6/30/2024
11		Current/Actuals	Current/Actuals	Amendment	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 59,063	\$ 63,000	\$ -	\$ 63,000	\$ 122,063
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,694	\$ 11,045	\$ 3,682	\$ 14,727	\$ 21,421
15	Office Supplies, Postage	\$ 4,000	\$ 3,000	\$ 23,000	\$ 26,000	\$ 30,000
16	Building Maintenance Supplies and Repair	\$ 7,438	\$ 15,000	\$ 5,000	\$ 20,000	\$ 27,438
17	Printing and Reproduction	\$ 888	\$ 975	\$ (175)	\$ 800	\$ 1,688
18	Insurance	\$ 6,125	\$ 7,500	\$ 2,000	\$ 9,500	\$ 15,625
19	Staff Training	\$ 8,750	\$ 9,750	\$ (4,350)	\$ 5,400	\$ 14,150
20	Staff Travel-(Local & Out of Town)	\$ 2,625	\$ 4,253	\$ 17,348	\$ 21,600	\$ 24,225
21	Rental of Equipment	\$ 4,000	\$ 3,000	\$ (500)	\$ 2,500	\$ 6,500
22	Start up supplies	\$ 34,000	\$ 17,500	\$ -	\$ 17,500	\$ 51,500
23	IT	\$ 14,175	\$ 21,050	\$ 2,950	\$ 24,000	\$ 38,175
24			\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>			\$ -		\$ -
43				\$ -		\$ -
54	<u>Subcontractors (First \$25k Only)</u>			\$ -		\$ -
55				\$ -		\$ -
68	TOTAL OPERATING EXPENSES	\$ 147,758	\$ 156,073	\$ 48,954	\$ 205,027	\$ 352,785
69						
70	<u>Other Expenses (not subject to indirect cost %)</u>					
71	Move-ins & Incentives	\$ 280,000	\$ 258,750	\$ 186,250	\$ 445,000	\$ 725,000
72	Client Assistance	\$ 70,000	\$ 113,438	\$ 59,063	\$ 172,500	\$ 242,500
73	Subsidies	\$ 837,899	\$ 1,829,701	\$ 1,001,884	\$ 2,831,585	\$ 3,669,484
74	Relocation/Mitigation	\$ -	\$ 132,398	\$ 44,133	\$ 176,530	\$ 176,530
75	Subsidy Administration Fee	\$ 28,500	\$ 76,081	\$ (76,081)	\$ -	\$ 28,500
76				\$ -		\$ -
84	TOTAL OTHER EXPENSES	\$ 1,216,399	\$ 2,410,367	\$ 1,215,248	\$ 3,625,615	\$ 4,842,014
85						
86	<u>Capital Expenses</u>					
87				\$ -		\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
96						
97	HSH #3					9/1/2021

BUDGET NARRATIVE

Fiscal Year

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

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

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Case Manager	12.00	\$ 443,350	Works closely with families to provide wrap-around case management, securing documentation needed for housing search success, addressing short and long-term barriers to housing stability by providing coaching and connecting families to available resources. Budget adjusted for rolling hiring basis, anticipated that the remaining 4 CMs will be hired by February 2024.	\$62,169 annual X 12.0 FTE X 59%	E. Karlsson, B. James, C. Mejia, C. Rivera, K. Kalafatic, D. Robledo, V. Hay, J. Espinoza
Director of SF-HOME Programs	0.35	\$ 33,778	Provides oversight of all scattered site housing programs, supervises the Program Director and project staff, provides programmatic support for staff on project.	\$96,425 annual X 0.35 FTE X = \$33,778	VACANT, TBH
Housing Locator	2.00	\$ 131,950	Uses real estate experience and housing expertise to establish a portfolio of housing units appropriate for program participants, provide outreach and education to landlords, and support clients with lease negotiations, ensure unit habitability, and conduct rent reasonableness studies.	\$65,975 annual X 2.0 FTE = \$131,950	Ronnesha Cato, Marquita Stokes
Program Director	0.50	\$ 43,138	Provides oversight for the program, ensuring compliance and attainment of service objectives and outcome goals, trains and provides supervision for Assistant Program Director and Case Managers, manages database and program reporting.	\$86,275 annual X 0.5 FTE = \$43,138	Montez Brooks
Assistant Program Director	1.00	\$ 71,050	Assists PD with program oversight, including ensuring that clients meet eligibility and documentation requirements and approving client assistance requests. They also will have real estate/property management experience and trains and provides supervision for Housing Locators, manages the ongoing relationship with landlords, supports subsidy administration in collaboration with the finance department, and serves as a liaison between landlords and clients. Budgeted for 9 mos. in year 1 during ramp up & 9 months for YR 2	\$71,050 annual X 1.0 FTE	Rocio Ochoa Flores
Director of Housing Programs	0.21	\$ 26,250	Provides oversight of all housing programs, supervises and supports Director of SF-HOME programs & Program Director, provides programmatic support.	\$125,000 annual X 0.21 FTE	Jarekhye Covarrubias
Staff Accountant	0.50	\$ 35,000	Manage the rental subsidy payment process and other housing related disbursements, including working with Case Managers and Program Directors to ensure proper documentation of property ownership and processing the correct payment amount.	\$70,000 annual X 50% FTE = \$35,000	C. Hang
TOTAL	16.56	\$ 784,515			
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.		
		\$ 235,355			
Salaries & Benefits Total		\$ 1,019,870			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 63,000	Office rent space; allocation based on FTE. Flex Pool's share is approx. \$5250/mo	\$5250/mo X 12 mos. = \$63,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 14,727	Information technology, Gas & electric, water, garbage, security, alarm & safety.	\$74/mo X 12 mos X 16.56 FTE = \$14,727
Office Supplies, Postage	\$ 26,000	Office supplies and postage, software & technology licenses costs, computer & IT equipment, approx \$2167/month X 12 mos = \$26,000	\$2167/mo X 12 mos = \$26,000
Building Maintenance Supplies and Repair	\$ 20,000	Janitorial service, elevator maintenance, maintenance supplies, maintenance repairs, safety and security (fire and security alarms).	\$1,666.67/mo X 12 mos = \$20,000
Printing and Reproduction	\$ 800	Business card printing & production	\$67/mo X 12 mos = \$800
Insurance	\$ 9,500	Business and professional liability, auto, and property replacement insurance. Allocation based on FTEs, program's computer/equipment value, square footage of space.	\$792/mo X 12 mos = \$9,500
Staff Training	\$ 5,400	Training, hiring, morale for staff	\$450/mo X 12 mos = \$5,400
Staff Travel-(Local & Out of Town)	\$ 21,600	Staff travel (local & out of town)	\$1800/mo X 12 mos = \$21,600
Rental of Equipment	\$ 2,500	Copier/printer machine leasing. Allocation based on usage	\$208/mo X 12 mos = \$2,500
Start up supplies	\$ 17,500	one time start up office supplies - chairs, computers	\$1944/mo X 9 mos = \$17,500.
IT	\$ 24,000	Computer & database support. Allocation based on FTEs and actual time spent on program	\$2,000/mo X 12 mos = \$24,000
Consultants			
Subcontractors (First \$25k Only)			
TOTAL OPERATING EXPENSES	\$ 205,027		
Indirect Cost	15.0%	\$ -	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Move-ins & Incentives	\$ 445,000	Move in assistance, security deposit, furniture & incentives with an average package of \$3870/family.	Average \$3870/family X 115 families = \$445,000
Client Assistance	\$ 172,500	Direct assistance to clients to help with transit, food, hygiene supplies, household items at time of move-in.	\$1,500/family X 115 families = \$172,500
Subsidies	\$ 2,831,585	rent subsidies: approx. \$2052/month for 115 families. Ramp up time is taken into account, gradual placement of families ave. of 8 placements per month.	\$2,052/family X 115 families X 12 mos = \$2,831,585
Relocation/Mitigation	\$ 176,530	relocation/mitigation costs for clients approx. \$14,711/mo	\$14,711/mo X 12 mos = \$176,530
Subsidy Administration Fee	\$ -	removing this to a staff Accounts Payable personnel	
TOTAL OTHER EXPENSES	\$ 3,625,615		

3003570

Appendix C, Method of Payment

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

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

B. **Invoicing System:**

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

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

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

D. Spend Down

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

E. Documentation and Record Keeping:

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

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

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

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

Prop C	
Type	Instructions and Examples of Documentation
	<p>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>

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

A. Advance Requirements:

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	Behavioral Health Services	March 1, 2020 – June 30, 2026	\$8,284,104.00
Department of Homelessness and Supportive Housing	Central City Access Point	July 1, 2022 – June 30, 2024	\$2,711,986.00
Department of Homelessness and Supportive Housing	Clara House	July 1, 2019 – June 30, 2024	\$3,997,890.00
Department of Homelessness and Supportive Housing	CoC Rapid Rehousing	December 1, 2022 – November 30, 2027	\$5,386,071.00
Department of Homelessness and Supportive Housing	Family Flexible Housing Subsidy Pool	October 1, 2022 – June 30, 2024 (In Process)	\$8,967,977.00
Department of Homelessness and Supportive Housing	Family Housing Ladder	October 1, 2022 – June 30, 2024	\$6,066,347.00
Department of Homelessness and Supportive Housing	Family Shelter	July 1, 2020 – June 30, 2025	\$7,483,014.00
Department of Homelessness and Supportive Housing	Homelessness Prevention	July 1, 2021 – June 30, 2025	\$6,511,622.00
Department of Homelessness and Supportive Housing	SF Home RRH	July 1, 2020 – June 30, 2024	\$9,899,632.00
Department of Homelessness and Supportive Housing	Urgent Accommodation Voucher	February 1, 2023 – June 30, 2024	\$2,676,346.00