

**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.

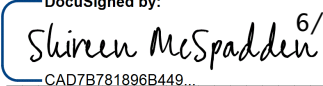
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

CITY

GRANTEE

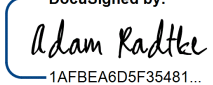
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

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

By:  DocuSigned by:
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Shireen McSpadden
Executive Director

By:  DocuSigned by:
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Ellen Hammerle
Chief Executive Officer
City Supplier Number: 0000023239

Approved as to Form:
David Chiu
City Attorney

By:  DocuSigned by:
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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

	<u>Adjusted</u>			
	<u>Budgeted</u>	<u>Budgeted</u>		
<u>Salaries & Benefits</u>	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
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			Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.	
		\$ 71,173		
Salaries & Benefits Total		\$ 280,506		

	<u>Budgeted</u>			
	<u>Expense</u>	<u>Expense</u>		
<u>Operating Expenses</u>			<u>Justification</u>	<u>Calculation</u>
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	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
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

	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
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 total salaries.	
		\$ 106,957		
Salaries & Benefits Total		\$ 421,538		

	Budgeted Expense	Justification	Calculation
Operating Expenses			
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%		

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