

**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
LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA**

THIS AMENDMENT of the **June 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 **LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA** ("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 the Agreement in order to increase the grant amount, extend the agreement term and update the scope of the grant plan; and

WHEREAS, the City’s Homelessness Oversight Commission approved this Amendment by Resolution No. 24-042 on May 2, 2024;

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 **June 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.

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, 2026**, 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 **Four Million Twenty Seven Thousand Five Hundred Fifty Eight Dollars (\$4,027,558)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Seventy One Thousand Two Hundred Sixty Dollars (\$671,260)** 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 Nine Hundred Ninety Nine Thousand Eight Hundred Fifty Dollars (\$9,999,850)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Hundred Seventy Eight Thousand Three Hundred Sixty Four Dollars (\$278,364)** 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 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.

2.4 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.

2.5 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.

2.6 Section 10.1 Types and Amounts of Coverage of the Agreement is hereby replaced in its entirety to read as follows:

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.
- (d) Fidelity Bond. Grantee shall maintain throughout the term of this Agreement, at no expense to City, a blanket fidelity bond or a blanket crime policy (Employee Dishonesty Coverage) covering all officers and employees in an amount of not less than \$50,000 with any deductible not to exceed \$5,000 and including City as additional obligee or loss payee as its interest may appear.

2.7 Section 10.2 Additional Requirements for General and Automobile Coverage of the Agreement is hereby 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 10.6 Evidence of Insurance of the Agreement is hereby replaced in its entirety to read as follows:

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.

2.9 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.

2.10 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is hereby replaced in its entirety 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:	Lutheran Social Services of Northern California 1465 Civic Court, Building D, Suite 810
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Concord, CA 94520
Attn: Carol Roberts
croberts@lssnorcal.org

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

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

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

2.11 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.

2.12 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.

2.13 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.

2.14 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)

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

17.12 Reserved.

2.16 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.

2.17 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, 2026.

2.18 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, 2026.

2.19 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).

2.20 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).

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

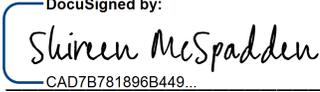
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**LUTHERAN SOCIAL SERVICES OF
NORTHERN CALIFORNIA**

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
C8505AF6B74649B...
Carol Roberts
Executive Director
City Supplier Number: 0000016037

Approved as to Form:
David Chiu
City Attorney

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

Appendix A, Services to be Provided
by
Lutheran Social Services of Northern California
Money Management Services

I. Purpose of Grant

The purpose of the grant is to provide Money Management services including Third Party Rent Payment or Representative Payee options to the served population. The goal of these services is to help clients make rental payments and meet other financial obligations to maintain housing stability.

II. Definitions

A. Money Management (MM): an umbrella term that encompasses the services provided to clients enrolled with this provider.

B. Third Party Rent Payment Program (TPRP): provides third-party rent payment services to residents of permanent supportive housing.

C. Representative Payee Program (RPP): provides benefit payment management to beneficiaries of Social Security or Supplemental Security Income (SSI/SSA) payments or VA clients.

1. Additionally, the Representative Payees advocate on behalf of clients applying for or receiving benefits from the Social Security Administration. This includes requests for re-determination of benefits, managing overpayments, and other matters involving participants' fiscal needs.

III. Served Population

Grantee shall serve formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in Permanent Supportive Housing (PSH) units. The served population shall also include PSH households that are not managed by Grantee, including legacy tenants, and continue to serve clients who are currently enrolled in these services.

IV. Referral and Prioritization

New clients shall be referred from PSH housing sites eligible for MM services that are approved by the Department of Homelessness and Supportive Housing (HSH). HSH reserves the right to expand the list of sites based on program requirements and/or extend program services to clients who may benefit from MM, TPRP, and/or RPP services.

Grantee shall accept referrals from PSH housing and service providers via a referral process approved by HSH. All new clients referred will be PSH residents and/or new move-ins into PSH programs.

V. Description of Services

Grantee shall provide services to an average number of clients per month as listed in Appendix B, Budget ("Number Served" tab). HSH may expand the list of PSH sites eligible for referrals to serve clients up to the average monthly caseload. Services shall include, but are not limited to the following:

- A. Grantee shall schedule and complete client intakes and enrollments.
- B. Grantee shall arrange for clients' benefit checks to be deposited into Grantee's Client Trust account, when possible.
- C. Grantee shall offer a variety of methods for clients to pay their rent, including but not limited to: having benefits directly deposited into Grantee's Client Trust account; enabling clients to transfer funds from their Direct Express card to Grantee's Client Trust Account; allowing clients to swipe their Direct Express card in person at Grantee office; enabling clients to do remote pay where they authorize Grantee to key in rent payment using clients' Direct Express card information.
- D. Grantee shall disburse, at minimum monthly, the rent check directly to each client's landlord, and when applicable, one check directly to client for other expenses.
 - 1. All disbursements, including rent, bill payments and clients' personal funds, shall be issued in the form of payments drawn on Grantee's Client Trust account.
 - 2. Grantee shall process rent payments on the first business day following the third of each month.
- E. Grantee shall issue payments according to the budget agreed upon by the client.
- F. Grantee shall provide clients with budget planning and money management coaching, as appropriate.
- G. Grantee shall assist with follow-up with the income source regarding clients' continuing eligibility (e.g. public benefits).
- H. Grantee shall send monthly reports to Property Management that detail client income changes.
- I. Grantee shall send monthly proposed rent payment reports to Property Management.
- J. Grantee shall perform client account reconciliation.
- K. Grantee shall provide referrals to eviction prevention resources, as needed.
- L. Grantee shall perform ongoing case coordination with property managers, support services staff, community-based service providers, vendors, financial institutes, and income sources.
- M. Grantee shall support clients in applying for and maintaining benefits in coordination with the PSH support services provider.
- N. Grantee shall participate in operations or coordination meetings with PSH Property Management and Support Services, when appropriate, to support housing retention for clients enrolled in MM services.

VI. Location and Time of Services

Grantee shall provide services Monday to Friday from 9:30 am to 12:30 pm, and 1:30 pm to 4:30 pm, excluding agency holidays. Services shall be provided at 191 Golden Gate Avenue, San Francisco, CA 94102.

VII. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- B. Supervision: Grantee shall provide program staff with supervision to ensure appropriate services are provided to clients.
- C. 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 client-centered, low-barrier access to services.
- D. 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 clients will participate in annual trainings on harm reduction, overdose recognition and response.
- E. 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>.
- F. 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.
- G. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for clients, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;

- c. The amount of time required for each step, including when a participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each client and obtain a signed copy of the form from the client, which must be maintained in the client's file. Additionally, Grantee shall post the policy at all times in a location visible to clients and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Feedback, Complaint and Follow-up Policies:

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

1. A complaint process, including a written complaint policy (i.e., Grievance Procedure) informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

I. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations, comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g. overdose prevention training), when required by HSH.

J. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers to formalize collaboration and roles and responsibilities.

K. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 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.

- L. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan which will contain 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 Agency plan as needed and Grantee shall train all employees regarding the provisions of the plan.
- M. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- N. Data Standards:
 - 1. Grantee shall enter client services enrollment data into the Online Navigation and Entry (ONE) System, as instructed by HSH.
 - 2. Grantee may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantee 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 releases of information, consent forms, privacy guidelines, and in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
 - 4. Failure to comply with data security, storage and access requirements may result in loss of access to the Homeless Management Information System (HMIS) and other data systems.

VIII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average caseload of 2,000 clients per month.
- B. Ninety-five percent of new clients will have been scheduled for intake within seven business days of referral.
- C. One hundred percent of clients will be offered a budget plan and all RPP clients will have a budget plan in place within 90 days of service enrollment.
- D. Eighty percent of budget plans will have been updated at least once annually.
- E. Grantee shall administer an annual written anonymous Client Satisfaction Survey to obtain feedback on the type and quality of program services. Grantee shall offer all clients the opportunity to take this survey.

IX. Outcome Objectives

Grantee shall achieve the following Outcome Objectives on an annual basis:

- A. Eighty-five percent of clients who have a budget plan will have accomplished one or more goals.
- B. Eighty-five percent of clients will have remained in the housing associated with the rent payments made by the MM service or have exited the program in good standing.

Grantee shall also determine which of the following outcomes applies to each tracked client:

- 1. Eighty-five percent will remain a tenant in the building where MM paid rent for the client throughout the program year;
 - 2. Eighty-five percent of those who exited housing and the MM program will be in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and/or leaving with notice and with a rent debt of less than one month’s rent; or
 - 3. Fifteen percent or less of those that have exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
- C. Eighty percent of clients who complete the annual Client Satisfaction Survey will report being satisfied or very satisfied with program services (based on a four-point scale: 1= very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

X. Reporting Requirements

Grantee shall meet the following Reporting Requirements for this grant:

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 - 1. Number of active clients as of the last day of the month;
 - 2. Number and percentage of active clients with a budget plan;
 - 3. Number of Unduplicated Clients (UDC) Year-to-Date;
 - 4. Number of new client referrals for the month; and
 - 5. Percentage of new clients that had intakes scheduled within seven business days of referral.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
 - 1. Number and percentage of clients who had a budget plan in place within 90 days of service enrollment; and
 - 2. Number and percentage of clients that exited during the quarter who:

- a. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - b. Exited housing and the MM program to any destination with a rent debt of more than one month’s rent.

- C. Grantee shall provide an annual report summarizing program activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year, including:
 1. Average monthly caseload for the program year;
 2. Number of new clients for the program year;
 3. Number of Unduplicated Clients (UDC) served in the program year;
 4. Number and percentage of budget plans that were updated at least once annually;
 5. Number and percentage of clients with a budget plan that accomplished one or more goals;
 6. Number and percentage of clients who completed a Client Satisfaction Survey;
 7. Number and percentage of survey respondents who reported being satisfied or very satisfied with program services; and
 8. Number and percentage of clients who have remained in the housing associated with the rent payments made by MM or have exited the program in good standing, as defined below. Grantee shall provide aggregate data for clients based on the following outcomes:
 - a. Still a tenant in the building where the MM program paid rent for the client throughout the program year;
 - b. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - c. Exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.

- 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.

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

XI. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: client files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and backup documentation for reporting progress towards meeting Service and Outcome Objectives.

- B. Fiscal Compliance and Contract 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
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
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	6/30/2026	5
7	Program	Money Management Services		
9	Approved Subcontractors			
10	None			
11				

	A	B	C	D	E	H	K	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
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	6/30/2026	5												
7	Provider Name	Lutheran Social Services of Northern CA														
8	Program	Money Management Services														
9	FSP Contract ID#	1000021449														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Names	General Fund & Prop C - Money Management , One-Time Prop C Bonus Pay														
13		Current	New													
14	Term Budget	\$ 3,798,840	\$ 9,721,486	4.70%												
15	Contingency	\$ 228,718	\$ 278,364													
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850													
					Year 1	Year 2	Year 3	Year 4			Year 5			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	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
18					Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
19	Expenditures															
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 840,327	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 424,239	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,566	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ 3,484,760	\$ 4,649,176	\$ 8,133,936
23	Indirect Percentage															
24	Indirect Cost	\$ 157,609	\$ 187,834	\$ 196,755	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ 542,199	\$ 723,370	\$ 1,265,569
25	Other Expenses (Not subject to indirect %)	\$ (85,829)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (258,119)	\$ -	\$ (258,119)
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100
28	Total Expenditures	\$ 1,114,749	\$ 1,222,770	\$ 1,461,321	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing	\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ 4,026,959	\$ 2,922,646	\$ 6,949,605
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Prop C - One-time Bonus Pay	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	\$ -	\$ 4,900
35	General Fund - One-Time	\$ 62,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,891	\$ -	\$ 62,891
38	General Fund Adjustment to Actuals	\$ (123,620)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (295,910)	\$ -	\$ (295,910)
39	Prop C Fund - Ongoing	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 3,000,000	\$ 3,000,000
42	Total HSH Revenues	\$ 1,114,749	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
43	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
51	Total HSH + Other Revenues	\$ 1,114,749	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Total Adjusted Salary FTE (All Budgets)								18.84					18.84		
56	Prepared by	John Paul Soto, Deputy Director				*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.										
58	Email	JPSoto@Lssnorcal.org														
60	Template last modified	10/19/2023														

	A	B	C	D	E	H	K	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
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 - 6/30/2026		5												
7	Provider Name	Lutheran Social Services of Northern CA														
8	Program	Money Management Services														
9	FSP Contract ID#	1000021449														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Name	General Fund & Prop C - Money Management														
13		Current	New													
14	Term Budget	\$ 3,798,840	\$ 9,716,586	4.70%	EXTENSION YEAR						EXTENSION YEAR					
15	Contingency	\$ 228,718	\$ 278,364													
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850		Year 1	Year 2	Year 3	Year 4			Year 5			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	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026			
18		Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
19	Expenditures															
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 840,327	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869			
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 424,239	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067			
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,566	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ 3,484,760	\$ 4,649,176	\$ 8,133,936			
23	Indirect Percentage	15.56%	15.56%	15.56%	0.00%		15.56%	0.00%		15.56%						
24	Indirect Cost (Line 22 X Line 23)	\$ 157,609	\$ 187,834	\$ 196,755	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ 542,199	\$ 723,370	\$ 1,265,569			
25	Other Expenses (Not subject to indirect %)	\$ (90,729)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (263,019)	\$ -	\$ (263,019)			
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100			
28	Total Expenditures	\$ 1,109,849	\$ 1,222,770	\$ 1,461,321	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing	1,170,578	1,395,058	1,461,323		\$ 1,461,323	1,461,323		\$ 1,461,323	1,461,323	4,026,959	2,922,646	6,949,605			
35	General Fund - One-Time	62,891	-				-			-	62,891	-	62,891			
38	General Fund Adjustment to Actuals	\$ (123,620)	\$ (172,290)				\$ -			\$ -	\$ (295,910)	\$ -	\$ (295,910)			
39	Prop C Fund - Ongoing					\$ 1,500,000	\$ 1,500,000		\$ 1,500,000	1,500,000	-	3,000,000	3,000,000			
41	Prop C Fund Adjustment to Actuals						\$ -			-	-	-	-			
42	Total HSH Revenues	\$ 1,109,849	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
43	Other Revenues (to offset Total Expenditures)															
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total HSH + Other Revenues	\$ 1,109,849	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			
55	Prepared by	John Paul Soto, Deputy Director		*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.												
57	Email	JPSoto@Lssnorcal.org														
59	Template last modified	10/19/2023														

	A	F	M	T	W	X	Y	Z	AC	AJ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	SALARY & BENEFIT DETAIL												
3	Document Date	7/1/2024											
4	Provider Name	Lutheran Social Services of Northern CA											
5	Program	Money Management Services											
6	FSP Contract ID#	1000021449											
7	Budget Name	General Fund & Prop C - Money Management			EXTENSION YEAR				EXTENSION YEAR				
8		Year 1	Year 2	Year 3	Year 4				Year 5	All Years			
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
10		Current	Current	Current					New	New	Current	Amendment	New
11		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	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Lead Case Worker Leandro Gonzales	\$ 29,311	\$ 34,172	\$ 34,975	\$ 67,830	0.94	55%	0.52	\$ 34,975	\$ 34,975	\$ 98,457	\$ 69,950	\$ 168,407
13	Case Worker (Open Position)	\$ 42,760	\$ 52,753	\$ 50,383	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 145,896	\$ 99,450	\$ 245,346
14	Case Worker Alison Ignacio	\$ 44,950	\$ 50,700	\$ 49,415	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 145,065	\$ 99,450	\$ 244,515
15	Case Worker Jennifer Hinijsa	\$ 46,611	\$ 56,645	\$ 53,387	\$ 57,304	0.94	100%	0.94	\$ 53,723	\$ 53,723	\$ 156,643	\$ 107,445	\$ 264,088
16	Case Worker Shaquil Byrd	\$ 40,311	\$ 49,725	\$ 50,155	\$ 54,642	0.94	100%	0.94	\$ 51,227	\$ 51,227	\$ 140,191	\$ 102,454	\$ 242,645
17	Case Worker Lillian Froio	\$ 40,311	\$ 51,217	\$ 51,670	\$ 56,285	0.94	100%	0.94	\$ 52,767	\$ 52,767	\$ 143,198	\$ 105,534	\$ 248,732
18	Case Worker Tyler Wehle	\$ 13,470	\$ 16,300	\$ 16,360	\$ 55,127	0.94	33%	0.31	\$ 16,941	\$ 16,941	\$ 46,130	\$ 33,882	\$ 80,011
19	Program Associate Christian Gomez	\$ 25,105	\$ 30,245	\$ 30,056	\$ 48,575	0.94	66%	0.62	\$ 30,056	\$ 30,056	\$ 85,405	\$ 60,112	\$ 145,517
20	Program Office Manager Gavin James	\$ 35,002	\$ 39,834	\$ 40,179	\$ 77,924	0.94	55%	0.52	\$ 40,179	\$ 40,179	\$ 115,015	\$ 80,358	\$ 195,373
21	Project Manager/Systems Development Michael Knotz	\$ 28,445	\$ 29,278	\$ 29,967	\$ 81,667	0.94	39%	0.37	\$ 29,967	\$ 29,967	\$ 87,690	\$ 59,935	\$ 147,625
22	Deputy Director John Paul Soto	\$ 23,608	\$ 24,788	\$ 25,537	\$ 113,496	0.94	24%	0.23	\$ 25,537	\$ 25,537	\$ 73,932	\$ 51,073	\$ 125,005
23	Program Manager Gabriela Avalos	\$ 62,830	\$ 64,145	\$ 62,842	\$ 75,589	0.94	90%	0.84	\$ 63,778	\$ 63,778	\$ 189,817	\$ 127,556	\$ 317,373
24	Financial Systems Manager Glenn Gravlin	\$ 39,638	\$ 40,827	\$ 41,790	\$ 99,057	0.94	45%	0.42	\$ 41,790	\$ 41,790	\$ 122,254	\$ 83,579	\$ 205,833
25	Staff Accountant Rena Geodzhayeva	\$ 46,979	\$ 51,675	\$ 52,902	\$ 56,429	0.94	100%	0.94	\$ 52,902	\$ 52,902	\$ 151,556	\$ 105,804	\$ 257,361
26	Case Worker Zinnia Wilson		\$ 49,725	\$ 49,415	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 99,140	\$ 99,450	\$ 198,590
27	Program Manager				\$ 72,606	0.94	100%	0.94	\$ 68,250	\$ 68,250	\$ -	\$ 136,499	\$ 136,499
28	Lead Case Worker				\$ 57,048	0.94	100%	0.94	\$ 53,625	\$ 53,625	\$ -	\$ 107,250	\$ 107,250
29	Staff Accountant				\$ 54,973	0.94	100%	0.94	\$ 51,675	\$ 51,675	\$ -	\$ 103,349	\$ 103,349
30	Case Worker				\$ 53,936	0.94	100%	0.94	\$ 50,700	\$ 50,700	\$ -	\$ 101,400	\$ 101,400
31	Case Worker				\$ 53,936	0.94	100%	0.94	\$ 50,700	\$ 50,700	\$ -	\$ 101,400	\$ 101,400
32	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
33	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
34	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
35	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
55		\$ 519,330	\$ 642,028	\$ 639,032	TOTAL SALARIES				\$ 1,116,866	\$ 1,116,866	\$ 1,800,390	\$ 2,233,731	\$ 4,034,121
56					TOTAL FTE		18.84						
57		31.50%	31.50%	31.50%	FRINGE BENEFIT RATE				31.50%	31.50%			
58		\$ 163,589	\$ 202,239	\$ 201,295	EMPLOYEE FRINGE BENEFITS				\$ 351,813	\$ 351,813	\$ 567,123	\$ 703,625	\$ 1,270,748
59		\$ 682,918	\$ 844,267	\$ 840,327	TOTAL SALARIES & BENEFITS				\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869

	A	B	E	H	M	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Lutheran Social Services of Northern CA							
5	Program	Money Management Services							
6	F\$P Contract ID#	1000021449							
7	Budget Name	General Fund & Prop C - Money Management							
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 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 114,265	\$ 115,496	\$ 118,932	\$ 298,932	\$ 298,932	\$ 348,693	\$ 597,864	\$ 946,557
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,306	\$ 19,306	\$ 19,306	\$ 28,959	\$ 28,959	\$ 57,918	\$ 57,918	\$ 115,836
15	Office Supplies, Postage	\$ 18,635	\$ 27,595	\$ 37,595	\$ 58,393	\$ 58,393	\$ 83,825	\$ 116,786	\$ 200,611
16	Building Maintenance Supplies and Repair	\$ 35,990	\$ 41,990	\$ 62,710	\$ 84,084	\$ 84,084	\$ 140,690	\$ 168,168	\$ 308,858
17	Printing and Reproduction	\$ 4,966	\$ 5,187	\$ 5,187	\$ 10,325	\$ 10,325	\$ 15,340	\$ 20,650	\$ 35,990
18	Insurance	\$ 7,494	\$ 8,491	\$ 8,491	\$ 56,000	\$ 56,000	\$ 24,476	\$ 112,000	\$ 136,476
19	Staff Training	\$ 4,641	\$ 6,975	\$ 10,000	\$ 18,000	\$ 18,000	\$ 21,616	\$ 36,000	\$ 57,616
20	Staff Travel-(Local & Out of Town)	\$ 1,436	\$ 2,500	\$ 3,500	\$ 6,500	\$ 6,500	\$ 7,436	\$ 13,000	\$ 20,436
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Computer Hardware & Software	\$ 5,000	\$ 8,000	\$ 8,000	\$ 16,000	\$ 16,000	\$ 21,000	\$ 32,000	\$ 53,000
23	Bank Fees	\$ 45,697	\$ 45,697	\$ 45,697	\$ 81,085	\$ 81,085	\$ 137,091	\$ 162,170	\$ 299,261
24	IT/Technology Support	\$ 13,700	\$ 15,400	\$ 15,400	\$ 30,400	\$ 30,400	\$ 44,500	\$ 60,800	\$ 105,300
25	Postage	\$ 5,140	\$ 5,140	\$ 6,140	\$ 12,140	\$ 12,140	\$ 16,420	\$ 24,280	\$ 40,700
26	Temporary Personnel	\$ 7,470	\$ 9,900	\$ 12,000	\$ 20,000	\$ 20,000	\$ 29,370	\$ 40,000	\$ 69,370
27	Audit	\$ 3,446	\$ 3,446	\$ 3,446	\$ 6,892	\$ 6,892	\$ 10,338	\$ 13,784	\$ 24,122
28	Landlines/Cell phones	\$ 15,439	\$ 15,439	\$ 15,439	\$ 28,500	\$ 28,500	\$ 46,317	\$ 57,000	\$ 103,317
29	Cell Phones/Pagers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Other Occupancy: Security	\$ 12,196	\$ 12,196	\$ 12,196	\$ 19,500	\$ 19,500	\$ 36,588	\$ 39,000	\$ 75,588
31	Program Materials/Supplies - Check stock	\$ 15,229	\$ 20,200	\$ 40,200	\$ 80,200	\$ 80,200	\$ 75,629	\$ 160,400	\$ 236,029
42	Consultants						\$ -	\$ -	\$ -
54	Subcontractors						\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 330,050	\$ 362,958	\$ 424,239	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067
70	Other Expenses (not subject to indirect cost %)								
71	One-Time CODB FY 20-21	\$ 32,891			\$ -	\$ -	\$ 32,891	\$ -	\$ 32,891
74	Adjustment to Actuals	\$ (123,620)	\$ (172,290)		\$ -	\$ -	\$ (295,910)	\$ -	\$ (295,910)
84	TOTAL OTHER EXPENSES	\$ (90,729)	\$ (172,290)	\$ -	\$ -	\$ -	\$ (263,019)	\$ -	\$ (263,019)
86	Capital Expenses								
90	Program Expansion				\$ 275,050	\$ 275,050	\$ -	\$ 550,100	\$ 550,100
95	TOTAL CAPITAL EXPENSES	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100
97	HSH #3						Template last modified		10/19/2023

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - Money Management

FY24-25

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted</u>		<u>Budgeted Salary</u>	<u>Justification</u>
	<u>FTE</u>			
Lead Case Worker Leandro Gonzales	0.52	\$	34,975	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)
Case Worker (Open Position)	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Alison Ignacio	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Jennifer Hinijosa	0.94	\$	53,723	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Shaquil Byrd	0.94	\$	51,227	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Lillian Froio	0.94	\$	52,767	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Tyler Wehle	0.31	\$	16,941	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Program Associate Christian Gomez	0.62	\$	30,056	First point of contact for clients and others visiting the office. Provides practical support for Caseworkers. Assists with satisfactions surveys and file reviews. Provides support to Program Office Manager. (FTE adjusted based on provider's 37.5 work week)
Program Office Manager Gavin James	0.52	\$	40,179	Oversees all administrative functions for the Money Management Services program. Supports report documentation; back-up for reception functions; program support for Deputy Director and Program Managers; office coordination. Supervises Program Associate. (FTE adjusted based on provider's 37.5 work week)
Project Manager/Systems Development Michael Knotz	0.37	\$	29,967	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)
Deputy Director John Paul Soto	0.23	\$	25,537	Supervises and supports Program Managers, oversees contract compliance, cultural competency, quality assurance and reporting functions. Oversees all administrative functions for contracts in San Francisco. Reviews and responds to all client grievances. (FTE adjusted based on provider's 37.5 work week)
Program Manager Gabriela Avalos	0.84	\$	63,778	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)
Financial Systems Manager Glenn Gravlin	0.42	\$	41,790	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)
Staff Accountant Rena Geodzhayeva	0.94	\$	52,902	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)
Case Worker Zinnia Wilson	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Program Manager	0.94	\$	68,250	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)
Lead Case Worker	0.94	\$	53,625	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)
Staff Accountant	0.94	\$	51,675	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	50,700	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	50,700	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
TOTAL	18.84	\$	1,116,866	
Employee Fringe Benefits		\$	351,813	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.5% of total salaries.
Salaries & Benefits Total		\$	1,468,678	

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>
Rental of Property	\$ 298,932	Rent is allocated based on staffing and client caseload
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 28,959	Electric, water, gas, scavenger, pest control, etc.
Office Supplies, Postage	\$ 58,393	Office supplies and purchase expenses related to the overall support of the program
Building Maintenance Supplies and Repair	\$ 84,084	Janitorial services, hazardous waste clean-up, fire extinguisher maintenance, routine building maintenance and repairs, etc.
Printing and Reproduction	\$ 10,325	Expenses related to printing and copying program related materials, including monthly rental of equipment
Insurance	\$ 56,000	Agency program related liability insurance costs
Staff Training	\$ 18,000	Trainings, workshops, educational related expenses for all program staff on agency and program relevant topics/issues
Staff Travel-(Local & Out of Town)	\$ 6,500	Program related travel expenses
Rental of Equipment	\$ -	
Computer Hardware & Software	\$ 16,000	Computer and electronic hardware/software related program costs
Bank Fees	\$ 81,085	Account operating related program costs - including bank fees and bank related expenses
IT/Technology Support	\$ 30,400	Informational Technology costs directly related to the support of the program
Postage	\$ 12,140	Costs related to mailing checks, bill payments, and correspondence on behalf of clients; Courier services
Temporary Personnel	\$ 20,000	Expenses related to the support of the program by temporary/short-term professional staff
Audit	\$ 6,892	Agency audit related program expenses
Landlines/Cell phones	\$ 28,500	Costs related to the operation of phones and internet as related to the program for the purpose of communication and the sharing of information/resources.
Cell Phones/Pagers	\$ -	
Other Occupancy: Security	\$ 19,500	Professional expenses related to crowd control and client safety for the program site, especially on check distribution days
Program Materials/Supplies - Check stock	\$ 80,200	Program costs related to the overall support of the program, including check stock and envelopes
Consultants	\$ -	
Subcontractors	\$ -	
TOTAL OPERATING EXPENSES	\$ 855,910	
Indirect Cost	15.6% \$ 361,685	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>
One-Time CODB FY 20-21	\$ -	Remaining unspent One-Time CODB from FY 20-21 Budget
	\$ -	Budget Modification approved to baseline 3% FY 20-21 CODB (\$33,101.44) and add 3% CODB for FY 21-22 (\$34,094.49).
	\$ -	
TOTAL OTHER EXPENSES	\$ -	

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>
One-Time Carry Forward: Soundproofing	\$ -	One-Time carry forward of unspent FY 20-21 funding for (1) Professional soundproofing of our client lobby area. The high ceiling and walls create an auditory environment that makes it difficult to easily communicate with clients and other providers in the lobby. We would like to get this done as soon as possible (approx. \$15,000).
One-Time Carry Forward: Security System Upgrade	\$ -	One-Time carry forward of unspent FY 20-21 funding for (2) Updating of our security camera system. We have a very old system that surveys the outside of our building and the inside client lobby area. This surveillance has been invaluable in the last few years in helping to keep our program site, our staff, and the people we serve safe (approx. \$10,000).
One-Time Carry Forward: Floorboard Repair	\$ -	One-Time carry forward of unspent FY 20-21 funding for (3) Floorboard repair in our client lobby area after the recent work we had done to make out floors even and safe for staff, clients, and visitors into our lobby area (approx. \$5,000).
Program Expansion	\$ 275,050	Build out our space to accommodate the new staff that would be necessary to expand the program
TOTAL CAPITAL EXPENSES	\$ 275,050	

	A	B	C	D	E	H	K	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
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	6/30/2026	5				
7	Provider Name	Lutheran Social Services of Northern CA						
8	Program	Money Management Services						
9	F\$P Contract ID#	1000021449						
10	Action (select)	Amendment						
11	Effective Date	7/1/2024						
12	Budget Name	One-Time Prop C Bonus Pay						
13		Current	New					
14	Term Budget	\$ 4,900	\$ 4,900					
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850	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				Current	Current	Current	Current	
19	Expenditures							
25	Other Expenses (Not subject to indirect %)			\$ 4,900	\$ -	\$ -	\$ 4,900	
28	Total Expenditures			\$ 4,900	\$ -	\$ -	\$ 4,900	
29								
30	HSH Revenues (select)							
33	Prop C - One-time Bonus Pay			\$ 4,900			\$ 4,900	
40	Total HSH Revenues			\$ 4,900	\$ -	\$ -	\$ 4,900	
50	Rev-Exp (Budget Match Check)			\$ -	\$ -	\$ -	\$ -	
53	Prepared by	John Paul Soto, Deputy Director						
55	Email	JPSoto@Lssnorcal.org						
57	Template last modified	10/19/2023						

	A	B	E	H	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date	7/1/2024			
4	Provider Name	Lutheran Social Services of Northern CA			
5	Program	Money Management Services			
6	FSP Contract ID#	1000021449			
7	Budget Name	One-Time Prop C Bonus Pay			
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		Current	Current	Current	Current
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	One-Time Prop C Bonus Pay (carried forward)	\$ 4,900			\$ 4,900
83					
84	TOTAL OTHER EXPENSES	\$ 4,900	\$ -	\$ -	\$ 4,900

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

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices

were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

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

A. Advance Requirements:

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the

advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment.

2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	3 rd Party Money Management/Money Management Services	7/1/2021-6/30/2024	\$4,027,558.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	HUD ISN Money Management/Money Management Services	1/1/2021-12/31/2025	\$1,158,505.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Bernal Gateway Apartments Supportive Housing/ Support Services	1/1/2021-6/30/2026	\$1,571,220.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Folsom Dore Apts. Supportive Housing/Support Services	7/1/2021-6/30/2024	\$847,132.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Kinney Hotel (Emergency Stabilization)/Shelter and Support Services	7/1/2021-6/30/2024	\$3,405,935.00 (combined Kinney Hotel contract)
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Kinney Hotel (Property Management)/Property Management	7/1/2021-6/30/2024	\$3,405,935.00 (combined Kinney Hotel contract)
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	La Fenix 1950 Mission Street/Support Services	9/1/20 – 6/30/2029	\$2,768,404.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Mosaica Family Apartments Supportive Housing/ Support Services	1/1/2021-6/30/2026	\$2,361,084.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Mosaica Senior Apartments/Support Services	7/01/2021-6/30/2024	\$231,708.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	735 Davis/Support Services	12/1/20 – 6/30/2029	\$881,570.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	990 Polk Senior Housing/Support Services	7/01/2021-6/30/2024	\$913,731.00
San Francisco Department of Public Health (SF DPH) HIV Health Services (HHS)	AIDS Financial Services–Money Management/Rep Payee Services	3/1/16-2/28/2026	\$5,522,212.00