

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

**SECOND AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
HOMERISE**

THIS AMENDMENT of the **May 20, 2019** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **HOMERISE** ("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 Proposals (RFP) #113, issued January 29, 2019, and this modification is consistent therewith; 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 **May 20, 2019** between Grantee and City; and **First Amendment**, dated **July 1, 2022**.

**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, 2019** and expire on **June 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 six options to renew the Agreement for a period of one year each. 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.

Option 1:	July 1, 2019 to June 30, 2024
Option 2:	July 1, 2019 to June 30, 2025
Option 3:	July 1, 2019 to June 30, 2026
Option 4:	July 1, 2019 to June 30, 2027
Option 5:	July 1, 2019 to June 30, 2028
Option 6:	July 1, 2019 to June 30, 2029

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.**

- (c) The term of this Agreement shall commence on **July 1, 2019** 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.

**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 **Eight Million Nine Hundred Ninety Nine Thousand Two Hundred Eighty Six Dollars (\$8,999,286)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Six Hundred Eighty Two Thousand Seven Hundred Ninety Three Dollars (\$1,682,793)** 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 Ninety Three Thousand Two Hundred Seventy Dollars (\$9,993,270)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Thirty Six Thousand Ninety Six Dollars (\$436,096)** 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 13.3 Subcontracting** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions

of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

**2.4 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

If to Grantee: HomeRise  
251 Post Street, Suite 200  
San Francisco, CA 94108  
Attn: Janea Jackson  
jjackson@homerisesf.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 16.24 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.

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

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

- Appendix A, Services to be Provided (dated July 1, 2023)
- Appendix B, Budget (dated July 1, 2023)
- Appendix C, Method of Payment (dated July 1, 2023)
- Appendix D, Interests in Other City Grants (dated July 1, 2023)

**2.7 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2020 to June 30, 2024.

**2.8 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of July 1, 2020 to June 30, 2024.

**2.9 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2024).

**2.10 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2023).

**2.11 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

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

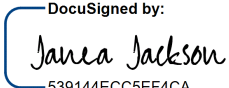
**CITY**

**GRANTEE**

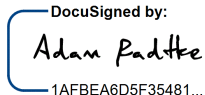
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**HOMERISE**

By:   
Shireen McSpadden  
Executive Director

By:   
Janea Jackson  
Executive Director  
City Supplier Number: 0000022473

Approved as to Form:  
David Chiu  
City Attorney

By:   
Adam Radtke  
Deputy City Attorney

**Appendix A, Services to be Provided  
by  
HomeRise  
5<sup>th</sup> and Harrison Transitional Housing & Support Services**

**I. Purpose of Grant**

The purpose of the grant is to provide Transitional Housing and Support Services to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

**II. Served Population**

Grantee shall serve:

- A. Formerly homeless and income-eligible Transition Aged Youth (TAY), aged 18 to 24.
- B. Households that meet the eligibility criteria for the housing program, including low-income households.

**III. Referral and Prioritization**

All new residents will be referred by The Department of Homelessness and Supportive Housing (HSH) via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

The Homelessness Response System (HRS) and Coordinated Entry for all populations is currently in development, as are policies and procedures regarding Problem Solving, assessment, and other parts of the System. As these are developed and adopted, policies and procedures impacting Grantee will be updated. Grantee input will be included in the development and adoption of relevant policies and Grantee are strongly encouraged to actively engage in the process. For more information, please see: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Signed-CE.pdf>.

**IV. Description of Services**

Grantee shall provide Transitional Housing. Grantee shall provide services at facilities for which they have site control, meaning a site they own or lease, provided that the site conforms to City requirements. Grantee shall also provide operations services, including, but not limited to, as janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.

Grantee shall provide Support Services to the total number residents as listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all residents in the service location(s). Support Services shall include, but are not limited to, the following:

- A. Outreach: Grantee shall engage with residents to provide information about available Support Services and invite them to participate.



Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.

- B. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with residents prior to move-in to support residents during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of residents shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

Grantee shall assess tenant employment and education skills and goals at intake and incorporate those into their case management plan.

- C. Case Management: Grantee shall provide case management services to residents with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  2. Grantee shall refer residents to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  3. Grantee shall provide benefits advocacy to assist residents with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
  4. Grantee shall encourage and connect residents with educational and employment services to increase education and skill levels.
  5. Through counseling, case management, and workshops, Grantee shall provide financial literacy education (e.g., paying rent, accessing public benefits, budgeting, financial planning, saving, and credit repair).
  6. Grantee shall provide resources to ensure transportation is not a barrier to a tenant's ability to become self-sufficient.

- D. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all residents who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other residents. Grantee shall work with residents, in conjunction with Property Management, to resolve issues that put residents at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
- E. Coordination with Property Management: Grantee shall assist residents in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with residents to prevent housing loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging residents who receive such notices.

- F. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
- G. Support Groups, Social Events and Organized Activities:
1. Grantee shall develop a monthly calendar of events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events for approval by HSH. Grantee shall post and provide to tenants the approved monthly calendar of events.
  2. Grantee shall conduct monthly community meetings for residents, in coordination with Property Management, during which residents may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
  3. Grantee shall periodically assess the needs of residents with Property Management and other teams at the building to develop programming that will help residents maintain stability and enjoy their housing.

4. Grantee shall provide appropriate programming for the population served. Grantee shall provide linkages to activities and services, to meet the needs of youth in the program, on an as-needed basis.

H. Exit Planning: If a resident is moving out of the building, Grantee shall engage resident in exit planning to support the resident's successful transition out of the program. The exit plan shall depend on the resident's needs and preferences, and may include establishing a link to services in the community. Grantee shall also provide housing related support that assists residents in achieving goals that move them towards more independent housing. When this level of self-sufficiency is achieved, Grantee shall assist residents in housing searches and applications.

**V. Location and Time of Services**

Grantee shall provide Support Services and Transitional Housing at 374 5th Street, San Francisco, CA.

Grantee shall provide services times when necessary to best serve residents using the staffing outlined in the Appendix B, Budget.

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

**VI. Service Requirements**

A. Facilities

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required and janitorial services shall occur regularly, per shift, and as required.
  - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of participants and Awarded Provider staff. Awarded Providers shall note in writing and post in a common area when a maintenance problem of a common area will be repaired and the status of repair.
  - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).

- c. Grantee shall develop, maintain, and document janitorial schedules for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g. floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g. dryer vents); elevators (e.g. buttons, floors, walls); kitchens (e.g. floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.
- B. Case Management Ratio: Grantee shall maintain a maximum 20:1 ratio of units to case management staff.
- C. Supervision and Training: Grantee shall provide Support Services staff with supervision, training and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants. Grantee shall prepare a staff training and budget for approval by HSH.
- D. 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.
- E. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with residents will participate in annual trainings on harm reduction, overdose recognition and response.
- F. 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>.
- G. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- H. 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.
- I. Grievance Procedure:
  1. Grantee shall establish and maintain a written Grievance Procedure for residents, which shall include, at minimum, the following elements:

- a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - c. The amount of time required for each step, including when a participant can expect a response; and
  - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to residents, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- J. 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
  2. A written annual survey 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.
- K. City Communications, Trainings and Meetings:  
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- M. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form within](#) 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be

reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- N. 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 Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- O. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  2. Grantee shall maintain a program roster of all current residents in the ONE System.
  3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
  4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- P. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
    - a. Entering all household data within three working days (unless specifically requested to do so sooner);
    - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
    - c. Running monthly data quality reports and correcting any errors.
  2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standard.<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 the CARBON database Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

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<sup>1</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

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.

**VII. Service Objectives**

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist residents to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

**VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. 90 percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.

- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 85 percent of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
- D. 90 percent of participants will be engaged in education or employment activities while in the program;
- E. 80 percent of participants who exit will be employed or enrolled in post-secondary education; and
  - 1. 70 percent of participants exiting the program will exit to stable housing.
  - 2. 80 percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

**IX. Reporting Requirements**

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the month of service.
  - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
  - 2. The total number of new move-ins during the month.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
  - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
  - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
  - 4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;



3. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
  4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services.
- 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 information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_admin/0-0-0-11877](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877), as instructed by HSH.
- F. 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 any Grantee response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: resident files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and

other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	7/1/2019	6/30/2023	4
6	<b>Amended Term</b>	7/1/2019	6/30/2024	5
7	<b>Program</b>	Transitional Housing at 5th and Harrison		
8				
9	<b>Approved Subcontractors</b>			
10	Pacific Coast Staffing			
11	Zamaak			
12				
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	A	B	C	D	E	H	K	N	Q	R	S	AI	AJ	AK	AL
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2023													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2019	6/30/2023	4											
6	Amended Term	7/1/2019	6/30/2024	5											
7	Provider Name	HomeRise (fka Community Housing Partnership)													
8	Program	Transitional Housing at 5th and Harrison													
9	FSP Contract ID#	1000013599													
10	Action (select)	Amendment													
11	Effective Date	7/1/2023													
12	Budget Name	General Fund - Transitional Housing and Support Services													
13		Current	New												
14	Term Budget	\$ 7,376,694	\$ 9,557,174	20%											
15	Contingency	\$ 1,622,592	\$ 436,096												
16	Not-To-Exceed	\$ 8,999,286	\$ 9,993,270												
17		<b>EXTENSION YEAR</b>													
18		Year 1	Year 2	Year 3	Year 4	Year 5			All Years						
19		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	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2024				
20		Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New				
21	Expenditures														
22	Salaries & Benefits	\$ 708,408	\$ 704,152	\$ 841,139	\$ 902,426	\$ -	\$ 1,025,924	\$ 1,025,924	\$ 3,156,125	\$ 1,025,924	\$ 4,182,048				
23	Operating Expense	\$ 795,350	\$ 799,606	\$ 744,857	\$ 980,598	\$ -	\$ 870,146	\$ 870,146	\$ 3,320,410	\$ 870,146	\$ 4,190,556				
24	Subtotal	\$ 1,503,757	\$ 1,503,757	\$ 1,585,996	\$ 1,883,024	\$ -	\$ 1,896,070	\$ 1,896,070	\$ 6,476,535	\$ 1,896,070	\$ 8,372,604				
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%							
26	Indirect Cost (Line 24 X Line 25)	\$ 225,564	\$ 225,564	\$ 237,899	\$ 282,454	\$ -	\$ 284,410	\$ 284,410	\$ 971,480	\$ 284,410	\$ 1,255,891				
27	Other Expenses (Not subject to indirect %)	\$ (42,126)	\$ (162,644)	\$ 118,448	\$ 15,000	\$ -	\$ -	\$ -	\$ (71,322)	\$ -	\$ (71,322)				
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
30	<b>Total Expenditures</b>	<b>\$ 1,687,195</b>	<b>\$ 1,566,677</b>	<b>\$ 1,942,344</b>	<b>\$ 2,180,477</b>	<b>\$ -</b>	<b>\$ 2,180,480</b>	<b>\$ 2,180,480</b>	<b>\$ 7,376,693</b>	<b>\$ 2,180,480</b>	<b>\$ 9,557,173</b>				
31															
32	HSH Revenues (select)														
33	General Fund - Ongoing	\$ 1,729,320	\$ 1,734,552	\$ 1,843,874	\$ 2,180,480		\$ 2,180,480	\$ 2,180,480	\$ 7,488,226	\$ 2,180,480	\$ 9,668,706				
35	General Fund - One-Time			\$ 51,880				\$ -	\$ 51,880	\$ -	\$ 51,880				
36	Prop C - One-Time COVID-19 Bonus Pay			\$ 100,993				\$ -	\$ 100,993	\$ -	\$ 100,993				
37	COVID-19 Time-Limited Funding	\$ 12,000						\$ -	\$ 12,000	\$ -	\$ 12,000				
38	Adjustment to Actuals	\$ (54,126)	\$ (167,876)	\$ (54,403)				\$ -	\$ (276,405)	\$ -	\$ (276,405)				
39								\$ -	\$ -	\$ -	\$ -				
41								\$ -	\$ -	\$ -	\$ -				
42	<b>Total HSH Revenues</b>	<b>\$ 1,687,194</b>	<b>\$ 1,566,676</b>	<b>\$ 1,942,344</b>	<b>\$ 2,180,480</b>	<b>\$ -</b>	<b>\$ 2,180,480</b>	<b>\$ 2,180,480</b>	<b>\$ 7,376,694</b>	<b>\$ 2,180,480</b>	<b>\$ 9,557,174</b>				
43	Other Revenues (to offset Total Expenditures)							\$ -	\$ -	\$ -	\$ -				
44								\$ -	\$ -	\$ -	\$ -				
45								\$ -	\$ -	\$ -	\$ -				
48								\$ -	\$ -	\$ -	\$ -				
49	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
50															
51	<b>Total HSH + Other Revenues</b>	<b>\$ 1,687,194.00</b>	<b>\$ 1,566,676.00</b>	<b>\$ 1,942,344.00</b>	<b>\$ 2,180,480.00</b>	<b>\$ -</b>	<b>\$ 2,180,480.00</b>	<b>\$ 2,180,480.00</b>	<b>\$ 7,376,694.00</b>	<b>\$ 2,180,480.00</b>	<b>\$ 9,557,174.00</b>				
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
53															
54															
55	Prepared by	Anat Leonard-Wookey													
56	Phone	510/990-2309													
57	Email	<a href="mailto:aleonard@HomeRiseSF.org">aleonard@HomeRiseSF.org</a>													
58															
59	Template last modified	7/26/2022													
60															
61															
62	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for														
63	budget-planning purposes. All program budgets at any given year are subject to Mayor /														
64	Board of Supervisors discretion and funding availability, and are not guaranteed. For														
65	further information, please see Article 2 of the G-100 Grant Agreement document.														

	A	F	M	T	AA	AD	AE	AF	AG	AH	AI	AJ	BT	BU	BV									
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2	SALARY & BENEFIT DETAIL																							
3	Document Date	7/1/2023																						
4	Provider Name	HomeRise (fka Community Housing Partnership)																						
5	Program	Transitional Housing at 5th and Harrison																						
6	FSP Contract ID#	1000013599																						
7	Budget Name	General Fund - Transitional Housing and Support Services																						
8		Year 1				Year 2				Year 3				Year 4				Year 5				All Years		
9	POSITION TITLE	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2024									
10		Actuals	Actuals	Actuals	Current					Current	Amendment	New	Current	Modification	New									
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary									
12	Senior Program Director	\$ -	\$ 23,513	\$ 53,000	\$ 106,000	1.00	50%	0.50		\$ 53,000	\$ 53,000	\$ 76,513	\$ 53,000	\$ 129,513										
13	Site Manager	\$ 21,294	\$ 61,981	\$ 59,775	\$ 79,700	1.00	100%	1.00		\$ 79,700	\$ 79,700	\$ 166,102	\$ 79,700	\$ 245,802										
14	Clinical Case Manager	\$ 45,256	\$ 41,350	\$ 7,696	\$ 76,960	1.00	10%	0.10		\$ 7,696	\$ 7,696	\$ 155,068	\$ 7,696	\$ 162,764										
15	Clinical Services Manager - former/duplicate position	\$ 26,918	\$ -	\$ -	\$ -					\$ -	\$ -	\$ 46,596	\$ -	\$ 46,596										
16	Clinical Services Manager	\$ 1,423	\$ 7,104	\$ 932	\$ -					\$ -	\$ -	\$ 9,459	\$ -	\$ 9,459										
17	Resident Services Team Lead - former position, replaced by Sr. CM	\$ 49,495	\$ 58,250	\$ 10,321	\$ -					\$ -	\$ -	\$ 180,466	\$ -	\$ 180,466										
18	Resident Services Counselor - former position, replaced by Sr. CM	\$ 37,998	\$ 40,541	\$ 41,766	\$ 550					\$ -	\$ -	\$ 120,855	\$ -	\$ 120,855										
19	Compliance Specialist - former position, no longer needed	\$ 2,961	\$ -	\$ -	\$ -					\$ -	\$ -	\$ 2,961	\$ -	\$ 2,961										
20	Front Desk Clerk	\$ 123,853	\$ 141,860	\$ 126,610	\$ 160,160	3.50	100%	3.50		\$ 160,160	\$ 160,160	\$ 552,483	\$ 160,160	\$ 712,643										
21	Lead Front Desk Clerk	\$ 42,594	\$ 37,504	\$ 38,254	\$ 60,200	1.00	100%	1.00		\$ 60,200	\$ 60,200	\$ 178,552	\$ 60,200	\$ 238,752										
22	Facilities Director	\$ 4,249	\$ 4,354	\$ -	\$ -					\$ -	\$ -	\$ 8,603	\$ -	\$ 8,603										
23	Maintenance Supervisor (formerly Sr. Maintenance Tech)	\$ 59,306	\$ 38,523	\$ 40,477	\$ 52,000	1.00	100%	1.00		\$ 63,400	\$ 63,400	\$ 190,306	\$ 63,400	\$ 253,706										
24	Janitor	\$ 53,995	\$ 49,651	\$ 36,171	\$ 47,840	1.00	140%	1.40		\$ 66,976	\$ 66,976	\$ 187,657	\$ 66,976	\$ 254,633										
25	Assistant Program Director	\$ 3,385	\$ 59,404	\$ 66,140	\$ 71,500	1.00	100%	1.00		\$ 71,500	\$ 71,500	\$ 200,429	\$ 71,500	\$ 271,929										
26	Director of Public Funding	\$ -	\$ 15,000	\$ 6,265	\$ 122,000	1.00	15%	0.15		\$ 18,300	\$ 18,300	\$ 21,265	\$ 18,300	\$ 39,565										
27	Clinical Case Manager - duplicate position	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -										
28	Director of Resident Services	\$ 9,251	\$ 8,542	\$ 18,000	\$ 19,200	1.00	15%	0.15		\$ 19,200	\$ 19,200	\$ 54,993	\$ 19,200	\$ 74,193										
29	VP of Impact	\$ -	\$ 10,500	\$ 1,965	\$ 23,250					\$ -	\$ -	\$ 35,715	\$ -	\$ 35,715										
30	Learning and Evaluation Manager	\$ -	\$ 3,300	\$ 665	\$ 6,136	1.00	8%	0.08		\$ 6,136	\$ 6,136	\$ 10,101	\$ 6,136	\$ 16,237										
31	Chief Operating Officer	\$ 6,556	\$ 18,870	\$ 12,000	\$ 11,100					\$ -	\$ -	\$ 48,526	\$ -	\$ 48,526										
32	Resident Services Program Associate	\$ 15,713	\$ 5,768	\$ 17,000	\$ 9,672	1.00	15%	0.15		\$ 9,672	\$ 9,672	\$ 48,153	\$ 9,672	\$ 57,825										
33	Public Funding Associate	\$ 39,448	\$ -	\$ 15,145	\$ 1,248	1.00	5%	0.05		\$ 3,120	\$ 3,120	\$ 55,841	\$ 3,120	\$ 58,961										
34	L & E Programs Associate (Data)		\$ 5,939	\$ -	\$ 3,500	1.00	5%	0.05		\$ 3,500	\$ 3,500	\$ 9,439	\$ 3,500	\$ 12,939										
35	Resident Services Training Manager		\$ 8,736	\$ 6,650	\$ 6,970	1.00	10%	0.10		\$ 6,970	\$ 6,970	\$ 22,356	\$ 6,970	\$ 29,326										
36	VP of Programs		\$ 9,900	\$ 11,400	\$ 190,000	1.00	6%	0.06		\$ 11,400	\$ 11,400	\$ 21,300	\$ 11,400	\$ 32,700										
37	Senior Case Manager (new position in lieu of RSTL)			\$ 21,123	\$ 60,350	1.00	100%	1.00		\$ 60,350	\$ 60,350	\$ 21,123	\$ 60,350	\$ 81,473										
38	Senior Case Manager (new position in lieu of RSC)			\$ 24,140	\$ 60,350	1.00	100%	1.00		\$ 60,350	\$ 60,350	\$ 24,140	\$ 60,350	\$ 84,490										
39	Strategic Initiatives Director			\$ 8,250	\$ 102,000	1.00	7%	0.07		\$ 7,140	\$ 7,140	\$ 8,250	\$ 7,140	\$ 15,390										
40										\$ -	\$ -	\$ -	\$ -	\$ -										
54										\$ -	\$ -	\$ -	\$ -	\$ -										
55		\$ 543,695	\$ 595,238	\$ 642,091	\$ 676,228	TOTAL SALARIES				\$ -	\$ 768,770	\$ 768,770	\$ 2,457,252	\$ 768,770	\$ 3,226,022									
56						TOTAL FTE				12.36														
57		30.30%	18.30%	31.00%	33.45%	FRINGE BENEFIT RATE				33.45%		33.45%												
58		\$ 164,713	\$ 108,914	\$ 199,048	\$ 226,198	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 257,154	\$ 257,154	\$ 698,873	\$ 257,154	\$ 956,026									
59		\$ 708,408	\$ 704,152	\$ 841,139	\$ 902,426	TOTAL SALARIES & BENEFITS				\$ -	\$ 1,025,924	\$ 1,025,924	\$ 3,156,125	\$ 1,025,924	\$ 4,182,048									

	A	B	E	H	K	N	O	P	AF	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	7/1/2023										
4	Provider Name	HomeRise (fka Community Housing Partnership)										
5	Program	Transitional Housing at 5th and Harrison										
6	FSP Contract ID#	1000013599										
7	Budget Name	General Fund - Transitional Housing and Support Services										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5			All Years			
10		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	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2024	
11		Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Modification	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 580,434	\$ 598,036	\$ 609,977	\$ 710,396		\$ 625,000	\$ 625,000	\$ 2,498,843	\$ 625,000	\$ 3,123,843	
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 76,405	\$ 59,133	\$ 24,652	\$ 51,406		\$ 48,000	\$ 48,000	\$ 211,596	\$ 48,000	\$ 259,596	
15	Office Supplies, Postage	\$ 9,215	\$ 33,478	\$ 4,521	\$ 6,200		\$ 6,200	\$ 6,200	\$ 53,414	\$ 6,200	\$ 59,614	
16	Building Maintenance Supplies and Repair	\$ 22,016	\$ 7,522	\$ 27,000	\$ 49,600		\$ 72,336	\$ 72,336	\$ 106,138	\$ 72,336	\$ 178,474	
18	Insurance	\$ 26,142	\$ 550	\$ 25,685	\$ 19,120		\$ 22,185	\$ 22,185	\$ 71,497	\$ 22,185	\$ 93,682	
19	Staff Training	\$ 11,841	\$ 22,623	\$ 6,382	\$ 18,600		\$ 12,500	\$ 12,500	\$ 59,446	\$ 12,500	\$ 71,946	
20	Staff Travel(Local & Out of Town)	\$ 800	\$ 800	\$ 575	\$ 775		\$ 775	\$ 775	\$ 2,950	\$ 775	\$ 3,725	
21	Rental of Equipment	\$ 3,146	\$ 3,725	\$ 3,500	\$ 3,240		\$ 3,240	\$ 3,240	\$ 13,611	\$ 3,240	\$ 16,851	
24	Office Equipment	\$ 15,770	\$ 19,000	\$ -	\$ -		\$ -	\$ -	\$ 34,770	\$ -	\$ 34,770	
25	IT and Small Office Purchase	\$ 5,859	\$ 6,000	\$ 4,000	\$ 8,500		\$ 6,000	\$ 6,000	\$ 24,358	\$ 6,000	\$ 30,358	
26	Organizational Activities (Staff)	\$ 3,577	\$ 1,969	\$ 100	\$ 2,000		\$ -	\$ -	\$ 7,646	\$ -	\$ 7,646	
27	Tenant/Program projects/activity supplies	\$ 10,450	\$ 16,450	\$ 10,465	\$ 21,525		\$ 10,200	\$ 10,200	\$ 58,890	\$ 10,200	\$ 69,090	
28	Dues and Subscriptions	\$ -	\$ 6,000	\$ 3,000	\$ 6,500		\$ 6,500	\$ 6,500	\$ 15,500	\$ 6,500	\$ 22,000	
42	Consultants						\$ -	\$ -	\$ -	\$ -	\$ -	
53							\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors (First \$25k Only)						\$ -	\$ -	\$ -	\$ -	\$ -	
55	Maintenance Contractors	\$ 7,532	\$ 2,000	\$ -	\$ 8,736		\$ -	\$ -	\$ 18,268	\$ -	\$ 18,268	
56	Extermination Contract	\$ 6,000	\$ 7,320	\$ -	\$ 10,000		\$ 10,000	\$ 10,000	\$ 23,320	\$ 10,000	\$ 33,320	
57	Temp Desk Clerk/Lobby Security	\$ 13,000	\$ 15,000	\$ -	\$ 25,000		\$ 25,000	\$ 25,000	\$ 53,000	\$ 25,000	\$ 78,000	
58	Professional Services	\$ -	\$ -	\$ 25,000	\$ 14,000		\$ -	\$ -	\$ 39,000	\$ -	\$ 39,000	
59	Contractors Janitorial				\$ 25,000		\$ 22,210	\$ 22,210	\$ 25,000	\$ 22,210	\$ 47,210	
60							\$ -	\$ -	\$ -	\$ -	\$ -	
67							\$ -	\$ -	\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 795,350	\$ 799,608	\$ 744,857	\$ 980,598	\$ -	\$ 870,146	\$ 870,146	\$ 3,320,410	\$ 870,146	\$ 4,190,556	
69												
70	Other Expenses (not subject to indirect cost %)											
71	Ongoing General Fund to be allocated		\$ 5,232	\$ 2,605			\$ -	\$ -	\$ 7,837	\$ -	\$ 7,837	
72	One-Time FY20-21 General Fund Carryforward			\$ 51,880			\$ -	\$ -	\$ 51,880	\$ -	\$ 51,880	
73	Prop C One-Time COVID-19 Bonus Pay			\$ 100,994			\$ -	\$ -	\$ 100,994	\$ -	\$ 100,994	
74	Professional Services - see similar line above in Subcontractor section			\$ 17,372			\$ -	\$ -	\$ 17,372	\$ -	\$ 17,372	
75	Temp Desk Clerk/Lobby Security				\$ 10,000		\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
76	Contractors Janitorial				\$ 5,000		\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	
77	Adjustment to Actuals	\$ (54,126)	\$ (167,876)	\$ (54,403)			\$ -	\$ -	\$ (276,405)	\$ -	\$ (276,405)	
78	COVID-19 Time-Limited Funding	\$ 12,000					\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	
79							\$ -	\$ -	\$ -	\$ -	\$ -	
80							\$ -	\$ -	\$ -	\$ -	\$ -	
81							\$ -	\$ -	\$ -	\$ -	\$ -	
82							\$ -	\$ -	\$ -	\$ -	\$ -	
83	TOTAL OTHER EXPENSES	\$ (42,126)	\$ (162,644)	\$ 118,448	\$ 15,000	\$ -	\$ -	\$ -	\$ (71,322)	\$ -	\$ (71,322)	
84												
85	Capital Expenses											
86												
87												
88												
89												
90	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
91												
92												
93												
94												
95												
96	HSH #3											Template last modified 7/26/2022



BUDGET NARRATIVE		Fiscal Year		Fiscal Term Start			Fiscal Term End		
General Fund - Transitional Hou		FY23-24		-< Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			7/1/2023 6/30/2024		
Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name				
Senior Program Director	0.50	\$ 53,000	Directly supervises all APDs/Resident Services Managers to ensure high levels of program service and contract compliance.	Annualized Salary * Adjusted FTE	Cockrell, Richard				
Site Manager	1.00	\$ 79,700	The Site Manager maintains an environment of respect and service, while ensuring that residents abide by the house rules and program terms. Responsible for monitoring the physical integrity of the building and working with maintenance staff to address any deficiencies. Works in close coordination with Resident Services to collect program participant fees and savings contribution and collect tenant rent. The SM alternates on-call responsibilities during non-scheduled hours to respond to building and/or resident emergencies.	Annualized Salary * Adjusted FTE	Jackson, Deborah				
Clinical Case Manager	0.10	\$ 7,696	Master's Level clinician provide mental health treatment, crisis intervention and consultation, facilitate 5150s, and support achievement of agency-wide housing retention and Resident Services Department goals.	Annualized Salary * Adjusted FTE	vacant				
Clinical Services Manager - former/duplicat		\$ -		Annualized Salary * Adjusted FTE	n/a				
Clinical Services Manager		\$ -	Provide clinical supervision per BBS requirements, provide crisis consultation, facilitate 5150s, and support achievement of agency-wide self-sufficiency and Resident Services Department goals.	Annualized Salary * Adjusted FTE	Leiker, Scott				
Resident Services Team Lead - former posi		\$ -	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Position was 1 FTE and site staffing structure changed after last staff in role departed from homerise.	Annualized Salary * Adjusted FTE	n/a				
Resident Services Counselor - former positi		\$ -	Responsible for implementing and maintaining the day-to-day operations of the site-based Resident Services office. Responsible for service connection, groups and activities focused on community building, education, or skill development, crisis intervention, and housing retention. Position was 1 FTE and site staffing structure changed after last staff in role departed from homerise.	Annualized Salary * Adjusted FTE	n/a				
Compliance Specialist - former position, no Front Desk Clerk	3.50	\$ 160,160	Monitor daily building activities, provide 24-hour security, and respond to building and resident emergencies.	Annualized Salary * Adjusted FTE	Trocki, Robert; Page, Marquita; Byrd, Annie; Yaqueline Hernandez				
Lead Front Desk Clerk	1.00	\$ 60,200	Responsible for the operations of the building's desk station, including oversight and scheduling of the front desk staff, training of staff on all emergency, and non-emergency procedures, and compliance with all departmental, and agency policies (high school diploma or GED required).	Annualized Salary * Adjusted FTE	Boyer, Robin				
Facilities Director		\$ -		Annualized Salary * Adjusted FTE	n/a				
Maintenance Supervisor (formerly Sr. Maint Janitor)	1.00	\$ 63,400	Responsible for ongoing maintenance and turnovers, oversight of all vendor repairs, and development and implementation of Preventive Maintenance Plans	Annualized Salary * Adjusted FTE	Atlacatl Montecristo				
Janitor	1.40	\$ 66,976	Responsible for maintaining the cleanliness and janitorial standards at the site.	Annualized Salary * Adjusted FTE	Sanford, Kenneth; Harvey, Jermal and Stovall, Ronald				
Assistant Program Director	1.00	\$ 71,500	Provides program oversight and supervises on-site staff (Note: our program model requires that there is coverage for crisis intervention and cross training across the portfolios ensuring consistency within the department leadership and preventing gaps in coverage.)	Annualized Salary * Adjusted FTE	Saenz, Kacey				
Director of Public Funding	0.15	\$ 18,300	Supports the site-level staff to ensure that contract compliance is met, including all funder reporting. Identifies training opportunities for staff to ensure high level documentation and data collection of services provided. Leads Town Hall planning and implementation, including site level report outs of resident experience shared, supports staff follow up to ensure resident voice is centered in programmatic CQI.	Annualized Salary * Adjusted FTE	vacant; scope covered by Anat Leonard-Wookey				
Clinical Case Manager - duplicate position		\$ -		Annualized Salary * Adjusted FTE	n/a				
Director of Resident Services	0.15	\$ 19,200	Directs and guides the overall delivery of building-based services for tenants at supportive housing sites, including case management, community-building, and on-site behavioral health services to over 1,300 tenants; ensures compliance with funder requirements, including fiscal oversight and reporting; provides clinical supervision, crisis intervention and facilitates 5150s as needed.	Annualized Salary * Adjusted FTE	Fenton, Renee				
VP of Impact		\$ -	Supports the site-level staff to ensure that contract compliance is met, including all funder reporting.	Annualized Salary * Adjusted FTE	n/a				
Learning and Evaluation Manager	0.08	\$ 6,136	Processes client data collected at all sites, performing data quality reviews and generating reports and analysis used by managers and program leadership for monitoring program quality and service delivery levels.	Annualized Salary * Adjusted FTE	vacant				
Chief Operating Officer		\$ -	The Chief Operating Officer directly supports agency staff in meeting all contractual outcomes and requirements (including invoicing, reporting, and program implementation). This will be accomplished through direct supervision of the Director Resident Services, working with internal Finance and Learning and Evaluation staff, and attending meetings with HSH staff when appropriate. This position plays a pivotal role in overseeing client services and contract compliance. In addition has direct client interactions through the grievance procedures and focus groups.	Annualized Salary * Adjusted FTE	n/a				
Resident Services Program Associate	0.15	\$ 9,672	Provides administrative support directly to sites (including soliciting and distributing in kind donations offered to residents (i.e. new bedding, clothing, personal care items) and coordinates all staff training (identifies and vets new trainers for fit with PSH/HomeRise, coordinates logistics, ensures training space and time meet staff needs).	Annualized Salary * Adjusted FTE	Ballard, Brittany (Shrag)				
Public Funding Associate	0.05	\$ 3,120	Supports capturing and measurement of all resident data metrics and demographics; assist with funder reporting, ONE system data entry, and resident satisfaction survey implementation and data entry. Attends the 5th Street team meetings weekly to share funder communications, data updates, and offer technical support.	Annualized Salary * Adjusted FTE	vacant				
L & E Programs Associate (Data)	0.05	\$ 3,500	Supports capturing and measurement of all resident data metrics and demographics; provides agency-wide data support, executes CARBON data entry, and resident satisfaction survey implementation and data entry.	Annualized Salary * Adjusted FTE	Dam, Hung				
Resident Services Training Manager	0.10	\$ 6,970	Provides onboarding, coaching, and mentoring to new RSTL and RSC staff; provides direct service coverage during scheduled PTO of regular staff.	Annualized Salary * Adjusted FTE	Dias, Sarah				
VP of Programs	0.06	\$ 11,400	The VP of Programs directly supports agency staff in meeting all contractual outcomes and requirements (including invoicing, reporting, and program implementation). This will be accomplished through direct supervision of the Director Resident Services, working with internal Finance and Learning and Evaluation staff, and attending meetings with HSH staff when appropriate. This position plays a pivotal role in overseeing client services and contract compliance. In addition has direct client interactions through the grievance procedures and focus groups. VPP is a LCSW and supports 5150s, suicide assessments, and clinical consultations.	Annualized Salary * Adjusted FTE	Leonard-Wookey, Anat				
Senior Case Manager (new position in lieu of)	1.00	\$ 60,350	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Staffing pattern is 1.0 FTE, however was adjusted to .75 due to staff vacancies. Adjusted again in March to .35 due to continued vacancy.	Annualized Salary * Adjusted FTE	Rice, Scott				
Senior Case Manager (new position in lieu of)	1.00	\$ 60,350	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Staffing pattern is 1.0 FTE, however was adjusted to .9 due to staff vacancies. Adjusted again in March to .4 due to continued vacancy.	Annualized Salary * Adjusted FTE	vacant				
Strategic Initiatives Director	0.07	\$ 7,140	Strategic Initiatives Director directly supports agency and departmental staff with visioning strategy for services in parity with other departments financially and across sites. Project manages larger Resident Services initiatives in partnership with the VP or Programs, VP of Impact, and Director or Resident Services to support residents and maintain healthy staff morale. Includes DEIB and other training support.	Annualized Salary * Adjusted FTE	vacant				
		\$ -							
		\$ -							
		\$ -							
<b>TOTAL</b>	<b>12.36</b>	<b>\$ 768,770</b>							
<b>Employee Fringe Benefits</b>			<b>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.45% of total salaries.</b>						
		\$ 257,154							
<b>Salaries &amp; Benefits Total</b>		<b>\$ 1,025,924</b>							

<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Justification</b>	<b>Calculation</b>
Rental of Property	\$ 625,000	Master lease payments to building owner based on the annual rent amounts set forth in the lease, plus allocated cost of central office space usage	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 48,000	Utilities (gas, water, electric), including telecommunications	
Office Supplies, Postage	\$ 6,200	Office supplies & postage	
Building Maintenance Supplies and Repair		Includes costs for ongoing building maintenance and repair work, including unit turnover expenses, security alarm maintenance, cameras, fire sprinkler and fire system maintenance	
Printing and Reproduction	\$ -	included in office supplies	
Insurance	\$ 22,185	for insurance expense - property and allocated	
Staff Training	\$ 12,500	for direct program staff training, recruitment, background checks, and retention activities. Trainings focus on annual trainings required for all RSD staff, individual development opportunities based on staff need and interest, leadership development opportunities as staff move into supervisory or mentorship roles, and department off-site opportunities for team building and learning outside of their regular site. Includes nominal celebration of staff anniversaries and birthdays. Please see the HSH approved HomeRise Staff Development plan 7.22 for further details.	
Staff Travel-(Local & Out of Town)	\$ 775	for travel expense to meetings, trainings, etc.	
Rental of Equipment	\$ 3,240	for copier lease and maintenance of copier rental, including allocated expense	
Payroll Expenses	\$ -		
Audit/Accounting	\$ -		
Office Equipment	\$ -		
IT and Small Office Purchase	\$ 6,000	for IT direct expenses purchase of computer, printers, as well as allocated expenses for IT support	
Organizational Activities (Staff)	\$ -	for agency wide staff training such as CPI and disaster training	
Tenant/Program projects/activity supplies	\$ 10,200	Supports monthly groups events, and celebrations, including resident determined programming through the Resident Association. Each building has its own calendar that meets the building's needs and includes community building events (coffee hour and community meetings), skill building/wellness events (harm reduction groups, parenting groups, cooking groups), and seasonal and cultural celebrations (Black History Month, Pride, Cesar Chavez day, Thanksgiving, Winter holidays). In addition to programming, this line items covers items that support housing retention and wellness such as backpacks and school supplies for school-aged youth, covers emergency resources if a tenant needed to be temporarily displaced from their unit, as well as provides cleaning supplies for tenants addressing habitability issues or pest infestations. Welcome baskets for new move-ins and new home supplies for residents who move into less supported housing are included in this budget, as well as food and supplies for pets/service animals.	
Staff Recruitment	\$ -	included in Staff Training	
Dues and Subscriptions	\$ 6,500	For licenses fees associated with the ECM case management system used by the resident service department to document resident data, as well as fees for the Property Management software (Yardi).	
Legal Services	\$ -	n/a	
Staff Activities	\$ -	Included in Staff Training	
Consultants	\$ -		
	\$ -		
	\$ -		
<b>Subcontractors (First \$25k Only)</b>	\$ -		
Maintenance Contractors	\$ -		
Extermination Contract	\$ 10,000	Previously included in Professional Services: Monthly pest inspection and extermination costs	
Temp Desk Clerk/Lobby Security	\$ 25,000	Previously included in Professional Services; Shift coverage provided to Front Desk Clerk staff during times of staff vacation or shift called outs	
Professional Services	\$ -		
Contractors Janitorial	\$ 22,210	Previously included in Professional Services; Shift coverage provided for janitorial staff during times of staff vacation or shift called outs	
	\$ -		
	\$ -		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 797,810</b>		
<b>Indirect Cost</b>	<b>15.0% \$ 284,410</b>		

<b>Other Expenses (not subject to indirect cost %)</b>	<b>Amount</b>	<b>Justification</b>	<b>Calculation</b>
Ongoing General Fund to be allocated	\$ -		
One-Time FY20-21 General Fund Carryforward	\$ -		
Prop C One-Time COVID-19 Bonus Pay	\$ -		
Professional Services - see similar line above in Subcontract	\$ -		
Professional Services - see similar line above in Subcontract	\$ -		
Temp Desk Clerk/Lobby Security	\$ -		
Contractors Janitorial	\$ -		
Adjustment to Actuals	\$ -		
COVID-19 Time-Limited Funding	\$ -		
	\$ -		
	\$ -		
<b>TOTAL OTHER EXPENSES</b>	<b>\$ -</b>		

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

## 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. Grantee will only be reimbursed for charges on agency credit cards for expenditures directly related to budget line items.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month, averaged costs will not be accepted.
- 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. Failure to submit invoices and documentation within these timeframes will result in payment delays. HSH will not advance payment to cover cash flow problems related to untimely and/or not adequately documented invoices.

<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 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	
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</p>

General Fund	
Type	Instructions and Examples of Documentation
	include employee name, title, rate, and hours worked for each pay period.
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> <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>
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>

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 and will not be provided due to late or inadequate invoicing.

**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
SF Department of Homelessness & Supportive Housing (HSH)	Transitional Housing at 5 <sup>th</sup> and Harrison	7/1/19 – 6/30/24	\$8,999,286
SF Department of Homelessness & Supportive Housing (HSH)	Treasure Island - Island Bay Homes	7/1/20 – 6/30/26	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH)	DAH/Mental Health Services Act (MHSA)/ Prop. 63	7/1/20 – 6/30/26	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH)	Essex and Zygmunt Arendt House	7/1/20 – 6/30/26	\$2,353,845
SF Department of Homelessness & Supportive Housing (HSH)	Arnett Watson Apartments	7/1/20 – 6/30/26	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH)	Tenant Services and HUD ISN	7/1/20 – 6/30/25	\$5,530,459
SF Department of Public Health	Behavioral Health Services (BHS) Mental Health	7/1/22 – 6/30/23	\$130,676
SF Human Services Agency	RAD Seniors 1750 McAllister	7/1/19 – 6/30/24	\$391,612
SF Human Services Agency	RAD Seniors 666 Ellis	7/1/19 – 6/30/24	\$395,999
SF Department of Homelessness & Supportive Housing (HSH)	Continuum of Care (CoC) Scattered Sites (Treasure Island, Arnett Watson Apartments, Zygmunt Arendt House)	7/1/21-06/30/24	\$3,186,508
SF Department of Homelessness & Supportive Housing (HSH)	Support Services at 53 Colton	6/1/22-06/30/27	\$3,693,826
SF Department of Homelessness & Supportive Housing (HSH)	Support Services at MBS9	7/1/220-06/30-27	\$5,074,038