

**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  
ABODE SERVICES**

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

**RECITALS**

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

WHEREAS, the City's Homelessness Oversight Committee approved this Agreement by Resolution 24-002 on February 16, 2024; and

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

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

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

(a) Agreement. The term "Agreement" shall mean the Agreement dated **August 1, 2022** between Grantee and City; and

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

**2.1 ARTICLE 3 TERM** of the Agreement currently reads as follows:

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

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **August 1, 2022** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

**ARTICLE 3 TERM**

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

**3.2 Duration of Term.**

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

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

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

**4.2 Grantee's Personnel.**

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

(b) **Grantor Vaccination Policy.**

- (1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.
- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:
  - A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and
  - B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

**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 **Four Million Six Hundred Forty Two Thousand Seven Hundred Sixty Four Dollars (\$4,642,764).**

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Seven Hundred Seventy Three Thousand Seven Hundred Ninety Four Dollars (\$773,794)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

**5.1 Maximum Amount of Grant Funds.**

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Thousand Dollars (\$9,900,000)**

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Ninety Six Thousand Three Hundred Eighty Five Dollars (\$696,385)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

If to Grantee: Abode Services  
40849 Fremont Blvd.  
Fremont, CA 94538  
Attn: Vivian Wan, CEO  
VWan@abode.org

Any notice of default must be sent by registered mail.

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

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

**2.5 Section 16.19 Distribution of Beverages and Water**  
**16.19 Distribution of Beverages and Water**

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

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

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

**16.24 Additional City Compliance Requirements.** Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this

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

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

- 2.8 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 March 1, 2024), for the period of August 1, 2022 to June 30, 2025.
- 2.9 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated March 1, 2024), for the period of August 1, 2022 to June 30, 2025.
- 2.10 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated March 1, 2024), for the period of August 1, 2022 to June 30, 2025.
- 2.11 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 March 1, 2024).

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

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**ABODE SERVICES**

DocuSigned by:  
By: Shireen McSpadden  
Shireen McSpadden  
Executive Director

DocuSigned by:  
By: Vivian Wan  
Vivian Wan  
Chief Executive Officer  
City Supplier Number: 40774

Approved as to Form:  
David Chiu  
City Attorney

DocuSigned by:  
By: Adam Radtke  
Adam Radtke  
Deputy City Attorney

**Appendix A, Services to be Provided**  
**by**  
**Abode Services**  
**Fiscal Agent Services**

**I. Purpose of Grant**

The purpose of the grant is to provide Fiscal Agent Services (i.e., issue Problem Solving Resolution Financial Assistance) to the Department of Homelessness and Supportive Housing (HSH)- funded grantees providing Problem Solving services in working with people experiencing homelessness. The goal of these services is to support Problem Solving resolutions outside of the Homelessness Response System.

**II. Served Population**

Grantee shall serve people experiencing homelessness in San Francisco.

**III. Referral and Prioritization**

All referrals shall be made by HSH-funded Problem Solving providers via the Online Navigation and Entry (ONE) system, in accordance with established Fiscal Agent processes.

**IV. Description of Services**

Grantee shall provide the following services:

**A. Problem Solving Resolution Financial Assistance**

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate financial assistance to support Problem Solving resolutions.

1. In circumstances in which Problem Solving Limited Financial Assistance is being requested by an HSH-funded Problem Solving Provider to achieve a Problem Solving resolution, Grantee shall follow the guidelines and procedures included within the “HSH Problem Solving Guide<sup>1</sup>” and the “Fiscal Agent Policy and Procedures<sup>2</sup>” document. Grantee shall issue Financial Assistance in accordance with the following listed in the documents referenced above:
  - a. Allowable Expenditure Categories;
  - b. Allowable Payment Types; and
  - c. Allowable Limits
2. Upon receipt of documentation, Grantee shall issue Financial Assistance within the timeframe specified.
3. Grantee shall collect and maintain documentation supporting a Problem Solving fund issuance, including but not limited to the “Housing Resolution Plan” and the “Problem Solving Financial Assistance Request Form”, as well as any check, voucher or gift-card payments as specified in the HSH Problem Solving Guide.

---

<sup>1</sup> HSH Problem Solving Guide: <https://dhsh.box.com/s/jdbkv9vaivcx318eb7dvgt70qzh2s11>

<sup>2</sup> Fiscal Agent Policy and Procedures: <https://dhsh.box.com/s/dws2fchq3vfg72mhfat1j9tkprj9e49s>



**V. Location and Time of Services**

Grantee shall provide services in San Francisco, CA, Monday through Friday from 9:00 am to 5:00 pm, except for holidays. Services may be provided at additional times and locations, as needed.

**VI. Service Requirements**

- A. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- B. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- C. 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.
- D. 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 regarding completion of the survey if the written format presents any problem.
- E. City Communications, Trainings and Meetings:  
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
  - 1. Regular communication to HSH about the implementation of the program;
  - 2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
  - 3. Attendance of trainings, as requested.
- F. 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.

- G. 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.
- H. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants shall participate in annual trainings on harm reduction, overdose recognition and response.
- I. Data Standards:
  - 1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>3</sup>, 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 CDQI Process standards<sup>1</sup>.
  - 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.

---

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

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

J. Record Keeping, Documentation, and Files:

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

**VII. Service Objectives**

Grantee shall achieve the following annual service objectives during the term of this grant. All service objectives will be monitored by gathering ONE system data and/or by sampling participant files during annual program monitoring visits:

A. Problem Solving Resolution Financial Assistance

1. Grantee shall issue 100 percent of Problem Solving financial assistance within 48 hours from request and in accordance to the “HSH Problem Solving Guide” and the “Fiscal Agent Policy and Procedures” document.

**VIII. Outcome Objectives**

At this time, there are no outcome objectives identified for Fiscal Agent Services.

**IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH, such as the ONE System and CARBON. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data.
- B. Grantee shall provide an 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 shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- C. Grantee shall participate, as required by Department, 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 thirty working days of receipt of any evaluation report and such response will become part of the official report.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

- E. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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

## **X. Monitoring Activities**

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

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

- B. Fiscal 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 Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	G	H	I	J	K	L	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	3/1/2024												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	8/1/2022	6/30/2024	2										
6	Amended Term	8/1/2022	6/30/2025	3										
7	Provider Name	Abode Services												
8	Program	Problem Solving - Fiscal Agent												
9	FSP Contract ID#	1000026120												
10	Action (select)	Amendment												
11	Effective Date	3/1/2024												
12	Budget Names	Problem Solving - Fiscal Agent												
13		Current	New											
14	Term Budget	\$ 6,018,970	\$ 9,203,615											
15	Contingency	\$ (1,376,206)	\$ 696,385	12%										
16	Not-To-Exceed	\$ 4,642,764	\$ 9,900,000											
					Year 1	Year 2		Year 3			All Years			
17		8/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	8/1/2022 - 6/30/2024	8/1/2022 - 6/30/2025	8/1/2022 - 6/30/2025			
18		New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures													
20	Salaries & Benefits	\$ 187,175	\$ 210,241	\$ 78,000	\$ 288,241	\$ -	\$ 299,770	\$ 299,770	\$ 397,416	\$ 377,770	\$ 775,186			
21	Operating Expense	\$ 59,219	\$ 66,540	\$ 19,616	\$ 86,156	\$ -	\$ 62,117	\$ 62,117	\$ 125,759	\$ 81,733	\$ 207,492			
22	Subtotal	\$ 246,394	\$ 276,781	\$ 97,616	\$ 374,397	\$ -	\$ 361,887	\$ 361,887	\$ 523,175	\$ 459,503	\$ 982,678			
23	Indirect Percentage													
24	Indirect Cost (Line 21 X Line 22)	\$ 36,958	\$ 41,517	\$ 14,642	\$ 56,159	\$ -	\$ 54,285	\$ 54,285	\$ 78,475	\$ 68,927	\$ 147,403			
25	Other Expenses (Not subject to indirect %)	\$ 2,857,366	\$ 2,308,765	\$ 2,025,833	\$ 4,222,342	\$ -	\$ 993,828	\$ 993,828	\$ 5,417,319	\$ 2,768,473	\$ 8,073,536			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 3,140,719	\$ 2,627,063	\$ 2,138,091	\$ 4,652,898	\$ -	\$ 1,410,000	\$ 1,410,000	\$ 6,018,969	\$ 3,296,903	\$ 9,203,617			
29														
30	HSH Revenues (select)													
31	Prop C	\$ 3,391,907	\$ 2,627,063	\$ 2,025,833	\$ 4,652,896	\$ -	\$ 1,410,000	\$ 1,410,000	\$ 6,018,970	\$ 3,435,833	\$ 9,454,803			
33	Adjustment to Actuals	\$ (251,188)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (251,188)	\$ (251,188)			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 3,140,719	\$ 2,627,063	\$ 2,025,833	\$ 4,652,896	\$ -	\$ 1,410,000	\$ 1,410,000	\$ 6,018,970	\$ 3,184,645	\$ 9,203,615			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)													
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48														
49	Total HSH + Other Revenues	\$ 3,140,719	\$ 2,627,063	\$ 2,025,833	\$ 4,652,896	\$ -	\$ 1,410,000	\$ 1,410,000	\$ 6,018,970	\$ 3,184,645	\$ 9,203,615			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -			\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)	1.83			2.75				2.75					
53														
54	Prepared by	Margaret Alfaro												
55	Phone	(510) 657-7409 x228												
56	Email	Malfaro@abode.org												





	A	O	P	Q	R	S	T	U	V	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date											
4	Provider Name											
	Program											
5												
6	FSP Contract ID#											
	Budget Name											
7	EXTENSION YEAR											
8			Year 3							All Years		
9	POSITION TITLE	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	8/1/2022 - 6/30/2024	8/1/2022 - 6/30/2025	8/1/2022 - 6/30/2025
10		New					Current/Actuals	Amendment	New	Current/Actuals	Modification	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Accounts Payable Specialist	\$ 87,418	\$ 90,915	1.00	100%	1.00		\$ 90,915	\$ 90,915	\$ 165,246	\$ 90,915	\$ 256,161
13	Compliance Specialist III (Fiscal Agent Coordinator)	\$ 74,305	\$ 77,278	1.00	100%	1.00		\$ 77,278	\$ 77,278	\$ 140,459	\$ 77,278	\$ 217,737
14	Compliance Manager/Compliance Coordinator	\$ 34,000	\$ 88,400	1.00	40%	0.40		\$ 35,360	\$ 35,360	\$ -	\$ 69,360	\$ 69,360
15	Sr. Compliance Manager	\$ 5,000	\$ 104,000	1.00	5%	0.05		\$ 5,200	\$ 5,200	\$ -	\$ 10,200	\$ 10,200
16	Financial Associate	\$ 21,000	\$ 72,800	2.00	15%	0.30		\$ 21,840	\$ 21,840	\$ -	\$ 42,840	\$ 42,840
55		\$ 221,724	TOTAL SALARIES				\$ -	\$ 230,593	\$ 230,593	\$ 305,705	\$ 290,593	\$ 596,297
56			TOTAL FTE			2.75						
57		30.00%	FRINGE BENEFIT RATE				30.00%		30.00%			
58		\$ 66,517	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 69,178	\$ 69,178	\$ 91,711	\$ 87,178	\$ 178,889
59		\$ 288,241	TOTAL SALARIES & BENEFITS				\$ -	\$ 299,770	\$ 299,770	\$ 397,416	\$ 377,770	\$ 775,186
60												
61												
62												
63												
64												
65												
66												
67												
68												
69												
70												
71	Contract year	2	3	3	3	3	3	3	3	10	10	10
72	FY begin date	7/1/2023	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024	8/1/2022	8/1/2022	8/1/2022
73	FY end date	6/30/2024	6/30/2025	6/30/2025	6/30/2025	6/30/2025	6/30/2025	6/30/2025	6/30/2025	7/31/2024	7/31/2025	7/31/2025
74	Document Date	3/1/2024	3/1/2024	3/1/2024	3/1/2024	3/1/2024	3/1/2024	3/1/2024	3/1/2024	3/1/2024	3/1/2024	3/1/2024
75	Extension Year		1	1	1	1	1	1	1			



	A	D	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	OPERATING DETAIL										
3	Document Date	3/1/2024									
4	Provider Name	Abode Services									
5	Program	Problem Solving - Fiscal Agent									
6	FSP Contract ID#	1000026120									
7	Budget Name	Problem Solving - Fiscal Agent									
8		EXTENSION YEAR									
9		Year 1	Year 2		Year 3			All Years			
10		8/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	8/1/2022 - 6/30/2024	8/1/2022 - 6/30/2025	8/1/2022 - 6/30/2025
11		New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$13,533	\$ 15,206	\$ -	\$15,206		\$ 15,206	\$15,206	\$ 28,739	\$ 15,206	\$ 43,946
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$6,250	\$ 7,023	\$ (4,523)	\$2,500		\$ 2,600	\$2,600	\$ 13,274	\$ (1,923)	\$ 11,350
15	Office Supplies, Postage	\$16,548	\$ 2,863	\$ -	\$2,863		\$ 2,863	\$2,863	\$ 19,411	\$ 2,863	\$ 22,274
16	Building Maintenance Supplies and Repair	\$2,644	\$ 2,971	\$ -	\$2,971		\$ 2,971	\$2,971	\$ 5,614	\$ 2,971	\$ 8,585
17	Printing and Reproduction	\$1,945	\$ 2,185	\$ -	\$2,185		\$ 2,185	\$2,185	\$ 4,130	\$ 2,185	\$ 6,316
18	Insurance		\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
19	Staff Training	\$2,123	\$ 2,386	\$ -	\$2,386		\$ 2,386	\$2,386	\$ 4,509	\$ 2,386	\$ 6,894
20	Staff Travel-(Local & Out of Town)	\$5,877	\$ 8,851	\$ -	\$8,851		\$ 8,851	\$8,851	\$ 14,728	\$ 8,851	\$ 23,579
21	Rental of Equipment	\$1,888	\$ 2,122	\$ -	\$2,122		\$ 2,122	\$2,122	\$ 4,010	\$ 2,122	\$ 6,132
22	Start Up Expenses	\$6,294	\$ 7,073	\$ -	\$7,073		\$ 7,073	\$7,073	\$ 13,367	\$ 7,073	\$ 20,440
23	Courier Services	\$2,116	\$ 15,860	\$ 24,139	\$40,000		\$ 15,860	\$15,860	\$ 17,976	\$ 40,000	\$ 57,976
24			\$ -				\$ -		\$ -	\$ -	\$ -
67											
68	TOTAL OPERATING EXPENSES	\$ 59,219	\$ 66,540	\$ 19,616	\$ 86,156	\$ -	\$ 62,117	\$ 62,117	\$ 125,759	\$ 81,733	\$ 207,492
69											
70	Other Expenses (not subject to indirect cost %)										
71	Problem Solving Direct Financial Assistance	\$ 2,756,572	\$ 2,132,525	\$ 1,792,862	\$ 3,786,854		\$ 891,326	\$ 891,326	\$ 4,889,097	\$ 2,684,188	\$ 7,434,752
72	Above NTE - Withheld pending amendment				\$ -		\$ -		\$ -	\$ -	\$ -
75	Fiscal Agent Subsidy Admin Fees (based on transactions)	\$ 351,982	\$ 176,240	\$ 232,971	\$ 435,488		\$ 102,502	\$ 102,502	\$ 528,222	\$ 335,473	\$ 889,972
76	Adjustment to Actuals	\$ (251,188)		\$ -	\$ -		\$ -	\$ -	\$ -	\$ (251,188)	\$ (251,188)
83											
84	TOTAL OTHER EXPENSES	\$ 2,857,366	\$ 2,308,765	\$ 2,025,833	\$ 4,222,342	\$ -	\$ 993,828	\$ 993,828	\$ 5,417,319	\$ 2,768,473	\$ 8,073,536
85											
86	Capital Expenses										
87			\$ -				\$ -		\$ -	\$ -	\$ -
94											
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96											
97	HSH #3								Template last modified 9/1/2021		

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	3/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	8/1/2022	6/30/2024	2
6	Amended Term	8/1/2022	6/30/2025	3
7				
8	Approved Subcontractors			
9				
10	None			
11				
12				
13				
14				
15				
16				
17				

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	3/1/2024											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	8/1/2022	6/30/2024	2									
6	Amended Term	8/1/2022	6/30/2025	3									
7					Year 1		Year 2		Year 3				
8	Service Component				8/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025				
10	Problem Solving Resolution Financial Assistance (Households)				195		505		119				
11													

## Appendix C, Method of Payment

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

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

B. **Invoicing System:**

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
  4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
  2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
  3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

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

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

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

Prop C	
Type	Instructions and Examples of Documentation
	<p>and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

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

**A. Advance Requirements:**

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

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

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



### Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	Adult EHV	01/01/23-06/30/25	\$1,342,464.00
Department of Homelessness and Supportive Housing	Adult RRH	01/01/23-06/30/25	\$3,837,300.00
Human Services Agency	CalWORKS Housing Locator, Housing Connector, and C	07/01/22-06/30/25	\$2,842,626.56
Department of Homelessness and Supportive Housing	City Gardens	12/01/22-06/30/26	\$2,618,415.88
Department of Homelessness and Supportive Housing	Problem Solving – Housing Location Assistance	12/01/20-06/30/24	\$1,459,340.00
Department of Homelessness and Supportive Housing	Prop C FHSP	02/15/21-06/30/25	\$2,530,074.00
Department of Homelessness and Supportive Housing	TAY – Emergency Housing Vouchers	03/01/22 – 06/30/24	\$1,152,677.00
Department of Homelessness and Supportive Housing	Verona Hotel	12/01/20 -06/30/25	\$1,694,066.42