

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

**SECOND AMENDMENT
TO GRANT AGREEMENT**

between

CITY AND COUNTY OF SAN FRANCISCO

and

CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO

THIS AMENDMENT of the **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2025** and is made in the City and County of San Francisco, State of California, by and between **CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO** ("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 San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to extend the term by six months;

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

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

(a) "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2024**.

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

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2021** and expire on **December 31, 2025** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Eighty Six Thousand Six Hundred Six Dollars (\$9,786,606)**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Thirty Two Thousand Seven Hundred Forty Dollars (\$932,740)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (c) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Eighty Six Thousand Six Hundred Six Dollars (\$9,786,606).**
- (d) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Fifty Five Thousand Four Hundred Ninety Eight Dollars (\$55,498)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the

availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

Appendix A, Services to be Provided (dated July 1, 2025)
Appendix B, Budget (dated July 1, 2025)
Appendix C, Method of Payment (dated July 1, 2025)
Appendix D, Interests in Other City Grants (dated July 1, 2025)

- 2.4** **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2025) for the period of July 1, 2025 to December 31, 2025.
- 2.5** **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2025), for the period of July 1, 2021 to December 31, 2025.
- 2.6** **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, 2025).
- 2.7** **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, 2025).

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.

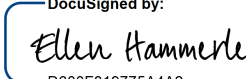
CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**CATHOLIC CHARITIES CYO OF THE
ARCHDIOCESE OF SAN FRANCISCO**

By:  6/2/2025
CAD7B781896B449...
Shireen McSpadden Date
Executive Director

By:  5/30/2025
D600F819775A4A2...
Ellen Hammerle Date
Chief Executive Officer
City Supplier Number: 0000023239

Approved as to Form:
David Chiu
City Attorney

By:  6/2/2025
1AFBEA6D5F35481...
Adam Radtke Date
Deputy City Attorney

Appendix A, Services to be Provided by Catholic Charities FEPCO Homelessness Prevention

I. Purpose of Grant

The purpose of the grant is to provide targeted homelessness prevention assistance to the served population. The goal of this intervention is to prevent households from entering the homelessness response system (HRS).

II. Served Population

Grantee shall serve households who are at the highest risk of becoming homeless, as defined by the San Francisco Department of Homelessness and Supportive Housing (HSH)'s vulnerability assessment questionnaire.¹

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

III. Referral and Prioritization

Households may self-refer for targeted homelessness prevention assistance. Grantee shall determine eligibility for all homelessness prevention assistance services by verifying that the household meets the criteria for services. Grantee shall utilize the HSH-provided vulnerability assessment questionnaire to assess households seeking services for those most likely to enter the HRS.

Participation in targeted homelessness prevention assistance services is voluntary. Households may elect to end services at any point in the process.

IV. Description of Services

Grantee shall provide services to the total number of tenants/guests as described in Appendix B, Budget ("Number Served" tab). Grantee shall provide the following services during the term of this grant:

A. Homelessness Prevention Platform (HPP):

Grantee shall utilize the HPP, a web-based end-to-end platform, to screen and identify households at high risk of homelessness and to deliver services. HPP includes a multi-lingual online application and extensive back-office capabilities, including an embedded household vulnerability assessment questionnaire, inter-provider

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

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

B. Flexible Financial Assistance:

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate flexible financial assistance. Grantee shall issue flexible financial assistance to eligible households in accordance with program guidelines and procedures.

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

C. Housing-Focused Referrals

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

1. Budgeting and money management assistance and/or connection to related services that support housing stabilization; and
2. Referrals and linkages to community resources like legal services, mediation, public benefits, behavioral health services, health care, domestic violence advocacy/support, substance use treatment, and/or others, as appropriate.

V. Location and Time of Services

Grantee shall provide services at 2871 Mission Street, San Francisco, CA, 94110, Monday through Friday from 9:00 a.m. to 5:00 p.m., with the exception of holidays. Services may be provided at additional times and locations, as needed.

VI. Service Requirements

- A. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
 - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
 - 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- D. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
 - 1. Regular communication to HSH about the implementation of the program;
 - 2. Attendance of HSH meetings as needed, such as, but not limited to, hearings on issues related to homelessness; and
 - 3. Attendance of trainings, as requested.
- E. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- G. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website

H. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
2. Data entered in the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards.
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 monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall 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.

I. Record Keeping, Documentation, and Files:

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

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

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

L. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the ongoing development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional strategy to homelessness prevention and includes a focus on best practices and evidence-based programing.

² HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

- M. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the HSH Overdose Prevention Policy. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- N. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- O. Confidentiality:
1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
 2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
 3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
 4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

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

- A. Grantee shall complete a vulnerability assessment with a minimum of 250 households.
- B. Grantee shall provide targeted homelessness prevention assistance to a minimum of 200 households.
- C. Grantee shall refer 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
- D. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance with program guidelines and procedures.

VIII. Outcome Objectives

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

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

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, including but not limited to the ONE system and CARBON.
- B. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- C. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- 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 Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

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

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

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

	A	B	C	D	E	H	K	N	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													Page 1 of 11
2	APPENDIX B, BUDGET													
3	Document Date	7/1/2025												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	7/1/2021	6/30/2025	4										
6	Amended Term	7/1/2021	12/31/2025	5										
7	Provider Name	Catholic Charities												
8	Program	FEPCO Homelessness Prevention												
9	FSP Contract ID#	1000021763												
10	Action (select)	Amendment												
11	Effective Date	7/1/2025												
12	Budget Names	General Fund - Homelessness Prevention, Prop C - Homelessness Prevention												
13		Current	New											
14	Term Budget	\$ 8,305,844	\$ 9,731,108											
15	Contingency	\$ 1,480,762	\$ 55,498	0.57%										
16	Not-To-Exceed	\$ 9,786,606	\$ 9,786,606											
17		Year 1	Year 2	Year 3	Year 4	EXTENSION YEAR			All Years					
18		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025	7/1/2025 - 12/31/2025	7/1/2025 - 12/31/2025	7/1/2021 - 6/30/2025	7/1/2021 - 12/31/2025	7/1/2021 - 12/31/2025			
19	Expenditures	Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New			
20	Salaries & Benefits	\$ 829,086	\$ 890,096	\$ 702,044	\$ 742,129	\$ -	\$ 371,064	\$ 371,064	\$ 3,163,355	\$ 371,064	\$ 3,534,420			
21	Operating Expense	\$ 251,003	\$ 203,824	\$ 220,963	\$ 183,586	\$ -	\$ 91,793	\$ 91,793	\$ 859,376	\$ 91,793	\$ 951,169			
22	Subtotal	\$ 1,080,089	\$ 1,093,920	\$ 923,007	\$ 925,715	\$ -	\$ 462,857	\$ 462,857	\$ 4,022,732	\$ 462,857	\$ 4,485,589			
24	Indirect Cost	\$ 165,313	\$ 167,361	\$ 141,059	\$ 145,337	\$ -	\$ 72,669	\$ 72,669	\$ 619,071	\$ 72,669	\$ 691,739			
25	Other Expenses (Not subject to indirect %)	\$ (50,175)	\$ 649,504	\$ 1,285,236	\$ 1,779,476	\$ -	\$ 889,738	\$ 889,738	\$ 3,664,041	\$ 889,738	\$ 4,553,779			
28	Total Expenditures	\$ 1,195,227	\$ 1,910,786	\$ 2,349,302	\$ 2,850,528	\$ -	\$ 1,425,264	\$ 1,425,264	\$ 8,305,843	\$ 1,425,264	\$ 9,731,107			
29														
30	HSH Revenues (select)													
31	General Fund - Ongoing	\$ 834,510	\$ 856,326	\$ 882,023	\$ 892,800	\$ -	\$ 446,400	\$ 446,400	\$ 3,465,659	\$ 446,400	\$ 3,912,059			
33	Prop C - Ongoing	\$ 2,000,000	\$ 2,020,295	\$ 2,041,904	\$ 1,957,729	\$ -	\$ 978,865	\$ 978,865	\$ 8,019,928	\$ 978,865	\$ 8,998,793			
35	Adjustment to Actuals	\$ (1,639,283)	\$ (965,835)	\$ (574,625)	\$ -	\$ -	\$ -	\$ -	\$ (3,179,743)	\$ -	\$ (3,179,743)			
40	Total HSH Revenues	\$ 1,195,227	\$ 1,910,786	\$ 2,349,302	\$ 2,850,529	\$ -	\$ 1,425,265	\$ 1,425,265	\$ 8,305,844	\$ 1,425,265	\$ 9,731,108			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -			
52	Total Adjusted Salary FTE (All Budgets)							8.82						
53														
54	Prepared by	Delilah M. Perez			NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.									
55	Phone	(415) 972-1208												
56	Email	DPerez@catholiccharitiessf.org												
58	Template last modified	1/31/2020												

	A	B	E	H	K	N	O	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	OPERATING DETAIL										
3	Document Date	7/1/2025									
4	Provider Name	Catholic Charities									
5	Program	FEPCO Homelessness Prevention									
6	FSP Contract ID#	1000021763									
7	Budget Name	General Fund - Homelessness Prevention									
8	EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5			All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025	7/1/2025 - 12/31/2025	7/1/2025 - 12/31/2025	7/1/2021 - 6/30/2025	7/1/2021 - 12/31/2025	7/1/2021 - 12/31/2025
11		Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 32,628	\$ 27,200	\$ 50,250	\$ 50,250		\$ 25,125	\$ 25,125	\$ 160,328	\$ 25,125	\$ 185,453
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,670	\$ 4,000	\$ 9,416	\$ 12,000		\$ 6,000	\$ 6,000	\$ 33,086	\$ 6,000	\$ 39,086
15	Office Supplies, Postage	\$ 2,700	\$ 8,226	\$ 8,226	\$ 8,226		\$ 4,113	\$ 4,113	\$ 27,378	\$ 4,113	\$ 31,491
16	Building Maintenance Supplies and Repair	\$ 9,930	\$ 3,470	\$ 5,470	\$ 3,000		\$ 1,500	\$ 1,500	\$ 21,870	\$ 1,500	\$ 23,370
17	Printing and Reproduction	\$ 8,703	\$ 3,000	\$ 1,000	\$ 1,000		\$ 500	\$ 500	\$ 13,703	\$ 500	\$ 14,203
18	Insurance	\$ 6,719	\$ 6,719	\$ 7,119	\$ 7,119		\$ 3,560	\$ 3,560	\$ 27,676	\$ 3,560	\$ 31,236
19	Staff Training	\$ 800	\$ 1,400	\$ 1,400	\$ 1,400		\$ 700	\$ 700	\$ 5,000	\$ 700	\$ 5,700
20	Staff Travel-Local & Out of Town)	\$ 138	\$ 200	\$ 100	\$ 300		\$ 150	\$ 150	\$ 738	\$ 150	\$ 888
21	Rental of Equipment	\$ 8,703	\$ 2,000	\$ 2,000	\$ 2,000		\$ 1,000	\$ 1,000	\$ 14,703	\$ 1,000	\$ 15,703
22	Conference, Meeting & Travel	\$ 200	\$ 200	\$ 200	\$ 200		\$ 100	\$ 100	\$ 800	\$ 100	\$ 900
23	Computer Related	\$ 5,000	\$ 2,000	\$ 4,000	\$ 4,000		\$ 2,000	\$ 2,000	\$ 15,000	\$ 2,000	\$ 17,000
24	Transportation	\$ 138	\$ 138	\$ 138	\$ 138		\$ 69	\$ 69	\$ 552	\$ 69	\$ 621
25	Program Supplies	\$ 3,843	\$ 3,843	\$ 1,775	\$ 2,300		\$ 1,150	\$ 1,150	\$ 11,761	\$ 1,150	\$ 12,911
26	Recruitment & Fingerprinting	\$ 985	\$ 985	\$ 985	\$ 1,200		\$ 600	\$ 600	\$ 4,155	\$ 600	\$ 4,755
27		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
43	Janitorial Services - Robert Alvarenga	\$ 14,300	\$ 8,060	\$ -	\$ 5,000		\$ 2,500	\$ 2,500	\$ 27,360	\$ 2,500	\$ 29,860
44	The Job Shop (Temporary Receptionist Until Filled)	\$ 3,000	\$ 1,000	\$ -	\$ -		\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000
45	Commercial Deep cleaning	\$ 5,500	\$ 2,500	\$ -	\$ -		\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000
46		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 110,957	\$ 74,941	\$ 92,079	\$ 98,133	\$ -	\$ 49,067	\$ 49,067	\$ 376,111	\$ 49,067	\$ 425,177
69											
70	Other Expenses (not subject to indirect cost %)										
71	Rental Assistance	\$ 289,108	\$ 315,339.70	\$ 450,942	\$ 453,524		\$ 226,762	\$ 226,762	\$ 1,508,913	\$ 226,762	\$ 1,735,675
72	Adjustment to Actuals	\$ (228,122)	\$ (121,547)	\$ (45,109)			\$ -	\$ -	\$ (394,778)	\$ -	\$ (394,778)
74		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ 60,986.00	\$ 193,793	\$ 405,833	\$ 453,524	\$ -	\$ 226,762	\$ 226,762	\$ 1,114,135	\$ 226,762	\$ 1,340,897
85											
97	HS# #3								Template last modified 10/5/2021		

BUDGET NARRATIVE		Fiscal Year			
General Fund - Homelessness Prevention		FY25-26		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective	
Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	
Senior Program Director/Assistant Deputy Director	0.13	\$ 6,433	Overall supervision of program operations, site & system management. Works to train staff on procedures, approve applications and payments.	Annual salary x budgeted FTE, prorated to six months.	
Case Manager/Housing Specialist/Intake Coordinator	0.50	\$ 14,866	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	Annual salary x budgeted FTE, prorated to six months.	
Case Manager/Housing Specialist/Intake Coordinator	1.00	\$ 29,302	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	Annual salary x budgeted FTE, prorated to six months.	
Case Manager/Housing Specialist/Intake Coordinator	1.00	\$ 29,731	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	Annual salary x budgeted FTE, prorated to six months.	
Program Director	0.46	\$ 20,700	Interface with larger city services system. Program planning and supervision. Resolution of escalated client complaints and facility concerns in two locations	Annual salary x budgeted FTE, prorated to six months.	
Associate Deputy Director	0.05	\$ 3,240	Direct supervisor of Asst. Deputy Director. Responsible for overall services and contract compliance, best practices per COA standards and cultural competency.	Annual salary x budgeted FTE, prorated to six months.	
		\$ -			
TOTAL	3.14	\$ 104,272			
Employee Fringe Benefits		Includes FICA, SUI, Workers Compensation, Life and Health insurance, Commuter and Cell Stipend calculated at 35% of total salaries.			
		\$ 36,495			
Salaries & Benefits Total		\$ 140,767			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 25,125	Sharing office space based on square footage with other programs in two locations	\$4,187.50 monthly
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,000	Sharing cost of utilities: Water, Garbage, Gas, Electricity, Phone, Internet in two locations	\$1000 monthly
Office Supplies, Postage	\$ 4,113	To purchase folders, paper, and everything needed for office use	\$685.50 monthly
Building Maintenance Supplies and Repair	\$ 1,500	Share of cost for building maintenance facility supplies	\$250monthly
Printing and Reproduction	\$ 500	Paper and Toner for processing paperwork	\$83 monthly
Insurance	\$ 3,560	Commercial General Liability Insurance. Prorated based upon FTE	\$593.25 monthly
Staff Training	\$ 700	To pay for ongoing trainings so our staff can develop more skills to be better equipped to serve our families	Projected need for online or in person training that may become available during the year
Staff Travel-(Local & Out of Town)	\$ 150	Mileage, parking, tolls when staff travel to go to meetings and trainings	Projected amount for unexpected need for staff to use personal vehicle for housing inspection.
Rental of Equipment	\$ 1,000	Shared cost for copy, scan, facsimile machine lease and shredder for two offices	\$166.67 monthly
Conference, Meeting & Travel	\$ 100	Meetings/Events/Conference and Travel	Projected amount if unexpected need to host meeting or attend out of town training or conference.
Computer Related	\$ 2,000	Expected cost of maintenance, equipment replacement or updating software.	Projected need for upgrade, replacement of Computer equipment or troubleshooting issues by IT Consultant
Transportation	\$ 69	Client Transportation or ride share if unexpected need arises and program vehicle unavailable.	Projected 4 trips at approximately \$34.50 each for the full year (two between July and December).
Program Supplies	\$ 1,150	Shared cost of supplies for children's area, waiting room, and other basic needs for client services.	Approx. \$191.67 monthly
Recruitment & Fingerprinting	\$ 600	Staff job advertisement and background fingerprint clearance for staff turnover	Projected 3 turnovers at \$400 each, prorated to six months
	\$ -		
TOTAL OPERATING EXPENSES	\$ 49,067		
Indirect Cost	\$ 29,804	Agency Indirect is the expense of Executive Leadership, Finance, HR, Technology, Facilities, and related operating costs spread evenly to every program in agency based on budgeted expense (excluding pass through direct assistance). This 15.7% rate represents actuals as of September 2024; agency budgeted indirect for FY24-25 is 16.29%. Indirect also includes costs for employee recognition or meals for staff only, per City Controller guidelines.	
	15.7%		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Rental Assistance	\$ 226,762	Rental Assistance for back rent to provide eviction prevention; security deposits	Estimate based on current spending trends, prorated to six months
TOTAL OTHER EXPENSES	\$ 226,762		

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	A	B	E	H	K	N	O	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 8 of 11
2	OPERATING DETAIL										
3	Document Date	7/1/2025									
4	Provider Name	Catholic Charities									
5	Program	FEPCO Homelessness Prevention									
6	FSP Contract ID#	1000021763									
7	Budget Name	Prop C - Homelessness Prevention									
9		Year 1	Year 2	Year 3	Year 4	Year 5			All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025	7/1/2025 - 12/31/2025	7/1/2025 - 12/31/2025	7/1/2021 - 6/30/2025	7/1/2021 - 12/31/2025	7/1/2021 - 12/31/2025
11		Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New
12		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Operating Expenses										
13	Rental of Property	\$ 45,000	\$ 35,000	\$ 35,000	\$ 35,000		\$ 17,500	\$ 17,500	\$ 150,000	\$ 17,500	\$ 167,500
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,000	\$ 17,434	\$ 17,434	\$ 5,000		\$ 2,500	\$ 2,500	\$ 58,868	\$ 2,500	\$ 61,368
15	Office Supplies, Postage	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000		\$ 1,500	\$ 1,500	\$ 12,000	\$ 1,500	\$ 13,500
16	Building Maintenance Supplies and Repair	\$ 2,000	\$ 3,574	\$ 3,574	\$ 3,077		\$ 1,539	\$ 1,539	\$ 12,225	\$ 1,539	\$ 13,763
17	Printing and Reproduction	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000		\$ 1,500	\$ 1,500	\$ 12,000	\$ 1,500	\$ 13,500
18	Insurance	\$ 8,470	\$ 9,300	\$ 9,300	\$ 9,300		\$ 4,650	\$ 4,650	\$ 36,370	\$ 4,650	\$ 41,020
19	Staff Training	\$ 1,930	\$ 4,930	\$ 4,930	\$ 4,930		\$ 2,465	\$ 2,465	\$ 16,720	\$ 2,465	\$ 19,185
20	Staff Travel-(Local & Out of Town)	\$ 7,646	\$ 7,646	\$ 7,646	\$ 7,646		\$ 3,823	\$ 3,823	\$ 30,583	\$ 3,823	\$ 34,406
21	Rental of Equipment	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000		\$ 2,000	\$ 2,000	\$ 16,000	\$ 2,000	\$ 18,000
22	Computer Related	\$ 9,500	\$ 9,500	\$ 9,500	\$ 1,500		\$ 750	\$ 750	\$ 30,000	\$ 750	\$ 30,750
23	Workstation furniture	\$ 14,000	\$ 14,000	\$ 14,000	\$ -		\$ -	\$ -	\$ 42,000	\$ -	\$ 42,000
24	Staff Related: Recruitment, Fingerprint clearance	\$ 7,500	\$ 7,500	\$ 7,500	\$ 2,000		\$ 1,000	\$ 1,000	\$ 24,500	\$ 1,000	\$ 25,500
25			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
54	Consultants		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
55	Janitorial Service by Roberto Alvarenga	\$ 15,000	\$ 10,000	\$ 10,000	\$ 7,000		\$ 3,500	\$ 3,500	\$ 42,000	\$ 3,500	\$ 45,500
56					\$ -		\$ -		\$ -	\$ -	\$ -
67											
68	TOTAL OPERATING EXPENSES	\$ 140,046	\$ 128,883	\$ 128,884	\$ 85,453	\$ -	\$ 42,727	\$ 42,727	\$ 483,266	\$ 42,727	\$ 525,992
69											
70	Other Expenses (not subject to indirect cost %)										
71	Direct Assistance - Homelessness Prevention	\$ 1,300,000	\$ 1,300,000	\$ 1,408,919	\$ 1,325,952		\$ 662,976	\$ 662,976	\$ 5,334,871	\$ 662,976	\$ 5,997,847
72	Adjustment to Actuals	\$ (1,411,161)	\$ (844,289)	\$ (529,516)			\$ -	\$ -	\$ (2,784,966)	\$ -	\$ (2,784,966)
74							\$ -		\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (111,161)	\$ 455,711	\$ 879,403	\$ 1,325,952	\$ -	\$ 662,976	\$ 662,976	\$ 2,549,905	\$ 662,976	\$ 3,212,881
96											
97	HS# 3								Template last modified 10/5/2021		

BUDGET NARRATIVE

Fiscal Year

Prop C - Homelessness Prevention

FY25-26

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Senior Program Director/Assistant Deputy Director	0.13	\$ 6,626	Overall supervision of program operations, site & system management. Supervises the (PMC) program manager/coordinator. Works to train staff on procedures, approve applications and payments.	Annual salary x budgeted FTE, prorated to six months.
Program Manager/Coordinator	1.00	\$ 35,980	Manager/Coordinator is onsite day to day supervisor of all staff, site operations, training, client customer support. Will review all Housing Focused Case Management Plans and assist with problem solving solutions.	Annual salary x budgeted FTE, prorated to six months.
Case Manager/Intake Coordinator/Housing	1.00	\$ 29,411	Provides direct services to clients, assesses situation and offers resources to support client to provide targeted intervention of high risk households at the greatest risk of becoming homeless. Works with client to complete the Vulnerability Assessment Questionnaire. Offers problem solving outside of the HRS. Obtains and completes application with all required documentation needed for support and submits to manager for review.	Annual salary x budgeted FTE, prorated to six months.
Case Manager/Intake Coordinator/Housing	1.00	\$ 29,411	Provides direct services to clients, assesses situation and offers resources to support client to provide targeted intervention of high risk households at the greatest risk of becoming homeless. Works with client to complete the Vulnerability Assessment Questionnaire. Offers problem solving outside of the HRS. Obtains and completes application with all required documentation needed for support and submits to manager for review.	Annual salary x budgeted FTE, prorated to six months.
Case Manager/Intake Coordinator/Housing	1.00	\$ 29,411	Provides direct services to clients, assesses situation and offers resources to support client to provide targeted intervention of high risk households at the greatest risk of becoming homeless. Works with client to complete the Vulnerability Assessment Questionnaire. Offers problem solving outside of the HRS. Obtains and completes application with all required documentation needed for support and submits to manager for review.	Annual salary x budgeted FTE, prorated to six months.
Accounts Payable Rental Data Quality Specialist	0.50	\$ 14,331	Reviews all documents required for program approval and completeness. Enters documentation into City and Catholic Charities databases and Agency PaperSave System for payment, sends to managers for final review and approval.	Annual salary x budgeted FTE, prorated to six months.
Bilingual Intake/Receptionist	1.00	\$ 23,452	Manages front door, COVID safety clearance, performs initial intake for walk-ins and phone calls for appropriate program eligibility and referral. Assists clients with paperwork and translations. Assists program with administrative support.	Annual salary x budgeted FTE, prorated to six months.
Associate Deputy Director of Housing Services	0.05	\$ 3,240	Direct supervisor of Asst. Deputy Director. Responsible for overall services and contract compliance, best practices per COA standards and cultural competency.	Annual salary x budgeted FTE, prorated to six months.
		\$ -		
TOTAL	5.68	\$ 171,863		
<u>Employee Fringe Benefits</u>		\$ 58,434	Includes FICA, SUI, Workers Compensation, Life and Health insurance, Commuter and Cell Stipend calculated at 34% of total salaries.	
Salaries & Benefits Total		\$ 230,297		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 17,500	Cost for program space.	\$2,916.67 monthly
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,500	Cost for program share of utilities.	\$417 monthly
Office Supplies, Postage	\$ 1,500	Estimated \$1,500 basic supplies for desks, waiting area, including PPE, copier paper, postage and ongoing replacement needs	\$250 monthly
Building Maintenance Supplies and Repair	\$ 1,539	Basic daytime supplies for cleaning, TP and Paper towels for bathrooms and non-structural repairs	\$256 monthly
Printing and Reproduction	\$ 1,500	Printing of brochures or flyers for outreach or signage	\$250 monthly
Insurance	\$ 4,650	Agency Commercial Liability Insurance	\$775 X 12 per FTE annually, prorated to six months
Staff Training	\$ 2,465	Funds for external training as needed for position, computer programs and agency COA best practices	Estimated up to \$970 per new staff, prorated to six months
Staff Travel-(Local & Out of Town)	\$ 3,823	Staff travel for residence verification, housing locator assistance, visits, meetings	\$637.17 monthly
Rental of Equipment	\$ 2,000	Share of monthly copier, scanner, fax service agreement and lease	\$333.33 monthly
Computer Related	\$ 750	Trouble Shooting IT support if needed at \$115 per hour, replacements if needed for docking workstations, shared printer, headsets, software	\$125 monthly
Staff Related: Recruitment, Fingerprint clearance	\$ 1,000	Recruitment ads for 6 months and background fingerprint clearances	Estimated \$406 x 6 months for recruitment ads and 10x \$56 Background checks, prorated to six months
	\$ -		
<u>Consultants</u>	\$ -		
Janitorial Service by Roberto Alvarenga	\$ 3,500	Janitorial Services	\$583 monthly
	\$ -		
TOTAL OPERATING EXPENSES	\$ 42,727		
<u>Indirect Cost</u>	\$ 42,865	Agency Indirect is the expense of Executive Leadership, Finance, HR, Technology, Facilities, and related operating costs spread evenly to every program in agency based on budgeted expense (excluding pass through direct assistance). This 15.7% rate represents actuals as of September 2024; agency budgeted indirect for FY24-25 is 16.29%. Indirect also includes costs for employee recognition or meals for staff only, per City Controller guidelines.	
	15.7%		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Assistance - Homelessness Prevention	\$ 662,976	Portion of funds for Direct Assistance. \$100K less than FY23-24 to offset the \$100K increase in the separate ESG agreement for homelessness prevention.	\$110,496 monthly
TOTAL OTHER EXPENSES	\$ 662,976		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 10 of 11
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2025			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2021	6/30/2025	4	
6	Amended Term	7/1/2021	12/31/2025	5	
7					
8	Approved Subcontractors				
10	None.				
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Appendix C, Method of Payment

I. Reimbursement for Actual Costs:

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

II. General Instructions for Invoice Submittal:

Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.

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

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

E. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special written approval from the HSH Contracts Manager.

F. Line Item Variance:

There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, Indirect and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. Spend Down:

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower-than-expected spending to the assigned Contract

and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

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

H. Documentation and Record Keeping:

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

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

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

III. Advances or Prepayments:

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

A. Advance Requirements:

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

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

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing fiscal year General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing fiscal year budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment. HSH will track advance recoupment on a monthly basis using internal tools in order to avoid any overpayment and prevent further loss of City funds.
2. All advance repayments must be recovered within the fiscal year for which they were made but no later than April invoices submitted in May.
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 wire transfer or by check, in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. Timely Submission of Reports and Compliance:

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	10 th & Mission LOSP – Support Services	January 1, 2021 – June 30, 2027	\$4,003,231
Human Services Agency	Adult Day Program (ADP) for Older Adults and Adults with Disabilities	July 1, 2024 – June 30, 2028	\$855,294
Human Services Agency	Alzheimer’s Day Care Resource Centers (ADCRCs) for Older Adults & Adults with Disabilities	July 1, 2024 – June 30, 2028	\$683,196
Department of Homelessness and Supportive Housing	Bayview Family Access Point	July 1, 2022 – June 30, 2026	\$4,012,287
Human Services Agency	CalWorks Housing Locator, Housing Connector, and Case Management Services	July 1, 2022 – June 30, 2025	\$8,162,377
Human Services Agency	Case Management	July 1, 2023 – June 30, 2027	\$1,328,355
Department of Homelessness and Supportive Housing	COC Housing Plus (COC – Rental Assistance & General Fund)	July 1, 2022 – August 31, 2025	\$2,645,764
Human Services Agency	Community Services	January 1, 2023 – June 30, 2027	\$2,860,700
Department of Homelessness and Supportive Housing	Edith Witt Senior Community LOSP	July 1, 2019 – June 30, 2025	\$1,085,154
Department of Homelessness and Supportive Housing	Emergency Housing Voucher	December 15, 2021 – June 30, 2026	\$2,098,750
Department of Homelessness and Supportive Housing	ESG Homelessness Prevention	July 1, 2020 – June 30, 2025	\$1,277,658
Human Services Agency	Housing Subsidies to Seniors and Adults with Disabilities	July 1, 2024 – June 30, 2028	\$4,217,606
Department of Homelessness and Supportive Housing	Mission Family Access Point	July 1, 2018 – June 30, 2026	\$7,331,673
Department of Homelessness and Supportive Housing	Rita da Cascia (COC Support Services and Leasing, General Fund/Prop C)	July 1, 2020 – October 31, 2027	\$3,477,381
Department of Homelessness and Supportive Housing	Scattered Sites (General Fund/Prop C, COC Rental Assistance)	July 1, 2023 – July 31, 2026	\$7,119,725
Department of Homelessness and Supportive Housing	SF HOME Rapid Rehousing	July 1, 2018 – June 30, 2026	\$14,533,573
Department of Homelessness and Supportive Housing	St. Joseph’s Family Center	July 1, 2021 – June 30, 2027	\$8,791,043

Department of Homelessness and Supportive Housing	Treasure Island (General Fund/Prop C, CoC Rental Assistance)	July 1, 2023 – March 31, 2026	\$8,812,214
Department of Children, Youth and Their Families	San Francisco Boys' and Girls' Homes (STRTP)	July 1, 2024 – June 30, 2029	\$4,132,100
Mayor's Office of Housing and Community Development	Assisted Housing and Health – Tenant Based Rental Subsidies	July 1, 2023 – June 30, 2025	\$627,082
Mayor's Office of Housing and Community Development	Peter Claver Community RCFCI	July 1, 2023 – June 30, 2025	\$1,535,084
Mayor's Office of Housing and Community Development	Locally Funded Emergency Rental Assistance Program	July 1, 2024 – June 30, 2025	\$3,300,000
Mayor's Office of Housing and Community Development	Anti Displacement Tenant-Based Rental Subsidy Program	October 1, 2024 – June 30, 2025	\$1,274,347
Mayor's Office of Housing and Community Development	Older Adults/Adults with Disabilities Tenant-Based Rental Subsidy Program	March 1, 2022 – June 30, 2025	\$6,017,945.00
Mayor's Office of Housing and Community Development	Persons with HIV/AIDS Tenant-Based Rental Subsidy Program	July 1, 2023 – June 30, 2025	\$6,811,083
Mayor's Office of Housing and Community Development	Partial Rental Subsidy Program for People with HIV/Aids - Competitive	June 1, 2023 – May 31, 2026	\$1,465,375
Mayor's Office of Housing and Community Development	Partial Rental Subsidy Program for People with HIV/Aids - Formula	June 1, 2023 – May 31, 2026	\$300,000
Department of Public Health	Rita da Cascia / Hazel Betsey	March 1, 2021 – February 28, 2026	\$1,005,271
Department of Public Health	Derek Silva Community	March 1, 2021 – February 28, 2026	\$2,246,632
Department of Public Health	HIV Facility-based Care - Peter Claver	March 1, 2020 – February 28, 2030	\$8,006,657
Department of Public Health	HIV Assisted Housing Subsidies	July 1, 2021 – June 30, 2026	\$6,178,065