

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

**THIRD AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
HOMELESS PRENATAL PROGRAM**

THIS AMENDMENT of the **July 1, 2018** Grant Agreement (the "Agreement") is dated as of **October 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **HOMELESS PRENATAL PROGRAM** ("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, the Agreement was competitively procured as required through Request for Proposal (RFP) #111, issued April 11, 2018, and this modification is consistent therewith; and

WHEREAS, the City's Board of Supervisors approved this Third Amendment Agreement under San Francisco Charter Section 9.118 by Resolution <insert Resolution number> on <Month Date, Year> to extend the grant term by three years and nine months and increase the grant amount by up to \$13,202,922; 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 July 1, 2018 between Grantee and City; and **First Amendment**, dated July 1, 2021, and **Second Amendment**, dated July 1, 2023.

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 **July 1, 2018** and expire on **September 30, 2023**, 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 up to four additional years and nine months. 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.

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 **July 1, 2018** and expire on **June 30, 2027**, 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 up to one additional year. 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 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 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, **Eighty Nine Thousand Nine**

Hundred Thirty Dollars (\$89,930) 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 **Twenty Three Million Four Hundred Sixty One Thousand Thirty Five Dollars (\$23,461,035)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Three Hundred Eighty Two Thousand Two Hundred Seventeen Dollars (\$2,382,217)** 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.

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

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

Appendix A, Services to be Provided (October 1, 2023)
Appendix B, Budget (October 1, 2023)
Appendix C, Method of Payment (July 1, 2023)

Appendix D, Interests in Other City Grants (July 1, 2023)

- 2.4 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated October 1, 2023), for the period of October 1, 2023 to June 30, 2027.

- 2.1 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated October 1, 2023), for the period of July 1, 2018 to June 30, 2027.

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**

HOMELESS PRENATAL PROGRAM

By: _____
Shireen McSpadden
Executive Director

By: _____
Shellena Eskridge
Executive Director
City Supplier Number: 45703

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Homeless Prenatal Program
Homelessness Prevention Assistance
October 1, 2023 to June 30, 2027**

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 HSH’s vulnerability assessment questionnaire.¹

Grantee shall serve households who are experiencing homelessness, as defined by the San Francisco Department of Homelessness and Supportive Housing (HSH) definitions.²

III. Referral and Prioritization

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

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

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

IV. Description of Services

Grantee shall provide services to the total number of households as described in Appendix B, Budget (“Number Served” tab). 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

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>

support network. Problem Solving can offer a range of flexible, financial, and non-financial assistance to support a housing resolution.

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 to the HSH Homelessness Prevention Guide.

C. Housing-Focused Case Management:

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

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

V. Location and Time of Services

Grantee shall provide services at 2500 18th Street, San Francisco, CA, Monday through Friday from 9:00 a.m. to 5:00 p.m., with the exception of holidays. Services may be provided at additional times and locations, as needed.

VI. Service Requirements

- A. Translation and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- D. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance of HSH meetings, as requested; and
 3. Attendance of trainings, as requested.
- E. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and

emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

G. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (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 standards¹.
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.

H. Record Keeping, Documentation, and Files:

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

I. Homelessness Prevention Platform: Grantee shall enter into a “User Participation, Data Sharing and Confidentiality Agreement” with Bay Area Community Services

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

(BACS) for access to the “Homelessness Prevention Platform” (HPP) and must remain in compliance with BACS Agreement terms in order to have continued access and use of the HPP.

- J. Vulnerability Assessment: Grantee shall use HSH’s vulnerability assessment questionnaire to determine eligibility and assess households seeking targeted Homelessness Prevention Assistance services. The vulnerability assessment questionnaire is subject to ongoing system analysis that will be used to evaluate outcomes and guide necessary changes in assessment criteria.
- K. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the ongoing development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional strategy to homelessness prevention and includes a focus on best practices and evidence-based programming.
- L. 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 will participate in annual trainings on harm reduction, overdose recognition and response.
- M. 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. 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 282 households.
- C. Grantee shall provide targeted Homelessness Prevention Assistance to a minimum of 212 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. 65 percent of households remain stably housed from program enrollment to program exit;
- B. 75 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 6 months after assistance ends;
- C. 60 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 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. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- C. Grantee shall participate, as required by 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 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.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, at any time, such as, but not limited to, review of the following, served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency

Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	K	N	Q	T	U	V	X	Y	AA	AB	AD	AE	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				Page 1 of 11
2	APPENDIX B, BUDGET																				
3	Document Date	7/10/2023																			
4	Contract Term	Begin Date	End Date	Duration (Years)																	
5	Current Term	7/1/2018	6/30/2023	5																	
6	Amended Term	7/1/2018	6/30/2027	9																	
7	Provider Name	Homeless Prenatal Program																			
8	Program	Homelessness Prevention																			
9	FSP Contract ID#	1000012859																			
10	Action (select)	Amendment																			
11	Effective Date	10/1/2023																			
12	Budget Names	General Fund - Homelessness Prevention, Prop C - Homelessness Prevention, One-Time - Prop C - Bonus Pay																			
13		Current	New																		
14	Term Budget	\$ 9,898,111	\$ 21,078,818																		
15	Contingency	\$ 1,889	\$ 2,382,217	20%																	
16	Not-To-Exceed	\$ 9,900,000	\$ 23,461,035																		
17		Year 1	Year 2	Year 3	Year 4	Year 5	EXTENSION YEAR		EXTENSION YEAR		EXTENSION YEAR		EXTENSION YEAR		All Years						
18		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 6/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027				
19	Expenditures	Current	Current	Current	Current	Current	Current	Amendment	New	Amendment	New	Amendment	New	Amendment	New	Current	Amendment	New			
20	Salaries & Benefits	\$ 322,461	\$ 352,076	\$ 381,550	\$ 889,695	\$ 966,630	\$ 238,334	\$ 724,974	\$ 966,630	\$ 966,630	\$ 966,630	\$ 966,630	\$ 966,630	\$ 966,630	\$ 966,630	\$ 3,150,746	\$ 3,624,864	\$ 6,778,932			
21	Operating Expense	\$ 28,770	\$ 24,370	\$ 1,201	\$ 45,344	\$ 33,348	\$ 8,337	\$ 25,011	\$ 33,348	\$ 33,348	\$ 33,348	\$ 33,348	\$ 33,348	\$ 33,348	\$ 33,348	\$ 141,370	\$ 125,055	\$ 266,425			
22	Subtotal	\$ 351,231	\$ 376,446	\$ 382,751	\$ 935,039	\$ 999,978	\$ 246,671	\$ 749,985	\$ 999,978	\$ 999,978	\$ 999,978	\$ 999,978	\$ 999,978	\$ 999,978	\$ 999,978	\$ 3,292,116	\$ 3,749,919	\$ 7,045,357			
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%		15%		15.00%		15.00%		15.00%		15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ 52,685	\$ 58,467	\$ 57,413	\$ 140,256	\$ 149,997	\$ 37,001	\$ 112,498	\$ 149,997	\$ 149,997	\$ 149,997	\$ 149,997	\$ 149,997	\$ 149,997	\$ 149,997	\$ 495,817	\$ 562,488	\$ 1,058,803			
25	Other Expenses (Not subject to indirect %)	\$ 396,972	\$ 390,020	\$ 410,235	\$ 1,800,514	\$ 2,664,531	\$ 446,704	\$ 1,381,092	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 1,827,796	\$ 6,108,976	\$ 6,864,480	\$ 12,973,456			
26	Capital Expenditure	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
28	Total Expenditures	\$ 801,488	\$ 825,533	\$ 850,399	\$ 2,875,808	\$ 3,814,506	\$ 730,375	\$ 2,243,575	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,770	\$ 9,898,109	\$ 11,176,887	\$ 21,078,816			
29																					
30	HSH Revenues* (select)																				
31	General Fund - Ongoing	\$ 801,488	\$ 825,533	\$ 850,299	\$ 875,808	\$ 910,840	\$ 224,460	\$ 729,645	\$ 954,105	\$ 954,105	\$ 954,105	\$ 954,105	\$ 954,105	\$ 954,105	\$ 954,105	\$ 4,488,428	\$ 3,591,960	\$ 8,080,388			
35	Prop C - Ongoing	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,023,666	\$ 505,917	\$ 1,517,749	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 2,023,666	\$ 4,529,583	\$ 7,588,747	\$ 12,118,330			
37	Prop C - One Time	\$ -	\$ -	\$ -	\$ -	\$ 880,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880,000	\$ -	\$ 880,000			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 801,488	\$ 825,533	\$ 850,399	\$ 2,875,808	\$ 3,814,506	\$ 730,377	\$ 2,247,394	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 2,977,771	\$ 9,898,111	\$ 11,180,707	\$ 21,078,818			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)								11.47		11.47		11.47		11.47						
53																					
54	Prepared by	Beverly Ashworth																			
55	Phone	415-546-6756 ext. 328																			
56	Email	beverlyashworth@homelessprenatal.org																			
57	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.																				
58	Template last modified	9/1/2021																			

	A	B	C	D	E	H	K	N	Q	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AI	AJ	AK
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15	Contingency	\$ 1,889	\$ 2,382,217																					
16	Not-To-Exceed	\$ 9,900,000	\$ 23,461,035																					
				Year 1	Year 2	Year 3	Year 4	Year 5	EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR			All Years						
17		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 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	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 9/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027			
18		Current	Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New				
19	Expenditures																							
20	Salaries & Benefits	\$ 322,461	\$ 352,076	\$ 381,550	\$ 370,019	\$ 428,929	\$ 103,910	\$ 321,696.05	\$ 428,928.53	\$ -	\$ 428,929	\$ 428,929	\$ -	\$ 428,929	\$ 428,929	\$ -	\$ 428,928	\$ 428,928	\$ 1,958,945	\$ 1,608,481	\$ 3,570,748			
21	Operating Expense	\$ 28,770	\$ 24,370	\$ 1,201	\$ 20,800	\$ 4,548	\$ 1,137	\$ 3,411.00	\$ 4,548.00	\$ -	\$ 4,548	\$ 4,548	\$ -	\$ 4,548	\$ 4,548	\$ -	\$ 4,548	\$ 4,548	\$ 80,826	\$ 17,055	\$ 97,881			
22	Subtotal	\$ 351,231	\$ 376,446	\$ 382,751	\$ 390,819	\$ 433,477	\$ 105,047	\$ 325,107.05	\$ 433,476.53	\$ -	\$ 433,477	\$ 433,477	\$ -	\$ 433,477	\$ 433,477	\$ -	\$ 433,476	\$ 433,476	\$ 2,039,771	\$ 1,625,536	\$ 3,668,629			
23	Indirect Percentage	15.00%	15.53%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	0.00%	15.00%	15.00%	0.00%	15.00%	15.00%	0.00%	15.00%	15.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 52,685	\$ 58,467	\$ 57,413	\$ 58,623	\$ 65,021	\$ 15,757	\$ 48,766	\$ 65,021	\$ -	\$ 65,021	\$ 65,021	\$ -	\$ 65,021	\$ 65,021	\$ -	\$ 65,021	\$ 65,021	\$ 307,965	\$ 243,830	\$ 552,294			
25	Other Expenses (Not subject to indirect %)	\$ 396,972	\$ 390,020	\$ 410,135	\$ 426,367	\$ 412,342	\$ 103,656	\$ 351,951	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ 2,139,492	\$ 1,718,772	\$ 3,858,264			
26	Capital Expenditure	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200		
28	Total Expenditures	\$ 801,488	\$ 825,533	\$ 850,299	\$ 875,808	\$ 910,840	\$ 224,460.40	\$ 725,824	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ -	\$ 954,104	\$ 954,104	\$ 4,488,428	\$ 3,588,139	\$ 8,080,388			
29																								
30	HSH Revenues (select)																							
31	General Fund - Ongoing	\$ 801,488	\$ 825,533	\$ 850,299	\$ 875,808	\$ 910,840	\$ 224,460	\$ 729,645	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ -	\$ 954,105	\$ 954,105	\$ 4,488,428	\$ 3,591,960	\$ 8,080,388			
38																								
39																								
40	Total HSH Revenues	\$ 801,488.00	\$ 825,533.00	\$ 850,299.00	\$ 875,808.00	\$ 910,840.00	\$ 224,460.00	\$ 729,645	\$ 954,105	\$ -	\$ 954,105.00	\$ 954,105	\$ -	\$ 954,105.00	\$ 954,105	\$ -	\$ 954,105.00	\$ 954,105	\$ 4,488,428.00	\$ 3,591,960.00	\$ 8,080,388.00			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52																								
57	Template last modified	9/1/2021																						

	A	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV												
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2	SALARY & BENEFIT DETAIL																							
3	Document Date																							
4	Provider Name																							
5	Program																							
6	FSP Contract ID#																							
7	Budget Name																							
8							EXTENSION YEAR																	
9	Year 6						Year 7																	
10	POSITION TITLE			Totals			7/1/2023 - 6/30/2024			7/1/2023 - 6/30/2024			7/1/2023 - 6/30/2024			Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025				
11				Current			Amendment			New			Current											
12	Position FTE			% FTE funded by this budget		Adjusted Budgeted FTE	Budgeted Salary		Change		Budgeted Salary		Annual Full Time Salary (for 1.00 FTE)		Position FTE	% FTE funded by this budget		Adjusted Budgeted FTE	Budgeted Salary					
13	Housing Associate			1.00		59.31%	59%	\$ 8,750		\$ 26,250		\$ 35,000		\$ 59,008.00		1.00	59%		0.59					
14	Housing Associate			1.00		59%	59%	\$ 8,750		\$ 26,250		\$ 35,000		\$ 59,008.00		1.00	59%		0.59					
15	Housing Associate			1.00		59%	59%	\$ 8,750		\$ 26,250		\$ 35,000		\$ 59,008.00		1.00	59%		0.59					
16	Housing Associate			1.00		59%	59%	\$ 8,750		\$ 26,250		\$ 35,000		\$ 59,008.00		1.00	59%		0.59					
17	Client Services Case Manager			1.00		100%	100%	\$ 14,752		\$ 44,256		\$ 59,008		\$ 59,008.00		1.00	100%		1.00					
18	Client Services Case Manager									\$ -		\$ -		\$ -										
19	Housing Services Program Director			1.00		65%	65%	\$ 13,297		\$ 39,890		\$ 53,187		\$ 81,660.00		1.00	65%		0.65					
20	Director of Housing and Partnerships			1.00		13%	13%	\$ 4,826		\$ 14,479		\$ 19,305		\$ 143,813.00		1.00	13%		0.13					
21	Housing Services Team Lead			1.00		35%	35%	\$ 5,425		\$ 16,275		\$ 21,700		\$ 62,000.00		1.00	35%		0.35					
22	Evaluation & Implementation Manager			1.00		10%	10%	\$ 2,380		\$ 7,140		\$ 9,520		\$ 95,200.00		1.00	10%		0.10					
23	Housing Intern (No fringe for this position)									\$ -		\$ -		\$ -										
24	Housing Services Assistant Program Manager									\$ -		\$ -		\$ -										
25	Deputy Director			1.00		9%	9%	\$ 4,195		\$ 12,584		\$ 16,779		\$ 186,437.00		1.00	9%		0.09					
26	Client Services Program Asst Director			1.00		30%	30%	\$ 5,298		\$ 15,893		\$ 21,191		\$ 70,635.00		1.00	30%		0.30					
55	TOTAL SALARIES						\$ 85,172			\$ 255,517.12			\$ 340,689.50			TOTAL SALARIES						\$ -		
56	TOTAL FTE			5.00									TOTAL FTE			5.00								
57	FRINGE BENEFIT RATE			22.00%			25.90%			25.90%			FRINGE BENEFIT RATE											
58	EMPLOYEE FRINGE BENEFITS						\$ 18,738			\$ 66,178.93			\$ 88,239.03			EMPLOYEE FRINGE BENEFITS						\$ -		
59	TOTAL SALARIES & BENEFITS						\$ 103,910			\$ 321,696			\$ 428,928.53			TOTAL SALARIES & BENEFITS						\$ -		
60																								
61																								

	A	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date											
4	Provider Name											
5	Program											
6	FSP Contract ID#											
7	Budget Name											
8	EXTENSION YEAR											
9	POSITION TITLE	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals			For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	Agency Total
10		Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current	Amendment	New		
11		Change	Budgeted Salary					Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	
12	Housing Associate	\$ 35,000	\$ 35,000	\$ 59,008	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 59,008	
13	Housing Associate	\$ 35,000	\$ 35,000	\$ 59,008	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 59,008	
14	Housing Associate	\$ 35,000	\$ 35,000	\$ 59,008	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 59,008	
15	Housing Associate	\$ 35,000	\$ 35,000	\$ 59,008	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 59,008	
16	Client Services Case Manager	\$ 59,008	\$ 59,008	\$ 59,008	1.00	100%	1.00		\$ 59,008	\$ 59,008	\$ 59,008	
17	Client Services Case Manager	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	
18	Housing Services Program Director	\$ 53,187	\$ 53,187	\$ 81,660	1.00	65%	0.65		\$ 53,187	\$ 53,187	\$ 81,660	
19	Director of Housing and Partnerships	\$ 19,305	\$ 19,305	\$ 143,813	1.00	13%	0.13		\$ 19,305	\$ 19,305	\$ 143,813	
20	Housing Services Team Lead	\$ 21,700	\$ 21,700	\$ 62,000	1.00	35%	0.35		\$ 21,700	\$ 21,700	\$ 62,000	
21	Evaluation & Implementation Manager	\$ 9,520	\$ 9,520	\$ 95,200	1.00	10%	0.10		\$ 9,520	\$ 9,520	\$ 95,200	
22	Housing Intern (No fringe for this position)	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	
23	Housing Services Assistant Program Manager	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	
24	Deputy Director	\$ 16,779	\$ 16,779	\$ 186,437	1.00	9%	0.09		\$ 16,779	\$ 16,779	\$ 186,437	
25	Client Services Program Asst Director	\$ 21,191	\$ 21,191	\$ 70,635	1.00	30%	0.30		\$ 21,191	\$ 21,191	\$ 70,635	
55		\$ 340,690	\$ 340,690	TOTAL SALARIES				\$ -	\$ 340,690	\$ 340,690		
56				TOTAL FTE			5.00					
57		25.90%	25.90%	FRINGE BENEFIT RATE				25.90%	25.90%			
58		\$ 88,239	\$ 88,239	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 88,239	\$ 88,239		
59		\$ 428,929	\$ 428,929	TOTAL SALARIES & BENEFITS				\$ -	\$ 428,929	\$ 428,929		
60												
61												

	A	BG	BH	BI	BJ	BK	BL	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 3 of 11		Page 3 of 11
2	SALARY & BENEFIT DETAIL									
3	Document Date									
4	Provider Name									
5	Program									
6	FSP Contract ID#									
7	Budget Name									
8	EXTENSION YEAR									
9	POSITION TITLE	Year 9					All Years			
10		Totals	For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 9/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027
11		Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Housing Associate	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 243,062	\$ 131,250	\$ 374,312
13	Housing Associate	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 168,983	\$ 131,250	\$ 300,233
14	Housing Associate	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 144,964	\$ 131,250	\$ 276,214
15	Housing Associate	1.00	59%	0.59		\$ 35,000	\$ 35,000	\$ 70,273	\$ 131,250	\$ 201,523
16	Client Services Case Manager	1.00	100%	1.00		\$ 59,008	\$ 59,008	\$ 261,827	\$ 221,280	\$ 483,107
17	Client Services Case Manager					\$ -	\$ -	\$ 146,000	\$ -	\$ 146,000
18	Housing Services Program Director	1.00	65%	0.65		\$ 53,187	\$ 53,187	\$ 264,639	\$ 199,451	\$ 464,090
19	Director of Housing and Partnerships	1.00	13%	0.13		\$ 19,305	\$ 19,305	\$ 90,714	\$ 72,394	\$ 163,108
20	Housing Services Team Lead	1.00	35%	0.35		\$ 21,700	\$ 21,700	\$ 37,425	\$ 81,375	\$ 118,800
21	Evaluation & Implementation Manager	1.00	10%	0.10		\$ 9,520	\$ 9,520	\$ 42,886	\$ 35,700	\$ 78,586
22	Housing Intern (No fringe for this position)					\$ -	\$ -	\$ 27,400	\$ -	\$ 27,400
23	Housing Services Assistant Program Manager					\$ -	\$ -	\$ 4,785	\$ -	\$ 4,785
24	Deputy Director	1.00	9%	0.09		\$ 16,779	\$ 16,779	\$ 33,591	\$ 62,921	\$ 96,513
25	Client Services Program Asst Director	1.00	30%	0.30		\$ 21,191	\$ 21,191	\$ 26,488	\$ 79,464	\$ 105,953
55	TOTAL SALARIES				\$ -	\$ 340,690	\$ 340,690	\$ 1,563,037	\$ 1,277,586	\$ 2,840,622
56	TOTAL FTE			5.00						
57	FRINGE BENEFIT RATE					25.90%	25.90%			
58	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 88,239	\$ 88,239	\$ 395,908	\$ 330,896	\$ 730,126
59	TOTAL SALARIES & BENEFITS				\$ -	\$ 428,928	\$ 428,928	\$ 1,958,945	\$ 1,608,481	\$ 3,570,748
60										
61										

	A	B	E	H	K	N	D	R	S	T	U	V	W	X	Y	Z	AA	AB	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				Page 4 of 11
2	OPERATING DETAIL																				
3	Document Date	10/1/2023																			
4	Provider Name	Homeless Prenatal Program																			
5	Program	Homelessness Prevention																			
6	FSP Contract ID#	1000012859																			
7	Budget Name	General Fund - Homelessness Prevention																			
8																					
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			Year 7			Year 8			Year 9			All Years		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	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	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 9/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027	
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities (Elec. Water, Gas, Phone, Scavenger)	\$ 7,062	\$ 7,062					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,124	\$ -	\$ 14,124	
15	Office Supplies, Postage	\$ 1,622	\$ 1,622					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,244	\$ -	\$ 3,244	
16	Building Maintenance Supplies and Repair	\$ 6,027	\$ 6,027					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,054	\$ -	\$ 12,054	
17	Printing and Reproduction	\$ 1,045	\$ 1,045					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,090	\$ -	\$ 2,090	
18	Insurance	\$ 3,060	\$ 2,560					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,620	\$ -	\$ 5,620	
19	Staff Training	\$ 5,213	\$ 2,713	\$ 1,201	\$ 3,000	\$ 4,000	\$ 1,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 17,127	\$ 15,000	\$ 32,127	
20	Staff Travel (Local & Out of Town)	\$ 1,836	\$ 1,036		\$ 1,000	\$ 548	\$ 137	\$ 411	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 548	\$ 4,557	\$ 2,055	\$ 6,612	
21	Rental of Equipment	\$ 2,905	\$ 2,305					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,210	\$ -	\$ 5,210	
42	Consultants							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Menonite Intern				\$ 16,800			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,800	\$ -	\$ 16,800	
54	Subcontractors (First \$25k Only)							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66	TOTAL OPERATING EXPENSES	\$ 28,770	\$ 24,370	\$ 1,201	\$ 20,800	\$ 4,548	\$ 1,137	\$ 3,411	\$ 4,548	\$ -	\$ 4,548	\$ 4,548	\$ -	\$ 4,548	\$ 4,548	\$ -	\$ 4,548	\$ 80,826	\$ 17,055	\$ 97,881	
69																					
70	Other Expenses (not subject to indirect cost %)																				
71	Client Emergency Services	\$ 10,634	\$ 10,634	\$ 10,634	\$ 16,092	\$ 15,390	\$ 5,500	\$ 9,890	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 15,390	\$ 68,884	\$ 56,060	\$ 124,944	
72	Client Move-In Beds and Home Goods	\$ 60,799	\$ 53,847	\$ 50,596	\$ 35,000	\$ 35,000	\$ 16,906	\$ 18,094	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 252,148	\$ 123,094	\$ 375,243	
73	Rental Assistance & Shelter Diversion	\$ 325,539	\$ 325,539	\$ 324,139	\$ 325,000	\$ 348,952	\$ 81,250	\$ 267,702	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 348,952	\$ 1,730,419	\$ 1,314,558	\$ 3,044,977	
74	Cost of Doing Business (adjustment)			\$ 24,766	\$ 50,275	\$ 13,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,041	\$ -	\$ 88,041	
75	CODB FY23-24 (to be allocated)							\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ 56,265	\$ -	\$ 225,060	\$ 225,060	
76								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
77								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
78								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
79								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
80								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
81								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
82								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
84	TOTAL OTHER EXPENSES	\$ 396,972	\$ 390,020	\$ 410,135	\$ 426,367	\$ 412,342	\$ 103,656	\$ 351,951	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ -	\$ 455,607	\$ 455,607	\$ -	\$ 455,607	\$ 2,139,492	\$ 1,718,772	\$ 3,858,264	
85																					
86	Capital Expenses																				
87	Computer and Monitor	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	
88	TOTAL CAPITAL EXPENSES	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	
97	HS#3																				

BUDGET NARRATIVE

Fiscal Year

General Fund - Homelessness P

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted</u>		<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
	<u>FTE</u>				
Housing Associate	0.59	\$	35,000	HPP's housing programs identify vulnerable families who are homeless or in danger of losing their housing. The Housing Team/Associate works to help these clients to secure or maintain housing through the use of homeless prevention funds, MOHCD Back Rent funds, and other city wide back rent and rental assistance programs, and financial assistance, in house or externally collaborating with community partners and city agencies. In addition to the financial assistance, we provide Housing Workshops to facilitate housing search and applications. The Housing Associates play a pivotal role in assessing the needs of clients' housing retention to avoid evictions through connecting them to appropriate services within and outside of HPP. Comprehensive and individual Housing Counseling services include: - Thorough analysis of housing situation/history - Development of an action plan based on client's priorities, strengths and growth areas, including specific, time-sensitive tasks. Plans are logged into HPP's Salesforce database and referred to in subsequent sessions. - Budgeting (households should pay ideally 30%, but no more than 60% of net income towards rent). - Search via Craigslist, DAHLIA, etc. - Role playing/shadowing of landlord interactions - Lease -up support (post-lottery applications, appeals, deposit assistance, tenant counseling). - assistance including past back rent and future rent - housing case management services	Annualized salary * Adjusted FTE
Housing Associate	0.59	\$	35,000	See above	Annualized salary * Adjusted FTE
Housing Associate	0.59	\$	35,000	See above	Annualized salary * Adjusted FTE
Housing Associate	0.59	\$	35,000	See above	Annualized salary * Adjusted FTE
Client Services Case Manager	1.00	\$	59,008	HPP welcomes new clients through a triage service model. The Client Services Manager oversees the triage of new clients and ensures that the appropriate referrals are provided to clients when they first engage with HPP. The manager maintains ongoing communication with the housing team to make sure that clients are connected to housing assistance and prevention services on a timely basis and that all other relevant referrals are provided to clients.	Annualized salary * Adjusted FTE
Client Services Case Manager		\$	-	See above	Annualized salary * Adjusted FTE
Housing Services Program Director	0.65	\$	53,187	Supervises, Trains, Coordinates and Evaluates Housing Associates Team	Annualized salary * Adjusted FTE
Director of Housing and Partnerships	0.13	\$	19,305	Directs All Programs of the Housing Services and Housing Prevention Teams, Supervises Directors of the Teams, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Housing Services Team Lead	0.35	\$	21,700	.	.
Evaluation & Implementation Manager	0.10	\$	9,520	Supports with managing the processes for tracking client progress through Homeless Prevention, including referral, application, intake for homeless prevention assistance, ongoing program compliance, and exits after assistance.	Annualized salary * Adjusted FTE
Housing Intern (No fringe for this position)		\$	-		
Housing Services Assistant Program Man		\$	-		
Deputy Director	0.09	\$	16,779	Supervises and Mentors Director of Housing and Partnerships, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Client Services Program Asst Director	0.30	\$	21,191	.	.
		\$	-		
		\$	-		
		\$	-		
TOTAL	5.00	\$	340,690		
<u>Employee Fringe Benefits</u>		\$	88,239	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 26% of total salaries.</u>	
Salaries & Benefits Total		\$	428,929		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -		
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ 4,000	Training for Team Members In Areas Including but not exclusive to Mandated Reporting for Child Abuse, Domestic Violence, Fair Housing, Management	.
Staff Travel (Local & Out of Town)	\$ 548	Traveling with Clients to Housing Appointments, Help With Move-Ins, Travel to Conference, Gas for HPP Van, Tolls	.
Rental of Equipment	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
<u>Consultants</u>	\$ -		
Mennonite Intern	\$ -	An Intern from the Mennonite Volunteer Program will work with the staff in assisting clients with gathering information and filling out applications	
	\$ -		
	\$ -		
<u>Subcontractors (First \$25k Only)</u>	\$ -		
	\$ -		
	\$ -		
	\$ -		

	\$	-
TOTAL OPERATING EXPENSES	\$	4,548
Indirect Cost	15.0% \$	65,021

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Client Emergency Services	\$ 15,390	Provide rental assistance grants for back rent and/or to prevent homelessness, and/or move-in assistance to minimum 200 households/year	Average \$1625. * 200
Client Move-In Beds and Home Goods	\$ 35,000	Provide beds for all children and additional family members when possible. Basic Household goods, kitchen tables and dressers.	Approx. 35% of this programs actual move-in budget of \$100,000.
Rental Assistance & Shelter Diversion	\$ 348,952	Basic Family Needs (Food, Transportation, Identification Cards, Medical, Uniforms)	Approx. 25% of this programs actual emergency needs budget of \$64,000.
Cost of Doing Business (adjustment)	\$ -	Equal to 3% CODB increase on FY 20-21 General Fund budget amount; originally awarded as one-time and subsequently baselined; to be incorporated into FY 22-22 baseline budget amount.	3%* \$825,533 = \$24,766 (rounded)
COBD FY23-24 (to be allocated)	\$ 56,265	Equal to 3% COBD increase on FY 21-22 General Fund budget, compounded on FY 20-21 COBD increase; represents previous year COBD owed to this program	3%* \$850,299= \$25,509 (rounded)
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$	455,607	

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Computer and Monitor	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$	-	

	A	B	E	H	K	N	O	R	S	T	U	V	W	X	Y	Z	AA	AB	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			Page 7 of 11	
2	OPERATING DETAIL																				
3	Document Date	10/1/2023																			
4	Provider Name	Homeless Prenatal Program																			
5	Program	Homelessness Prevention																			
6	FSP Contract ID#	1000012859																			
7	Budget Name	Prop C - Homelessness Preventi																			
8																					
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			Year 7			Year 8			Year 9			All Years		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 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	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2018 - 9/30/2023	7/1/2018 - 6/30/2027	7/1/2018 - 6/30/2027
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New
12		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Operating Expenses																				
13	Rental of Property							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
15	Office Supplies, Postage							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
17	Printing and Reproduction							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
18	Insurance							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
19	Staff Training				\$ 5,364	\$ 4,000	\$ 1,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 10,364	\$ 15,000	\$ 25,364
20	Staff Travel-Local & Out of Town				\$ 1,500	\$ 1,500	\$ 375	\$ 1,125	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 3,375	\$ 5,625	\$ 9,000
21	Rental of Equipment							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
22	Data Licenses				\$ 6,000	\$ 6,000	\$ 1,500	\$ 4,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 13,500	\$ 22,500	\$ 36,000
23	Computer and Monitor				\$ 6,680			\$ -	\$ -				\$ -	\$ -					\$ 6,680	\$ -	\$ 6,680
24	Desks and Chairs				\$ 5,000			\$ -	\$ -				\$ -	\$ -					\$ 5,000	\$ -	\$ 5,000
42	Consultants							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
43	Mennonite Intern					\$ 17,300	\$ 4,325	\$ 12,975	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300	\$ 21,625	\$ 64,875	\$ 86,500
54	Subcontractors (First \$25k Only)							\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
55								\$ -	\$ -				\$ -	\$ -					\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 24,544	\$ 28,800	\$ 7,200	\$ 21,600	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 60,544	\$ 108,000	\$ 168,544
69																					
70	Other Expenses (not subject to indirect cost %)																				
71	Direct Client Assistance				\$ 1,211,147	\$ 2,119,198	\$ 309,800	\$ 929,398	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 1,239,198	\$ 3,640,145	\$ 4,646,992	\$ 8,287,137
72	Client Beds and Homegoods				\$ 125,000	\$ 100,000	\$ 25,000	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 250,000	\$ 375,000	\$ 625,000
73	Client Emergency				\$ 38,000	\$ 32,991	\$ 8,248	\$ 24,743	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 32,991	\$ 79,239	\$ 123,716	\$ 202,955
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 1,374,147	\$ 2,252,189	\$ 343,048	\$ 1,029,141	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 1,372,189	\$ 3,969,384	\$ 5,145,708	\$ 9,115,092
85																					
86	Capital Expenses																				
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
98																					
97	HS#																				Template last modified 9/1/2021

BUDGET NARRATIVE

Fiscal Year

Prop C - Homelessness Prevention

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Housing Associate	0.59	\$ 35,000	Assists Client In All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Housing Associate	1.00	\$ 59,008	Assists Client In All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Evaluation & Implementation Manager	0.12	\$ 11,424	Supervises Evaluation of All Programs, Ensuring Compliance with Contracts	Annualized salary * Adjusted FTE
Accounting Associate	0.15	\$ 13,044	Calculating, Tracking, Processing, and Reporting \$1.5M in checks for housing clients	Annualized salary * Adjusted FTE
Director of Housing and Partnerships	0.10	\$ 14,381	Directs All Programs of the Housing Services and Housing Prevention Teams, Supervises Directors of the Teams, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Deputy Director	0.08	\$ 14,915	Supervises and Mentors Director of Housing and Partnerships, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Client Services Case Manager	2.00	\$ 121,090	Front Line Staff Informing Clients of All Housing Services and What Information and Papers are Necessary In Preparation for Assignment to Housing Associate	Annualized salary * Adjusted FTE
Housing Services Program Director	0.15	\$ 12,249	Assists Client In All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Housing Associate - Bilingual	0.93	\$ 55,125	Provides administrative support for HPP's Housing Services Programs, including reviewing incoming new referrals from the BACS/HPP platform, new HSH policies, client tracking, reporting, contract compliance and data integrity. Will have the ability to analyze data, track and report on program requirements, communicate contract needs to staff and provide recommendations to management for service delivery improvements. Assists Director for Housing & Partnerships and Housing Program Manager with managing processes for tracking client progress including back rent and deposit applications, vital documents and after care via additional referrals.	Annualized salary * Adjusted FTE
Housing Services Assistant Program Manager	0.69	\$ 50,340	.	Annualized salary * Adjusted FTE
Housing Services Team Lead	0.65	\$ 40,300	.	.
		\$ -		
TOTAL	6.47	\$ 426,876		
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.	
		\$ 110,825		
Salaries & Benefits Total		\$ 537,702		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		

Printing and Reproduction	\$	-		
Insurance	\$	-		
Staff Training	\$	4,000	Training for Team Members In Areas Including but not exclusive to Mandated Reporting for Child Abuse, Domestic Violence, Fair Housing, Management	.36 or teams training budget =1684. + Additional 3860 for training of 5 new members of the team
Staff Travel-(Local & Out of Town)	\$	1,500	Traveling with Clients to Housing Appointments, Help With Move-Ins, Travel to Conference, Gas for HPP Van, Tolls	.33 of Actual Agency Budget of \$5,000.
Rental of Equipment	\$	-		
Data Licenses	\$	6,000	Sales Force Annual Licenses for Data Collection	\$1,200 for 5 FTE
Computer and Monitor	\$	-	Computer and Monitor	\$1336. * 5 FTE
Desks and Chairs	\$	-	Stand Up Desks, Office Chairs	\$1,000. * 5 FTE
	\$	-		
<u>Consultants</u>	\$	-		
Mennonite Intern	\$	17,300		
	\$	-		
	\$	-		
	\$	-		
<u>Subcontractors (First \$25k Only)</u>	\$	-		
	\$	-		
TOTAL OPERATING EXPENSES	\$	28,800		
Indirect Cost	15.0%	\$ 84,975		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Client Assistance	\$ 1,239,198	Provide rental assistance grants for back rent and/or to prevent homelessness, and/or move-in assistance to minimum 200 households/year	Average \$7500 * 200
Client Beds and Homegoods	\$ 100,000	Provide beds for all children and additional family members when possible. Basic Household goods, kitchen tables and dressers.	Average Move-In \$2,950 costs for 20% of families
Client Emergency	\$ 32,991	Basic Family Needs (Food, Transportation, Identification Cards, Medical, Uniforms)	59% of this programs actual emergency needs budget of \$64,000.
TOTAL OTHER EXPENSES	\$ 1,372,189		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									Page 8 of 11
2	APPENDIX B, BUDGET									
3	Document Date	1/25/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2018	9/30/2023	6						
7	Provider Name	Homeless Prenatal Program								
8	Program	Homelessness Prevention								
9	FSP Contract ID#	1000012859								
10	Action (select)	Modification								
11	Effective Date	10/1/2023								
12	Budget Name	One-Time - Prop C - Bonus Pay								
13		Current	New							
14	Term Budget	\$ 100	\$ 100							
15	Contingency	\$ 1,889	\$ 2,382,217							
16	Not-To-Exceed	\$ 9,900,000	\$ 23,461,035	Year 1	Year 2	Year 3	Year 4	Year 5	All Years	
17		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2018 - 9/30/2023			
18		Actuals	Actuals	Actuals	Actuals	Current	Actuals			
19	Expenditures									
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	Indirect Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	
29	HSH Revenues (select)									
34	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37	Prop C - One Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
57	Template last modified	9/1/2021								

	A	B	E	H	K	N	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						Page 9 of 11
2	OPERATING DETAIL						
3	Document Date	1/25/2023					
4	Provider Name	Homeless Prenatal Program					
5	Program	Homelessness Prevention					
6	FSP Contract ID#	1000012859					
7	Budget Name	One-Time - Prop C - Bonus Pay					
8							
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2018 - 9/30/2023
11		Actuals	Actuals	Actuals	Actuals	Current	Actuals
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property						\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)						\$ -
15	Office Supplies, Postage						\$ -
16	Building Maintenance Supplies and Repair						\$ -
17	Printing and Reproduction						\$ -
18	Insurance						\$ -
19	Staff Training						\$ -
20	Staff Travel-(Local & Out of Town)						\$ -
21	Rental of Equipment						\$ -
22							\$ -
42	Consultants						\$ -
43							\$ -
54	Subcontractors (First \$25k Only)						\$ -
55							\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69							
70	Other Expenses (not subject to indirect cost %)						
71	One-Time Prop C Bonus Pay			\$ 100	\$ -	\$ -	\$ 100
72	Direct Client Assistance						\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
85							
97	HS# #3						

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/10/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2018	9/30/2023	6
6	Amended Term	7/1/2018	6/30/2027	9
8	Approved Subcontractors			
10	None.			
11				
12				
17				
18				
19				
20				
21				
22				
23				
24				
25				

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. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

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

- B. **Invoicing System:**
 1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure 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 as Approved Subcontractors.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund/ Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<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	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p>

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

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 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 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall 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
Homeless Prenatal Program Fiscal Year 2022 - 2024

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Human Services Agency	Bringing Families Home	7/1/2023 – 6/30/2025	\$6,466,762.
San Francisco Human Services Agency	Bringing Families Home	7/1/2018 – 6/30/2023	\$8,076,828.
San Francisco Human Services Agency	KFT/FTC/New Beginnings	7/1/2022 – 6/30/2026	\$5,016,110.
Dept of Homelessness and Supportive Housing	SHARE	7/1/2021 – 6/30/2024	\$8,911,828.
Dept of Homelessness and Supportive Housing	Homelessness Prevention	7/1/2018 – 6/30/2023	\$9,900,000.
Dept of Homelessness and Supportive Housing	Path	7/1/2022 – 6/30/2024	\$ 1,907,127.
Dept of Homelessness and Supportive Housing	Jelani House	11/1/2019 – 6/30/2024	\$7,898,776.
Department of Public Health	Solid Start	07/01/2023 – 06/30/2024	\$ 493,429.
Mayor’s Office of Housing and Community Development	Housing	7/1/2021 – 6/30/2023	\$ 625,000.
Mayor’s Office of Housing and Community Development	Community Legal Navigation	7/1/2021 – 6/30/2023	\$ 375,000.
Office of Economic and Workforce Development	Community Health Worker Program	7/1/2023 – 6/30/2025	\$ 500,000