

File No. 251106

Committee Item No. 4

Board Item No. 12

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee Date December 10, 2025

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Completed by: Brent Jalipa Date December 4, 2025

Completed by: Brent Jalipa Date December 11, 2025

1 [Grant Agreement Amendment - Catholic Charities - FEPCO Homelessness Prevention - Not
2 to Exceed \$18,459,066]

3 **Resolution approving the third amendment to the grant agreement between City, acting**
4 **by and through the Department of Homelessness and Supportive Housing (“HSH”), and**
5 **Catholic Charities for Family Eviction Prevention Collaborative (“FEPCO”)**
6 **Homelessness Prevention, extending the term by 30 months from December 31, 2025,**
7 **for a total term of July 1, 2021, through June 30, 2028; increasing the agreement**
8 **amount by \$8,672,460 for a total amount not to exceed \$18,459,066; and authorizing**
9 **HSH to enter into any amendments or other modifications to the amendment that do**
10 **not materially increase the obligations or liabilities, or materially decrease the benefits**
11 **to the City and are necessary or advisable to effectuate the purposes of the agreement.**
12

13 WHEREAS, The mission of the Department of Homelessness and Supportive Housing
14 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness
15 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the
16 provision of coordinated, compassionate, and high-quality services; and

17 WHEREAS, As of the 2024 Point-in-Time Count, there were approximately 8,323
18 people experiencing homelessness in San Francisco on any given night; and

19 WHEREAS, HSH awarded the agreement to Catholic Charities CYO of the
20 Archdiocese of San Francisco (“Catholic Charities”) through the Department’s streamlined
21 contracting authority for homeless services under Administrative Code Chapter 21.B; and

22 WHEREAS, In June 2021, HSH and Catholic Charities entered into an agreement for
23 the Family Eviction Prevention Collaborative (“FEPCO”) Homelessness Prevention program to
24 provide homelessness prevention services to families and individuals (“Original Agreement”);
25 and

1 WHEREAS, The Original Agreement has a term of July 1, 2021, through June 30,
2 2024, and a not to exceed amount of \$9,786,606; and

3 WHEREAS, The Original Agreement is on file with the Clerk of the Board of
4 Supervisors ("Clerk") in File No. 251106, which is hereby declared to be part of this Resolution
5 as if set forth fully herein; and

6 WHEREAS, In July 2024, HSH and Catholic Charities entered into a no-cost First
7 Amendment to continue these services ("First Amendment"); and

8 WHEREAS, The First Amendment extended the term by 12 months from June 30,
9 2024, through June 30, 2025; and

10 WHEREAS, The First Amendment is on file with the Clerk in File No. 251106, which is
11 hereby declared to be part of this Resolution as if set forth fully herein; and

12 WHEREAS, In July 2025, HSH and Catholic Charities entered into a no-cost Second
13 Amendment to continue these services ("Second Amendment"); and

14 WHEREAS, The Second Amendment extended the term by 6 months from June 30,
15 2025, through December 31, 2025; and

16 WHEREAS, The Second Amendment is on file with the Clerk in File No. 251106, which
17 is hereby declared to be part of this Resolution as if set forth fully herein; and

18 WHEREAS, Catholic Charities provided assistance to 588 households at risk of
19 experiencing homelessness in Fiscal Year 2024-2025; and

20 WHEREAS, HSH wishes to enter into a Third Amendment to continue these services
21 by extending the term by 30 months through June 30, 2028; increasing the maximum
22 expenditure by \$8,672,460 for a total not to exceed amount of \$18,459,066 (the
23 "Amendment"); and

24 WHEREAS, The Board of Supervisors approved using Proposition C (2018) (Gross
25 Receipts Tax for Homelessness Services) ("Prop C"), passed by San Francisco voters in

1 November 2018, to fund the Our City, Our Home (“OCOH”) Fund, in order to expand and
2 complement existing funding and strategic efforts to prevent and end homelessness for San
3 Franciscans, including shelter programming; and

4 WHEREAS, 69% of this agreement is funded with Prop C dollars; and

5 WHEREAS, The Amendment requires Board of Supervisors approval under
6 Section 9.118 of the Charter; now, therefore, be it

7 RESOLVED, The proposed Amendment contained in File No. 251106, is substantially
8 in final form, with all materials terms and conditions included, and only remains to be executed
9 by the parties upon approval of this Resolution; and, be it

10 FURTHER RESOLVED, That the Board of Supervisors authorizes HSH to make any
11 modifications to the Amendment, prior to its final execution by all parties, that HSH
12 determines, in consultation with the City Attorney, are consistent with this Resolution, in the
13 best interest of the City, do not materially increase the obligations or liabilities of the City, are
14 necessary or advisable to effectuate the purposes of the Amendment, and are in compliance
15 with all applicable laws, including City’s Charter; and, be it

16 FURTHER RESOLVED, That within 30 days of the Amendment being fully executed by
17 all parties, HSH shall submit to the Clerk of the Board of Supervisors a completely executed
18 copy for inclusion in File No. 251106; this requirement and obligation resides with the
19 Department, and is for purposes of having a complete file only, and in no manner affects the
20 validity of approved Amendment.

1 Recommended:

2
3 /s/

4 Shireen McSpadden

5 Executive Director

6 Department of Homelessness and Supportive Housing

Item 4 File 25-1106	Department: Homelessness and Supportive Housing (HSH)
EXECUTIVE SUMMARY	
Legislative Objectives - The proposed resolution would approve the third amendment to the grant between the Department of Homelessness and Supportive Housing (HSH) and Catholic Charities to provide homelessness prevention services, extending the term by two years and six months through June 30, 2028, and increasing the not-to-exceed amount of the grant by \$8,672,460, for a total not to exceed \$18,459,066. Key Points - In June 2021 under Administrative Code Chapter 21B, HSH selected and executed a grant with Catholic Charities for the provision of the Family Eviction Prevention Collaborative (FEPCO) Homelessness Prevention program based on prior performance and to ensure continuity of services. The new grant had a three-year term from July 1, 2021 to June 30, 2024 and an amount not to exceed \$9,786,606. - The purpose of the grant is to continue the provision of FEPCO Homelessness Prevention as part of the San Francisco Emergency Rental Assistance Program (SF ERAP). Services include screening and verifying program eligibility, providing rental assistance (back rent, future rent, and move-in assistance) to low-income households at risk of experiencing homelessness, as well as referrals of clients to necessary resources. Catholic Charities will continue to serve a minimum of 200 households per year. - The FY 2024-25 program monitoring report showed that Catholic Charities met or exceeded all five service and outcome objectives. The organization provided financial assistance to 587 households, which exceeded the service objective goal of 200 households. Fiscal Impact - The proposed third amendment would increase the not-to-exceed amount of the Catholic Charities grant by \$8,672,460, for a total not to exceed \$18,459,066. - Actual expenditures on the grant from FY 2021-22 to FY 2024-25 were approximately 30 percent less than the amount budgeted primarily due to slow program ramp-up following a large infusion of funds in 2021 to address housing instability caused by the pandemic. - The FY 2025-26 budget of \$2.9 million includes \$1.8 million (64 percent) for direct financial assistance. Expenditures would be funded by the City's General Fund (31 percent) and by the Proposition C, Our City, Our Home Fund (69 percent). Recommendation - Approve the proposed resolution.	

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

In April 2018, the Department of Homelessness and Supportive Housing (HSH) issued a Request for Proposals (RFP) soliciting vendors to provide homelessness prevention assistance and rapid rehousing services to households experiencing and/or at risk of homelessness. HSH received a total of five proposals. Three panelists reviewed and scored proposals. Catholic Charities scored 93 out of a maximum of 100 points.

In July 2018, HSH executed a grant with Catholic Charities for the provision of the Family Eviction Prevention Collaborative (FEPCO) Homelessness Prevention program for a three-year term from July 1, 2018 to June 30, 2021 and an amount not to exceed \$5,086,953. This agreement included both one-time homelessness prevention assistance and short to medium-term rapid rehousing services.

In June 2021, HSH split the one-time homelessness prevention assistance into a separate agreement to simplify budgeting and program monitoring. HSH executed a new grant with Catholic Charities under Administrative Code Chapter 21B, which allows procurement of homeless service providers without competitive solicitations, enacted by the Board of Supervisors to streamline contracting for homeless services. HSH selected Catholic Charities based on prior performance and to ensure continuity of services. The new grant had a three-year term from July 1, 2021 to June 30, 2024 and an amount not to exceed \$9,786,606.

In July 2024, HSH executed the first grant amendment to extend the term by one-year from June 30, 2024 to June 30, 2025 with no change to the not to exceed amount.

In July 2025, HSH executed the second grant amendment, extending the term by six months from June 30, 2025 to December 31, 2025 with no change to the not to exceed amount.

HSH now proposes to extend the grant by 30 months through June 2028.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the third amendment to the grant between HSH and Catholic Charities to provide homelessness prevention services, extending the term by two years and six months through June 30, 2028, and increasing the not-to-exceed amount of the grant by \$8,672,460, for a total not to exceed \$18,459,066. The proposed resolution would also authorize HSH to make further immaterial amendments to the grant.

According to HSH, the term extension is needed to align with the department's Multiyear Procurement Plan for homelessness prevention services. HSH's current timeline for the procurement of Homelessness Prevention programs is to release solicitations by June 2027, with

agreements tentatively beginning in January 2028. The 30-month extension would allow services to continue through June 30, 2028, ensuring no gap in funding and services.

Services

Under the proposed amendment, Catholic Charities will continue the provision of FEPCO Homelessness Prevention as part of the San Francisco Emergency Rental Assistance Program (SF ERAP).¹ Services include screening and verifying program eligibility, providing rental assistance (back rent, future rent, and move-in assistance) to low-income households at risk of experiencing homelessness, as well as referrals of clients to necessary resources to support housing stability. Eligible households may receive up to \$7,500 (or up to \$10,000 with an approved waiver) in financial assistance for up to 12 months of back and future rent, or up to \$6,000 in move-in assistance. In FY 2024–25, the average financial assistance provided by Catholic Charities per household was \$3,781 for back rent, \$2,111 for future rent, and \$3,144 for move-in assistance.

Under the proposed amendment, Catholic Charities will continue to serve a minimum of 200 households per year. To qualify for rental assistance, eligible program recipients must be (1) a San Francisco resident, (2) Have a household income at or below 50 percent of the Area Median Income for the household's size, (3) Demonstrate a risk of experiencing housing instability or homelessness, (4) Demonstrate a financial hardship that occurred within the past 12 months (if applying for back-rent assistance), and (5) Not have received SF ERAP assistance within the past 12 months. Catholic Charities will also prioritize households who are at the highest risk of becoming homeless, as identified by a vulnerability assessment questionnaire.²

Performance and Fiscal Monitoring

HSH staff completed program monitoring on the Catholic Charities grant for FY 2024-25 in October 2025, which included a site visit. Based on the monitoring, Catholic Charities was found in compliance with the terms of the grant, and no corrective action was needed. However, HSH identified the need for refresher training on client file requirements as an area for potential improvement.

As reflected in Exhibit 1 below, the FY 2024-25 program monitoring report showed that Catholic Charities met or exceeded all service and outcome objectives. The organization provided homelessness prevention assistance to 587 households, which exceeded the service objective goal of a minimum of 200 households.

¹ SF ERAP is jointly administered by HSH and the Mayor's Office of Housing and Community Development (MOHCD) to provide financial assistance and homelessness prevention services to households most at risk of housing loss or homelessness.

² HSH's vulnerability assessment questionnaire prioritizes households who are at the highest risk of becoming homeless by identifying vulnerability factors that are linked to homelessness based on available best practices and research.

Exhibit 1: FY 2024-25 Service and Outcome Objective Performance

Objective	Target	Performance
Service Objectives		
1. Number of households provided with a vulnerability assessment	250	1,631
2. Number of households provided with homelessness prevention assistance	200	587
3. Percent of financial assistance administered within five business days from application approval and in accordance with program policy	100%	92% ³
Outcome Objectives		
4. Percent of households who received targeted Homelessness Prevention Assistance and did not access services from the Homelessness Response System 6 months after assistance ended*	75%	98%
5. Percent of households who received targeted Homelessness Prevention Assistance and did not access services from the Homelessness Response System 12 months after assistance ended*	60%	98%

Source: HSH

Note: The second amendment to the agreement removed two outcome objectives marked with “*” above.

Program monitoring did not assess results on service and outcome objectives that were determined to be not relevant to the program such as measures related to problem solving services and housing focused case management, which are not provided under the agreement, as well as objectives related to referrals to other services and types of assistance.

The second amendment to the agreement removed two outcome objectives related to clients’ use of services from the homelessness response system after receiving homelessness prevention assistance. According to HSH staff, HSH will be monitoring these measures across providers at a system level rather than on a program level to assess high and/or repeat utilization.

Proposed Service and Outcome Objectives

The proposed amendment maintains or modifies the following existing service objectives: (1) provide a minimum of 200 households with homelessness prevention assistance, (2) complete a vulnerability assessment with a minimum of 250 households, and (3) issue 90 percent (rather than 100 percent under the current agreement) of financial assistance within five business days from application approval and in accordance with program guidelines and procedures. In addition, the proposed amendment includes the following existing outcome objective (which was not tracked as part of the FY 2024-25 program monitoring report because it was added under the second amendment): 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.

³ Catholic Charities issued Flexible Financial Assistance within five business days from application approval in 92% of cases. This measure has been updated to 90% in the new Appendix A.

The proposed agreement removes a service objective related to grantee referrals of households in need of legal services or mediation to relevant services because HSH determined it was not appropriate for the program.

Fiscal and Compliance Monitoring

HSA staff reviewed Catholic Charities' financial documents in June 2025 as part of the FY 2024-25 Citywide Fiscal and Compliance Monitoring program and identified no findings.

FISCAL IMPACT

The proposed third amendment would increase the not-to-exceed amount of the Catholic Charities grant by \$8,672,460, for a total not to exceed \$18,459,066. Actual and projected grant expenditures are shown in Exhibit 2 below.

Exhibit 2: Actual and Projected Grant Expenditures

Expenditures	Amount
Actual Expenditures (through FY 2024-25)	\$8,094,539
FY 2025-26 (Projected)	2,879,036
FY 2026-27 (Projected)	2,879,036
FY 2027-28 (Projected)	2,879,036
<i>Subtotal – Actual & Projected Expenditures</i>	<i>\$16,731,647⁴</i>
Contingency (20% of Projected Expenditures)	1,727,421
Total Not to Exceed	\$18,459,066

Source: HSH

The proposed FY 2025-26 budget is nine percent greater than actual spending in the prior year. The annual budget remains flat for the proposed grant period from FY 2025-26 through FY 2027-28. A breakdown of FY 2025-26 grant expenditures is shown in Exhibit 3 below.

Exhibit 3: Breakdown of FY 2025-26 Grant Expenditures

Expenditures	Amount
Salaries & Benefits	\$791,156
Operating Expenses	116,405
<i>Subtotal</i>	<i>907,561</i>
Indirect Costs (15%)	\$136,135
Rental Assistance ⁵	1,835,340
Total Expenditures	\$2,879,036

Source: Proposed Grant Amendment

The grant funds salaries and fringe benefits for a total of 9.0 FTE program staff. For FY 2025-26 through FY 2028-28, operating expenses for each year of the program reflect approximately four percent of the total budget and include costs such as rent, utilities, insurance, office supplies, and other expenses. Approximately 64 percent of the proposed budget will fund direct rental assistance to clients. The budget for direct rental assistance (\$1.8 million) is equal to \$9,177 per

⁴ Amount may not match Appendix B due to rounding.

⁵ These expenses are not subject to the indirect percentage

household (based on the targeted number of 200 household), which exceeds the average amount of financial assistance per household provided in FY 2024-25 (approximately \$3,000) and the maximum amount of financial assistance that can be provided under ERAP without a waiver (\$7,500). As shown in Exhibit 1, in FY 2024-25, the grantee provided assistance to 587 households, which is nearly three times the targeted number of clients. According to HSH, program targets will be updated to better reflect actual performance as part of the Multi-Year Procurement Plan, which will incorporate standardized performance objectives and targets in all agreements.

According to HSH staff, HSH determined the budget for direct rental assistance based on: (a) a pre-determined proportion (65 percent) of the total budget for the portion of the budget funded by Proposition C revenues; and (b) a per client cost for the General Fund budget. The assumed 65 percent for direct rental assistance is less than the general average of 75 percent for subsidy administration contracts we have reviewed (such as Files 25-0073, 25-0042, 24-0671, 23-0403, and 23-0122). However, the proposed agreement has lower administrative costs per targeted number of households (approximately \$5,000) compared to a large subsidy administration contract that we reviewed for the Flexible Housing Subsidy Program (approximately \$7,500). HSH notes that the proposed homelessness prevention grant which provides one-time assistance is not perfectly comparable to rental subsidy contracts that provide on-going rental subsidies, which may contribute to differences in admin costs. According to HSH staff, the pre-determined proportion of 65 percent was based on the department's determination that this was an appropriate split to sufficiently cover administrative expenses associated with managing and distributing direct assistance funds.

Underspending

Actual expenditures on the grant from FY 2021-22 to FY 2024-25 were approximately 30 percent less than the amount budgeted. The primary driver for this was slow ramp-up following a large infusion of funds in 2021 to address anticipated housing instability due to the COVID-19 pandemic. According to HSH, other contributing factors included: (1) staff vacancies due to the time required to hire five new Prop C-funded positions, and (2) the provider's need to balance multiple funding sources as the provider has more than one ERAP agreement, including federal funding. Fewer staff meant reduced capacity to work with clients and process payments, leading to lower operating and direct assistance spending. HSH noted that Catholic Charities reduced the level of underspending each year over the term of the agreement.

According to HSH, in FY 2024–25, Catholic Charities had approximately seven percent underspending across the full grant but spent 98 percent of its direct client assistance allocation. As of the time of this review, HSH analysts consider their spending generally on track now that the prior staffing issues have been addressed. HSH conducts a standard mid-fiscal-year check-in in January to determine whether budget revisions are needed, although none are anticipated for this agreement.

Sources of Funds

Expenditures over the proposed grant term would be funded approximately 31 percent by the City's General Fund and 69 percent by the Proposition C, Our City, Our Home Fund.⁶

RECOMMENDATION

Approve the proposed resolution.

⁶ In November 2018, San Francisco voters approved Proposition C, which imposed additional business taxes to create a dedicated fund (Our City, Our Home Fund) to support services for people experiencing homelessness and to prevent homelessness.

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

**THIRD 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 **January 1, 2026** 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 agreement for two years and six months; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. **[Insert Resolution Number]** on **[Insert Date of Commission Action]**; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. **<insert Resolution number> on <Month Date, Year>**; and

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

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

(a) "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2024**, and **Second Amendment**, dated **July 1, 2025**.

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 **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.

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 **June 30, 2028**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 Section 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, **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.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eighteen Million Four Hundred Fifty Nine Thousand Sixty Six Dollars (\$18,459,066).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Seven Hundred Twenty Seven Thousand Four Hundred Twenty One Dollars**

(\$1,727,421) 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 16.19 Distribution of Beverages and Water** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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) **Packaged Water Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance of this Agreement.

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

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

Appendix A, Services to be Provided (dated January 1, 2026)
Appendix B, Budget (dated January 1, 2026)
Appendix C, Method of Payment (dated January 1, 2026)
Appendix D, Interests in Other City Grants (dated January 1, 2026)

- 2.5 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated January 1, 2026) for the period of January 1, 2026 to June 30, 2028.

- 2.6 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated January 1, 2026), for the period of July 1, 2021 to June 30, 2028.

- 2.7 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated January 1, 2026).
- 2.8 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated January 1, 2026).

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: _____
Shireen McSpadden Date
Executive Director

By: _____
Ellen Hammerle Date
Chief Executive Officer
City Supplier Number: 0000023239

Approved as to Form:
David Chiu
City Attorney

By: _____
Grace DiLaura 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 Development (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 issue 90 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	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															Page 1 of 11
2	APPENDIX B, BUDGET															
3	Document Date	1/1/2026														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2021	12/31/2025	5												
6	Amended Term	7/1/2021	6/30/2028	7												
7	Provider Name	Catholic Charities														
8	Program	FEPCO Homelessness Prevention														
9	FSP Contract ID#	1000021763														
10	Action (select)	Amendment														
11	Effective Date	1/1/2026														
12	Budget Names	General Fund - Homelessness Prevention, Prop C - Homelessness Prevention														
13		Current	New													
14	Term Budget	\$ 9,534,057	\$ 16,731,645	20%												
15	Contingency	\$ 252,549	\$ 1,727,421													
16	Not-To-Exceed	\$ 9,786,606	\$ 18,459,066		Year 1	Year 2	Year 3	Year 4	Year 5			Year 6	Year 7	All Years		
17		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 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028			
18		Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New			
19	Expenditures															
20	Salaries & Benefits	\$ 829,086	\$ 890,096	\$ 702,044	\$ 742,129	\$ 395,578	\$ 395,578	\$ 791,156	\$ 791,156	\$ 791,156	\$ 3,558,933	\$ 1,977,890	\$ 5,536,824			
21	Operating Expense	\$ 251,003	\$ 203,824	\$ 220,963	\$ 183,586	\$ 58,202	\$ 58,202	\$ 116,405	\$ 116,405	\$ 116,405	\$ 917,579	\$ 291,012	\$ 1,208,590			
22	Subtotal	\$ 1,080,089	\$ 1,093,920	\$ 923,007	\$ 925,715	\$ 453,780	\$ 453,780	\$ 907,561	\$ 907,561	\$ 907,561	\$ 4,476,512	\$ 2,268,902	\$ 6,745,414			
24	Indirect Cost	\$ 165,313	\$ 167,361	\$ 141,059	\$ 145,337	\$ 68,067	\$ 68,067	\$ 136,134	\$ 136,135	\$ 136,135	\$ 687,138	\$ 340,337	\$ 1,027,475			
25	Other Expenses (Not subject to indirect %)	\$ (50,175)	\$ 649,504	\$ 1,285,236	\$ 1,568,171	\$ 917,668	\$ 917,672	\$ 1,835,340	\$ 1,835,340	\$ 1,835,340	\$ 4,370,404	\$ 4,588,352	\$ 8,958,756			
28	Total Expenditures	\$ 1,195,227	\$ 1,910,786	\$ 2,349,302	\$ 2,639,223	\$ 1,439,515	\$ 1,439,519	\$ 2,879,035	\$ 2,879,036	\$ 2,879,036	\$ 9,534,054	\$ 7,197,591	\$ 16,731,645			
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing	\$ 834,510	\$ 856,326	\$ 882,023	\$ 892,800	\$ 450,864	\$ 450,864	\$ 901,728	\$ 901,728	\$ 901,728	\$ 3,916,523	\$ 2,254,320	\$ 6,170,843			
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33	Prop C - Ongoing	\$ 2,000,000	\$ 2,020,295	\$ 2,041,904	\$ 1,957,729	\$ 988,654	\$ 988,654	\$ 1,977,308	\$ 1,977,308	\$ 1,977,308	\$ 9,008,582	\$ 4,943,269	\$ 13,951,851			
34	Prop C - COLA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35	Adjustment to Actuals	\$ (1,639,283)	\$ (965,835)	\$ (574,625)	\$ (211,305)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,391,048)	\$ -	\$ (3,391,048)			
40	Total HSH Revenues	\$ 1,195,227	\$ 1,910,786	\$ 2,349,302	\$ 2,639,224	\$ 1,439,518	\$ 1,439,518	\$ 2,879,036	\$ 2,879,036	\$ 2,879,036	\$ 9,534,057	\$ 7,197,589	\$ 16,731,645			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)								9.00	9.00	9.00					
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 Mayor / 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														

[illegible]

	A	F	M	T	AA	AD	AE	AF	AG	AH	AI	AJ	AQ	AX	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	Page 3 of 11
2	SALARY & BENEFIT DETAIL																	
3	Document Date	1/1/2026																
4	Provider Name	Catholic Charities																
5	Program	FEPCO Homelessness Prevention																
6	FSP Contract ID#	1000021763																
7	Budget Name	General Fund - Homelessness Prevention																
8		Year 1	Year 2	Year 3	Year 4	Year 5								EXTENSION YEAR		EXTENSION YEAR		
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded program		7/1/2025 - 12/31/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028	
10		Actuals	Actuals	Actuals	Actuals					Current	Amendment	New	New	New	Current	Amendment	New	
		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
11																		
12	Senior Program Director/Assistant Deputy Director	\$ 14,223	\$ 14,933	\$ 12,492	\$ 12,866.77	\$ 104,918	\$ 1.00	10%	\$ 0.10	\$ 5,246	\$ 5,246	\$ 10,492	\$ 10,492	\$ 10,492	\$ 59,761	\$ 26,230	\$ 85,990	
15	Case Manager/Housing Specialist/Intake Coordinator	\$ 49,288	\$ 58,822	\$ 29,411	\$ 29,731.10	\$ 63,946	\$ 1.00	50%	\$ 0.50	\$ 15,987	\$ 15,987	\$ 31,973	\$ 31,973	\$ 31,973	\$ 183,239	\$ 79,933	\$ 263,172	
16	Case Manager/Housing Specialist/Intake Coordinator	\$ 53,098	\$ 54,926	\$ 58,822	\$ 58,604.00	\$ 52,002	\$ 1.00	100%	\$ 1.00	\$ 26,001	\$ 26,001	\$ 52,002	\$ 52,002	\$ 52,002	\$ 251,451	\$ 130,005	\$ 381,456	
17	Case Manager/Housing Specialist/Intake Coordinator	\$ 51,539	\$ 58,822	\$ 58,271	\$ 59,462.21	\$ 62,418	\$ 1.00	100%	\$ 1.00	\$ 31,209	\$ 31,209	\$ 62,418	\$ 62,418	\$ 62,418	\$ 259,304	\$ 156,045	\$ 415,349	
18	Billing Receptionist/Program Support	\$ 11,339	\$ 10,269	\$ 3,994	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,601	\$ -	\$ 25,601	
19	Clinical Director	\$ 2,677	\$ 2,677	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,355	\$ -	\$ 5,355	
21	Program Director	\$ 73,420	\$ 77,088	\$ 39,100	\$ 41,400.00	\$ 90,000	\$ 1.00	100%	\$ 1.00	\$ 45,000	\$ 45,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 276,008	\$ 225,000	\$ 501,008	
22	Director of Client Services	\$ 13,398.00	\$ 15,474	\$ 7,243	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,115	\$ -	\$ 36,115	
23	Associate Deputy Director			\$ -	\$ 6,480.34	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,480	\$ -	\$ 6,480	
54				\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 268,982	\$ 293,012	\$ 209,333	\$ 208,544.42	TOTAL SALARIES					\$ 123,442	\$ 123,442	\$ 246,885	\$ 246,885	\$ 246,885	\$ 1,103,314	\$ 617,212	\$ 1,720,526
56						TOTAL FTE				3.60								
57						FRINGE BENEFIT RATE				31%		31%		31%		31%		
58		\$ 91,454	\$ 99,624	\$ 71,173	\$ 72,990.55	EMPLOYEE FRINGE BENEFITS				\$ 38,267	\$ 38,267	\$ 76,534	\$ 76,534	\$ 76,534	\$ 373,509	\$ 191,336	\$ 564,845	
59		\$ 360,436	\$ 392,636	\$ 280,506	\$ 281,534.97	TOTAL SALARIES & BENEFITS				\$ 161,710	\$ 161,710	\$ 323,419	\$ 323,419	\$ 323,419	\$ 1,476,823	\$ 808,548	\$ 2,285,370	
60																		
61																		
62																		

	A	B	E	H	K	N	O	P	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 4 of 11
2	OPERATING DETAIL												
3	Document Date	1/1/2026											
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 EXTENSION YEAR											
9		Year 1	Year 2	Year 3	Year 4	Year 5			Year 6	Year 7	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 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
11		Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 32,628	\$ 27,200	\$ 50,250	\$ 50,250	\$ 12,000	\$ 12,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 172,328	\$ 60,000	\$ 232,328
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,670	\$ 4,000	\$ 9,416	\$ 12,000	\$ 6,000	\$ 6,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 39,086	\$ 30,000	\$ 69,086
15	Office Supplies, Postage	\$ 2,700	\$ 8,226	\$ 8,226	\$ 8,226	\$ 650	\$ 650	\$ 1,300	\$ 1,300	\$ 1,300	\$ 28,028	\$ 3,250	\$ 31,278
16	Building Maintenance Supplies and Repair	\$ 9,930	\$ 3,470	\$ 5,470	\$ 3,000	\$ 760	\$ 760	\$ 1,520	\$ 1,520	\$ 1,520	\$ 22,630	\$ 3,800	\$ 26,430
17	Printing and Reproduction	\$ 8,703	\$ 3,000	\$ 1,000	\$ 1,000	\$ 100	\$ 100	\$ 200	\$ 200	\$ 200	\$ 13,803	\$ 500	\$ 14,303
18	Insurance	\$ 6,719	\$ 6,719	\$ 7,119	\$ 7,119	\$ 3,175	\$ 3,175	\$ 6,350	\$ 6,350	\$ 6,350	\$ 30,851	\$ 15,875	\$ 46,726
19	Staff Training	\$ 800	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
20	Staff Travel-(Local & Out of Town)	\$ 138	\$ 200	\$ 100	\$ 300	\$ 50	\$ 50	\$ 100	\$ 100	\$ 100	\$ 788	\$ 250	\$ 1,038
21	Rental of Equipment	\$ 8,703	\$ 2,000	\$ 2,000	\$ 2,000	\$ 409	\$ 409	\$ 819	\$ 819	\$ 819	\$ 15,112	\$ 2,047	\$ 17,159
22	Conference, Meeting & Travel	\$ 200	\$ 200	\$ 200	\$ 200	\$ 25	\$ 25	\$ 50	\$ 50	\$ 50	\$ 825	\$ 125	\$ 950
23	Computer Related	\$ 5,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 200	\$ 200	\$ 400	\$ 400	\$ 400	\$ 15,200	\$ 1,000	\$ 16,200
24	Transportation	\$ 138	\$ 138	\$ 138	\$ 138	\$ 69	\$ 69	\$ 138	\$ 138	\$ 138	\$ 621	\$ 345	\$ 966
25	Program Supplies	\$ 3,843	\$ 3,843	\$ 1,775	\$ 2,300	\$ 300	\$ 300	\$ 600	\$ 600	\$ 600	\$ 12,061	\$ 1,500	\$ 13,561
26	Recruitment & Fingerprinting	\$ 985	\$ 985	\$ 985	\$ 1,200	\$ 1,031	\$ 1,031	\$ 2,062	\$ 2,062	\$ 2,062	\$ 5,186	\$ 5,155	\$ 10,341
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Janitorial Services - Robert Alvarenga	\$ 14,300	\$ 8,060	\$ -	\$ 5,000	\$ 2,700	\$ 2,700	\$ 5,400	\$ 5,400	\$ 5,400	\$ 30,060	\$ 13,500	\$ 43,560
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	\$ 27,469	\$ 27,469	\$ 54,939	\$ 54,939	\$ 54,939	\$ 403,580	\$ 137,347	\$ 540,927
69													
70	Other Expenses (not subject to indirect cost %)												
71	Rental Assistance	\$ 289,108	\$ 315,339.70	\$ 450,942	\$ 453,524	\$ 233,307	\$ 233,309	\$ 466,616	\$ 466,616	\$ 466,616	\$ 1,742,220	\$ 1,166,541	\$ 2,908,761
72	Adjustment to Actuals	\$ (228,122)	\$ (121,547)	\$ (45,109)	\$ (46,877)		\$ -	\$ -	\$ -	\$ -	\$ (441,655)	\$ -	\$ (441,655)
73	FY25-26 CODB placeholder - do not bill					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74						\$ -	\$ -				\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ 60,986.00	\$ 193,793	\$ 405,833	\$ 406,647	\$ 233,307	\$ 233,309	\$ 466,616	\$ 466,616	\$ 466,616	\$ 1,300,565	\$ 1,166,541	\$ 2,467,106
85													
97	HSH #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

<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	0.10	\$ 10,492	Overall supervision of program operations, site & system management. Works to train staff on procedures, approve applications and payments.	\$104,918 x 0.10 FTE
Case Manager/Housing Specialist/Intake Coordinator	0.50	\$ 31,973	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$63,946 x 0.50 FTE
Case Manager/Housing Specialist/Intake Coordinator	1.00	\$ 52,002	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$52,002 x 1 FTE
Case Manager/Housing Specialist/Intake Coordinator	1.00	\$ 62,418	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$62,418 x 1 FTE
Program Director	1.00	\$ 90,000	Interface with larger city services system. Program planning and supervision. Resolution of escalated client complaints and facility concerns in two locations	\$90,000 x 1 FTE
		\$ -		
TOTAL	3.60	\$ 246,885		
<u>Employee Fringe Benefits</u>		\$ 76,534	<u>Includes FICA, SUI, Workers Compensation, Life and Health insurance, Commuter and Cell Stipend calculated at current 31% of total salaries.</u>	
Salaries & Benefits Total		\$ 323,419		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 24,000	Sharing office space based on square footage with other programs in two locations	\$2,000 monthly
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 12,000	Sharing cost of utilities: Water, Garbage, Gas, Electricity, Phone, Internet in two locations	\$1,000 monthly
Office Supplies, Postage	\$ 1,300	To purchase folders, paper, and everything needed for office use	\$108.33 monthly
Building Maintenance Supplies and Repair	\$ 1,520	Share of cost for building maintenance facility supplies	\$126.67 monthly
Printing and Reproduction	\$ 200	Paper and Toner for processing paperwork	\$16.67 monthly
Insurance	\$ 6,350	Commercial General Liability Insurance. Prorated based upon 1764 annually or 147 monthly per 3.6 FTE	\$529.20 monthly
Staff Travel-Local & Out of Town)	\$ 100	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	\$ 819	Shared cost for copy, scan, facsimile machine lease and shredder for two offices	\$68.22 monthly
Conference, Meeting & Travel	\$ 50	Meetings/Events/Conference and Travel. Projected amount if unexpected need to host meeting or attend out of town training or conference.	1 time event
Computer Related	\$ 400	Expected cost of Trouble Shooting maintenance, equipment replacement or updating software.	1 time event
Transportation	\$ 138	Client Transportation or ride share if unexpected need arises and program vehicle unavailable.	Projected 4 trips at approximately \$34.50 each
Program Supplies	\$ 600	Shared cost of supplies for children's area, waiting room, and other basic needs for client services.	Approx. \$50 monthly
Recruitment & Fingerprinting	\$ 2,062	Staff job advertisement and background fingerprint clearance for staff turnover	Projected 3 turnovers, approximately \$171.83 per month
	\$ -		
TOTAL OPERATING EXPENSES	\$ 54,939		
Indirect Cost	15.0% \$ 56,754	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). Indirect also includes costs for employee recognition or meals for staff only, per City Controller guidelines.	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental Assistance	\$ 466,616	Rental Assistance for back rent to provide eviction prevention; security deposits	Estimate based on current spending trends
TOTAL OTHER EXPENSES	\$ 466,616		

[illegible]

1	A					F	M	T	AA	AD	AE	AF	AG	AH	AI	AJ	AQ	AX	BT	BU	BV														
2	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					Page 7 of 11													
3	SALARY & BENEFIT DETAIL																																		
4	Document Date					1/1/2026																													
5	Provider Name					Catholic Charities																													
6	Program					FEPKO Homelessness Prevention																													
7	F&P Contract ID#					1000021763																													
8	Budget Name					Prop C - Homelessness Prevention										EXTENSION YEAR					EXTENSION YEAR														
9	POSITION TITLE					Year 1		Year 2		Year 3		Year 4		Year 5					Year 6		Year 7		All Years												
7/1/2021 - 6/30/2022						7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		Agency Totals		For HSH Funded Program		7/1/2025 - 12/31/2025		7/1/2025 - 6/30/2026		7/1/2025 - 6/30/2026		7/1/2026 - 6/30/2027		7/1/2027 - 6/30/2028		7/1/2021 - 12/31/2025		7/1/2021 - 6/30/2028							
Actuals						Actuals		Actuals		Actuals						Current		Amendment		New		New		New		Current		Amendment		New					
10						Budgeted Salary		Budgeted Salary		Budgeted Salary		Budgeted Salary		Annual Full Time Salary (for 1.00 FTE)		Position FTE		% FTE funded by this budget		Adjusted Budgeted FTE		Budgeted Salary		Change		Budgeted Salary		Budgeted Salary		Budgeted Salary		Change		Budgeted Salary	
11	Director of Client Services					\$	21,437	\$	24,759	\$	8,047	\$	-	\$	-							\$	-	\$	-	\$	-	\$	-	\$	54,242	\$	-	\$	54,242
12	Senior Program Director/Assistant Deputy Director					\$	14,222	\$	15,680	\$	12,867	\$	13,253	\$	104,918	1.00	10%	0.10	\$	5,246	\$	5,246	\$	10,492	\$	10,492	\$	10,492	\$	61,267	\$	26,230	\$	87,497	
13	Program Manager/Coordinator					\$	70,720	\$	69,885	\$	75,558	\$	71,961	\$	71,961	1.00	100%	1.00	\$	35,980	\$	35,980	\$	71,961	\$	71,961	\$	71,961	\$	324,104	\$	179,901	\$	504,005	
14	Case Manager/Intake Coordinator/Housing Rental Specialist					\$	52,000	\$	58,822	\$	58,822	\$	58,822	\$	61,523	1.00	100%	1.00	\$	30,762	\$	30,762	\$	61,523	\$	61,523	\$	61,523	\$	259,229	\$	153,808	\$	413,037	
15	Case Manager/Intake Coordinator/Housing Rental Specialist					\$	52,000	\$	58,822	\$	58,822	\$	58,822	\$	61,523	1.00	100%	1.00	\$	30,762	\$	30,762	\$	61,523	\$	61,523	\$	61,523	\$	259,228	\$	153,808	\$	413,037	
16	Case Manager/Intake Coordinator/Housing Rental Specialist					\$	52,000	\$	58,822	\$	58,822	\$	58,822	\$	61,523	1.00	100%	1.00	\$	30,762	\$	30,762	\$	61,523	\$	61,523	\$	61,523	\$	259,229	\$	153,808	\$	413,037	
17	Accounts Payable Rental Data Quality Specialist					\$	62,400	\$	58,240	\$	28,663	\$	28,662	\$	68,640	1.00	25%	0.25	\$	8,580	\$	8,580	\$	17,160	\$	17,160	\$	17,160	\$	186,545	\$	42,900	\$	229,445	
18	Bilingual Intake/Receptionist					\$	24,960	\$	26,208	\$	12,979	\$	46,904	\$	52,002	1.00	100%	1.00	\$	26,001	\$	26,001	\$	52,002	\$	52,002	\$	52,002	\$	137,052	\$	130,005	\$	267,057	
19	Associate Deputy Director of Housing Services									\$	-	\$	6,480	\$	129,607	1.00	5%	0.05	\$	3,240	\$	3,240	\$	6,480	\$	6,480	\$	6,480	\$	9,721	\$	16,201	\$	25,921	
20						\$	349,739	\$	371,239	\$	314,580	\$	343,727	TOTAL SALARIES					\$	171,332	\$	171,332	\$	342,664	\$	342,664	\$	342,664	\$	1,550,617	\$	856,661	\$	2,407,279	
21														TOTAL FTE				\$	5.40																
22														FRINGE BENEFIT RATE				36.50%				36.50%		36.50%		36.50%									
23						\$	118,911	\$	126,221	\$	106,957	\$	116,867	EMPLOYEE FRINGE BENEFITS					\$	62,536	\$	62,536	\$	125,073	\$	125,073	\$	125,073	\$	531,493	\$	312,681	\$	844,175	
24						\$	468,650	\$	497,460	\$	421,538	\$	460,594	TOTAL SALARIES & BENEFITS					\$	233,869	\$	233,869	\$	467,737	\$	467,737	\$	467,737	\$	2,082,111	\$	1,169,343	\$	3,251,453	
25																																			
26																																			
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28																																			
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	A	B	E	H	K	N	O	P	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 8 of 11
2	OPERATING DETAIL												
3	Document Date	1/1/2026											
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			Year 6	Year 7	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 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
11		Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 45,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 14,630	\$ 14,630	\$ 29,260	\$ 29,260	\$ 29,260	\$ 164,630	\$ 73,150	\$ 237,780
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,000	\$ 17,434	\$ 17,434	\$ 5,000	\$ 1,510	\$ 1,510	\$ 3,020	\$ 3,020	\$ 3,020	\$ 60,378	\$ 7,550	\$ 67,928
15	Office Supplies, Postage	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,157	\$ 2,157	\$ 4,314	\$ 4,314	\$ 4,314	\$ 14,157	\$ 10,785	\$ 24,942
16	Building Maintenance Supplies and Repair	\$ 2,000	\$ 3,574	\$ 3,574	\$ 3,077	\$ 294	\$ 294	\$ 588	\$ 588	\$ 588	\$ 12,519	\$ 1,471	\$ 13,990
17	Printing and Reproduction	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 600	\$ 600	\$ 1,200	\$ 1,200	\$ 1,200	\$ 12,600	\$ 3,000	\$ 15,600
18	Insurance	\$ 8,470	\$ 9,300	\$ 9,300	\$ 9,300	\$ 4,763	\$ 4,763	\$ 9,526	\$ 9,526	\$ 9,526	\$ 41,133	\$ 23,814	\$ 64,947
19	Staff Training	\$ 1,930	\$ 4,930	\$ 4,930	\$ 4,930	\$ 100	\$ 100	\$ 200	\$ 200	\$ 200	\$ 16,820	\$ 500	\$ 17,320
20	Staff Travel-(Local & Out of Town)	\$ 7,646	\$ 7,646	\$ 7,646	\$ 7,646	\$ 100	\$ 100	\$ 200	\$ 200	\$ 200	\$ 30,683	\$ 500	\$ 31,183
21	Rental of Equipment	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 600	\$ 600	\$ 1,200	\$ 1,200	\$ 1,200	\$ 16,600	\$ 3,000	\$ 19,600
22	Computer Related	\$ 9,500	\$ 9,500	\$ 9,500	\$ 1,500	\$ 1,637	\$ 1,637	\$ 3,274	\$ 3,274	\$ 3,274	\$ 31,637	\$ 8,185	\$ 39,822
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	\$ 742	\$ 742	\$ 1,484	\$ 1,484	\$ 1,484	\$ 25,242	\$ 3,710	\$ 28,952
25			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Consultants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Janitorial Service by Roberto Alvarenga	\$ 15,000	\$ 10,000	\$ 10,000	\$ 7,000	\$ 3,600	\$ 3,600	\$ 7,200	\$ 7,200	\$ 7,200	\$ 45,600	\$ 18,000	\$ 63,600
56					\$ -		\$ -		\$ -		\$ -	\$ -	\$ -
67													
68	TOTAL OPERATING EXPENSES	\$ 140,046	\$ 128,883	\$ 128,884	\$ 85,453	\$ 30,733	\$ 30,733	\$ 61,466	\$ 61,466	\$ 61,466	\$ 513,999	\$ 153,665	\$ 667,664
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	\$ 684,361	\$ 684,363	\$ 1,368,724	\$ 1,368,724	\$ 1,368,724	\$ 6,019,232	\$ 3,421,811	\$ 9,441,043
72	Adjustment to Actuals	\$ (1,411,161)	\$ (844,289)	\$ (529,516)	\$ (164,428)		\$ -	\$ -	\$ -	\$ -	\$ (2,949,394)	\$ -	\$ (2,949,394)
73	FY25-26 COLA placeholder - do not bill					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74							\$ -				\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (111,161)	\$ 455,711	\$ 879,403	\$ 1,161,524	\$ 684,361	\$ 684,363	\$ 1,368,724	\$ 1,368,724	\$ 1,368,724	\$ 3,069,838	\$ 3,421,811	\$ 6,491,649
96													
97	HSH #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 C	0.10	\$ 10,492	Overall supervision of program operations, site & system management. Supervises the (PMC) program manager/coordinator. Works to train staff on procedures, approve applications and payments.	\$104,918 x 0.10 FTE
Program Manager/Coordinator	1.00	\$ 71,961	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.	\$71,960.512 x 1 FTE
Case Manager/Intake Coordinator/Housing	1.00	\$ 61,523	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.	\$61,523.28 x 1 FTE
Case Manager/Intake Coordinator/Housing	1.00	\$ 61,523	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.	\$61,523.28 x 1 FTE
Case Manager/Intake Coordinator/Housing	1.00	\$ 61,523	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.	\$61,523.28 x 1 FTE
Accounts Payable Rental Data Quality Spec	0.25	\$ 17,160	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.	\$68,640 x 0.25 FTE
Bilingual Intake/Receptionist	1.00	\$ 52,002	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.	\$52,002 x 1 FTE
Associate Deputy Director of Housing Servi	0.05	\$ 6,480	Direct supervisor of Asst. Deputy Director. Responsible for overall services and contract compliance, best practices per COA standards and cultural competency.	\$129,606.88 x 0.05 FTE
		\$ -		
TOTAL	5.40	\$ 342,664		
<u>Employee Fringe Benefits</u>		\$ 125,073	Includes FICA, SUI, Workers Compensation, Life and Health insurance, Commuter and Cell Stipend calculated at 36.5% of total salaries.	
Salaries & Benefits Total		\$ 467,737		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 29,260	Cost for program space.	\$2,438.33 monthly
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,020	Cost for program share of utilities.	\$251.67 monthly
Office Supplies, Postage	\$ 4,314	Estimated \$1,500 basic supplies for desks, waiting area, including PPE, copier paper, postage and ongoing replacement needs	\$359.50 monthly
Building Maintenance Supplies and Repair	\$ 588	Basic daytime supplies for cleaning, TP and Paper towels for bathrooms and non-structural repairs	\$49 monthly
Printing and Reproduction	\$ 1,200	Printing of brochures or flyers for outreach or signage	\$100 monthly
Insurance	\$ 9,526	Agency Commercial Liability Insurance is \$1,764 annually or \$147 monthly per FTE.	\$147 monthly
Staff Training	\$ 200	Funds for external training as needed for position, computer programs and agency COA best practices	Projected need for online or in person training that may become available during the year
Staff Travel-Local & Out of Town)	\$ 200	Staff travel for residence verification, housing locator assistance, visits, meetings	\$16.67 monthly
Rental of Equipment	\$ 1,200	Share of monthly copier, scanner, fax service agreement and lease	\$100 monthly
Computer Related	\$ 3,274	Trouble Shooting IT support if needed at \$115 per hour, replacements if needed for docking workstations, shared printer, headsets, software	\$272.83 monthly
Staff Related: Recruitment, Fingerprint clearance	\$ 1,484	Recruitment ads and background fingerprint clearances	\$124 monthly
	\$ -		
<u>Consultants</u>	\$ -		
Janitorial Service by Roberto Alvarenga	\$ 7,200	Janitorial Services	\$600 monthly
	\$ -		
TOTAL OPERATING EXPENSES	\$ 61,466		
Indirect Cost	\$ 79,380	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). Indirect also includes costs for employee recognition or meals for staff only, per City Controller guidelines.	
	15.0%		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Assistance - Homelessness Prevention	\$ 1,368,724	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	\$ 1,368,724		

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	1/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	12/31/2025	5
6	Amended Term	7/1/2021	6/30/2028	7
7				
8	Approved Subcontractors			
10	None.			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
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23				
24				
25				

[illegible]

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 each time an invoice is submitted. 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 exceeds \$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	Case Management	July 1, 2023 – June 30, 2027	\$1,328,355
Department of Homelessness and Supportive Housing	CoC Housing Plus	July 1, 2022 – July 31, 2027	\$3,256,782
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, 2027	\$1,372,217
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, 2028	\$2,392,977
Department of Homelessness and Supportive Housing	Family Recreational Vehicle Rapid Re-housing	November 1, 2025 – June 30, 2029	\$9,569,299
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	Large Vehicle Outreach Program	November 1, 2025 - June 30, 2027	\$5,654,596
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, 2025 – June 30, 2026	\$329,218
Mayor's Office of Housing and Community Development	Peter Claver Community RCFCI	July 1, 2025 – June 30, 2026	\$767,698
Mayor's Office of Housing and Community Development	Locally Funded Emergency Rental Assistance Program	July 1, 2025 – June 30, 2026	\$2,779,500
Mayor's Office of Housing and Community Development	Anti Displacement Tenant-Based Rental Subsidy Program	July 1, 2025 – June 30, 2026	\$2,300,000
Mayor's Office of Housing and Community Development	Older Adults/Adults with Disabilities Tenant-Based Rental Subsidy Program	July 1, 2025 – June 30, 2026	\$3,100,000
Mayor's Office of Housing and Community Development	Persons with HIV/AIDS Tenant-Based Rental Subsidy Program	July 1, 2025 – June 30, 2026	\$3,246,688
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, 2031	\$2,046,333
Department of Public Health	Derek Silva Community	March 1, 2021 – February 28, 2031	\$4,574,076
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, 2031	\$12,475,185

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

**GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO**

THIS GRANT AGREEMENT (“Agreement”) is made as of **July 1, 2021**, 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 has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Homelessness Prevention Assistance; and

WHEREAS, Ordinance No. 61-19 authorizes the Department to enter into grants and 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 desires to provide such a grant on the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

**ARTICLE 1
DEFINITIONS**

1.1 Specific Terms. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

- (a) “ADA” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
- (b) “Application Documents” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with

- respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.
- (c) “Budget” shall mean the budget attached hereto as part of Appendix B, Budget.
 - (d) “Charter” shall mean the Charter of City.
 - (e) “Contractor” shall have the meaning as “Grantee” if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
 - (f) “Controller” shall mean the Controller of City.
 - (g) “Eligible Expenses” shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
 - (h) “Event of Default” shall have the meaning set forth in Section 11.1.
 - (i) “Fiscal Quarter” shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
 - (j) “Fiscal Year” shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
 - (k) “Funding Request” shall have the meaning set forth in Section 5.3(a).
 - (l) “Grant” means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
 - (m) “Grant Funds” shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
 - (n) “Grant Plan” shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
 - (o) “Indemnified Parties” shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
 - (p) “Losses” shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or

unfounded, of whatsoever kind and nature.

- (q) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

1.2 Additional Terms. The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

1.3 References to this Agreement. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," "herein" or "hereto" refer to this Agreement as a whole.

ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

2.2 Certification of Controller. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

- 2.3 Automatic Termination for Non-Appropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.
- 2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.
- 2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

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 **July 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin

performance of its obligations under this Agreement until it receives written notice from City to proceed.

- (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.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

- 4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- 4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- 4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.
- 4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other

persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

4.5 Publications and Work Product.

- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.
- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third

- parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.
- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
 - (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **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, **One Million Four Hundred Twenty Six Thousand Seven Hundred Eighty Eight Dollars (\$1,426,788)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall

obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

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

5.4 Reserved. (State or Federal Funds).

**ARTICLE 6
REPORTING REQUIREMENTS; AUDITS;
PENALTIES FOR FALSE CLAIMS**

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at

any time during the term of this Agreement.

- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims.** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d)

conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

- 6.8 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

ARTICLE 7 TAXES

- 7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.
- 7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
 - (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.
 - (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.
- 7.3 Withholding.** Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement.

Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
 - (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
 - (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For

purposes of this subsection, “immediate family” shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interests in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.
- 8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.
- 8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

- 9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.
- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or

potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal

Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and its officers, agents and employees; and
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the

liability of Grantee hereunder.

- 10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as Additional Insureds.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

- 11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:
- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
 - (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
 - (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
 - (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
 - (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
 - (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
 - (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers

with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

11.2 Remedies upon Event of Default. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

11.3 Termination for Convenience. City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;

- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

- 11.4 Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12

DISCLOSURE OF INFORMATION AND DOCUMENTS

- 12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project")

and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

ARTICLE 13

ASSIGNMENTS AND SUBCONTRACTING

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E, Permitted Subcontractors, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E, Permitted Subcontractors, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.
- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E, Permitted Subcontractors, without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true

and correct copies of each subcontract permitted hereunder.

- 13.4 Grantee Retains Responsibility.** Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

- 14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- 14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.
- 14.3 Consequences of Recharacterization.**
- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
 - (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
 - (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

- 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
P.O. Box 427400
San Francisco, CA 94142-7400
hshcontracts@sfgov.org

If to Grantee: Catholic Charities
1555 39th Avenue
San Francisco, CA 94122
Attn: Jilma Meneses, Chief Executive Officer
JMenesesCEO@catholiccharitiessf.org
Attn: Colleen McCarthy, Director of Contracts & Grants
CMccarthy@catholiccharitiessf.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.

ARTICLE 16 COMPLIANCE

- 16.1 Reserved.**

- 16.2 Nondiscrimination; Penalties.**

- (a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members

of such protected classes, or in retaliation for opposition to discrimination against such classes.

- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 Reserved.

16.4 Tropical Hardwood and Virgin Redwood Ban. Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

16.5 Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal

Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

- 16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.
- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief

executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

16.10 First Source Hiring Program. Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

16.11 Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, “Political Activity”). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.12 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term “preservative-treated wood containing arsenic” shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term

“saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

- 16.13 Working with Minors.** In accordance with California Public Resources Code Section 5164, if Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Grantee, or any subgrantee, is providing services to the City involving the supervision or discipline of minors or where Grantee, or any subgrantee, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Grantee and any subgrantee shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this section and Section 16.16, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.
- 16.14 Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.
- 16.15 Public Access to Meetings and Records.** If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.
- (b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee’s failure to comply with this provision.

16.18 Reserved. (Slavery Era Disclosure).

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).

16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.

Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

16.21 Compliance with Other Laws. Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).

16.23 Reserved. (Additional Requirements for Federally-Funded Awards).

**ARTICLE 17
MISCELLANEOUS**

- 17.1 No Waiver.** No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.
- 17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
- 17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.
- 17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- 17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.
- 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
 - Appendix C, Method of Payment
 - Appendix D, Interests in Other City Grants
 - Appendix E, Permitted Subcontractors
- 17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

17.8 Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

17.9 Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3	Ownership of Results.
Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Dispute Resolution Procedure.

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2)

streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions or concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.
- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
 - (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
 - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination

of the resolution to the dispute or concern within 10 working days.

- (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF.
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided must be approved by the Department.

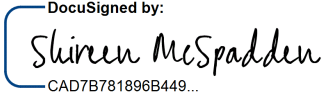
17.15 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move

towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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.

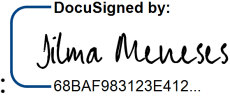
CITY

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

By:  8/30/2021
CAD7B781896B449...
Shireen McSpadden
Executive Director

GRANTEE

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

By:  8/24/2021
68BAF983123E412...
Jilma Meneses
Chief Executive Officer
City Supplier Number: 0000023239

Approved as to Form:

By:  8/29/2021
F013CEBF5B1B482...
Virginia Dario Elizondo
Deputy City Attorney

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

I. Purpose of Grant

The purpose of the grant is to provide targeted Homelessness Prevention Assistance to the served population. The goal of this intervention is to ensure that the Homelessness Response System (HRS) can identify and assist these households and provide services to prevent or quickly end their homelessness.

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

Grantee shall serve households who are experiencing homelessness, as defined by the HSH definitions.²

III. Referral and Prioritization

Households may self-refer for targeted Homelessness Prevention Assistance. Households may also be referred by HSH Coordinated Entry Access Points.

Grantee shall determine eligibility for all Homelessness Prevention Assistance services by verifying that the household meets the criteria for services. Grantee shall utilize HSH-provided vulnerability assessment questionnaire to assess households seeking services for those most likely to enter the HRS.

Participation in targeted Homelessness Prevention Assistance services is voluntary. Households may elect to end services at any point in the process.

IV. Description of Services

Grantee shall provide the following services:

A. Problem Solving Conversation:

Grantee shall offer a Problem Solving conversation before assistance is provided. The foundation of Problem Solving is a creative and exploratory conversation focused on helping households explore and identify safe housing options available outside of the HRS. This strength-based intervention identifies creative solutions to prevent or quickly resolve homelessness, including exploring the household's strengths and support network. Problem Solving can offer a range of flexible, financial, and non-financial assistance to support a housing resolution.

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".

² See the San Francisco Homelessness Response System Homeless Populations document for definitions: <https://hsh.sfgov.org/wp-content/uploads/2020/05/HSH-Definitions-Populations-San-Francisco-Connection-and-Homeless-Status.pdf>

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

C. 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 to the guidelines and procedures delineated in the HSH Homelessness Prevention Guide.

1. Grantee shall issue flexible financial assistance in line with the following listed in the Guide:
 - i. Allowable expenditure categories
 - ii. Allowable payment types
 - iii. Allowable limits/frequency
 - iv. Allowable and required documentation
2. Grantee shall issue flexible financial assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.

C. Housing-Focused Case Management:

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

1. Developing and implementing a Housing Stability Plan in collaboration with the household. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Budgeting and money management assistance and/or connection to related services that support housing stabilization; and
3. Referrals and linkages to community resources like legal services, mediation, public benefits, behavioral health services, health care, domestic violence advocacy/support, substance use treatment, and/or others, as appropriate.

V. Location and Time of Services

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

VI. Service Requirements

- A. 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 and tenants who primarily speak language(s) other than English.
- 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 requested; and
 - 3. Attendance of trainings, as requested.
- E. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- G. Data Standards:
 - 1. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process

standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.

2. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

H. Record Keeping, Documentation, and Files:

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

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

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

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

VII. Service Objectives

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

1. Grantee shall have an initial Problem Solving conversation with 100 percent of households seeking services.
2. Grantee shall complete a vulnerability assessment with a minimum of 230 households.
3. Grantee shall provide targeted Homelessness Prevention Assistance to a minimum of 180 households.
4. Grantee shall refer 100 percent of households not eligible for targeted Homelessness Prevention Assistance to an Access Point or other type of financial or housing assistance, as appropriate.
5. Grantee shall refer and connect 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
6. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.
7. Grantee shall provide Housing Focused Case Management to 100 percent of eligible and interested households.
8. Grantee shall complete a Housing Stability plan, including a basic household budget, for 100 percent of households receiving Housing Focused Case Management services.

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:

1. Sixty-five percent of households remain stably housed from program enrollment to program exit;
2. Seventy-five percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System six months after assistance ends;
3. Sixty percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 12 months after assistance ends;
4. At least 30 percent of households who received Housing Focused Case Management will increase their monthly income (earned and/or unearned income) from program enrollment to program exit; and
5. At least 65 percent of households who received Housing Focused Case Management will have a successful connection to one or more community resources like legal services, mediation, public benefits, and/or behavioral health services from program enrollment to program exit.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, including but not limited to the ONE system and CARBON.
- B. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- C. Grantee shall participate, as required by 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.
- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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, 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.
- 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	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 1 of 7
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2021						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2024	3				
7	Provider Name	Catholic Charities						
8	Program	FEPCO Homelessness Prevention						
9	FSP Contract ID#	1000021763						
10	Action (select)	New Agreement						
11	Effective Date	7/1/2021						
12	Budget Names	General Fund - Homelessness Prevention, Prop C - Homelessness Prevention						
13		Current	New					
14	Term Budget	\$ -	\$ 8,359,818					
15	Contingency	\$ -	\$ 1,426,788					
16	Not-To-Exceed	\$ -	\$ 9,786,606	Year 1	Year 2	Year 3	All Years	
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	
18				New	New	New	New	
19	Expenditures							
20	Salaries & Benefits			\$ 825,301	\$ 825,301	\$ 825,301	\$ 2,475,902	
21	Operating Expense			\$ 243,480	\$ 243,480	\$ 243,480	\$ 730,440	
22	Subtotal			\$ 1,068,781	\$ 1,068,781	\$ 1,068,781	\$ 3,206,342	
23	Indirect Percentage							
24	Indirect Cost			\$ 163,538	\$ 163,538	\$ 163,538	\$ 490,613	
25	Other Expenses (Not subject to indirect %)			\$ 1,554,287	\$ 1,554,287	\$ 1,554,287	\$ 4,662,861	
28	Total Expenditures			\$ 2,786,605	\$ 2,786,605	\$ 2,786,605	\$ 8,359,816	
29								
30	<u>HSH Revenues (select)</u>							
31	General Fund - Ongoing			\$ 786,606	\$ 786,606	\$ 786,606	\$ 2,359,818	
33	Prop C - Ongoing			\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 6,000,000	
40	Total HSH Revenues			\$ 2,786,606	\$ 2,786,606	\$ 2,786,606	\$ 8,359,818	
50	Rev-Exp (Budget Match Check)			\$ -	\$ -	\$ -	\$ -	
52	Total Adjusted Salary FTE (All Budgets)			10.62	10.62	10.62		
53								
54	Prepared by	Delilah Perez						
55	Phone	(415)972-1208						
56	Email	Dperez@CatholicCharitiesSF.org						

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 2 of 7
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2021						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2024	3				
7	Provider Name	Catholic Charities						
8	Program	FEPCO Homelessness Prevention						
9	FSP Contract ID#	1000021763						
10	Action (select)	New Agreement						
11	Effective Date	7/1/2021						
12	Budget Name	General Fund - Homelessness Prevention						
13		Current	New					
14	Term Budget	\$ -	\$ 2,359,818					
16	Not-To-Exceed	\$ -	\$ 9,786,606	Year 1	Year 2	Year 3	All Years	
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	
18				New	New	New	New	
19	Expenditures							
20	Salaries & Benefits			\$ 352,628	\$ 352,628	\$ 352,628	\$ 1,057,885	
21	Operating Expense			\$ 107,457	\$ 107,457	\$ 107,457	\$ 322,371	
22	Subtotal			\$ 460,085	\$ 460,085	\$ 460,085	\$ 1,380,256	
23	Indirect Percentage			15.70%	15.70%	15.70%		
24	Indirect Cost (Line 22 X Line 23)			\$ 72,233	\$ 72,233	\$ 72,233	\$ 216,700	
25	Other Expenses (Not subject to indirect %)			\$ 254,287	\$ 254,287	\$ 254,287	\$ 762,861	
26	Capital Expenditure			\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures			\$ 786,606	\$ 786,606	\$ 786,606	\$ 2,359,817	
29								
30	HSR Revenues (select)							
31	General Fund - Ongoing			\$ 786,606	\$ 786,606	\$ 786,606	\$ 2,359,818	
40	Total HSR Revenues			\$ 786,606	\$ 786,606	\$ 786,606	\$ 2,359,818	
50	Rev-Exp (Budget Match Check)			\$ -	\$ -	\$ -	\$ -	
52								
53	Prepared by	Delilah Perez						
54	Phone	(415)972-1208						
55	Email	Dperez@CatholicCharitiesSF.org						

	A	D	G	J	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 4 of 7
2	OPERATING DETAIL				
3	Document Date	7/1/2021			
4	Provider Name	Catholic Charities			
5	Program	FEPCO Homelessness Prevention			
6	F&P Contract ID#	1000021763			
7	Budget Name	General Fund - Homelessness Prevention			
8					
9		Year 1	Year 2	Year 3	All Years
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
11		New	New	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 32,628	\$ 32,628	\$ 32,628	\$ 97,884
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,670	\$ 7,670	\$ 7,670	\$ 23,010
15	Office Supplies, Postage	\$ 2,700	\$ 2,700	\$ 2,700	\$ 8,100
16	Building Maintenance Supplies and Repair	\$ 9,930	\$ 9,930	\$ 9,930	\$ 29,790
17	Printing and Reproduction	\$ 8,703	\$ 8,703	\$ 8,703	\$ 26,109
18	Insurance	\$ 6,719	\$ 6,719	\$ 6,719	\$ 20,157
19	Staff Training	\$ 300	\$ 300	\$ 300	\$ 900
20	Staff Travel-(Local & Out of Town)	\$ 138	\$ 138	\$ 138	\$ 414
21	Rental of Equipment	\$ 8,703	\$ 8,703	\$ 8,703	\$ 26,109
22	Conference, Meeting & Travel	\$ 200	\$ 200	\$ 200	\$ 600
23	Computer Related	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
24	Transportation	\$ 138	\$ 138	\$ 138	\$ 414
25	Program Supplies	\$ 3,843	\$ 3,843	\$ 3,843	\$ 11,529
26	Recruitment & Fingerprinting	\$ 985	\$ 985	\$ 985	\$ 2,955
27			\$ -	\$ -	\$ -
42	<u>Consultants</u>		\$ -	\$ -	\$ -
43	Janitorial Services - Commercial Cleaning Pros/ David M	\$ 14,300	\$ 14,300	\$ 14,300	\$ 42,900
44	The Job Shop (Temporary Receptionist Until Filled)	\$ -	\$ -	\$ -	\$ -
45	Commercial Deep cleaning	\$ 5,500	\$ 5,500	\$ 5,500	\$ 16,500
46			\$ -		\$ -
54	<u>Subcontractors</u>		\$ -		\$ -
55			\$ -		\$ -
68	TOTAL OPERATING EXPENSES	\$ 107,457	\$ 107,457	\$ 107,457	\$ 322,371
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Rental Assistance	\$ 254,287	\$ 254,287	\$ 254,287	\$ 762,861
83					
84	TOTAL OTHER EXPENSES	\$ 254,287	\$ 254,287	\$ 254,287	\$ 762,861
85					
86	<u>Capital Expenses</u>				
87					\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -
97	HS# #3				1/22/2020

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 5 of 7
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2021						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2024	3				
7	Provider Name	Catholic Charities						
8	Program	FEPCO Homelessness Prevention						
9	FSP Contract ID#	1000021763						
10	Action (select)	New Agreement						
11	Effective Date	7/1/2021						
12	Budget Name	Prop C - Homelessness Prevention						
13		Current	New					
14	Term Budget	\$ -	\$ 6,000,000					
16	Not-To-Exceed	\$ -	\$ 9,786,606		Year 1	Year 2	Year 3	All Years
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
18					New	New	New	New
19	Expenditures							
20	Salaries & Benefits				\$ 472,672	\$ 472,672	\$ 472,672	\$ 1,418,017
21	Operating Expense				\$ 136,023	\$ 136,023	\$ 136,023	\$ 408,069
22	Subtotal				\$ 608,695	\$ 608,695	\$ 608,695	\$ 1,826,086
23	Indirect Percentage				15.00%	15.00%	15.00%	
24	Indirect Cost (Line 22 X Line 23)				\$ 91,304	\$ 91,304	\$ 91,304	\$ 273,913
25	Other Expenses (Not subject to indirect %)				\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 3,900,000
28	Total Expenditures				\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 5,999,999
29								
30	<u>HSH Revenues (select)</u>							
33	Prop C - Ongoing				\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 6,000,000
40	Total HSH Revenues				\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 6,000,000
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -
52								

	A	D	G	J	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 7 of 7
2	OPERATING DETAIL				
3	Document Date	7/1/2021			
4	Provider Name	Catholic Charities			
5	Program	FEPCO Homelessness Prevention			
6	F&P Contract ID#	1000021763			
7	Budget Name	Prop C - Homelessness Prevention			
9		Year 1	Year 2	Year 3	All Years
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
11		New	New	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 45,000	\$ 45,000	\$ 45,000	\$ 135,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,000	\$ 19,000	\$ 19,000	\$ 57,000
15	Office Supplies, Postage	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000
16	Building Maintenance Supplies and Repair	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000
17	Printing and Reproduction	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000
18	Insurance	\$ 8,470	\$ 8,470	\$ 8,470	\$ 25,410
19	Staff Training	\$ 1,930	\$ 1,930	\$ 1,930	\$ 5,790
20	Staff Travel-(Local & Out of Town)	\$ 6,123	\$ 6,123	\$ 6,123	\$ 18,369
21	Rental of Equipment	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000
22	Start up Computer Equipment and Set up	\$ 9,500	\$ 9,500	\$ 9,500	\$ 28,500
23	Start up Workstation furniture	\$ 14,000	\$ 14,000	\$ 14,000	\$ 42,000
24	Staff Related: Recruitment, Fingerprint clearance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
25			\$ -	\$ -	\$ -
54	<u>Consultants</u>		\$ -	\$ -	\$ -
55	TBD Janitorial	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
56				\$ -	\$ -
67					
68	TOTAL OPERATING EXPENSES	\$ 136,023	\$ 136,023	\$ 136,023	\$ 408,069
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Direct Assistance - Homelessness Prevention	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 3,900,000
72					\$ -
83					
84	TOTAL OTHER EXPENSES	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 3,900,000
85					
86	<u>Capital Expenses</u>				
87					\$ -
94					
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -
96					
97	HS# #3				1/22/2020

Appendix C, Method of Payment

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

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

B. **Invoicing System:**

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to 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 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 user(s) and include the name(s), email(s), and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.

C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** 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 Grantee.

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 it 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), or Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed in Appendix E, Permitted 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.

General Fund/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 each time an invoice is submitted. Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.
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,

General Fund/Prop C	
Type	Instructions and Examples of Documentation
	and documentation for any Operating line items that exceed \$10,000. 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.
Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.

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

IV. **Timely Submission of Reports and Compliance:** If a Grantee has an 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

**Subcontractors must also list their interests in other City grants

City Department or Commission	Date of Grant	Amount of Grants
Department of Public Health	Variable	\$3,529,393.00
Department of Homelessness & Supportive Housing	July 1, 2020 - June 30, 2021	\$9,341,203.50
Human Services Agency	July 1, 2020 - June 30, 2021	\$1,255,673.00
Department of Children, Youth & Their Families	July 1, 2020 - June 30, 2021	\$662,530.00
Mayor's Office of Housing	Variable	\$5,731,640.67
Office of Civic Engagement & Immigrant Affairs	July 1, 2020 - June 30, 2021	\$60,000.00

Appendix E, Permitted Subcontractors

1. None.

**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

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, 2024** 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 for one year;

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

Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (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 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 **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.

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

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

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **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, **One Million Four Hundred Twenty Six Thousand Seven Hundred Eighty Eight Dollars (\$1,426,788)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **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.

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

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses and for no other purpose. Grantee shall expend the Grant Funds in

accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

5.4 State or Federal Funds.

- (a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) **Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

- 2.6 Section 6.7 Submitting False Claims** of the Agreement is hereby deleted and replaced in its entirety with:

6.7 Submitting False Claims. Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

- 2.7 Section 10.2 Additional Requirements for General and Automobile Coverage** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

10.2 Additional Requirements for General and Automobile Coverage.

Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and County of San Francisco and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

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

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

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of

the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

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

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

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 hshcontracts@sfgov.org
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If to Grantee:	Catholic Charities 990 Eddy Street San Francisco, CA 94109 Attn: Ellen Hammerle, Chief Executive Officer EHammerle@CatholicCharitiesSF.org Attn: Colleen McCarthy, Director of Contracts & Grants CMcCarthy@CatholicCharitiesSF.org
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Any notice of default must be sent by certified mail or other trackable written communication.

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

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

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

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at

<http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

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

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

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

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

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

in effect; or

- (3) Uses forced labor in the performance of the award or sub-awards under the award.

- 2.13 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, 2024)
 Appendix B, Budget (dated July 1, 2024)
 Appendix C, Method of Payment (dated July 1, 2024)
 Appendix D, Interests in Other City Grants (dated July 1, 2024)

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

17.12 Reserved.

- 2.15 Section 17.14 Services During a City-Declared Emergency** of the Agreement is hereby deleted and replaced with the following:

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

- 2.16 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, 2024) for the period of July 1, 2024 to June 30, 2025.

- 2.17 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024) for the period of July 1, 2021 to June 30, 2025.

- 2.18 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, 2024).

- 2.19 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, 2024).
- 2.20 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

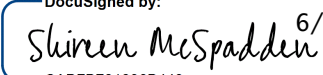
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

CITY

GRANTEE

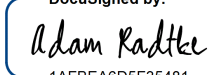
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

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

By:  6/20/2024
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Shireen McSpadden
Executive Director

By:  6/17/2024
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Ellen Hammerle
Chief Executive Officer
City Supplier Number: 0000023239

Approved as to Form:
David Chiu
City Attorney

By:  6/18/2024
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Adam Radtke
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 ensure that the Homelessness Response System (HRS) can identify and assist these households and provide services to prevent or quickly end their homelessness.

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

Grantee shall serve households who are experiencing homelessness, as defined by the HSH definitions.²

III. Referral and Prioritization

Households may self-refer for targeted homelessness prevention assistance. Households may also be referred by HSH Coordinated Entry Access Points.

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 the following services:

A. Problem Solving Conversation:

Grantee shall offer a problem solving conversation before assistance is provided. The foundation of problem solving is a creative and exploratory conversation focused on helping households explore and identify safe housing options available outside of the HRS. This strength-based intervention identifies creative solutions to prevent or quickly resolve homelessness, including exploring the household's strengths and support network. Problem solving can offer a range of flexible, financial, and non-financial assistance to support a housing resolution.

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".

² See the San Francisco Homelessness Response System Homeless Populations document for definitions: <https://hsh.sfgov.org/wp-content/uploads/2020/05/HSH-Definitions-Populations-San-Francisco-Connection-and-Homeless-Status.pdf>

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

C. 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 to the guidelines and procedures delineated in the HSH Homelessness Prevention Guide.

1. Grantee shall issue flexible financial assistance in line with the following listed in the Guide:
 - 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 the HSH Homelessness Prevention Guide.

D. Housing-Focused Case Management:

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

1. Developing and implementing a Housing Stability Plan in collaboration with the household. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Budgeting and money management assistance and/or connection to related services that support housing stabilization; and
3. 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 1641 LaSalle Ave., San Francisco, CA, 94124, 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 and tenants 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.
 - 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) Process³, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

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.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

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.
 - 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.

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 have an initial problem solving conversation with 100 percent of households seeking services.
- B. Grantee shall complete a vulnerability assessment with a minimum of 250 households.

- C. Grantee shall provide targeted homelessness prevention assistance to a minimum of 200 households.
- D. Grantee shall refer 100 percent of households not eligible for targeted homelessness prevention assistance to an Access Point or other type of financial or housing assistance, as appropriate.
- E. Grantee shall refer and connect 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
- F. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.
- G. Grantee shall provide Housing Focused Case Management to 100 percent of eligible and interested households.
- H. Grantee shall complete a Housing Stability plan, including a basic household budget, for 100 percent of households receiving Housing Focused Case Management services.

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. Sixty-five percent of households remain stably housed from program enrollment to program exit;
- B. Seventy-five percent of households who received targeted homelessness prevention assistance did not access services from the HRS six months after assistance ends;
- C. Sixty percent of households who received targeted homelessness prevention assistance did not access services from the HRS 12 months after assistance ends;
- D. At least 30 percent of households who received Housing Focused Case Management will increase their monthly income (earned and/or unearned income) from program enrollment to program exit; and
- E. At least 65 percent of households who received Housing Focused Case Management will have a successful connection to one or more community resources like legal services, mediation, public benefits, and/or behavioral health services from program enrollment to program exit.

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	E	H	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
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			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	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2025	7/1/2021 - 6/30/2025
11		Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New
12	Operating Expenses	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	\$ 50,250	\$ 110,078	\$ 50,250	\$ 160,328
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,670	\$ 4,000	\$ 9,416		\$ 9,416	\$ 9,416	\$ 21,086	\$ 9,416	\$ 30,502
15	Office Supplies, Postage	\$ 2,700	\$ 8,226	\$ 8,226		\$ 8,226	\$ 8,226	\$ 19,152	\$ 8,226	\$ 27,378
16	Building Maintenance Supplies and Repair	\$ 9,930	\$ 3,470	\$ 5,470		\$ 5,470	\$ 5,470	\$ 18,870	\$ 5,470	\$ 24,340
17	Printing and Reproduction	\$ 8,703	\$ 3,000	\$ 1,000		\$ 1,000	\$ 1,000	\$ 12,703	\$ 1,000	\$ 13,703
18	Insurance	\$ 6,719	\$ 6,719	\$ 7,119		\$ 7,119	\$ 7,119	\$ 20,557	\$ 7,119	\$ 27,676
19	Staff Training	\$ 800	\$ 1,400	\$ 1,400		\$ 1,400	\$ 1,400	\$ 3,600	\$ 1,400	\$ 5,000
20	Staff Travel-(Local & Out of Town)	\$ 138	\$ 200	\$ 100		\$ 100	\$ 100	\$ 438	\$ 100	\$ 538
21	Rental of Equipment	\$ 8,703	\$ 2,000	\$ 2,000		\$ 2,000	\$ 2,000	\$ 12,703	\$ 2,000	\$ 14,703
22	Conference, Meeting & Travel	\$ 200	\$ 200	\$ 200		\$ 200	\$ 200	\$ 600	\$ 200	\$ 800
23	Computer Related	\$ 5,000	\$ 2,000	\$ 4,000		\$ 4,000	\$ 4,000	\$ 11,000	\$ 4,000	\$ 15,000
24	Transportation	\$ 138	\$ 138	\$ 138		\$ 138	\$ 138	\$ 414	\$ 138	\$ 552
25	Program Supplies	\$ 3,843	\$ 3,843	\$ 1,775		\$ 1,775	\$ 1,775	\$ 9,461	\$ 1,775	\$ 11,237
26	Recruitment & Fingerprinting	\$ 985	\$ 985	\$ 985		\$ 985	\$ 985	\$ 2,955	\$ 985	\$ 3,940
27			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
41			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
43	Janitorial Services - Commercial Cleaning Pros/ David K	\$ 14,300	\$ 8,060	\$ -		\$ -	\$ -	\$ 22,360	\$ -	\$ 22,360
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	\$ -	\$ 92,079	\$ 92,079	\$ 277,978	\$ 92,079	\$ 370,057
69										
70	Other Expenses (not subject to indirect cost %)									
71	Rental Assistance	\$ 289,108	\$ 315,339.70	\$ 450,942		\$ 450,942	\$ 450,942	\$ 1,055,390	\$ 450,942	\$ 1,506,331
72	Adjustment to Actuals	\$ (228,122)	\$ (121,547)			\$ -	\$ -	\$ (349,669)	\$ -	\$ (349,669)
84	TOTAL OTHER EXPENSES	\$ 60,986.00	\$ 193,793	\$ 450,942	\$ -	\$ 450,942	\$ 450,942	\$ 705,721	\$ 450,942	\$ 1,156,662
85										
97	HSH #3							Template last modified 10/5/2021		

BUDGET NARRATIVE		Fiscal Year		
General Fund - Homelessness Prevention		FY24-25		
		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective		
	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
Sr. Program Director/Assistant Associate Deputy Director	0.13	\$ 12,492	Overall supervision of program operations, site & system management. Works to train staff on procedures, approve applications and payments.	\$46,1982 per hour X 2080 hours = \$96,092.26 X .13 = \$12,492
Case Mgr./Housing Specialist/Intake Coordinator	0.50	\$ 29,411	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$58,822 X .50 = \$29,411
Case Mgr./Housing Specialist/Intake Coordinator	1.00	\$ 58,822	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$58,822 X 1.00 = \$58,822
Case Mgr./Housing Specialist/Intake Coordinator	1.00	\$ 58,271	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$58,271 X 1.00 = \$58,271
Bilingual Receptionist/Program Support	0.08	\$ 3,994	Manages front door, 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.	\$24.00 per hour X 2080 hours = \$49,920 X .080004 = \$3,994
Program Director	0.46	\$ 39,100	Interface with larger city services system. Program planning and supervision. Resolution of escalated client complaints and facility concerns in two locations	\$85,000 X .46 = \$39,100
Director of Client Services	0.05	\$ 7,243	Direct supervisor of senior program director. Responsible for overall services and contract compliance, best practices per COA standards and cultural competency.	\$74.3947 per hour X 2080 hours = \$154,740.99 X .046807 = \$7,243
		\$ -		
TOTAL	3.22	\$ 209,333		
Employee Fringe Benefits		\$ 71,173	Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.	
Salaries & Benefits Total		\$ 280,506		

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 50,250	Sharing office space based on square footage with other programs in two locations	\$4,187.50 x 12 months
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 9,416	Sharing cost of utilities: Water, Garbage, Gas, Electricity, Phone, Internet in two locations	\$784.67 x 12 months
Office Supplies, Postage	\$ 8,226	To purchase folders, paper, and everything needed for office use	\$685.50 monthly x 12 months
Building Maintenance Supplies and Repair	\$ 5,470	Share of cost for building maintenance facility supplies	\$455.83 x 12 months
Printing and Reproduction	\$ 1,000	Paper and Toner for processing paperwork	\$83 x 12 months
Insurance	\$ 7,119	Commercial General Liability Insurance	Prorated based on FTE.
Staff Training	\$ 1,400	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)	\$ 100	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	\$ 2,000	Shared cost for copy, scan, facsimile machine lease and shredder for two offices	\$166.67 x 12 months
Conference, Meeting & Travel	\$ 200	Food For Meetings/Events/Conference and Travel	Projected amount if unexpected need to host meeting or attend out of town training or conference.
Computer Related	\$ 4,000	Expected cost of maintenance, equipment replacement or updating software.	Projected need for upgrade, replacement of Computer equipment or troubleshooting issues by IT Consultant
Transportation	\$ 138	Client Transportation or ride share if unexpected need arises and program vehicle unavailable.	Projected 4 trips at approximately \$34.50 each.
Program Supplies	\$ 1,775	Shared cost of supplies for children's area, waiting room, and other basic needs for client services.	Approx. \$147.92 x 12 months
Recruitment & Fingerprinting	\$ 985	Staff job advertisement and background fingerprint clearance for staff turnover	Projected 2 turnovers at \$493 each
	\$ -		
TOTAL OPERATING EXPENSES	\$ 92,079		
Indirect Cost	15.7%	\$ 58,496	Federally approved indirect rate

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Rental Assistance	\$ 450,942	Rental Assistance for back rent to provide eviction prevention; security deposits	Estimate based on FY23-24 spending trends
TOTAL OTHER EXPENSES	\$ 450,942		

	A	B	E	H	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									Page 7 of 9
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
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			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	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2025	7/1/2021 - 6/30/2025
11		Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 45,000	\$ 35,000	\$ 35,000		\$ 35,000	\$ 35,000	\$ 115,000	\$ 35,000	\$ 150,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,000	\$ 17,434	\$ 17,434		\$ 17,434	\$ 17,434	\$ 53,868	\$ 17,434	\$ 71,302
15	Office Supplies, Postage	\$ 3,000	\$ 3,000	\$ 3,000		\$ 3,000	\$ 3,000	\$ 9,000	\$ 3,000	\$ 12,000
16	Building Maintenance Supplies and Repair	\$ 2,000	\$ 3,574	\$ 3,574		\$ 3,574	\$ 3,574	\$ 9,148	\$ 3,574	\$ 12,722
17	Printing and Reproduction	\$ 3,000	\$ 3,000	\$ 3,000		\$ 3,000	\$ 3,000	\$ 9,000	\$ 3,000	\$ 12,000
18	Insurance	\$ 8,470	\$ 9,300	\$ 9,300		\$ 9,300	\$ 9,300	\$ 27,070	\$ 9,300	\$ 36,370
19	Staff Training	\$ 1,930	\$ 4,930	\$ 4,930		\$ 4,930	\$ 4,930	\$ 11,790	\$ 4,930	\$ 16,720
20	Staff Travel-(Local & Out of Town)	\$ 7,646	\$ 7,646	\$ 7,646		\$ 7,646	\$ 7,646	\$ 22,937	\$ 7,646	\$ 30,583
21	Rental of Equipment	\$ 4,000	\$ 4,000	\$ 4,000		\$ 4,000	\$ 4,000	\$ 12,000	\$ 4,000	\$ 16,000
22	Computer Equipment and Set up	\$ 9,500	\$ 9,500	\$ 9,500		\$ 9,500	\$ 9,500	\$ 28,500	\$ 9,500	\$ 38,000
23	Workstation furniture	\$ 14,000	\$ 14,000	\$ 14,000		\$ 14,000	\$ 14,000	\$ 42,000	\$ 14,000	\$ 56,000
24	Staff Related: Recruitment, Fingerprint clearance	\$ 7,500	\$ 7,500	\$ 7,500		\$ 7,500	\$ 7,500	\$ 22,500	\$ 7,500	\$ 30,000
25			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
54	Consultants		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
55	TBD Janitorial	\$ 15,000	\$ 10,000	\$ 10,000		\$ 10,000	\$ 10,000	\$ 35,000	\$ 10,000	\$ 45,000
56						\$ -	\$ -	\$ -	\$ -	\$ -
67										
68	TOTAL OPERATING EXPENSES	\$ 140,046	\$ 128,883	\$ 128,884	\$ -	\$ 128,884	\$ 128,884	\$ 397,813	\$ 128,884	\$ 526,697
69										
70	Other Expenses (not subject to indirect cost %)									
71	Direct Assistance - Homelessness Prevention	\$ 1,300,000	\$ 1,300,000	\$ 1,408,919		\$ 1,308,919	\$ 1,308,919	\$ 4,008,919	\$ 1,308,919	\$ 5,317,838
72	Adjustment to Actuals	\$ (1,411,161)	\$ (844,289)			\$ -	\$ -	\$ (2,255,450)	\$ -	\$ (2,255,450)
83										
84	TOTAL OTHER EXPENSES	\$ (111,161)	\$ 455,711	\$ 1,408,919	\$ -	\$ 1,308,919	\$ 1,308,919	\$ 1,753,469	\$ 1,308,919	\$ 3,062,388
96										
97	HSH #3							Template last modified	10/5/2021	

BUDGET NARRATIVE**Fiscal Year****Prop C - Homelessness Prevention****FY24-25**

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

	<u>Adjusted</u>	<u>Budgeted</u>	<u>Budgeted</u>		
	<u>FTE</u>		<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
Salaries & Benefits					
Director of Client Services	0.05	\$	8,047	Direct supervisor of senior program director. Responsible for overall services and contract compliance, best practices per COA standards and cultural competency.	$74.3947 \text{ per hour} \times 2080 \text{ hours} = \$154,740.99$ $\times .052002 = \$8,046.83$
Sr. Program Director/Assistant Associate D	0.13	\$	12,867	Overall supervision of program operations, site & system management. Supervises the (PMC) program manager/coordinator. Works to train staff on procedures, approve applications and payments.	$46.1982 \text{ per hour} \times 2080 \text{ hours} = \$96,092.26$ $\times .133903 = \$12,867$
Program Manager/Coordinator	1.00	\$	75,558	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.	$36.33 \text{ per hour} \times 2080 \text{ hours} = \$75,558$
Case Mgr./Intake Coordinator / Housing Re	1.00	\$	58,822	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.	$28.28 \text{ per hour} \times 2080 \text{ hours} = \$58,822.40$
Case Mgr./Intake Coordinator / Housing Re	1.00	\$	58,822	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.	$28.28 \text{ per hour} \times 2080 \text{ hours} = \$58,822.40$
Case Mgr./Intake Coordinator / Housing Re	1.00	\$	58,822	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.	$28.28 \text{ per hour} \times 2080 \text{ hours} = \$58,822.40$
Accounts Payable Rental Data Quality Spei	0.50	\$	28,663	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.	$27.56 \text{ per hour} \times 2080 \text{ hours} = \$57,324.80$ $\times .50 = \$28,663$
Bilingual Intake/Receptionist	0.26	\$	12,979	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.	$24.00 \text{ per hour} \times 2080 \text{ hours} = \$49,920$ $\times .26 = \$12,979$
		\$	-		
		\$	-		
TOTAL	4.95		314,580		
Employee Fringe Benefits				Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of	
		\$	106,957	total salaries.	
Salaries & Benefits Total		\$	421,538		

	<u>Budgeted</u>		<u>Justification</u>	<u>Calculation</u>
Operating Expenses	<u>Expense</u>			
Rental of Property	\$ 35,000	Cost for program space.		$\$2,916.67 \times 12 \text{ months}$
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 17,434	Cost for program share of utilities.		$\$1,452.83 \times 12 \text{ months}$
Office Supplies, Postage	\$ 3,000	Estimated \$1,500 basic supplies for desks, waiting area, including PPE, copier paper, postage and ongoing replacement needs		$\$250 \times 12 \text{ months}$
Building Maintenance Supplies and Repair	\$ 3,574	Basic daytime cleaning supplies for office space and non-structural repairs		$\$297.83 \times 12 \text{ months}$
Printing and Reproduction	\$ 3,000	Printing of brochures or flyers for outreach or signage		$\$250 \times 12 \text{ months}$
Insurance	\$ 9,300	Agency Commercial Liability Insurance		$\$775 \times 12 \text{ (per FTE annually)}$
Staff Training	\$ 4,930	Funds for external training as needed for position, computer programs and agency COA best practices		Estimated up to \$970 per new staff
Staff Travel-(Local & Out of Town)	\$ 7,646	Staff travel for residence verification, housing locator assistance, visits, meetings		$\$637.17 \times 12 \text{ months}$
Rental of Equipment	\$ 4,000	Share of monthly copier, scanner, fax service agreement and lease		$\$333.33 \times 12 \text{ months}$
Computer Equipment and Set up	\$ 9,500	Six laptop docking workstations, shared printer, headsets, software with IT support		Estimated replacement costs
Workstation furniture	\$ 14,000	Desks or cubicles, desk chairs, tables, waiting area furniture, phones, cabinets		Estimated replacement costs
Staff Related: Recruitment, Fingerprint clearance	\$ 7,500	Recruitment ads for 3 months and background fingerprint clearances		Estimated \$1,300 x 3 months for recruitment ads and 10x Background checks
	\$ -			
Consultants	\$ -			
TBD Janitorial	\$ 10,000	Janitorial Services		Estimated based on past costs.
	\$ -			
TOTAL OPERATING EXPENSES	\$ 128,884			
Indirect Cost	\$ 82,563	Share of Cost for HR, Acctg, Facilities, Communication, IT & Exec. Leadership		
	15.0%			

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Assistance - Homelessness Prevention	\$ 1,308,919	Portion of funds for Direct Assistance. \$100K less than FY23-24 to offset the \$100K increase in the separate ESG agreement for homelessness prevention.	See justification.
	\$ -		
TOTAL OTHER EXPENSES	\$ 1,308,919		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 8 of 9
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2024			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2021	6/30/2024	3	
6	Amended Term	7/1/2021	6/30/2025	4	
7					
8	Approved Subcontractors				
10	None.				
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													Page 9 of 9		
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2021	6/30/2024	3												
6	Amended Term	7/1/2021	6/30/2025	4												
7					Year 1	Year 2	Year 3	Year 4								
8	Service Component				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025								
10	Households				180	180	180	200								
11																
12																
13																
14																
15																
16																
17																
18																

Appendix C, Method of Payment

- I. Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
 - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
 - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
 - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

E. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

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

H. Documentation and Record Keeping:

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

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 each time an invoice is submitted. 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 annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
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, 2021 – June 30, 2024	\$587,519
Human Services Agency	Aging & Disabilities Resource Center (ADRC)	January 1, 2021 – June 30, 2024	\$489,039
Human Services Agency	Alzheimer’s Day Care Resource Centers (ADCRCs) for Older Adults & Adults with Disabilities	July 1, 2021 – June 30, 2024	\$422,333
Department of Homelessness and Supportive Housing	Bayview Family Access Point	July 1, 2022 – June 30, 2024	\$2,088,241
Human Services Agency	CalWorks Housing Locator, Housing Connector, and Case Management Services	July 1, 2022 – June 30, 2025	\$8,014,038
Human Services Agency	Case Management	July 1, 2023 – June 30, 2027	\$1,256,780
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	\$3,081,280
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	Long Term Housing Subsidies	January 1, 2021 – June 30, 2024	\$3,296,012
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	January 1, 2018 – June 30, 2024	\$9,797,503
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	Maureen & Craig Sullivan Youth Services	July 1, 2018 – June 30, 2024	\$1,671,959
Department of Children, Youth and Their Families	San Francisco Boys' and Girls' Homes (STRTP)	July 1, 2019 – June 30, 2024	\$2,402,290
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	\$1,534,950
Mayor's Office of Housing and Community Development	Locally Funded Emergency Rental Assistance Program	July 1, 2023 – June 30, 2024	\$7,250,000
Mayor's Office of Housing and Community Development	Older Adults/Adults with Disabilities Tenant-Based Rental Subsidy Program	March 1, 2022 – June 30, 2025	\$5,052,604
Mayor's Office of Housing and Community Development	Persons with HIV/AIDS Tenant-Based Rental Subsidy Program	July 1, 2023 – June 30, 2025	\$6,753,790
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	\$986,612
Department of Public Health	Derek Silva Community	March 1, 2021 – February 28, 2026	\$2,204,395
Department of Public Health	HIV Facility-based Care - Peter Claver	March 1, 2020 – June 30, 2025	\$3,991,806
Department of Public Health	HIV Assisted Housing Subsidies	July 1, 2021 – June 30, 2026	\$6,089,327

**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.

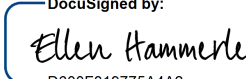
CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

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

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

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

Approved as to Form:
David Chiu
City Attorney

By:  DocuSigned by:
1AFBEA6D5F35481... 6/2/2025
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										Page 4 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	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	HSH #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	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
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	HSH #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	
Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	
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			
Employee Fringe Benefits		\$ 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			

Operating Expenses	Budgeted Expense	Justification	Calculation
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
	\$ -		
Consultants	\$ -		
Janitorial Service by Roberto Alvarenga	\$ 3,500	Janitorial Services	\$583 monthly
	\$ -		
TOTAL OPERATING EXPENSES	\$ 42,727		
Indirect Cost	\$ 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%		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
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.				
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12					
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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

President, District 8
BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. 554-6968
Fax No. 554-5163
TDD/TTY No. 544-5227

RAFAEL MANDELMAN

PRESIDENTIAL ACTION

Date:

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No.

(Primary Sponsor)

Title.

Transferring (Board Rule No 3.3)

File No.

(Primary Sponsor)

Title.

From:

Committee

To:

Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor:

Replacing Supervisor:

For:

Meeting

(Date)

(Committee)

Start Time:

End Time:

Temporary Assignment:

Partial

Full Meeting

Rafael Mandelman, President
Board of Supervisors



San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

ethics.commission@sfgov.org . www.sfethics.org

Received On:

File #: 251106

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

1. FILING INFORMATION

TYPE OF FILING	DATE OF ORIGINAL FILING (for amendment only)
Original	
AMENDMENT DESCRIPTION – Explain reason for amendment	

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

NAME OF FILER'S CONTACT	TELEPHONE NUMBER
Angela Calvillo	415-554-5184
FULL DEPARTMENT NAME	EMAIL
Office of the Clerk of the Board	Board.of.Supervisors@sfgov.org

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Dylan Schneider	628.652.7742
FULL DEPARTMENT NAME	DEPARTMENT CONTACT EMAIL
HOM Homelessness and Supportive Housing	dylan.schneider@sfgov.org

5. CONTRACTOR	
NAME OF CONTRACTOR Catholic Charities	TELEPHONE NUMBER 415.972.1211
STREET ADDRESS (including City, State and Zip Code) 990 Eddy Street, San Francisco, CA 94109	EMAIL

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 251106
DESCRIPTION OF AMOUNT OF CONTRACT \$19,322,776		
NATURE OF THE CONTRACT (Please describe) Resolution approving the third amendment to the grant agreement between City, acting by and through the Department of Homelessness and Supportive Housing ("HSH"), and Catholic Charities for Family Eviction Prevention Collaborative ("FEPCO") Homelessness Prevention, extending the term by 30 months from December 31, 2025, for a total term of July 1, 2021, through June 30, 2028; increasing the agreement amount by \$9,536,170 for a total amount not to exceed \$19,322,776.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
☐	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
☒	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
☐	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Hammerle	Ellen	CEO
2	Shields	Rory	CFO
3	Pommier	Michelle	COO
4	Cordileone	Salvatore	Board of Directors
5	Grogan	Kathy	Board of Directors
6	Whelan	Chris	Board of Directors
7	O'Brien Frimel	Susie	Board of Directors
8	Aquino	Marc	Board of Directors
9	Bokorquez	Diana	Board of Directors
10	Clark	Philip	Board of Directors
11	Cope	Brian	Board of Directors
12	Cuadro	Nicole	Board of Directors
13	Cullinane	Lisa	Board of Directors
14	Dahik	Adriana	Board of Directors
15	Ghilotti	Michael	Board of Directors
16	Gonzalez	Michael	Board of Directors
17	Gonzalez	Eleanor	Board of Directors
18	Ikeda	Lisa	Board of Directors
19	Kearney	Philip	Board of Directors

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20	Kostelni, Jr.	Hugo	Board of Directors
21	Landis	Scott	Board of Directors
22	Dizon Lauber	Debbie	Board of Directors
23	Leupp	Jay Paul	Board of Directors
24	Mirek	Lori	Board of Directors
25	Muessle	Tim	Board of Directors
26	Nascimento	Daniel	Board of Directors
27	Reyes	Raymund	Board of Directors
28	Saia	John	Board of Directors
29	Sangiaco	James	Board of Directors
30	Smith	Barbara	Board of Directors
31	Strambi	Michael	Board of Directors
32	Woody	Patrick	Board of Directors
33			
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9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
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50			

☐ Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.

10. VERIFICATION

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK

DATE SIGNED

BOS Clerk of the Board

OFFICE OF THE MAYOR
SAN FRANCISCO



DANIEL LURIE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Adam Thongsavat, Liaison to the Board of Supervisors
RE: Grant Agreement Amendment - Catholic Charities - FEPCO Homelessness Prevention - Not to Exceed \$19,322,776
DATE: November 4, 2025

Resolution approving the third amendment to the grant agreement between City, acting by and through the Department of Homelessness and Supportive Housing ("HSH"), and Catholic Charities for Family Eviction Prevention Collaborative ("FEPCO") Homelessness Prevention, extending the term by 30 months from December 31, 2025, for a total term of July 1, 2021, through June 30, 2028; increasing the agreement amount by \$9,536,170 for a total amount not to exceed \$19,322,776; and authorizing HSH to enter into any amendments or other modifications to the amendment that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Should you have any questions, please contact Adam Thongsavat at adam.thongsavat@sfgov.org