File No.
 250395
 Committee Item No.
 6
 Board Item No.

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee:	Budget and Finance Committee	Date	May 7, 2025
Board of Sup	ervisors Meeting	Date	-

Cmte Board

	Motion Resolution Ordinance Legislative Digest Budget and Legislative Analyst Report Youth Commission Report Introduction Form Department/Agency Cover Letter and/or Report MOU Grant Information Form Grant Budget Subcontract Budget Contract/Agreement Form 126 – Ethics Commission Award Letter Application Public Correspondence
OTHER	(Use back side if additional space is needed)
	Executed Grant Agreement 7/1/2021 Amendment No. 1 7/1/2024 HSH Presentation 5/7/2025

Completed by:	Brent Jalipa	Date_	May 1, 2025
Completed by:	Brent Jalipa	Date	-

 [Grant Agreement Amendment - Homeless Prenatal Program - Supportive Housing Assistance Readiness Efforts - Not to Exceed \$22,627,326]

Resolution approving the second amendment to the grant agreement between 3 4 Homeless Prenatal Program and the Department of Homelessness and Supportive Housing ("HSH"), to provide Rapid Rehousing for families through the Supportive 5 Housing Assistance and Readiness Efforts program, extending the term by four years 6 from June 30, 2025, for a total term of July 1, 2021, through June 30, 2029, and 7 increasing the agreement amount by \$13,826,617 for a new total amount not to exceed 8 \$22,627,326; and authorizing HSH to enter into any amendments or other modifications 9 to the amendment that do not materially increase the obligations or liabilities, or 10 materially decrease the benefits to the City and are necessary or advisable to 11 effectuate the purposes of the agreement. 12 13

WHEREAS, The mission of the Department of Homelessness and Supportive Housing
 ("HSH" or "Department") is to prevent homelessness when possible and make homelessness
 rare, brief, and one-time in the City and County of San Francisco ("the City") through the
 provision of coordinated, compassionate, and high-quality services; and
 WHEREAS, As of the 2024 Point-in-Time Count, there were approximately 8,323
 people experiencing homelessness in San Francisco on any given night, 52% of whom were

20 unsheltered; and

21 WHEREAS, Rapid Rehousing ("RRH") is a core component of HSH's supportive 22 housing portfolio and supports households to exit homelessness through a time-limited rental 23 subsidy in the private market with access to support services; and

- 24
- 25

1	WHEREAS, Homeless Prenatal Program ("HPP") has administered RRH services
2	through the Supportive Housing Assistance and Readiness Program ("the Program") since
3	2015; and
4	WHEREAS, HSH awarded the agreement to the Provider through the Department's
5	streamlined contracting authority for homeless services under Administrative Code, Chapter
6	21.B; and
7	WHEREAS, In July 2021, HSH and the Provider entered into an Agreement for the
8	program ("Original Agreement"); and
9	WHEREAS, The Original Agreement has a term of July 1, 2021, through June 30,
10	2024, and a not to exceed amount of \$8,911,828; and
11	WHEREAS, The Original Agreement is on file with the Clerk of the Board of
12	Supervisors ("Clerk") in File No. 250395, which is hereby declared to be part of this Resolution
13	as if set forth fully herein; and
14	WHEREAS, In July 2024, HSH and HPP entered into a First Amendment to continue
15	these services ("First Amendment"); and
16	WHEREAS, The First Amendment extended the term by one year from June 30, 2024,
17	for a total term of July 1, 2021, through June 30, 2025, and decreased the not to exceed
18	amount by \$111,119 for a total amount not to exceed \$8,800,709; and
19	WHEREAS, The First Amendment is on file with the Clerk in File No. 250395, which is
20	hereby declared to be part of this Resolution as if set forth fully herein; and
21	WHEREAS, HSH intends to enter into a Second Amendment to continue these
22	services, extending the term by four years through June 30, 2029, and increasing the
23	maximum expenditure by \$13,826,617 for a total amount not to exceed \$22,627,326 (the
24	"Amendment"); and

25

1 WHEREAS, The Board of Supervisors approved using Proposition C (2018) (Gross 2 Receipts Tax for Homelessness Services) ("Prop C"), passed by San Francisco voters in 3 November 2018, to fund the Our City, Our Home ("OCOH") Fund, in order to expand and 4 complement existing funding and strategic efforts to prevent and end homelessness for San 5 Franciscans; and 6

WHEREAS, 100% of this Amendment is funded with Prop C dollars; and

7 WHEREAS, The Amendment requires Board of Supervisors approval under Charter,

8 Section 9.118; now, therefore, be it

9 RESOLVED, The proposed Amendment contained in File No. 250395, is substantially 10 in final form, with all materials terms and conditions included, and only remains to be executed 11 by the parties upon approval of this Resolution; and, be it

12 FURTHER RESOLVED, That the Board of Supervisors authorizes HSH to make any 13 modifications to the Amendment, prior to its final execution by all parties, that HSH 14 determines, in consultation with the City Attorney, are consistent with this Resolution, in the 15 best interest of the City, do not materially increase the obligations or liabilities of the City, are 16 necessary or advisable to effectuate the purposes of the Amendment, and are in compliance 17 with all applicable laws, including City's Charter; and, be it

18 FURTHER RESOLVED. That within 30 days of the Amendment being fully executed by 19 all parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File 20 No. 250395; this requirement and obligation resides with the Department, and is for purposes 21 of having a complete file only, and in no manner affects the validity of approved Amendment.

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4	Recommended:
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6	<u>/s/</u>
7	Shireen McSpadden
8	Executive Director
9	Department of Homelessness and Supportive Housing
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ltem 6 File 25-0395	Department: Homelessness & Supportive Housing
EXECUTIVE SUMMARY	
	Legislative Objectives
the Homeless Prenatal Program Housing (HSH) for family rapid r	approve the second amendment to the agreement between n and the Department of Homelessness and Supportive ehousing (RRH) subsidies through the Supportive Housing s (SHARE) program and adds new one-time subsidy slots an.
-	nt term by four years, from June 30, 2025 to June 30, 2029, I amount by \$13,826,617 for a total amount not to exceed
	Key Points
 of 32 families annually, and it ac Safer Families Plan. The SHARE and the Safer Families Plan prov Rapid rehousing services include coordination services, subsidy development services. According to program monitorinall service and outcome objective tenants spend homeless, from 	tains existing SHARE program RRH services for a minimum dds 28 one-time funded subsidy slots as part of the City's program provides rental subsidies for three to four years, rides one-time funded rental subsidies for up to five years. e housing-focused case management, housing location and administration, landlord liaison services, and workforce or results for FY 2023-24, Homeless Prenatal Program met ves except one related to the average length of time that referral to housing. Homeless Prenatal Program took an to the goal of 75 days or less. The Department said it is the placement timeline.
	Fiscal Impact
 approximately \$38,000 per clien salaries and benefits associated The annual grant budget is pro 2024-25 to approximately \$3.7 m one-time move-in assistance for 	ent assistance budgeted for FY 2025-26 is equal to t served. The FY 2025-26 budget also includes \$1 million in with 11.43 full-time equivalent (FTE) positions. posed to increase from approximately \$2.8 million in FY nillion in FY 2025-26 to accommodate additional clients and households, and then decrease over the next three fiscal funded through the Safer Families Plan.
	Recommendation
Approve the proposed resolution	on.

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

Rapid rehousing (RRH) supports households to exit homelessness through a time-limited rental subsidy in the private market, with access to wraparound support services. According to the Department of Homelessness and Supportive Housing (HSH), the program's objective is to "empower households to assume full financial responsibility for their monthly rent and maintain housing stability through a combination of financial support and wrap-around services."

Homeless Prenatal Program operates the Supportive Housing Assistance and Readiness Efforts (SHARE) RRH program, which offers housing location and coordination services, landlord liaison services, case management and subsidy administration for a "medium-term" of three years with the possibility for a 12-month extension.¹ The SHARE program is intended for family households (with minor children) earning at or below 50 percent of the Area Median Income who have a documented need to reside in San Francisco.

Relatedly, the City's Safer Families Plan announced in May 2024 intends to address the increase in family homelessness driven both by post-COVID economic hardships and by new families arriving in San Francisco. Safer Families provided funding for new emergency shelter and RRH slots for families for up to five years (2024-2029).

Selection & Current Grant

The grant agreement with the Homeless Prenatal Program was procured pursuant to Administrative Code Chapter 21B, which allows selection of homeless service providers without competitive solicitations. The original agreement had a term of July 1, 2021 through June 30, 2024, with a not-to-exceed amount of \$8,911,828. The first amendment extended the term by one year from June 30, 2024 for a total term of July 1, 2021 through June 30, 2025, and decreased the not-to-exceed amount by \$111,119 for a total amount not to exceed \$8,800,709. Department staff report that HSH was able to extend the grant term while decreasing the not-to-exceed amount by \$111,119 due to underspending in years one and two of the agreement as well as the inclusion of a 35 percent contingency budget under the original agreement for new funding that was ultimately not received.

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¹ RRH programs for adults provide rental subsidies for up to two years.

HSH plans to reprocure RRH services as part of its Multi-Year Procurement Plan in Spring 2025. For the one-time funding associated with the Safer Families Plan, HSH is proposing to extend the existing agreement through June 2029 to align with the Safer Families one-time program budget. Subsidies administered through the SHARE program will be reprocured through the Multi-Year Procurement Plan.²

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the second amendment to the agreement between the Homeless Prenatal Program and HSH for family RRH through the SHARE program and adds new one-time RRH subsidy slots funded by the Safer Families Plan. The amendment extends the grant term by four years, from June 30, 2025 to June 30, 2029, and increases the not-to-exceed amount by \$13,826,617 for a total amount not to exceed \$22,627,326.

The amendment maintains existing SHARE program RRH services for a minimum of 32 families annually, and it adds 28 one-time funded subsidy slots as part of the City's Safer Families Plan. Combined, Homeless Prenatal Program will serve a total of 60 families in FY 2025-26. In outyears, the total served via the Safer Families Plan will ramp down to 11 by FY 2028-29 as families exit the one-time funded slots, while a minimum of 32 families will continue to be funded via the SHARE program. The amendment also lowers the case management ratio from one case manager per 20 clients to one case manager per 14 clients.³

Services Provided

Under the amended agreement, Homeless Prenatal Program would continue serving family households through the SHARE program who are (1) formerly homeless or (2) at-risk of homelessness *and* income-eligible family households with an adult and at least one child below the age of 18.⁴ Participants under SHARE must also have a documented need to reside in San Francisco.⁵ Participants under the Safer Families Plan expansion do not need to have a documented need to reside in the City. Per the grant agreement, services include:

² If SHARE subsidies are awarded to a new provider when the program is reprocured, then the SHARE component of this agreement would sunset prior to 2029 to be administered under a new agreement with the awarded provider.

³ According to the Department, 1:14 is the new standard ratio for family programs. Homeless Prenatal Program has implemented this ratio since 2023.

⁴ Participants must be at or below 50 percent Area Median Income. Children may be from birth parents, adopted, or fostered.

⁵ Reasons for residing in San Francisco include: (1) Civil or criminal court stipulations that require San Francisco residency; (2) Family Court Services involvement with service or visitation needs specifically in San Francisco; (3) Undocumented family members with verifiable path to permanent residency such as a pending U or T-visa, or political asylum application; (4) Children living with disabilities who are receiving specific, ongoing services in San Francisco; or (5) Household or family members who are living with disabilities who are receiving specific, ongoing services in San Francisco.

- Housing-Focused Case Management Services to support transition to permanent housing, including assisting clients with obtaining required documents to move into housing, referrals to resources, and coordinating with RRH administrators to ensure that clients are connected to appropriate services based on their needs prior to housing placement.
- Housing Location Services to identify and secure housing units that meet the needs of the served population.
- Housing Coordination Services to connect clients to units and eliminate barriers to housing placement (such as utility arrears, poor credit, and no renter history). Includes lease negotiation tenant support during housing search and move-in, and payment for related costs such as application fees, security deposit, furniture, and moving costs. Conduct monthly home visits for the first three months, then move to quarterly home visits. Collaborate with case managers to support rent payments and tenancy stability. Perform income verification and rent calculation upon move-in and quarterly thereafter, and other services.
- **Subsidy Administration Services** to issue and document timely and accurate subsidy payments to landlords and property management and other types of financial assistance.
- Landlord Liaison Services between landlords and tenants to support ongoing housing stability, including quarterly check-ins with landlords, respond to lease violation or other complaints, and ensuring landlords conduct repairs and fulfill their legal responsibilities.
- Workforce Development Services, including an initial employment assessment and ongoing workforce development planning, as well as referrals to workforce development services specifically designed for RRH referrals, training and support to ensure job retention after placement.

Performance Monitoring

According to program monitoring results for FY 2023-24, Homeless Prenatal Program met all service objectives of the grant and met three of the four outcome objectives, as shown in Exhibit 1 below. According to the results, it took an average of 92.6 days (more than the goal of 75 days) for participants to go from program enrollment to housing placement. One finding was also identified regarding missing enrollment data in the Homeless Management Information System (HMIS). HSH staff note that the Department has partnered with Homeless Prenatal Program to address HMIS data quality findings (with Homeless Prenatal Program incorporating the requirement for full enrollment page completion), as well as to identify strategies to reduce the housing placement timeline for client households.

	Goal	FY 23-24 Actual
At least 90 percent of tenants referred to the program	90%	97%
will successfully move into housing as verified via their		39/40 successfully
housing move-in date.		moved into housing
The average length of time that tenants spend	75 days	92.6 days average /
homeless, from referral to housing, shall be less than or equal to 75 days.		89.5 days median
Eighty 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.	80%	96%
Eighty percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale from 1 being 'very dissatisfied' to 4 being 'very satisfied')	80%	81%

Exhibit 1: Homeless Prenatal Program Outcome Objectives (Goals and Actuals) for FY 2023-24

Changes to Performance Objectives

The first amendment to the agreement made changes to the outcome objectives that are maintained under the proposed second amendment. The amended agreement increases the objective related to the percentage of households that maintain housing for at least 12 months from at least 80 percent to at least 90 percent of households and adds three new outcome objectives: (1) at least 80 percent of households will maintain housing for 24 months or exit to permanent housing; (2) at least 75 percent of participants will be referred to community resources; and (3) at least 75 percent of clients will obtain employment or increase their income by the first annual tenant assessment compared to program enrollment.

The second amendment still requires an annual client survey but removes the related service and outcome objectives which required a 50 percent response rate and at least 80 percent of clients being satisfied with program services. HSH staff report that these changes were made to align the agreement's objectives with the agreements for similar services funded by the Department. HSH staff also noted that the annual client survey is voluntary and response rates can vary.

Fiscal and Compliance Monitoring

The Homeless Prenatal Program received a waiver from fiscal and compliance monitoring for FY 2023-24 based on all of the following criteria being met in the FY 2022-23 monitoring assessment:

- The contractor had no significant findings from the prior year.
- The contractor had no major areas of concern identified by funding departments.
- The contractor had no Executive Director and/or Chief Financial Officer turnover within the last year.
- The contractor had at last two years of City funding.
- The contractor has had expanded monitoring within the last four years.

• The contractor does not receive funding from a source that mandates site visits.

FISCAL IMPACT

As shown in Exhibit 2 below, the proposed resolution would increase the not-to-exceed amount of the grant by \$13,826,617 to \$22,627,326. The annual grant budget is proposed to increase from approximately \$2.8 million in FY 2024-25 to approximately \$3.7 million in FY 2025-26 to accommodate additional clients and one-time move-in assistance for households, and then decrease over the next three fiscal years as families exit RRH slots funded through the Safer Families Plan.

Expenditure	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
Category	Actual	Actual	Actual	Budget	Proposed	Proposed	Proposed	Proposed	
Salaries &	\$425 <i>,</i> 653	\$511,843	\$638,442	\$869 <i>,</i> 766	\$1,084,331	\$976 <i>,</i> 303	\$860,539	\$887 <i>,</i> 547	\$6,254,424
Benefits									
Operating	2,765	2,800	38,844	131,111	123,611	114,511	95,847	92,397	601,886
Expense									
Indirect Cost	64,263	77,197	101,593	150,124	181,184	163,615	143,450	146,984	1,028,410
(15%)									
Other	861,090	999,824	1,331,313	1,687,985	2,278,308	2,147,808	1,772,006	1,713,916	12,792,250
Expenses									
Capital			5,000	5,000	5,000	5,000	5,000	5,000	30,000
Total	1,353,771	1,591,664	2,115,192	2,843,986	3,672,434	3,407,237	2,876,842	2,845,844	20,706,970
Expenditures									
Contingency									1,920,354
(15%)*									
Total Not to									\$22,627,326
Exceed									

Exhibit 2: Homeless Prenatal Program Expenditures for Rapid Rehousing Subsidies

*Note: Contingency is on FY 2025-26 through FY 2028-29 amounts, totaling \$12,802,357; totals may not add due to rounding.

Source: HSH

The FY 2025-26 annual budget of \$3.7 million includes \$2.3 million in direct client assistance and landlord incentives (under other expenses) such as rental subsidy payments, security deposits, and other client costs. The \$2.3 million in direct client assistance is equal to approximately \$38,000 per client served in FY 2025-26. The FY 2025-26 budget also includes \$1 million in salaries and benefits associated with 11.43 full-time equivalent (FTE) positions funded by the grant for client support services, landlord engagement, and monthly subsidy administration.

Funding Source

The program is fully funded by Homelessness Gross Receipts (Proposition C) funds.

Actual Spending

Spending was below budget in FY 2021-22 and FY 2022-23. Specifically, Homeless Prenatal Program spent 61 percent of its total budget of \$2.2 million in FY 2021-22, and then spent 75 percent of its total budget of \$2.1 million in FY 2022-23. According to HSH staff, Homeless

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Prenatal Program implemented an "over-leasing" strategy to enroll more families than the program's required annual minimum of 32 households due to lower than anticipated program costs. As a result, the number of actively housed families has increased from 28 in FY 2021-22 to 35 in FY 2022-23 to 40 in FY 2023-24. These increases resulted in less underspending compared to prior years. By FY 2023-24, Homeless Prenatal Program spent 96 percent of its total budget of \$2.2 million. In the current year, Homeless Prenatal Program is on track to fully expend its total budget of \$2,843,986 according to HSH staff.

RECOMMENDATION

Approve the proposed resolution.

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 HOMELESS PRENATAL PROGRAM, INC.

THIS AMENDMENT of the July 1, 2021, Grant Agreement (the "Agreement") is dated as of July 1, 2025, and is made in the City and County of San Francisco, State of California, by and between **HOMELESS PRENATAL PROGRAM, INC.** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. <insert Resolution number> on <Month Date, Year>; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement in order to extend the agreement term and update the scope of the grant plan;

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,
 2021 between Grantee and City; and First Amendment, dated July 1, 2024.

- **2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
 - 2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term.

(a) The term of this Agreement shall commence on July 1, 2021, and expire on June 30, 2025, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2021**, and expire on **June 30, 2029**, 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 Eight Hundred Thousand Seven Hundred Nine Dollars** (\$8,800,709).
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, One Million Four Hundred Sixty Six Thousand Seven Hundred Eighty Five Dollars (\$1,466,785) 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 Two Million Six Hundred Twenty Seven Thousand Three Hundred Twenty Six Dollars (\$22,627,326).
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, One Million Nine Hundred Twenty Thousand Three Hundred Fifty Four Dollars (\$1,920,354) is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.
- **2.14** Section 17.6 Entire Agreement of the Agreement is hereby deleted and replaced with the following:

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

Appendix A, Services to be Provided (dated July 1, 2025) Appendix B, Budget (dated July 1, 2025) Appendix C, Method of Payment (dated July 1, 2025) Appendix D, Interests in Other City Grants (dated July 1, 2025)

- **2.15** 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, 2025), for the period of July 1, 2025 to June 30, 2029.
- **2.16** Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified Appendix B, Budget (dated July 1, 2025), for the period of July 1, 2021 to June 30, 2029.
- **2.17** 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, 2025).

2.18 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, 2025).

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, INC.

By:

Shireen McSpadden Date Executive Director

By:

Shellena EskridgeDateExecutive DirectorCity Supplier Number: 18733

Approved as to Form: David Chiu City Attorney

By:

Adam Radtke Date Deputy City Attorney

I. Purpose of Grant

The purpose of the grant is to provide short-to-medium term Rapid Rehousing (RRH) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness and support the served population in retaining their housing and exiting to rent stability.

II. Served Population

- A. SHARE Subsidy Program:
 - Grantee shall serve participants who are at or below 50 percent Area Median Income (AMI).
 - Grantee shall serve formerly homeless or at-risk of homelessness and incomeeligible family households with an adult and at least one natural, adoptive and/or foster child below the age of 18. This may include a pregnant person, with or without a partner.
 - Grantee shall service households with a documented need to reside in San Francisco due to:
 - Civil or criminal court stipulations that require San Francisco residency; or
 - Family Court Services involvement with service or visitation needs specifically in San Francisco; or
 - Undocumented family members with verifiable path to permanent residency, such as a pending U or T-visa, or political asylum application; or
 - Children living with disabilities who are receiving specific, ongoing services in San Francisco; or
 - Household or family members who are living with disabilities who are receiving specific, ongoing services in San Francisco.
- B. Safer Families Plan Rapid Rehousing:
 - Formerly homeless or at-risk of homelessness and income-eligible family households with an adult and at least one natural, adoptive and/or foster child below the age of 18. This may include a pregnant person, with or without a partner.

III. Referral and Prioritization

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

IV. Description of Services

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

- A. <u>Housing-Focused Case Management Services</u>: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with RRH administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
 - 1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
 - 2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
 - 3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:
 - a. Search for and secure housing;
 - b. Increase income, connect to benefits. and secure employment
 - c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
 - 4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.
 - 5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
 - 6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
 - 7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
 - 8. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
 - 9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;

- 10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
- 11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
- 12. Grantee shall begin program exit planning early in the housing process. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. <u>Housing Location Services</u>: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
 - 1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
 - 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;
 - 3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
 - 4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
 - 5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
 - 6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
 - 7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
 - 8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.

- C. <u>Housing Coordination Services</u>: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
 - 1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process;
 - 2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
 - 3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
 - 4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
 - 5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
 - 6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 - 7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
 - 8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
 - 9. Grantee shall communicate the following expectations with participants:
 - a. Contribution toward the rent is due on the first month and how to make the payment; and
 - b. How much the participant is responsible for each month; and
 - c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
 - 10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
 - 11. Grantee shall support payment of items needed during housing search and movein (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
 - 12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 - 13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
 - 14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.

- D. <u>Subsidy Administration Services</u>: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
 - 1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
 - 2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
 - 3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
 - 4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
 - 5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
 - 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
 - 7. Grantee shall provide monthly rental subsidies for the minimum length of time necessary for the household to exit to rent stability or transition to an alternative permanent housing situation.
 - 8. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three to six month increments until the tenant can sustain the rent on their own or exit to an alternative permanent housing situation.
- E. <u>Landlord Liaison Services</u>: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
 - 1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
 - 2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
 - 3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;

- 4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
- 5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.
- F. Workforce Development Services:
 - 1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
 - 2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
 - 3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
 - 4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;
 - 5. Grantee shall collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships;
 - 6. Grantee shall provide referrals to vocational training that helps tenants obtain indemand employment skills that are marketable to employers from local/regional industries;
 - 7. Grantee shall match tenants with employment opportunities and coach them through the job search process; and
 - 8. Provide training and support to employers and tenants to ensure job retention after placement.

V. Location and Time of Services

Grantee shall provide services at Homeless Prenatal Program, Inc. offices, 2500 18th Street in San Francisco. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

A. <u>1:50 Housing Coordinator Ratio</u>: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH family units.

- B. <u>1:14 Case Manager Ratio</u>: Grantee shall maintain a 1:14 ratio of Case Manager to HSH family units.
- C. <u>Income Verification</u>: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. <u>Language and Interpretation Services</u>: 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: <u>https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers</u>.
- E. <u>Case Conferences</u>: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. <u>Admission Policy</u>: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- G. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for participants, that 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 (<u>hshgrievances@sfgov.org</u>) 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 participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

- H. <u>Reasonable Accommodation Policy</u>: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.
- I. <u>Termination Policy</u>: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.
- 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 level of satisfaction with services. 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, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- K. <u>City Communications and Policies:</u> 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. <u>Coordination with Other Service Providers</u>: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. <u>Critical Incident</u>: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.
- N. <u>Disaster and Emergency Response Plan</u>: 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.

- O. Data Standards:
 - Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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 (if applicable) client move in; and
 - c. Running monthly date quality reports and correcting errors.
 - 2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <u>https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process.</u>
 - 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.
- P. Confidentiality:
 - Grantee shall safeguard the confidentiality of all client records or data in compliance with applicable federal, state, or local privacy laws at all times, including but not limited to (a) ensuring the security and confidentiality of all client data; (b) protecting against any anticipated threats or hazards to the security and integrity all client data; (c) protecting against unauthorized disclosure, access, or use of all client data; (d) ensuring the proper disposal of client data; and (e) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
 - 2. Grantee shall notify HSH upon receipt of any legal requests related to client data shared under this contract, or which in any way might reasonably require access to client data, to the extent required by applicable law. Grantee shall not respond to legal requests related to HSH without first notifying HSH.
 - 3. Grantee shall maintain computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner.
 - 4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: https://hsh.sfgov.org/get-information/one-system/ integrity of client records or data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.

- 5. 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 the U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 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.
- 6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- Q. <u>Harm Reduction:</u> Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the <u>HSH Overdose Prevention Policy</u>. Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- R. <u>Housing First</u>: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

- A. Housing Location Services
 - 1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
 - 1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
 - 1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and

- 2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
 - 1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
 - 2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
 - 3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.
- E. Workforce Development Services
 - 1. Grantee shall offer 100 percent of participants with Workforce Development Services; and
 - 2. Grantee shall offer a workforce development assessment to 100 percent of participants; and
 - 3. Grantee shall offer 100 percent of participants referrals to workforce development program partnerships specifically designed for RRH participants.
- F. Landlord Liaison Services
 - 1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
 - 2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE system data:

- A. Housing Coordination and Housing Location Services:
 - 1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
 - 2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Enrollment Date]/Count of participants with a [Housing Move-In Date].
- B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:
 - 1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
 - 2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and

- 3. At least 75 percent of participants will be referred to community resources.
- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.
 - 1. At least 75 percent of tenants shall obtain employment or increase their income by the first annual tenant assessment compared to their status at program enrollment.

IX. Reporting Requirements

A. Grantee shall input data into systems required by HSH.

- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
 - 2. The total number of new placements during the quarter not including relocations; and
 - 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year: [based on services provided]
 - Housing Coordination and Housing Location Services The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination; and
 - 2. Housing Coordination and Housing Location Services The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 - Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 - 4. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services The number and percentage of households referred to community resources.

- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (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 HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

A. <u>Program Monitoring</u>: Grantee is subject to program monitoring and/or audits, such as, but not limited to review of the following: participant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel 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, the audit of data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will 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 and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts and memoranda of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	В	С		D	E	F
1	Program Buc	lget Hist	ory				
2		•	-				
3	Date of Budget Change	Change Type	Ongoing / One-Time		Change Amount	Asana Approval Link	Change Description
4	7/1/2021	New	Ongoing	\$	2,225,606		New agreement effective 7/1/2021
5	12/21/2022	Mod	Ongoing	\$	31,403	N/A	FY 22-23 CODB General Fund increase, effective 7/1/2022
6	5/17/2023	Mod	One Time	\$	8,837	https://app.asa	GF addbacks and OCOH adjustments.
7	11/28/2023	Mod	Ongoing	\$	41,768	N/A	FY 23/24 CODB GF increase, effective 7/1/2023
8 9	11/28/2023 1/7/2024		One Time Ongoing	\$ \$	78,400 2,155,045		Prop C addback budget mod: https://app.asana.com/0/1199128752851553/1205524473891025/f Amendment to extend through 6.30.25
10			Ongoing	\$	78,400		Programs let us know that the add back is going to continue for future years.
11	12/2/2024	Amend	Ongoing	\$	3,770,163		New on going funding for Safer Families Plan.
12 13		Amend	Ongoing	12	,,802,358.91		Amend to extend though 2029. also adding the \$1,414,385.45 one time Safer Families Plan for FY 25-26 since we couldn't add it previously as the contingency can't cover
14							

	А	В	С	D	E
1	DEPARTMENT OF H	IOMELESSNESS	AND SUPPORT	IVE HOUSING	
2	APPENDIX B, BUDG	ΕT			
3	Document Date	7/1/2025			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2021	6/30/2025	4	
6	Amended Term	7/1/2021	6/30/2029	8	
7	Provider Name	Homele	ss Prenatal Prog		
8	Program		SHARE Subsidie	S	
9	F\$P Contract ID#		1000021498		
10					
11					
12	1	None.			
13					

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	Homeless Prenatal Program (HPP) - SHA	ARE Subsidies																									
2 9																											
	Contract Term	Begin Date	End Date																								
11	Current Term	7/1/2021	6/30/2025																								
12	Amended Term	7/1/2021	6/30/2029		Year 1			Year 2			Year 3		Ye	ear 4		Y	ear 5		۲	Year 6		Y	'ear 7			Year 8	
13	Services Provid	led		7/1/20	021 - 6/30	0/2022	7/1/202	22 - 6/30	/2023	7/1/20	23 - 6/30/	2024	7/1/2024	- 6/30/2	2025	7/1/2025	5 - 6/30/20	26	7/1/202	26 - 6/30/2	2027	7/1/202	7 - 6/30/2	028	7/1/202	28 - 6/30/2	2029
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15					26			40			32			32			32			32			32			32	
	Safer Families Plan Fund - Rapid Rehousing	and Associated	Services		N/A			N/A			N/A			24			28			28			14			11	
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PEPARTMENT OF H	В	C D	E	J	М	N	0	Р	Q	R	S	Т	U	V	W	Х	Y	Z	AA	AB	AI	AJ	AK
	OMELESSNESS AN	ID SUPPORTIVE HOUSING																					
PPENDIX B, BUDGE	ET																						
Document Date	7/1/2025																						
	7/1/2025	Duration																					
Contract Term	Begin Date	End Date (Years)																					
Current Term	7/1/2021	6/30/2025 4	-																				
Amended Term	7/1/2021	6/30/2029 8	-																				
Provider Name			-																				
		renatal Program, Inc.	-																				
Program		ARE Subsidies	-																				
\$P Contract ID#		000021498	-																				
Action (select)		mendment	-																				
Effective Date		7/1/2025	-																				
•		housing & Support Safer Families Plan																					
	Current	New	-																				
Term Budget	\$ 7,904,613	\$ 20,706,972																					
Contingency	\$ 896,096	\$ 1,920,354 15%						EXTENSION YEAR	ł							EXTENSION YEAR			EXTENSION YEAR				
Not-To-Exceed	\$ 8,800,709	\$ 22,627,326	Year 1	Year 2	Year 3		Year 4			Year 5			Year 6			Year 7			Year 8			All Years	
			7/1/2021 -	7/1/2022 -	7/1/2023 -	7/1/2024 -	7/1/2024 -	7/1/2024 -	7/1/2025 -	7/1/2025 -	7/1/2025 -	7/1/2026 -	7/1/2026 -	7/1/2026 -	7/1/2027 -	7/1/2027 -	7/1/2027 -	7/1/2028 -	7/1/2028 -	7/1/2028 -	7/1/2021 -	7/1/2021 -	7/1/2
			6/30/2022	6/30/2023	6/30/2024		6/30/2025	6/30/2025	6/30/2026	6/30/2026	6/30/2026	6/30/2027	6/30/2027	6/30/2027	6/30/2028	6/30/2028	6/30/2028	6/30/2029	6/30/2029	6/30/2029	6/30/2025	6/30/2029	6/30,
			Actuals	New	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Amendment	Ne
Expenditures			ADE (52	É 511.042.2					ć	ć <u>1.004.224</u>	¢ 1.004.224	ć	¢ 070 202	¢ 070 202	<u> </u>	¢ 000 500	¢ 000 520	<i>*</i>	¢ 007.547	¢ 007 5 47	¢ 2.445.704	÷ 2,000,740 (<u> </u>
Salaries & Benefits			\$ 425,653) \$ 869,766.46		\$ 1,084,331	\$ 1,084,331		\$ 976,303	\$ 976,303		\$ 860,539	\$ 860,539		\$ 887,547	\$ 887,547	. , ,	\$ 3,808,719	. ,
Dperating Expense			\$ 2,765					\$ 131,110.69		\$ 123,611	\$ 123,611		\$ 114,511	\$ 114,511		\$ 95,847	\$ 95,847		\$ 92,397			\$ 426,365	\$
Subtotal			\$ 428,418			36 \$ 1,000,877) \$ 1,000,877.15		\$ 1,207,941			\$ 1,090,814			\$ 956,386	. ,		\$ 979,944		\$ 2,621,224		
ndirect Cost			\$ 64,263) \$ 150,124.17		\$ 181,184			\$ 163,615	. ,		\$ 143,450			\$ 146,984	-			
Other Expenses (Not	-	it %)	\$ 861,090	\$ 999,82				\$ 1,687,985.00		\$ 2,278,308			\$ 2,147,808			\$ 1,772,006			\$ 1,713,916				
Capital Expenditure			Ş	· \$	- \$ 5,00			\$ 5,000.00		\$ 5,000			\$ 5,000	. ,		\$ 5,000	,		\$ 5,000	. ,		\$ 20,000 \$	-
Total Expenditures			\$ 1,353,769.65	\$ 1,591,664.7	2 \$ 2,115,191.3	35 \$ 2,843,986.31	Ş (0.00) \$ 2,843,986.31	ş -	\$ 3,672,433.07	\$ 3,672,433.60	\$ -	\$ 3,407,236.37	\$ 3,407,236.37	ş -	\$ 2,876,842.48	\$ 2,876,842.48	ş -	\$ 2,845,843.91	\$ 2,845,843.91	\$ 7,904,611.88	\$12,802,355.98	\$20,706
HSH Revenues (selec					- 4	4				•	+	4		+	4		4	4	4	+			+
General Fund - Ongo	-		\$ 2,187,874	\$ 2,113,27	7 Ş	- \$ -	\$ -	- <u></u>	Ş -	\$ -	\$ -	- Ş	\$ -	<u>\$</u> -	Ş -	\$ -	\$ -	<u>\$</u> -	\$ -	<u>\$</u> -	\$ 4,301,151	\$ - <u></u>	\$ 4,
General Fund - CODE			Ş -	· \$	- \$	- \$ -	\$ -	- Ş -	Ş -	\$ -	<u>\$</u> -	- Ş	\$ -	<u>\$</u> -	Ş -	Ş -	Ş -	<u>\$</u> -	Ş -	<u>\$</u> -	Ş -	\$ - <u></u>	<u>\$</u>
General Fund - One-1	Time		Ş -	\$ 8,83	37 \$	- \$ -	\$ -	\$ -	Ş -	\$ -	<u>\$</u>	- Ş	\$ -	<u>\$</u> -	Ş -	\$ -	\$ -	<u>\$</u> -	\$ -	<u>\$</u> -	\$ 8,837		<u>\$</u>
Prop C - Ongoing			Ş	· Ş	- \$ 2,233,44	45 \$ 2,258,049	Ş -	\$ 2,258,049.00	Ş -	\$ 2,258,049	\$ 2,258,049) Ş .	\$ 2,258,049	\$ 2,258,049	Ş -	\$ 2,258,049	\$ 2,258,049	<u>\$</u> -	\$ 2,258,049	\$ 2,258,049			\$ 13,
General Fund - One-t			\$ 17,182		- \$	- \$ -	Ş -	- <u></u>	Ş -	\$ -	\$ - \$	- Ş	Ş -	<u>\$</u> -	Ş -	\$ -	Ş -	<u>\$</u> -	\$ -	<u>\$</u> -	\$ 17,182		\$
Adjustment for Actua	ials		\$ (851,286) \$ (530,44	l9) \$ (118,25	54) \$ -	<u></u> -	- Ş -	Ş -	\$ -	<u>\$</u> -	- \$	Ş -	<u>\$</u> -	Ş -	\$ -	\$ -	<u>\$</u> -	\$ -	<u>\$</u> -	\$ (1,499,989)	\$ - <u></u>	\$ (1,
Prop C - Add Back			Ş -	· Ş	- \$	- \$ -	Ş -	- Ş -	Ş -	\$ -	<u>\$</u> -	- Ş	\$ -	<u>\$</u> -	Ş -	Ş -	Ş -	<u>\$</u> -	Ş -	<u>\$</u> -	Ş -	\$ - <u></u>	\$
Prop C - COLA			Ş -	· Ş	- \$	- \$ -	Ş -		Ş -	\$ -	<u>\$</u>	- \$	\$ -	<u>\$</u> -	Ş -	Ş -	Ş -	<u>\$</u> -	\$ -	<u>\$</u> -	Ş -	\$ - \$	<u>\$</u>
Prop - C - Safer Famil			Ş	· \$	- \$	- \$ 585,938		\$ 585,938.00		\$ 1,414,385	. , ,			\$ 1,149,188		\$ 618,794	, ,		\$ 587,796	. ,			. ,
Total HSH Revenues			\$ 1,353,769.65	\$ 1,591,664.7	/3 \$ 2,115,191.3	35 \$ 2,843,987.00	Ş -	\$ 2,843,987.00	Ş -	\$ 3,672,434.45	\$ 3,672,434.45	\$ -	\$ 3,407,237.18	\$ 3,407,237.18	\$ -	\$ 2,876,842.64	\$ 2,876,842.64	<u>\$</u> -	\$ 2,845,844.64	\$ 2,845,844.64	\$ 7,904,612.73	\$12,802,358.91	\$20,706
Rev-Exp (Budget Mat		N	Ş -	Ş -	Ş -	Ş -		Ş -	\$ -		<u>ې -</u>	Ş -		<u>ې -</u>	Ş -		<u>ې</u> -	Ş -		<u>ې -</u>	Ş -		\$
Fotal Adjusted Salary	YFIE (All Budgets)			5.2	.4	17		\$ 11.43			11.43			10.36			9.04			9.26	J		
									• •														
			*NOTE HSH bud	gets typically pro	piect out revenue le	evels across multiple	vears, strictly for	budget-planning pu	irposes. All program	n nudgets at anv gi	iven vear are sub	lect to Mayoral / E	oard of										
Prepared by	Biniam Haile																						
	Biniam Haile 415.546.6756 ext.	.401				re not guaranteed.						jeet to mayerary 1											
Phone 4												,,,,,,											

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Α	В	C C) E	<u> </u>	F	G	н		J	К	L	М	N	0	P	Q	R	S	Т	U	V	W	х	Y	Z	AA	AB	AI	AJ	AK
1 DEPARTMENT OF H	HOMELESSNESS AN	ND SUPPORTIVE HOUSING		•									-				•		-											
2 APPENDIX B, BUDG	<u>SET</u>																													
3 Document Date	7/1/2025	I I																												
4 Contract Term	Begin Date	End Date Duration	(Years)																											
5 Current Term	7/1/2021	6/30/2025 4	· · ·																											
6 Amended Term	7/1/2021	6/30/2029 8	3																											
7 Provider Name	Homele	ess Prenatal Program, Inc.																												
8 Program		SHARE Subsidies																												
9 F\$P Contract ID#		1000021498																												
10 Action (select)		Amendment																												
11 Effective Date		7/1/2025																												
Budget Name	Prop C - Rapio	d Rehousing & Support Ser	vices																											
12	Current	New																												
14 Term Budget	\$ 7,318,675	\$ 16,350,871																												
15 Contingency	\$ 896,096	\$ 1,920,354 15	%																				EXTENSION YEAR			EXTENSION YEAR				
16 Not-To-Exceed	\$ 8,800,709				Year 1			Year 2			Year 3			Year 4			Year 5			Year 6			Year 7			Year 8			All Years	
			7/1/2	021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	7/1/2024 -	7/1/2024 -	7/1/2024 -	7/1/2025 -	7/1/2025 -	7/1/2025 -	7/1/2026 -	7/1/2026 -	7/1/2026 -	7/1/2027 -	7/1/2027 -	7/1/2027 -	7/1/2028 -	7/1/2028 -	7/1/2028 -	7/1/2021 -	7/1/2021 -	7/1/2021 -
47			6/30/		6/30/2022	6/30/2022	6/30/2023	6/30/2023		6/30/2024	6/30/2024	6/30/2024	6/30/2025	6/30/2025	6/30/2025	6/30/2026	6/30/2026	6/30/2026	6/30/2027	6/30/2027	6/30/2027	6/30/2028	6/30/2028	6/30/2028	6/30/2029	6/30/2029	6/30/2029	6/30/2025	6/30/2029	6/30/2029
18			Actu		Amendment	New	Actuals	Amendmen		Actuals	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Amendment	New
19 Expenditures																														
20 Salaries & Benefits			\$	425,653	\$-	- \$ 425,65	53 \$ 511,8	43 <mark>\$</mark>	(0) \$ 511,843	3 \$ 638,442	\$ 0	\$ 638,441.95	\$ 655,202 \$	\$ (0)	\$ 655,202.32	\$-	\$ 655,202	\$ 655,202	\$	- \$ 655,202	\$ 655,202	\$-	\$ 655,202	\$ 655,202	\$-	\$ 655,202	\$ 655,202	\$ 2,231,140 \$	2,620,809	\$ 4,851,949
21 Operating Expense			\$	2,765		- \$ 2,76	, ,	00 \$	- \$ 2,800	• • • • • • • • • • •	-	\$ 38,844.00	\$ 78,147	\$-\$	\$ 78,147.00	\$-	\$ 78,147	\$ 78,147	\$	- \$ 78,147	\$ 78,147	\$-	\$ 78,147	, ,	\$-	\$ 78,147	\$ 78,147	\$ 122,556 \$	312,588	\$ 435,144
22 Subtotal				428,418	\$ -	- \$ 428,41	,		(0) \$ 514,643			\$ 677,285.95	\$ 733,349	\$ (0) \$	\$ 733,349.32	\$-	\$ 733,349	\$ 733,349	\$	- \$ 733,349	\$ 733,349		\$ 733,349	\$ 733,349	\$ -	\$ 733,349	\$ 733,349	\$ 2,353,696 \$	2,933,397	\$ 5,287,093
23 Indirect Percentage				15.00%	•	15.00			15.00			\$ 0.15	15.00%		15.00%			15.00%	15.009		15.00%		4 400.005	15.00%	15.00%	• • • • • • • • • • • • • • • • • • •	15.00%			
24 Indirect Cost (Line 2		at 0()		64,263		- \$ 64,26			(0) \$ 77,197	- /		\$ 101,592.89	\$ 109,995	· · · · · · · · · · · · · · · · · · ·	\$ 109,994.99		\$ 109,995	\$ 109,995	Ş ¢	- \$ 109,995	/	Ŧ	\$ 109,995	+	<u> -</u>	\$ 109,995	\$ 109,995	/-	439,980	\$ 793,027
25 Other Expenses (No		ect %)	ې د	861,090	<u>ې -</u> د	- \$ 861,09	90 \$ 999,8	24 \$ 6	- \$ 999,824	4 \$ 1,331,312 - \$ 5,000		\$ 1,331,312.50 \$ 5,000.00	\$ 1,409,704 \$ 5,000		\$ 1,409,704.00 \$ 5,000.00		\$ 1,409,704 \$ 5,000	\$ 1,409,704 \$ 5.000	ې د	- \$ 1,409,704 - \$ 5,000	\$		\$ 1,409,704 \$ 5,000	. , ,	<u>ې -</u> د	\$ 1,409,704 \$ 5,000	\$ 1,409,704 \$ 5.000	\$ 4,601,930 \$ \$ 10,000 \$	5,638,816 20,000	\$ 10,240,746 \$ 30,000
26 Capital Expenditure28 Total Expenditures			ې د 1	 ,353,770	<u>,</u> ,	- Ş - \$ 1,353,77	- , 70 \$ 1,591,6		(0) \$ 1,591,66!			\$ 2,115,191.35	· · · · ·	•	\$ 2,258,048.31	-	\$ 2,000 \$ 2,258,048	\$ 2,258,048	ې ć	- \$ 2.258.048	\$ 2,258,048	1	\$ 2,258,048	\$ 2,258,048		\$ 2,258,048	\$ 2,258,048		9 032 193	\$ 16,350,867
29			, , , , , , , , , , , , , , , , , , ,		<u> </u>						,	<i> </i>			2,230,040.31	Ŷ	<i>Ş</i> 2,230,040	<i>y 2,230,040</i>	,	Ç 2,230,040	<i>, 2,230,040</i>	Ŷ	\$ 2,230,040	\$ 2,230,040	4	<i>Ş</i> 2,230,040	2,230,040	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	5,052,155	10,330,007
30 HSH Revenues (sele	ect)																													
31 General Fund - Ong			\$2,	,187,874	\$-	- \$ 2,187,87	74 \$ 2,113,2	77	\$ 2,113,277.00	0		\$ -			\$-			\$-			\$-			\$-			\$ -	\$ 4,301,151 \$	-	\$ 4,301,151
33 General Fund - One				:	\$ -	- \$	- \$ 8,8	37 \$	- \$ 8,83	7		\$-			\$-			\$-			\$-			\$-			\$-	\$ 8,837 \$	-	\$ 8,837
34 Prop C - Ongoing			\$	- :	\$ -	\$	-		\$	- \$ 2,233,445		\$ 2,233,445.00	\$ 2,258,049	5	\$ 2,258,049.00		\$ 2,258,049	\$ 2,258,049		\$ 2,258,049	\$ 2,258,049		\$ 2,258,049	\$ 2,258,049		\$ 2,258,049	\$ 2,258,049	\$ 4,491,494 \$	9,032,196	\$ 13,523,690
35 General Fund - One				17,182	\$ -	- \$ 17,18	·		\$	-		\$ -			\$ -			\$-			\$-			\$ -			\$-	\$ 17,182 \$	-	\$ 17,182
36 Adjustment for Act				851,286)		\$ (851,28	, . , ,		\$ (530,449			\$ (118,253.65)		\$	\$-			\$ -			\$-	-		\$ -			\$-	\$ (1,499,989) \$	-	\$ (1,499,989)
40 Total HSH Revenue			\$ 1,	,353,770	\$ -	- \$ 1,353,77	70 \$ 1,591,6	65 \$	- \$ 1,591,664.73	3 \$ 2,115,191	\$-	\$ 2,115,191.35	\$ 2,258,049	\$	\$ 2,258,049.00	\$ -	\$ 2,258,049	\$ 2,258,049	\$	- \$ 2,258,049	\$ 2,258,049	\$-	\$ 2,258,049	\$ 2,258,049	\$	\$ 2,258,049	\$ 2,258,049	\$ 7,318,675 \$	9,032,196	\$ 16,350,871
50 Rev-Exp (Budget M	atch Check)		Ş	-		Ş -	Ş -		Ş -	Ş -		<u>\$</u> -	Ş -		Ş -	Ş -		<u>\$ -</u>	Ş -		ş -	Ş -		Ş -	<u> </u>		ş <u>-</u>	<u>\$ - </u>		ş -
51 52	I	I I	I					I		1	I																			
₅₃ Prepared by	Biniam Haile																													
54 Phone	415.546.6756 ext	t.401																												
55 Email		elessprenatal.org																												
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A DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HO			JK	L M	N O	P	Q	R S	T T	U	V	W	X Y	Z	AA	AB	AC	AD	AE AF	AG	Al	AJ	AK	AL A	AM AN	AP AP	AQ	AR	S AT	AU AW	AX	AY	AZ BA	BB BD	BE	BT	BU BV
	IOUSING																																				
SALARY & BENEFIT DETAIL Document Date																																					
Provider Name																																					
Program																																					
F\$P Contract ID#																																					
Budget Name																													EXTENSIO	N YEAR			EXTENSIC	N YEAR			
3	Year 1			Year 2				Ye	ar 3					Yea	r 4					Year 5					Year 6				Year	7			Year	8			All Years
POSITION TITLE	7/1/2021 - 7/1/2021 - 7/1/2021 - 6/30/2022 6/30/2022 6/30/2022	Agency Totals	For HSH Fun Program	nded 7/1/2022 - 6/30/2023	7/1/2022 7/1/2022 6/30/202	22 - 023 Agency	y Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	Agency Totals	For HSH Prog			30/2025	024 - 6/30/2025	Agency To	ntais i	HSH Funded Program	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	Agency Tota	als	or HSH Funded Program	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	Agency Totals	For HSH Fur Progran	ded 7/1/202 6/30/202	7 - 7/1/2027 - 28 6/30/2028	Agency Totals	For HSH Fun Program	n/30/7079	7/1/2028 - 6/30/2029	7/1/2021 - 6/30/2025	7/1/2021 - 7/1/2021 6/30/2029 6/30/2021
	Actuals Amendment New	Annual Full Pos	sitio % FTF Adi		Amondmo New Budgete	ed Annual Full	Position	% FTF Adjuste	Actuals	Amendment	New Budgeted	nnual Full Posi	ition % FTF	Adjusted	Current An	endment	New		Position % Fi	F Adjusted	Amendment	Budgeted	Annual Full	Position %	ETE Adjusted	Amendment	Budgeted		tion % FTF A	Amenam	ent New Budgeted	Annual Full Po	ition % FTF Ad	Amenamen	t New	Current/Actuals	Modification New
1	Salary Change Salary	Time Salary (for n	FTE funded by Bu	Budgete Budgeted Salar	Change Salarv	y Time Salary (fo	for FTE fu	unded by Budgete	d Salary	Change	Salary Tim	e Salary (for F	TE funded by	Budgeted	Salary	Change Bu	dgeted Salary T	Time Salary (for	FTE funde	d by Budgeted	d Change	Salary	Time Salary (for	FTE func	led by Budgeted	Change	Salary Ti	me Salary (for F	E funded by Bu	dgeted Change	Salary	Time Salary (for	TE funded by Bu	geted Change	Budgeted Salary	Budgeted Salary	Change Budgeted Sa
2 Housing Specialist	\$ 55,125 \$ - \$ 55,12	5 \$ 60,778	1.00 100%	1.00 \$ 60,778.00	\$ - 60,778	78.00 \$ 64,586	36 1.00	100% 1.	00 64,586.00 \$	\$ - \$	64,586 \$	64,586	1.00 100%	1.00 \$	64,586 \$	- \$	64,586	\$64,586	1.00 1	00% 1.00	0 \$ 64,586	\$ 64,586	\$64,586	1.00	100% 1.00	\$ 64,586	\$ 64,586	\$64,586	1.00 100%	1.00 \$ 64,	586 \$ 64,580	\$64,586	1.00 100%	1.00 \$ 64,58	6 \$ 64,586	\$ 245,075	\$ 258,344 \$ 503,
3 Case Manager	\$ 52,500 \$ - \$ 52,50	0 \$ 60,778	1.00 100%	1.00 \$ 60,778.00	\$ - 60,778	78.00 \$ 65,393	93 1.00	100% 1.	00 65,393.00 \$; - \$	65,393 \$	65,393	1.00 100%	1.00 \$	65,393 \$	- \$	65,393	\$65,393	1.00 1	.00% 1.00	00 \$ 65,393	\$ 65,393	\$65,393	1.00	100% 1.00	\$ 65,393	\$ 65,393	\$65,393	1.00 100%	1.00 \$ 65,	393 \$ 65,393	\$65,393	1.00 100%	1.00 \$ 65,39	3 \$ 65,393	\$ 244,064	\$ 261,572 \$ 505,
4 Supportive Housing Program Manager	\$ 57,330 \$ - \$ 57,33	60,778	1.00 100%	1.00 \$ 60,778.00	\$ - 60,778	78.00 \$ 91,375	75 1.00	17% 0.	15,533.75 \$. - \$	15,534 \$	91,375	1.00 35%	0.35 \$	32,235 \$	(0) \$	32,235	\$91,375	1.00	35% 0.35	5 \$ 32,235	\$ 32,235	\$91,375	1.00	35% 0.35	\$ 32,235	\$ 32,235	\$91,375	1.00 35%	0.35 \$ 32,	235 \$ 32,23	\$91,375	1.00 35%	0.35 \$ 32,23	5 \$ 32,235	\$ 165,877	\$ 128,940 \$ 294,
5 Compliance Specialist	\$ 28,696 \$ - \$ 28,69	6 \$ 143,833	1.00 21%	0.21 \$ 30,204.93	\$ - 30,204	04.93 \$ 86,375	75 1.00	52% 0.	52 44,915.00 \$; - ;	44,915 \$	86,375	1.00 45%	0.45 \$	39,043 \$	0\$	39,043	\$86 375	1.00	<u>45%</u> 0.45	5 \$ 39,043	\$ 39,043	\$86 375	1 00	45% 0.45	\$ 39,043	\$ 39,043	\$86 375	1 00 45%	0.45 \$ 39,	043 \$ 39,043	\$86.375	1 00 45%	0.45 \$ 39,04	3 \$ 39,043	\$ 142,859	\$ 156,173 \$ 299,
Accounting Associate	\$ 23,000 \$ - \$ 23,00	0 \$ 81,660	1.00 17%	0.17 \$ 13,882.20		82.20 \$ 90,775	75 1.00	0.15 0.	13,616.25	. - \$	13,616 \$	90,775	1.00 0.50	0.50 \$	45,388 \$	(0) \$	45,388	\$00,375	1.00	<u> </u>	45,388	\$ 45,388	\$00,375	1.00	50% 0.50	\$ 45,388	\$ 45,388	\$00,375	1.00 5.0%	0.50 \$ 45,	388 \$ 45,38	\$00,375	1.00 5.0%	0.50 \$ 45,38	8 \$ 45,388	\$ 95,886	\$ 181,550 \$ 277,
o Mental Health Therapist	\$ 9,283 \$ - \$ 9,28	3 \$ 86.961	1.00 15%	0.15 \$ 13,044.15	\$ - 13,044	44.15 \$ 115.030	30 0.77	45% 0.	35 39.857.90 \$. - s	39.858 \$	115.030	1.00 38%	0.38 \$	43.711 \$	- \$	43.711	\$30,775	1.00	20% 0.38	8 \$ 43,711	\$ 43.711	\$30,773	1.00	28% 0.38	\$ 43.711	\$ 43.711	\$30,775	1.00 30%	0.38 \$ 43.	711 \$ 43.71	\$30,775	1.00 30%	0.38 \$ 43,71	1 \$ 43.711	\$ 105.896	\$ 174.846 \$ 280.
Director of Housing and Partnerships	\$ 21,630 \$ - \$ 21,63	0 \$ 186.437	1 00 15%	0.15 \$ 27,965.55	,	65.55 \$ 145,252	51 1.00	21% 0	21 30.204.93 \$		30,205 \$	145 251	1 00 21%	0.21 \$	30,503 \$	Ś	30 503	\$115,030	1.00	38%	1 \$ 30,503	\$ 30,503	\$115,030	1.00	38% 0.21	\$ 30,503	\$ 30,503	\$115,030	1.00 38%	0.21 \$ 30	503 \$ 30,503	\$115,030	1.00 38%	0.21 \$ 30.50	3 \$ 30,503	\$ 110 303	\$ 122.011 \$ 232
Case Manager	\$ 7,562 \$ - \$ 7,5	52 \$ 187 839	1.00 5%	0.05 \$ 9.391.95	· · · · · · · · · · · · · · · · · · ·	91.95 \$ 70.446	16 1.00	100% 1	00 70.446.00 \$		70.446 \$	70.446	1.00 100%	1.00 \$	70.446 \$	- \$	70.446	\$145,251	1.00	21% 1.0	0 \$ 70 446	\$ 70.446	\$145,251	1.00	21% 1.00	\$ 70.446	\$ 70.446	\$145,251	1.00 21%		446 \$ 70.44	\$145,251	1.00 21%	1.00 \$ 70.44	6 \$ 70.446	\$ 157.846	\$ 281 784 \$ 139
	· · · · · · · · · · · · · · · · · · ·		1.00 576	0.05 \$ 9,391.95	y - <i>y</i> ,39.	21.33 \$ 70,440	+0 1.00	100% 1.	55 51 691 25 \$	· · ·	70,440 Ş	70,440	1.00 100%	1.00 \$	70,440 3	- ,	70,440	\$70,446	1.00 1	00% 1.00	x	\$ 70,440	\$70,446	1.00	100% 1.00	<i>\$</i> 70,440	\$ 70,440	\$70,446	1.00 100%	1.00 5 70,	440 5 70,440	\$70,446	1.00 100%	1.00 \$ 70,44	c c c c	\$ 107,040	¢ 202,704 \$ 459,
2 Supportive Housing Asst Program Manager	5 - 5	-			ş - \$ -	\$ 79,52	25 1.00 36 1.00	65% 0. 100% 1	0 \$ 64.586.00 \$		64 586 \$	64 586	1.00 70%	1.00 \$	64 586 \$	\$	64 586	\$79,525	1.00		0 \$ 55,986	\$ 55,986 \$ 64,586	\$79,525	1.00	70% 0.70	\$ 55,986 \$ 64,586	\$ 55,986 \$ 64,586	\$79,525	1.00 70%	0.70 \$ 55,	586 \$ 55,980	\$79,525	1.00 70%	1.00 \$ 64.58	6 \$ 55,986	\$ 107,677 \$ 129,172	\$ 223,942 \$ 331, \$ 258 344 \$ 387
4 3	* *				۲ ۲	¢ 100.450		22%	23 \$ 25,174.65 \$,,,,,,,,		100 455	1.00 10070			۲ ۲	25.175	\$64,586	1.00 1	00%		\$ 04,500	\$64,586	1.00	100% 1.00	¢ 07,500	¢ 25.175	\$64,586	1.00 100%	1.00 \$ 0-7,	175 \$ 25,175	\$64,586	1.00 100%	0.23 \$ 25,17	c \$ 07,300	¢ 50.240	\$ 100,699 \$ 151,
5 Assistant Director of Housing and Partnerships	3 - 3	-			3 -	\$ 109,455	55 1.00	23% 0.	. , .	- ,	25,175 \$	109,455	1.00 23%	0.25 3	25,175 3	- >	25,175	\$109,455	1.00	23% 0.23	3 \$ 25,175	· /	\$109,455	1.00	23% 0.23	3 23,173	\$ 25,175	\$109,455	1.00 23%		. ,	\$109,455	1.00 23%	. ,	. ,	\$ 50,349	
3	\$ 340,522 \$ - \$ 340,52	.2			\$ (0) 403,020	26.29				s 0 Ş	523,313			L SALARIES \$	537,051 \$	(0) \$	537,051			OTAL SALARIES	S \$ 537,051	\$ 537,051			TOTAL SALARIES	\$ 537,051	\$ 537,051		TOTAL SA	$\frac{1}{2}$	051 \$ 537,05		TOTAL SA	ARIES \$ 537,05	1 \$ 537,051	\$ 1,803,912	\$ 2,148,204 \$ 3,952,
4			TOTAL FTE	5.25			тс	OTAL FTE 6.	17				TOTAL FTE	6.83					TOTAL	FTE 6.83	3			тот	AL FTE 6.83				TOTAL FTE	6.83			TOTAL FTE	6.83			
5	25.00% 25.0	0%	FRINGE BENEFIT	RATE 27.00%	,)	27%	FR	RINGE BENEFIT RAT	E 22.00%		22.00%		FRINGE BEN	NEFIT RATE	22.00%		22.00%		FRING	BENEFIT RATE	E	22.00%	¢	FRIN	GE BENEFIT RATE		22.00%		FRINGE BENEF	T RATE	22.00	6	FRINGE BENEFI	RATE	22.00%		
6	\$ 85,131 \$ - \$ 85,1	EMP	LOYEE FRINGE BEN	NEFITS \$ 108,817	108,81	17.10	EMPLOY	EE FRINGE BENEFI	rs \$ 115,129 \$	\$	115,128.88	I	EMPLOYEE FRING	E BENEFITS \$	118,151 \$	(0) \$	118,151		EMPLOYEE FI	RINGE BENEFITS	S \$ 118,151	\$ 118,151		EMPLOYEE	FRINGE BENEFITS	\$ 118,151	\$ 118,151		EMPLOYEE FRINGE B	NEFITS \$ 118,	151 \$ 118,15	_	EMPLOYEE FRINGE BE	NEFITS \$ 118,15	1 \$ 118,151	\$ 427,228	\$ 472,605 \$ 899,
7	\$ 425,653 \$ - \$ 425,6	3 ТОТА	L SALARIES & BEN	EFITS \$ 511,843	\$ (0) 511,843	43.39	TOTAL SA	ALARIES & BENEFIT	S \$ 638,442 \$	\$ 0 \$	638,442	т	OTAL SALARIES 8	& BENEFITS \$	655,202 \$	(0) \$	655,202		TOTAL SALAR	IES & BENEFITS	S \$ 655,202	\$ 655,202		TOTAL SALA	ARIES & BENEFITS	\$ 655,202	\$ 655,202		OTAL SALARIES & BE	NEFITS \$ 655,	202 \$ 655,202		TOTAL SALARIES & BE	IEFITS \$ 655,20	2 \$ 655,202	\$ 2,231,140	\$ 2,620,809 \$ 4,851
8																							-			·						- -		·			
3																																					

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A	В	С	D	E	F	G	Н	Ι	J	К	L	М	N	0	Р	Q	R	S	Т	U	V	W	Х	Y	AF	AG	AH
DEPARTMENT OF HOMELESSNESS AND SUPPO	ORTIVE HOUSING																										
OPERATING DETAIL																											
Document Date	7/1/2025																										
Provider Name	Homeless Pren	iatal Program, Inc	с.																								
Program	SHARE Subsidi	es																									
F\$P Contract ID#	1000021498																										
Budget Name	Prop C - Rapid	Rehousing & Sup	pport Services									XTENSION YE								EXTENSION YEAF	5		EXTENSION YEA	D			
-		Year 1			Year 2			Year 3			Year 4			Year 5			Year 6			Year 7			Year 8			All Years	
-																											
	7/1/2021 -	7/1/2021 -	7/1/2021 - 6/30/2022	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	7/1/2024 -	7/1/2024 -	7/1/2024 -	7/1/2025 -	7/1/2025 -	7/1/2025 -	7/1/2026 -	7/1/2026 -	7/1/2026 -	7/1/2027 -	7/1/2027 -	7/1/2027 -	7/1/2028 -	7/1/2028 -	7/1/2028 - 6/30/2029	7/1/2021 - 6/30/2025	7/1/2021 - 6/30/2029	7/1/2021
	6/30/2022	6/30/2022		6/30/2023	6/30/2023	6/30/2023	6/30/2024	6/30/2024	6/30/2024	6/30/2025	6/30/2025	6/30/2025	6/30/2026	6/30/2026	6/30/2026	6/30/2027	6/30/2027	6/30/2027	6/30/2028	6/30/2028	6/30/2028	6/30/2029	6/30/2029				6/30/2029
-	Actuals	Amendment	New	Actuals	Amendment	New	Actuals	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Modification	New
	Budgeted	0	Budgeted	Budgeted		Budgeted	Budgeted	0	Budgeted	Budgeted	0	Budgeted	Budgeted	0	Budgeted	Budgeted	0	Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
<u>Operating Expenses</u>	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense		Change	Expense
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 	-		\$ -	\$	• \$ 15,300	⇒ -	\$ 15,300	\$ 15,300 \$ 5,000		- \$ 15,300 - \$ 5.000		\$ 15,300 \$ 5,000			\$ 15,300 \$ 5,000	\$ 15,300.00 \$ 5,000.00		\$ 15,300 \$ 5,000	\$ 15,300.00 \$ 5,000.00		\$ 15,300 \$ 5,000	\$ 15,300.00 \$ 5,000.00	\$ 30,600 \$ 5,000	\$61,200	\$ 91,8 \$ 25,0
Building Maintenance Supplies and Repair		\$.	-		\$ -		· • • -	⇒ -	5 -	• • • • • •	•	+ -,			. ,		\$ 5,000			\$ 5,000	. ,			. ,		\$ 20,000	, ,
Printing and Reproduction		\$	-		\$ -	<u>\$</u> -	· \$ 1,017	•	\$ 1,017			- \$ 1,020		\$ 1,020			\$ 1,020	\$ 1,020.00		\$ 1,020	\$ 1,020.00		\$ 1,020	\$ 1,020.00	\$ 2,037	\$ 4,080	. ,
	A 0.70	\$ ·	-		\$ -	\$ -	· \$ 4,155		\$ 4,155	, ,		- \$ 4,155		\$ 4,155			\$ 4,155	\$ 4,155.00		\$ 4,155	\$ 4,155.00		\$ 4,155	. ,		\$ 16,620	. ,
Staff Training	\$ 2,76	5 \$.	- \$ 2,765	\$ 2,800	\$ -	\$ 2,800	, , ,		\$ 4,834			- \$ 4,834		\$ 4,834			\$ 4,834	\$ 4,834.00		\$ 4,834	\$ 4,834.00		\$ 4,834		\$ 15,233	\$ 19,336	. ,
Staff Travel-(Local & Out of Town)		\$	-		\$ -	<u>\$</u> -	· \$ 700	\$ -	\$ 700	, ,		- \$ 3,000		\$ 3,000			\$ 3,000	\$ 3,000.00		\$ 3,000	\$ 3,000.00		\$ 3,000		\$ 3,700	\$ 12,000	
2 Data License & IT		\$	-		\$ -	\$ -	· \$ 12,838	\$ -	\$ 12,838	, ,		- \$ 12,838		\$ 12,838	. ,		\$ 12,838	\$ 12,838.00		\$ 12,838	\$ 12,838.00		\$ 12,838	, ,	\$ 25,676	\$ 51,352	
Client Barrier Removal		\$	-		\$-			\$-		\$ 32,000		- \$ 32,000		\$ 32,000			\$ 32,000	\$ 32,000.00		\$ 32,000	\$ 32,000.00		\$ 32,000	\$ 32,000.00	\$ 32,000	\$ 128,000	
TOTAL OPERATING EXPENSES	\$ 2,76	5 \$.	- \$ 2,765	\$ 2,800	\$ -	\$ 2,800	\$ 38,844	\$-	\$ 38,844	\$ 78,147	' \$	- \$ 78,147	\$-	\$ 78,147	\$ 78,147	\$-	\$ 78,147	\$ 78,147	\$-	\$ 78,147	\$ 78,147	\$	\$ 78,147	\$ 78,147	\$ 122,556	\$ 312,588	\$ 435,1
)																											
Other Expenses (not subject to indirect cost %)			_						-		_						-			· · · · ·							
Rental Subsidies	\$ 1,419,984	4 \$	- \$1,419,984	\$ 1,419,984	\$ -	\$ 1,419,983.66	\$ 1,031,060	\$-	\$ 1,031,060	\$ 1,129,562	2 \$	- \$ 1,129,562		\$ 1,129,562	\$ 1,129,562		\$ 1,129,562	\$ 1,129,562		\$ 1,129,562	\$ 1,129,562		\$ 1,129,562	\$ 1,129,562	\$ 5,000,589	\$ 4,518,248	\$ 9,518,8
Security Deposits	\$ 60,000	0 \$	- \$ 60,000	\$ 49,000	\$ -	\$ 49,000	\$ 120,442	\$-	\$ 120,442	\$ 120,442	2 \$	- \$ 120,442		\$ 120,442	\$ 120,442		\$ 120,442	\$ 120,442		\$ 120,442	\$ 120,442		\$ 120,442	\$ 120,442	\$ 349,884	\$ 481,768	\$ 831,6
Client Move In - Furniture	\$ 20,650.00	0 \$	- \$20,650	\$ 20,650	\$ -	\$ 20,650	\$ 41,300	\$-	\$ 41,300	\$ 41,300) \$	- \$ 41,300		\$ 41,300	\$ 41,300		\$ 41,300	\$ 41,300		\$ 41,300	\$ 41,300		\$ 41,300	\$ 41,300	\$ 123,900	\$ 165,200	\$ 289,1
Client Legal Services	\$ 64,000	0 \$	- \$ 64,000	\$ 55,803	\$-	\$ 55,803	\$ \$ 55,803	\$	\$ 55,803	\$ 40,000) \$	- \$ 40,000		\$ 40,000	\$ 40,000		\$ 40,000	\$ 40,000		\$ 40,000	\$ 40,000		\$ 40,000	\$ 40,000	\$ 215,606	\$ 160,000	\$ 375,6
Adjustment for Actuals	\$ (851,286	6) \$ -	\$ (851,286)	\$ (530,449)) \$ -	\$ (530,449)) \$ (118,254)	\$ -	\$ (118,254)		\$	- \$ -		\$ -	\$ -		\$	\$ -		\$-	\$		\$-	\$ -	\$ (1,499,989)	\$	\$ (1,499,9
Extension Funding					\$ -		\$ 72,000		\$ 72,000	\$ 72,000) \$	- \$ 72,000		\$ 72,000	\$ 72,000		\$ 72,000	\$ 72,000		\$ 72,000	\$ 72,000		\$ 72,000	\$ 72,000	\$ 144,000	\$ 288,000	\$ 432,0
Incentives/Barrier Removal		\$	-		\$ -		\$ 6,400	\$ -	\$ 6,400	\$ 6,400)\$	- \$ 6,400		\$ 6,400	\$ 6,400		\$ 6,400	\$ 6,400		\$ 6,400	\$ 6,400		\$ 6,400	\$ 6,400	\$ 12,800	\$ 25,600	\$ 38,4
		•													•					_							
TOTAL OTHER EXPENSES	\$ 861,090	0 s .	- \$ 861,090	\$ 999,824	s -	\$ 999,824	\$ 1,331,312	\$ 0	\$ 1,331,313	\$ 1,409,704	I S	- \$ 1,409,704	\$ -	\$ 1,409,704	\$ 1,409,704	\$ -	\$ 1.409.704	\$ 1,409,704	\$ -	\$ 1,409,704	\$ 1.409.704	- 6	\$ 1,409,704	\$ 1,409,704	\$ 4,601,930	\$ 5.638.816	\$ 10,240,7
			+ 001,000	, 000,021			,		.,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	· · · · · · · · · · · · · · · · · · ·	, .co, . o i	Ť	· · · · · · · · · · · · · · · · · · ·	÷ .,,	Ŧ	.,,	÷ .,,	.	÷ .,,	÷ .,	r	· · · · · · · · · · · · · · · · · · ·	÷ .,,	÷ .,501,000		+ .0,2.0,
Capital Expenses		•						•							• - • • •			• - • • •			•			•		• • • • • • •	
Desktop, Laptops, Monitors		\$	-		\$-		\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$	- \$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	\$ 10,000	\$ 20,000	\$ 30,
1																							Ι			T	
TOTAL CAPITAL EXPENSES	\$	- \$.	- \$ -	\$ -	\$ -	\$ -	\$ 5,000	\$-	\$ 5,000	\$ 5,000) \$	- \$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	÷ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 20,000	\$ 30,0

	А	В	С	D	E	F
1	BUDGET NARRATIVE	Fis	scal Year	_		
2	Prop C - Rapid Rehousing & Supp	F	Y25-26	<- Select from the drop-down list the fiscal year in which the proposed budget of	changes will first become e	ffective
		<u>Adjusted</u> Budgeted				
3	Salaries & Benefits	<u>FTE</u>	Budgeted Salary		Calculation	Employee Name
4	Housing Specialist	1.00	\$ 64,586	includes managing landlord relationships, assisting with applications, budgeting and credit assistance, further housing searches for when subsidy ends.	1.00 FTE * \$64,586	Stephanie Zambrano
5	Case Manager	1.00	\$ 65,393	Main point of contact for the family. Counselor and advocate. The families will receive intensive case management including assessment, client-centered service plans, and addressing barriers to family stability.	1.00 FTE * \$65,393	Elizabeth Lawton
6	Supportive Housing Program Manager	0.35	\$ 32,235	Supervises and supports the 4 Case Managers. Oversees the collection of data ensuring that it is accurate and timely.	.35 FTE * \$32,235	Monica Hollins
7	Compliance Specialist	0.45		Assists with on-time data collection, sets up evaluation of monthly data, prepares monthly contract reporting.	.45 FTE * \$39,043	Victoria Ruiz
8	Accounting Associate	0.50	\$ 45,388	Assists with on-time data collection, sets up evaluation of monthly data, prepares monthly contract reporting	.5 FTE * \$45,388	Tannia Vargas
11	Mental Health Therapist	0.38	\$ 43,711	Provides trauma informed individual or family therapy to clients of HPP. Holds clinical case conferences with all case management teams to support difficult cases.	.38 FTE * \$43,711	Susana Eisen
	Director of Housing and Partnerships	0.21	\$ 30,503	Supervises and reviews the assistant housing program manager, oversees the evaluation of data, goals and contracts. Liaison with all Government Housing Contractors	.21 FTE * \$30,503	Monica Steptoe
	Case Manager	1.00	\$ 70,446	Provides trauma informed individual or family therapy to clients of HPP. Holds clinical case conferences with all case management teams to support difficult cases.	1.00 FTE * 70,446	Sujey Ruiz
	Supportive Housing Asst Program Manager	0.70	\$ 55,986		.7 FTE * \$55,986	Galen Comerford
16	Case Manager	1.00	\$ 64,586	Supervises and Supports the Director of Housing and Partnerships and all outside partners.	1.00 FTE * \$64,586	Nanyonjo Mukungu
	Assistant Director of Housing and Partnersh	0.23	\$ 25,175	Supervises and reviews the assistant housing program manager, oversees the evaluation of data, goals and contracts. Liaison with all Government Housing Contractors	.23 FTE * \$25,175	Holly Hsu
	TOTAL	6.83	\$ 537,051			
	Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 22% of total		
47			<u>\$ 118,151</u>	salaries.		
48	Salaries & Benefits Total		\$ 655,202			

	А	В	С	D	E	F
49				•	· · ·	
			Budgeted			
50	Operating Expenses		Expense	Justification	Calculation	
52	Utilities(Elec, Water, Gas, Phone, Scavenger	\$	15,300	Portion of Budget for Elec, Water, Gas, Phone, Recology) Not previously covered	for 6.64 FTE	
	Building Maintenance Supplies and Repair	\$	5,000	General Maintenance, Cleaning and Repair of our Building. Based on footage of		
54				office space and public space for housing clinics.	for 6.64 FTE	
	Printing and Reproduction	\$	1,020	Annual equipment rental for copier. The housing paperwork requires multiple		
55				copies of legal documents and worksheets.	for 6.64 FTE	
	Insurance	\$	4,155	Annual Liability, Auto, Accident, D&O Insurance	for 6.64 FTE	
	Staff Training	\$	4,834	Training, class, or job related workshop . HPP also provides 2-3 monthly trainings		
57				for all staff members working with clients.	for 6.64 FTE	
	Staff Travel-(Local & Out of Town)	\$	3,000	Staff working on this project accompany clients to housing appointments with the	~750 per FTE case	
				housing broker or potential landlords, make home visits, help clients with moving,	manager and housing	
58				take them to appointments. Staff also attend annual housing conferences.	specialist	
	Data License & IT	\$		Licensing with Sales Force for Data Base.	for 6.64 FTE	
	Client Barrier Removal	\$	32,000	clothing for job or rental interviews, school clothes for children, diapers, medical	Various goods and services	
61				supplies. Support with ID's or licenses, utility costs, food and household items.		
	TOTAL OPERATING EXPENSES	\$	78,147			
	Indirect Cost	15.0% \$	109,995			
108						

	А	В	С	D	E	F
109						
110	Other Expenses (not subject to indi	rect cost %)	Amount	Justification	Calculation	
111	Client Emergency Services					
112	Rental Subsidies		\$ 1,129,562	Ongoing rental Subsidies per year for 26 families	32 Families * \$39761	
113	Security Deposits		\$ 120,442	Deposits for 6 families obtaining housing this fiscal year	11 Families ~\$10,000-11,000	
	Client Move In - Furniture		\$ 41,300	A majority of the families that we house do not have furniture. We spend \$2,950/per	r 7 Families *\$2,950.	
114				Families for Beds, Mattresses, Tables, Chairs and Dressers.		
115	Client Legal Services		\$ 40,000	Legal and Immigration Support	6 - 7 Families * \$10,000.	
116	CODB One-Time Carried Forward from FY 2	20-21	\$ -			
117	Client Groups		\$ -			
118	Rental Bonus		\$ -			
119	Ongoing Transfer due to end of CoC Housing	g Plus	\$ -			
120	Adjustment for Actuals		\$ -			
121	Incentives		\$ -			
122	Extension Funding		\$ 72,000	Ongoing rental Subsidies extension for families	Various families rental Subsid	ies extension
	Incentives/Barrier Removal		\$ 6,400	Clothing for job or rental interviews, school clothes for children, diapers, medical	Various goods and services	
123				supplies.	-	
124	TOTAL OTHER EXPENSES		\$ 1,409,704			
125						
126						
127	<u>Capital Expenses</u>		Amount	Justification	Calculation	
128	Desktop, Laptops, Monitors		\$ 5,000	computer, laptops, monitors for 6.41 FTE	6.64 FTE x \$753	
129			\$ -			
135						
136	TOTAL CAPITAL EXPENSES		\$ 5,000			

A	В	С	D	N	0	P	Q	R	S	Т	U	V	W	X	Y	Z	AA	AB	AI	AJ	AK
	HOMELESSNESS AND	D SUPPORTIVE	HOUSING																	L	Page 5 of 8
2 APPENDIX B, BUDO																					
3 Document Date	7/1/2025																				
(Combrant Tomm	De sin Dete	Fuel Data	Duration																		
4 Contract Term	Begin Date	End Date	(Years)																		
5 Current Term	7/1/2021	6/30/2025	4																		
7 Provider Name		enatal Program	, Inc.																		
8 Program		RE Subsidies																			
9 F\$P Contract ID#		00021498																			
10 Action (select)		mendment																			
11 Effective Date		7/1/2025																			
12 Budget Name		afer Families P	an																		
	Current	New																			
14 Term Budget	\$ 585,938 \$	\$ 4,356,101																			
15 Contingency	\$ 896,096 \$	\$ 1,920,354	15%				_	EXTENSION YEAR		_	EXTENSION YEAR			EXTENSION YEAR		E	XTENSION YEAR				
16 Not-To-Exceed	\$ 8,800,709 \$	\$ 22,627,326			Year 4			Year 5			Year 6			Year 7			Year 8			All Years	
				7/1/2024 -	7/1/2024 -	7/1/2024 -	7/1/2025 -	7/1/2025 -	7/1/2025 -	7/1/2026 -	7/1/2026 -	7/1/2026 -	7/1/2027 -	7/1/2027 -	7/1/2027 -	7/1/2028 -	7/1/2028 -	7/1/2028 -	7/1/2021 -	7/1/2021 -	7/1/2021 -
47				6/30/2025	6/30/2025	6/30/2025	6/30/2026	6/30/2026	6/30/2026	6/30/2027	6/30/2027	6/30/2027	6/30/2028	6/30/2028	6/30/2028	6/30/2029	6/30/2029	6/30/2029	6/30/2025	6/30/2029	6/30/2029
17				Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New		Amendment	New	Current	Amendment	New
19 Expenditures			-	current	Amenument		current	Amenament	i i i i i i i i i i i i i i i i i i i	current	Amendment	New	current	Amenament	i i civi	current	Amenument	140.00	current	Amenument	
20 Salaries & Benefits				\$ 214,564	\$ -	\$ 214,564	Ś -	\$ 429,128	\$ 429,128	Ś -	\$ 321,101	\$ 321,101	Ś -	\$ 205,337 \$	205,337	Ś _ (\$ 232,345	\$ 232,345	\$ 214,564	\$ 1,187,910	\$ 1,402,474
21 Operating Expense				52,964	-	\$ 52,964		\$ 45,464			\$ 36,364			\$ 17,700 \$	17,700		\$ 14,250		\$ 52,964	\$ 113,777	. , ,
22 Subtotal				\$ 267,528	-	\$ 267,528		\$ 474,592			\$ 357,464	\$ 357,464	-	\$ 223,037	223,037		\$ 246,595		\$ 267,528		
23 Indirect Percentage	2			15.00%	•	15.00%	15.00%		15.00%	15.00%		15.00%	15.00%	·, , , , , , , , , , , , , , , , ,	15.00%	15.00%	¢0,000	15.00%	<i> </i>	÷ 1,001,000	<i> </i>
24 Indirect Cost (Line				\$ 40,129	\$ -	\$ 40,129		\$ 71,189			\$ 53,620	\$ 53,620		\$ 33,456	33,456	\$ - \$	\$ 36,989		\$ 40,129	\$ 195,253	\$ 235,382
25 Other Expenses (No		%)		\$ 278,281	-	\$ 278,281		\$ 868,604			\$ 738,104	\$ 738,104	\$ -	\$ 362,302		\$ - 5	\$ 304,212	. ,	\$ 278,281		
28 Total Expenditures	,			585,938.00		\$ 585,938.00		\$ 1,414,384.77	\$ 1,414,384.77	\$ -		\$ 1,149,188.06	\$ -	\$ 618,794.17	618,794.17	\$ - \$	\$ 587,795.61	\$ 587,795.61	\$ 585,938.00		\$ 4,356,100.61
29				,								. , ,		· ,	,		. ,	. ,	. ,	. , ,	. , ,
_																					
30 HSH Revenues (sele	ect)										1										
30 HSH Revenues (sele 39 Prop - C - Safer Fan				585,938		\$ 585,938.00		\$ 1,414,385	\$ 1,414,385		\$ 1,149,188	\$ 1,149,188		\$ 618,794 \$	618,794	Ş	\$ 587,796	\$ 587,796	\$ 585,938	\$ 3,770,163	\$ 4,356,101
	nilies Plan Fund			585,938 585,938.00		\$ 585,938.00 \$ 585,938.00		\$ 1,414,385 \$ 1,414,385.45		\$ -	\$ 1,149,188 \$ 1,149,188.18		\$-	\$ 618,794 \$ \$ 618,793.64 \$		\$ - 5	\$		\$ 585,938 \$ 585,938.00		\$ 4,356,101 \$ 4,356,100.91
39 Prop - C - Safer Fan 40 Total HSH Revenue	nilies Plan Fund es		, , , , , , , , , , , , , , , , , , ,	585,938 585,938.00		\$ 585,938.00 \$ 585,938.00 \$ 585,938.00 \$ -			\$ 1,414,385 \$ 1,414,385.45 \$ -	\$ - \$-		\$ 1,149,188 \$ 1,149,188.18 \$ -	\$ - \$-		618,794 618,793.64 -	\$ - \$	\$ 587,796 \$ 587,795.64			\$ 3,770,162.91	
39 Prop - C - Safer Fan	nilies Plan Fund es			\$ 585,938.00		\$ 585,938.00				\$ - \$-			\$ - \$-			\$ - \$ \$ -				\$ 3,770,162.91	\$ 4,356,100.91
39 Prop - C - Safer Fan 40 Total HSH Revenue	nilies Plan Fund es latch Check)	niam Haile		\$ 585,938.00		\$ 585,938.00				\$ - \$-			\$ - \$-			\$ - \$ \$ -				\$ 3,770,162.91	\$ 4,356,100.91
 39 Prop - C - Safer Fan 40 Total HSH Revenue 50 Rev-Exp (Budget M 52 53 Prepared by 	nilies Plan Fund es latch Check) Bir			\$ 585,938.00		\$ 585,938.00				\$ - \$-			\$ - \$-			\$ - \$ \$ -				\$ 3,770,162.91	\$ 4,356,100.91
 39 Prop - C - Safer Fan 40 Total HSH Revenue 50 Rev-Exp (Budget M 52 	nilies Plan Fund es latch Check) Bir 415.54	niam Haile 6.6756 ext.401	al.org	\$ 585,938.00		\$ 585,938.00				\$ - \$-			\$- \$-			\$ - \$ \$ -				\$ 3,770,162.91	\$ 4,356,100.91

	A	Н	0	V	W	Х
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HO	USING				
2	SALARY & BENEFIT DETAIL	_				
3	Document Date	_				

Document Date																																			
Provider Name																																			
Program F\$P Contract ID#																																			
Budget Name												FXTEN	SION YEAR						EXTENSION \	FAR					FXTF	NSION YEAR				FXTI	NSION YEAR				
	Year 1	Year 2	Year 3				Year 4						ear 5						Year 6							Year 7					Year 8				All Years
POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency To	tals	For HSH Funded Program	7/1/2024		7/1/2024 - 6/30/2025	Agency Tot	tals Fo	or HSH Funded Program	7/1/2025 - 6/30/2026	7/1/2025 6/30/2026	- 7/1/2025 5 6/30/202		ency Totals	For HSH F Progr	Funded	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	Agency Tot	als	For HSH Funder Program	d 7/1/2027 - 6/30/2028		7/1/2027 - 6/30/2028	Agency Totals	For HSH Funde Program	7/1/2028 -		7/1/2028 - 6/30/2029	7/1/2021 - 6/30/2025	7/1/2021 - 6/30/2029
1	New	New	New				Current	Amendment	New		% F	- 1 -	Current	Amendmei	nt New			% F F		Current	Amendment	New				Current	Amendment	New		% FIF 1	Current	Amendment	New	Current	Modification
	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position fun FTE	this FTE	ted Budgetec ted Salary	Change	Budgeted Salary	nnual Full e Salary (for 1.00 FTE)	Position funde	ed by is FTE	d Budgeted Salary	Change	Budgete Salary		y (for Position	funded by this	Adjusted	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position fun FTE	this FTI	eted Budgeted E Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	n funded by this budget	eted Budgeted eted Salary	Change	Budgeted Salary	Budgeted Salary	Change
Housing Specialist	\$ -	\$-	\$-	\$ 64,586	1.00	100% 1	1.00 \$ 32,2	93 \$ -	\$ 32,293 \$	64,586	1.00	100% 1.	00	\$ 64,5	86 \$ 64,	586 \$ 6	4,586 1.0		1.00		\$ 64,586	\$ 64,586	\$ 64,586	1.00	50%	0.50	\$ 32,293	\$ 32,293	\$ 64,586 1	.00 50%	0.50	\$ 32,293 \$	32,293	\$ 32,293	3 \$ 193,758
Case Manager	\$ -	\$ -	\$-	\$ 65,393	2.00	100% 2	2.00 \$ 65,3	93 \$ -	\$ 65,393 \$	65,393	2.00	100% 2.	00	\$ 130,7	'86 \$ 130,	786 \$ 6	5,393 1.5	0 100%	1.50		\$ 98,090	\$ 98,090	\$ 65,393	1.00	100%	1.00	\$ 65,393	\$ 65,393	\$ 65,393 1	.00 100%	1.00	\$ 65,393 \$	65,393	\$ 65,393	3 \$ 359,662
Supportive Housing Program Manager	\$ -	\$ -	\$-	\$ 91,375	1.00	32%	0.32 \$ 14,8	03 \$ -	\$ 14,803 \$	91,375	1.00	32% 0.	32	\$ 29,6	606 \$ 29,	.606 \$ 9	1,375 1.0	0 20%	0.20		\$ 18,275	\$ 18,275	\$ 91,375	1.00	12%	0.12	\$ 11,352	\$ 11,352	\$ 91,375 1	.00 20%	0.20	\$ 18,275 \$	18,275	\$ 14,803	3 \$ 77,508
Compliance Specialist	\$ -	\$ -	\$-	\$ 86,375	1.00	25%	0.25 \$ 10,9	26 \$ -	\$ 10,926 \$	86,375	1.00	25% 0.	25	\$ 21,8	53 \$ 21,	.853 \$ 8	5,375 1.0	0 15%	0.15		\$ 12,956	\$ 12,956	\$ 86,375	1.00	10%	0.10	\$ 8,638	\$ 8,638	\$ 86,375 1	.00 10%	0.10	\$ 8,638 \$	8,638	\$ 10,926	5 \$ 52,084
Accounting Associate	\$ -	\$ -	\$-	\$ 90,775	1.00	25%	0.25 \$ 11,5	28 \$ -	\$ 11,528 \$	90,775	1.00	25% 0.	25	\$ 23,0	157 \$ 23,	.057 \$ 9	0,775 1.0	0 18%	0.18		\$ 16,650	\$ 16,650	\$ 90,775	1.00	12%	0.12	\$ 10,893	\$ 10,893	\$ 90,775 1	.00 12%	0.12	\$ 10,893 \$	10,893	\$ 11,528	3 \$ 61,493
Mental Health Therapist	\$ -	\$ -	\$-	\$ 115,030	0.77	28%	0.22 \$ 12,4	00 \$ -	\$ 12,400 \$	115,030	0.77	28% 0.	22	\$ 24,8	300 \$ 24,	800 \$ 11	5,030 0.7	7 20%	0.15		\$ 17,715	\$ 17,715	\$ 115,030	0.77	15%	0.12	\$ 13,286	\$ 13,286	\$ 115,030 0	.77 15%	0.12	\$ 13,286 \$	13,286	\$ 12,400) \$ 69,087
Director of Housing and Partnerships	\$ -	\$ -	\$-	\$ 145,251	1.00	20%	0.20 \$ 14,4	52 \$ -	\$ 14,452 \$	145,251	1.00	20% 0.	20	\$ 28,9	005 \$ 28,	.905 \$ 14	5,251 1.0	0 12%	0.12		\$ 17,430	\$ 17,430	\$ 145,251	1.00	10%	0.10	\$ 14,525	\$ 14,525	\$ 145,251 1	.00 15%	0.15	\$ 21,788 \$	21,788	\$ 14,452	2 \$ 82,648
Supportive Housing Asst Program Manager	\$ -	\$ -	\$-	\$ 79,525	1.00	35%	0.35 \$ 14,0	76 \$ -	\$ 14,076 \$	79,525	1.00	35% 0.	35	\$ 28,1	.52 \$ 28,	.152 \$ 7	9,525 1.0	0 22%	0.22		\$ 17,496	\$ 17,496	\$ 79,525	1.00	15%	0.15	\$ 11,929	\$ 11,929	\$ 79,525 1	.00 25%	0.25	\$ 19,881 \$	19,881	\$ 14,076	5 \$ 77,457
	\$ -	\$ -	\$-					\$ -	\$ -					\$ -	- \$	-					\$ -	\$ -					\$ -	\$ -				\$ - \$	-	\$ -	- \$ -
	\$ -	\$ -	\$-			TOTAL SALAR	RIES \$ 175,8	72 \$ -	\$ 175,872			TOTAL SALARII	S\$	- \$ 351,7		,744		TOTAL	L SALARIES \$	-	\$ 263,197	\$ 263,197			TOTAL SALA	RIES \$	\$ 168,309	\$ 168,309	I	TOTAL SALA	RIES \$ -	\$ 190,446 \$	190,446	\$ 175,872	2 \$ 973,697
					TO [.]	TAL FTE 4	4.60				тота	L FTE 4.	60					TOTAL FTE	3.53					TO	TAL FTE	2.21				TOTAL FTE	2.44				
					FRI	INGE BENEFIT RA	ATE 22.0	0%	22.00%			GE BENEFIT RAT	E 22.0	0%	22	.00%		FRINGE BEN		22.00%		22.00%		FRI	INGE BENEFIT R	ATE 22.009	6	22.00%		FRINGE BENEFIT F		/ D	22.00%		
	\$ -	\$ -	\$-			EE FRINGE BENEF		92 \$ -	\$ 38,692			FRINGE BENEFI		- \$ 77,3	84 \$ 77,	.384	EM	PLOYEE FRINGE		-	\$ 57,903	\$ 57,903			EE FRINGE BENE		\$ 37,028	\$ 37,028	Eſ	APLOYEE FRINGE BEN		\$ 41,898 \$	41,898	\$ 38,692	2 \$ 214,213
	\$ -	Ś.	\$ -			LARIES & BENEF		64 Ś -	\$ 214,564		TOTAL SALA	RIES & BENEFI	s ś	- \$ 429.1	.28 \$ 429,	128	то	AL SALARIES &	BENEFITS S	-	\$ 321.101	\$ 321,101		TOTAL SA	LARIES & BENE	FITS Ś	\$ 205,337	\$ 205,337	тс	TAL SALARIES & BENE	FITS Ś -	\$ 232,345 \$	232,345	\$ 214.564	\$ 1,187,910

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A	D	G	J	К	L	М	Ν	0	Р	Q	R	S	Т	U	V	W	Х	Y	AF	AG	AH
1 DEPARTMENT OF HOMELESSNESS AND SUPPOR	RTIVE HOUSING																				Page 6 of 8
2 OPERATING DETAIL																					
3 Document Date	7/1/2025																				
4 Provider Name	Homeless Pre	natal Program, Ir	nc.																		
5 Program	SHARE Subsid	lies																			
6 F\$P Contract ID#	1000021498		_																		
7 Budget Name	Prop C - Safer	Families Plan																			
8								EXTENSION YEAR	२		EXTENSION YEAR	R		EXTENSION YEA	R		EXTENSION YEA	R			
9	Year 1	Year 2	Year 3		Year 4			Year 5			Year 6			Year 7			Year 8			All Years	
	7/1/2021 -	7/1/2022 -	7/1/2023 -	7/1/2024 -	7/1/2024 -		7/1/2025 -	7/1/2025 -	7/1/2025 -	7/1/2026 -	7/1/2026 -	7/1/2026 -	7/1/2027 -	7/1/2027 -	7/1/2027 -	7/1/2028 -	7/1/2028 -	7/1/2028 -	7/1/2021 -	7/1/2021 -	7/1/2021 -
	6/30/2022	6/30/2023	6/30/2024	6/30/2025			6/30/2026	6/30/2026	6/30/2026	6/30/2027	6/30/2027	6/30/2027	6/30/2028	6/30/2028	6/30/2028	6/30/2029	6/30/2029	6/30/2029	6/30/2025	6/30/2029	6/30/2029
	New	New	New	Current	Amendmer		Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	
12 Operating Expenses	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	Budgeted Expense	Change	Budgeted Expense
13 Utilities(Elec, Water, Gas, Phone, Scavenger)				\$ 6,8		- \$ 6,898		\$ 6,898	\$ 6,898		\$ 6,898	\$ 6,898		\$ 3,700	•	•	\$ 3,200	\$ 3,200			-
14 Building Maintenance Supplies and Repair				\$ 5,3	66 \$	- \$ 5,366		\$ 5,366	\$ 5,366		\$ 5,366	\$ 5,366		\$ 2,500			\$ 2,100	\$ 2,100	\$ 5,36	6 \$ 15,332	
15 Client Barrier Removal				\$ 32,7	00 \$	- \$ 32,700		\$ 25,200	\$ 25,200		\$ 18,600	\$ 18,600		\$ 8,800	\$ 8,800		\$ 6,600	\$ 6,600	\$ 32,70	00 \$ 59,200	0 \$ 91,90
16 Client emergencies				\$ 8,0	00 \$	- \$ 8,000		\$ 8,000	\$ 8,000		\$ 5,500	\$ 5,500		\$ 2,700	\$ 2,700		\$ 2,350	\$ 2,350	\$ 8,00	00 \$ 18,550	0 \$ 26,55
67																					
68 TOTAL OPERATING EXPENSES	\$	- \$	- \$	- \$ 52,9	64 \$	- \$ 52,964	\$ -	\$ 45,464	\$ 45,464	\$-	\$ 36,364	\$ 36,364	\$ -	\$ 17,700	\$ 17,700	\$	- \$ 14,250	\$ 14,250	\$ 52,96	4 \$ 113,777	7 \$ 166,74
69												•		•			·	•			
70 Other Expenses (not subject to indirect cost %)																					
71 Rental Subsidies	\$	- \$	- \$	- \$ 117,0	00 \$	- \$ 117,000		\$ 724,604	\$ 724,604		\$ 724,604	\$ 724,604		\$ 362,302	\$ 362,302		\$ 304,212	\$ 304,212	\$ 117,00	0 \$ 2,115,722	2 \$ 2,232,72
72 Security Deposits				\$ 101,2	81 \$	- \$ 101,281		\$ 80,000	\$ 80,000		\$ 9,000	\$ 9,000		\$-	\$-		\$-	\$-	\$ 101,28	1 \$ 89,000	0 \$ 190,28
73 Client Move In and Furniture				\$ 60,0	00 \$	- \$ 60,000		\$ 64,000	\$ 64,000		\$ 4,500	\$ 4,500		\$-	\$-		\$-	\$-	\$ 60,00	00 \$ 68,500	0 \$ 128,50
33																					
84 TOTAL OTHER EXPENSES	\$	- \$	- \$	- \$ 278,2	81 \$	- \$ 278,281	\$	\$ 868,604	\$ 868,604	\$-	\$ 738,104	\$ 738,104	\$ -	\$ 362,302	\$ 362,302	\$	- \$ 304,212	\$ 304,212	\$ 278,28	1 \$ 2,273,222	2 \$ 2,551,50
97 HSH #3																			_	mplate last modified	ed 1/22/20

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	A	В	С	D	E
1	BUDGET NARRATIVE	Fisc	al Year		
2	Prop C - Safer Families Plan	FY	25-26	<- Select from the drop-down list the fiscal year in which the proposed budge	t changes will first become effe
		<u>Adjust</u>			
		<u>ed</u>			
		Budge tod	Budgete	4	
3	Salaries & Benefits	<u>ted</u> FTE	Salary	Justification	Calculation
	Housing Specialist			³ Point person for all administrative activities relating to finding and securing housing,	
			<i>ф</i> 0 <u>–</u> , <u>–</u> 0	includes managing landlord relationships, assisting with applications, budgeting and	
4				credit assistance, further housing searches for when subsidy ends.	
	Case Manager	2.00	\$ 65,39		.5 FTE * \$65,393
_				receive intensive case management including assessment, client-centered service	
5	Supportive Housing Program Manager	0 22	¢ 11 00	plans, and addressing barriers to family stability.	.32 FTE * \$14,803
6	Supportive Housing Program Manager	0.52	φ 14,00	3 Supervises and supports the 4 Case Managers. Oversees the collection of data ensuring that it is accurate and timely.	.32 FTE \$14,003
	Compliance Specialist	0.25	\$ 10,92	6 Assists with on-time data collection, sets up evaluation of monthly data, prepares	.25 FTE * \$10,926
7				monthly contract reporting.	
	Accounting Associate	0.25	\$ 11,52	³ Manages, organizes and distributes the monthly rent subsidy checks. Maintains	.25 FTE * \$11,528
8		0.00	• 40.40	accounting records and receipts, prepares monthly invoice.	
	Mental Health Therapist	0.22	\$ 12,40	Provides trauma informed individual or family therapy to clients of HPP. Holds clinical case conferences with all case management teams to support difficult	.22 FTE * \$12,400
9				cases.	
Ĕ	Director of Housing and Partnerships	0.20	\$ 14,45	2 Supervises and reviews the assistant housing program manager, oversees the	.20 FTE * \$14,4521
				evaluation of data, goals and contracts. Liaison with all Government Housing	
10			.	Contractors	
14	Supportive Housing Asst Program Manage	0.35	\$ 14,07	⁶ Oversees all Supportive Housing team and assists with government housing	.35 FTE * \$14,076
11 46	TOTAL	4.60	\$ 175,87	contracts.	
40	Employee Fringe Benefits		+,01	Includes FICA, SSUI, Workers Compensation and Medical calculated at 22% of	
47			\$ 38,69		
48	Salaries & Benefits Total		\$ 214,56		

	Α	В	С	D	E
49					
50			Budgeted		Colouistics
50	Operating Expenses	-	Expense	Justification	<u>Calculation</u>
	Utilities(Elec, Water, Gas, Phone, Scavenger	·) {		Portion of budget for Electricity, Water, Gas, Phone, Recology, etc.	for 2.54 FTE
52	Building Maintenance Supplies and Repair	9	. ,	General maintenance, cleaning and repair of office Building, based on footage of office space and public space for housing clinics.	for 2.54 FTE
53	Client Barrier Removal	\$		Clothing for job or rental interviews, school clothes for children, diapers, medical supplies.	Various goods and services
	Client emergencies	\$		Our clients often need help with ID's or licenses, utility costs. We give monthly food \$8,000 for 12 Families and Clipper cards. Share clients often do not have access to government support.	
54					
106	TOTAL OPERATING EXPENSES	\$	5 52,964		
107	Indirect Cost	15.0% \$	6 40,129		

	A	В	С	D	E
108					
109					
	Other Expenses (not subject to inc	direct_			
110	<u>cost %)</u>		<u>Amount</u>	<u>Justification</u>	Calculation
111	Rental Subsidies		\$117,000	Ongoing rental Subsidies for 28 families	28 Families * ~\$26,000/year
112	Security Deposits		\$101,281	Deposits for 9 families obtaining housing this fiscal year	9 Families ~\$9,000
	Client Move In and Furniture		\$ 60,000	A majority of the families that we house do not have furniture and other move-in support. We spend \$4,500/family for Beds, Mattresses, Tables, Chairs and	9 Families * ~\$7,000
113				Dressers. Another \$2,500/family is for move-in support such as transportation	
114			\$-		
124	TOTAL OTHER EXPENSES		\$ 278,281		
125					
172					

Appendix C, Method of Payment

- I. <u>Reimbursement for Actual Costs</u>: In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- **II.** <u>General Instructions for Invoice Submittal</u>: Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
 - A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
 - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
 - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
 - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

E. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <u>https://contracts.sfhsa.org</u>.

- 2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
- 3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
- 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
- 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
- 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. <u>Line Item Variance</u>: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: http://hsh.sfgov.org/overview/provider-updates/.

G. Spend Down

- 1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
- 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
- 3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

- H. Documentation and Record Keeping:
 - In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
 - 2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) and summarized in excel;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
 - 3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

General Fund / Our City, Our Home (Prop C)				
Type Instructions and Examples of Documentation				
Salaries &	Grantee shall maintain and provide documentation for all			
Benefits	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.			

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General Fund /	General Fund / Our City, Our Home (Prop C)					
Type Instructions and Examples of Documentation						
-5100	Documentation shall include, but is not limited to, a					
	personnel report in excel format that itemizes all payroll costs					
	included in the invoice, historical and current payroll					
	information from a payroll service or a payroll ledger from					
	Grantee's accounting system and must include employee					
	name, title, rate, and hours worked for each pay period.					
Operating	Grantee shall maintain documentation for all approved					
Operating	Operating costs included in the Appendix B, Budget(s). Each					
	time an invoice is submitted, Grantee shall upload					
	documentation for all Subcontractor and Consultant costs,					
	and documentation for any single expense within the					
	Operating budget category that exceeds \$10,000.					
	Documentation shall include, but is not limited to, a detailed					
	summary report in excel format that itemizes all costs					
	included in each operating invoice line, receipts of purchases					
	or paid invoices of recurring expenditures, such as lease					
	payments; copies of current leases; subcontractor payments;					
	equipment lease invoices; and utility payments.					
Operating -	Grantee shall maintain and provide documentation for all					
Direct	approved Direct Assistance costs included in the Appendix B,					
Assistance						
Assistance	Budget(s) each time an invoice is submitted.					
	Documentation shall include a detailed summary report in					
	excel format, showing proof of Direct Assistance					
	expenditures, and any other information specifically					
	requested by HSH to confirm appropriate use of Direct					
	Assistance funds per the established program policy.					
Capital and/or	Grantee shall maintain and provide documentation for all					
One-Time	approved Capital and/or One-Time Funding costs included in					
Funding	the Appendix B, Budget(s) each time an invoice is submitted.					
1 unung	the rependix <i>D</i> , <i>Dudget(b)</i> each time an involce is submitted.					
	Documentation shall include, but is not limited to, a detailed					
	summary report in excel format that itemizes all costs					
	included in each capital/one-time invoice line, receipts of					
	purchases or paid invoices of non-recurring expenditures,					
	such as repairs or one-time purchases.					
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.					
L						

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

A. Advance Requirements:

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

- 1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
- 2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
- 3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.
- B. Advance Request Process:
 - 1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
 - HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
 - 3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.
- C. Advance Repayment Process:
 - 1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the

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

- 2. All advance repayments must be recovered within the fiscal year for which it was made.
- 3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.
- IV. <u>Timely Submission of Reports and Compliance</u>: If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Human Services	Bringing Families Home	July 1, 2023 – June 30,	\$6,466,762
Agency		2025	• • • • • • • • • •
San Francisco Human Services	KFT/FTC/New Beginnings	July 1, 2022 – June 30,	\$5,016,110
Agency		2026	
Department of Homelessness	Homelessness Prevention	July 1, 2018 – June 30,	\$21,078,818
and Supportive Housing		2027	
Department of Homelessness	РАТН	July 1, 2022 – June 30,	\$ 5,180,700
and Supportive Housing		2029	
Department of Homelessness	Jelani House	November 1, 2019 – June	\$9,388,640
and Supportive Housing		30, 2026	
Mayor's Office of Housing	Housing Case Management	July 1, 2023 – June 30,	\$ 340,985
and Community Development		2025	
Mayor's Office of Housing	Community Legal Navigation	July 1, 2023 – June 30,	\$ 323,700
and Community Development		2025	
Office of Economic and	Community Health Worker	July 1, 2023 – June 30,	\$ 400,000
Workforce Development	Training	2025	



Homeless Prenatal Program: SHARE Grant Agreement 2nd Amendment

Budget and Finance Committee | May 7, 2025



Proposed Amendment Details

• Resolution: Approve the second amendment to the agreement between HSH and Homeless Prenatal Program, Inc. (HPP) for the Supportive Housing Assistance and Readiness Efforts program (SHARE), a family rapid rehousing program.

⊷Term:

- Current Term: July 1, 2021 June 30, 2025
- Amended Term: July 1, 2021 June 30, 2029

•Amount: Increases the not-to-exceed amount by \$13,826,617 for a total not-to-exceed amount of \$22,627,326.



Grant Agreement Overview

• This grant funds HPP to serve **60 total families**:

- 32 families with the SHARE RRH program
- <u>Expansion</u>: 28 families through the Family RRH (Safer Families Plan Investments)

- Homeless Prenatal Program provides:

- Housing location
- Housing coordination
- Landlord liaison services
- Subsidy administration

Rapid Rehousing

- The SHARE program is rapid rehousing (RRH) for families.
- RRH provides timelimited monthly rental assistance and support services.
- HPP provides medium-term RRH for families to receive rental subsidies for up to five years as needed.



Program Context

- In Fiscal Year 2023-24, HPP's SHARE program had 39 households actively housed during the reporting period.
 - 14 of those households were new housing placements.
- HSH will reprocure all scattered-site housing programs, including this one, in 2025.
- The proposed term aligns with the Safer Families spending plan approved by the Board, which appropriated one-time funds in the 2024-25 adopted budget, allocated to be spent over five years.
- 100% funded through Prop C Our City, Our Home dollars.





5

Get Involved

 We are always looking for more Property Owners and Landlords to help our community house families and individuals looking for a stable home in the private rental market.

• Benefits include:

- Guaranteed Payments
- Rent is paid on-time
- Reduce vacancies
- Supporting services provided
- Landlord liaison services
- ← Learn more:
 - Visit the <u>HSH Website</u> at: <u>https://hsh.sfgov.org/about/how-to-get-involved/opportunities-for-property-owners-and-landlords/</u>
 - Email <u>hshlandlords@sfgov.org</u>











Questions?

Thank you!

Learn: hsh.sfgov.org | Like: @SanFranciscoHSH | Follow: @SF_HSH

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

GRANT AGREEMENT between CITY AND COUNTY OF SAN FRANCISCO and HOMELESS PRENATAL PROGRAM

THIS GRANT AGREEMENT ("Agreement") is made as of **July 1, 2021** 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, Grantee has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Rapid Rehousing; and

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

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

ARTICLE 1 DEFINITIONS

- **1.1 Specific Terms**. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:
 - (a) "ADA" shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
 - (b) "Application Documents" shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto;(ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or

supplements to any of the foregoing approved in writing by City.

- (c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.
- (d) "Charter" shall mean the Charter of City.
- (e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) "Controller" shall mean the Controller of City.
- (g) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
- (h) "Event of Default" shall have the meaning set forth in Section 11.1.
- (i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
- (k) "Funding Request" shall have the meaning set forth in Section 5.3(a).
- "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
- (m)"Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (n) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
- (o) "Indemnified Parties" shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or

unfounded, of whatsoever kind and nature.

- (q) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.
- **1.2** Additional Terms. The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.
- **1.3 References to this Agreement**. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," "herein" or "hereto" refer to this Agreement as a whole.

ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

- 2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or noncertification of funds, and such assumption is part of the consideration for this Agreement.
- **2.2** Certification of Controller. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance

authorization.

- **2.3** Automatic Termination for Non-Appropriation of Funds. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.
- 2.4 SUPERSEDURE OF CONFLICTING PROVISIONS. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.
- 2.5 Maximum Costs. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

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, 2021 and expire on June 30,

2024, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

- **4.1 Implementation of Grant Plan; Cooperation with Monitoring**. Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- **4.2 Grantee's Personnel**. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- **4.3 Ownership of Results**. Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.
- **4.4 Works for Hire**. If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other

persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

4.5 **Publications and Work Product.**

- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.
- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third

parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed Eight Million Nine Hundred Eleven Thousand Eight Hundred Twenty Eight Dollars (\$8,911,828).
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, Two Million Three Hundred Ten Thousand Four Hundred Seventy Four Dollars (\$2,310,474) 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.
- **5.2** Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall

obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

- **5.3 Disbursement Procedures**. Grant Funds shall be disbursed to Grantee as follows:
 - (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
 - (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

ARTICLE 6 REPORTING REQUIREMENTS; AUDITS; PENALTIES FOR FALSE CLAIMS

- 6.1 **Regular Reports**. Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- **6.2 Organizational Documents**. If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- **6.3** Notification of Defaults or Changes in Circumstances. Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at

any time during the term of this Agreement.

- **6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records. Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- **6.6 Inspection and Audit**. Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d)

conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

6.8 Grantee's Board of Directors. Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

ARTICLE 7 TAXES

- 7.1 Grantee to Pay All Taxes. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.
- **7.2** Use of City Real Property. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
 - (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
 - (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.
 - (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.
- **7.3** Withholding. Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement.

Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

- 8.1 Organization; Authorization. Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- **8.2** Location. Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- **8.3** No Misstatements. No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

8.4 Conflict of Interest.

- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
- (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For

purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

- **8.5** No Other Agreements with City. Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.
- **8.6** Subcontracts. Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.
- **8.7** Eligibility to Receive Federal Funds. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

- 9.1 **Indemnification**. Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.
- **9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or

potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

- **9.3** Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.
- 9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

- **10.1 Types and Amounts of Coverage**. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:
 - (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
 - (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and

Completed Operations.

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (d) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.
- **10.2** Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:
 - (a) Name as Additional Insured City and its officers, agents and employees.
 - (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.
- **10.3** Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.
- **10.4 Required Post-Expiration Coverage**. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.
- 10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- **10.6** Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall

constitute a material breach of this Agreement.

- **10.7** Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.
- **10.8** Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

- **11.1** Events of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:
 - (a) False Statement. Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
 - (b) Failure to Provide Insurance. Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
 - (c) Failure to Comply with Representations and Warranties or Applicable Laws. Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
 - (d) **Failure to Perform Other Covenants**. Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
 - (e) **Cross Default**. Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
 - (f) Voluntary Insolvency. Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

- (g) Involuntary Insolvency. Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.
- **11.2 Remedies upon Event of Default**. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:
 - (a) Termination. City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
 - (b) Withholding of Grant Funds. City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
 - (c) **Offset**. City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
 - (d) **Return of Grant Funds**. City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.
- **11.3** Termination for Convenience. City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;
- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

11.4 Remedies Nonexclusive. Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

- 12.1 Proprietary or Confidential Information of City. Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- **12.2** Sunshine Ordinance. Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

12.3 Financial Projections. Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

- **13.1** No Assignment by Grantee. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- **13.2** Agreement Made in Violation of this Article. Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- **13.3** Subcontracting. If Appendix E, Permitted Subgrantees, 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 E, Permitted Subgrantees, 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 E, Permitted Subgrantees 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.

13.4 Grantee Retains Responsibility. Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

- 14.1 Nature of Agreement. Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- **14.2 Direction**. Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 Consequences of Recharacterization.

- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
- (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
- (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been

the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

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 P.O. Box 427400 San Francisco, CA 94142-7400 hshcontracts@sfgov.org
If to Grantee:	Homeless Prenatal Program 2500 18 th Street San Francisco, CA 94110

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.

Attn: Martha Ryan

martharyan@homelessprenatal.org

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.

ARTICLE 16 COMPLIANCE

16.1 Reserved.

- **16.2** Nondiscrimination; Penalties.
 - (a) Grantee Shall Not Discriminate. In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune

Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

- (b) Subcontracts. Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) Non-Discrimination in Benefits. Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) Condition to Contract. As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference**. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 Reserved.

16.4 Tropical Hardwood and Virgin Redwood Ban. Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

- **16.5 Drug-Free Workplace Policy**. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.
- **16.6 Resource Conservation; Liquidated Damages**. Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.
- **16.7 Compliance with ADA**. Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- **16.8** Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at http://sfgov.org/olse/mco. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- **16.9** Limitations on Contributions. By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the

contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

- **16.10** First Source Hiring Program. Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.
- 16.11 Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.
- **16.12 Preservative-treated Wood Containing Arsenic**. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing

preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 Reserved. (Working with Minors).

- 16.14 Protection of Private Information. Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.
- 16.15 Public Access to Meetings and Records. If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code ("Chapter 12T"), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at http://sfgov.org/olse/fco. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.
- (b) The requirements of Chapter 12T shall only apply to a Contractor's or subcontractor's operations to the extent those operations are in furtherance of the performance of this

Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.18 Reserved. (Slavery Era Disclosure).

16.19 Distribution of Beverages and Water.

- (a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
- (b) **Packaged Water Prohibition**. Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance of this Agreement.
- **16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.** Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures

entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

16.21 Compliance with Other Laws. Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).

16.23 Reserved. (Additional Requirements for Federally-Funded Awards).

ARTICLE 17 MISCELLANEOUS

- 17.1 No Waiver. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.
- **17.2 Modification**. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
- 17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as

to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

- **17.4 Governing Law; Venue**. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- **17.5 Headings**. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.
- **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 Appendix B, Budget Appendix C, Method of Payment Appendix D, Interests in Other City Contracts Appendix E, Permitted Subgrantees

- **17.7** Certified Resolution of Signatory Authority. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.
- **17.8** Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.
- **17.9** Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3	Ownership of Results.
Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims; Monetary Penalties.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Dispute Resolution Procedure.

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Ta_sk%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit

health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions for concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
 - (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
 - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
 - (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at <u>https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20F</u><u>orce/CNPCTF_BOS_RPT_06-26-03%281%29__3adc.PDF</u>.

- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.
- **17.13 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.
- **17.14** Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided must be approved by the Department.
- **17.15** MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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

DocuSigned by:

Slirun McSpallen -ShireemMcSpadden

- Shireen McSpadden Executive Director

	DocuSign	ned by:	
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MarthæRyan Executive Director City Supplier Number: 18733

HOMELESS PRENATAL PROGRAM

Approved as to Form:

DocuSigned by:

By: Virginia Dario Elizondo

-Foldinginia:Dario Elizondo Deputy City Attorney

Appendix A, Services to be Provided by Homeless Prenatal Program Supportive Housing Assistance and Readiness Efforts (SHARE) and Support Services for Housing Plus

I. Purpose of Grant

The purpose of the grant is to provide medium-term Rapid Rehousing and Support Services to households who are experiencing homelessness to the served population.

The goal of this service is to ensure that the Homelessness Response System can meet the needs of those households who do not need the long-term or permanent housing subsidies available to effectively end their homelessness.

II. Served Population

Grantee shall serve participants who are at or below 50 percent Area Median Income (AMI) for both program components.

A. Rapid Rehousing

Grantee shall provide medium-term Rapid Rehousing to households with a documented need to reside in San Francisco, and be able to provide documentation for at least one of the following criteria:

- 1. Civil or criminal court stipulations that require San Francisco residency;
- 2. Family Court Services involvement with service or visitation needs specifically in San Francisco;
- 3. Undocumented family members with verifiable path to permanent residency, such as a pending U or T-visa, or political asylum application;
- 4. Children living with disabilities who are receiving specific, ongoing services in San Francisco; or
- 5. Household members who are living with disabilities who are receiving specific, ongoing services in San Francisco.

Grantee shall provide Rapid Rehousing to San Francisco homeless households that have been referred by Coordinated Entry Access Points via the Online Navigation and Entry (ONE) System, regardless of their barriers to housing or other challenges. This includes households that may be unsheltered at the time of referral to or enrollment in the Rapid Rehousing program.

B. Support Services

Grantee shall provide support services to households that are participating in the Housing Plus program.

III. Referral and Prioritization

All new participants will be referred by the Department via the Coordinated Entry System (CES), which organizes the Homelessness Response System (HRS) with a common, population specific assessment, centralized data system, and prioritization method.

IV. Description of Services

Grantee shall provide the following services any given time/annually:

A. Rapid Rehousing

Grantee shall provide medium-term Rapid Rehousing to the following minimum number of households per year during the term of this grant as outlined in the Appendix B.

B. <u>Housing Stability Plan Services</u>: Grantee shall create and maintain a Housing Stability Plan for all Rapid Rehousing tenants.

Grantee shall create Housing Stability Plans to address, at minimum, the following:

- 1. Search for and secure housing;
- 2. Increase income and employability;
- 3. Improve credit history and rental stability;
- 4. Address behavioral health issues that negatively impact housing stability; and
- 5. Access permanent affordable housing, including applying to appropriate wait lists.

Grantee shall document tenant progress toward short and long-term goals.

- C. <u>Housing-Focused Case Management Services</u>: Grantee shall provide Housing-Focused Case Management, to achieve the goals outlined in the Housing Stability Plan, which include, but are not limited to:
 - 1. Developing and implementing a Housing Stability Plan in collaboration with the tenant to secure and sustain housing. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
 - 2. Collaborating with and maintaining regular contact with Grantee's or partnering Housing Locator staff to support tenants with obtaining housing;
 - 3. Assisting tenants in navigating the application and leasing process and housing stabilization, including helping tenants resolve or mitigate screening barriers, such as multiple evictions, as well as to obtain necessary identification or other documents, as needed;
 - 4. Providing transportation or accompaniment via public transportation, as needed, to submit housing applications or to visit available housing units;
 - 5. Assisting tenants in making an informed housing choice, including discussing housing options;
 - 6. Assisting tenants in understanding landlord-tenant rights and responsibilities, including paying rent, and the requirements of their specific lease;
 - 7. Case Manager and tenant meetings that occur a minimum of twice per month with at least one meeting in-person monthly;
 - 8. Grantees shall provide tenants with linkages to resources for employment and training services.

- 9. Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward the achievement of the short and long-term income, employment related, and housing stabilization goals outlined in the Housing Stability Plan;
- 10. Assist participants with connecting to money management services and budgeting, and banking activities that support housing stabilization; and
- 11. Discharge planning when the tenant is either no longer in need of the housing subsidy or is exiting the program for any reason. Grantee shall establish a schedule of follow-ups with tenants for the 12 months following the end of the rental subsidy.
- 12. Files shall be kept securely on site for each tenant in the program, which includes notes and documentation of intake and outreach efforts.
- 13. Grantee shall provide benefits advocacy and assistance, including:
 - a. Grantee shall support a tenant to obtain or maintain benefits and solve problems related to county, state and federal benefits programs. This can also include assistance in identifying, applying for and establishing appointments with available services such as cash aid, food programs, medical clinics and inhome support.
 - b. Grantee shall provide participants access to SSI/SSDI technical assistance provided by the grantee or a partner agency. Staff person provided the technical assistance will have completed SSI/SSDI Outreach, Access, and Recovery (SOAR) training in the past 24 months.
 - c. Grantee shall follow-up at least annually with participants to ensure mainstream benefits are received and renewed.
- 14. Grantee shall provide linkages to child and youth activities and services in the community, targeted towards the needs and interests of the children and youth in the program, on an as-needed basis and develop a plan for ensure school aged children are enrolled in an educational program.
- D. <u>Housing Location Services</u>: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units for tenants:
 - 1. Grantee shall conduct comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
 - 2. Grantee shall utilize their real estate expertise to secure appropriate housing units for the served population that may include but are not limited to a single unit in multi-unit buildings, blocks of units in multi-unit buildings, shared housing, and other options that help tenants achieve residential stability and overall health and well-being.
 - 3. Grantee shall employ staff who have excellent communication skills, build clear expectations for landlords and the tenants, serve as a liaison, and respond quickly and appropriately to any concerns or problems.

- 4. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, secure real estate, or otherwise expand the housing inventory supported through Rapid Rehousing resources.
- E. <u>Housing Coordination Services</u>: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
 - 1. Communication and coordination with Coordinated Entry Access Points and Rapid Rehousing case management partners to remove any barriers to the housing referral process;
 - 2. Lease negotiation and rental subsidy administration on behalf of tenants being placed into housing and lease review to ensure compliance with all local and State laws;
 - 3. Support to prospective tenants to secure units (e.g., completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
 - 4. Ensuring that all necessary documents are collected to support tenants to successfully move into housing;
 - 5. Eliminating barriers to housing (e.g., assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
 - 6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 - 7. Assessing and completing any minor repairs necessary to improve accessibility or other functional improvements;
 - 8. Payment for items needed during housing search and move-in (e.g. application fees, security deposit, furniture, and moving costs); and
- F. <u>Subsidy Administration Services</u>: Grantee shall provide Subsidy Administration services to fulfill the administrative, financial, and record-keeping functions needed to issue and document timely and accurate payment of subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:
 - 1. Grantee shall share the following expectations with tenants:
 - a. Contribution toward the rent shall be expected on the first month; and
 - b. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
 - 2. Grantee shall help tenants locate and select housing with the lowest possible rent that can be expected to be covered by the tenant once assistance is no longer provided;
 - 3. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City;.

- 4. Grantee shall make initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;
- 5. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
- 6. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
- 7. Grantee shall set subsidies at the lowest possible amount needed to obtain housing for the tenant. The tenant rent contribution cannot exceed 50 percent of the tenant's net monthly income upon enrollment in the Rapid Rehousing program;
- 8. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 175 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, transitioning to another subsidized housing situation.
- 9. If a household is unable to transition off of the subsidy assistance within 36 months, and if they are actively engaged in their Housing Stability Plan as demonstrated by verifiable documentation, if the tenant is assessed to need further support, Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 36 months.

V. Location and Time of Services

Grantee shall provide Rapid Rehousing services at Homeless Prenatal Program offices, 2500 18th Street in San Francisco and at the households' residence. Services are to be provided four days a week, between the hours of 9:00am and 5:00pm, Friday 9:00am to 4:00pm, some evenings and weekends, and at other times when necessary to best serve the needs of households.

VI. Service Requirements

- A. Income Verification and Eligibility:
 - 1. Grantee shall verify income after receipt of the Access Point referral to ensure eligibility and recertify eligibility at least every three months.
 - 2. In determining eligibility for rental assistance, Grantee shall consider a participant's total household income and expenses.
- A. <u>1:20 Case Manager Ratio</u>: Grantee shall maintain at least 1:20 ratio of Case Manager to tenants. Grantee can establish a lower ratio but no more than 1:20 Case Manager to tenants
- B. <u>Translation and Interpretation Services</u>: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and

provide services to tenants who primarily speak language(s) other than English.

- C. <u>Case Conferences</u>: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- D. <u>Admission Policy</u>: 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.
- E. 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.
- F. 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 quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
- 3. Attendance of trainings, as requested;
- G. <u>Critical Incident</u>: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.
- H. <u>Disaster and Emergency Response Plan</u>: 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.

- I. Data Standards:
 - 1. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <u>https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process</u>.
 - 2. 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.
 - 3. All grantees, subgrantees, and their employees and agents shall comply with the confidentiality and data security requirements of all federal, state and local privacy and data management laws and regulations, including, but not limited to, 24 C.F.R. Part 578 (Continuum of Care); 45 C.F.R. Parts 160 and 164 (Health Insurance Portability and Accountability Act "HIPAA"); 28 CFR §90.4 (Violence Against Women Act); 28 CFR §94.115 (Victim of Crimes Act); California Civil Code §§ 1798 1798.78 (Information Practices Act of 1977); §§1798.85 1798.89 (Confidentiality of Social Security Numbers); §§1798.79.8 1798.79.95 (Domestic Violence, Sexual Assault, and Stalking: Personal Information); California Welfare & Institutions Code §10850; disclosure of confidential information regarding the criminal justice system and child protective services records; and related and successor provisions.
- J. <u>Record Keeping and Files</u>:
 - 1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
 - 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All service objectives will be monitored by sampling tenant files during annual program monitoring visits:

A. <u>Rapid Rehousing</u>:

1. Grantee shall provide medium-term Rapid Rehousing to the minimum number of households per year during the term of this grant, as outlined in the Appendix B.

- B. <u>Housing Location Services</u>
 - 1. Grantee shall provide 100 percent of tenants with Housing Location Services
- C. Housing Coordination Services
 - 1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
 - 2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.
- D. Subsidy Administration Services
 - 1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant.
- E. Housing-Focused Case Management Services
 - 1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
 - 2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.
- F. Landlord Liaison Services
 - 1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services and Housing Retention Services.
 - 2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.
 - 3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.
- G. <u>Reporting Services</u>
 - 1. 100 percent of tenants, regardless of services type, will have complete records in the San Francisco Homeless Management Information System (HMIS) ONE System.
 - 2. 50 percent of households will participate in a tenant satisfaction survey to obtain feedback on type and quality of services available.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All outcome objectives are calculated based on ONE system data:

- A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
 - 1. At least 90 percent of tenants referred to the program will successfully move into housing as verified via their housing move-in date.

- B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
 - 1. The average length of time that tenants spend homeless, from referral to housing, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Program Enrollment Date]/Count of tenants with a [Housing Move-In Date].
- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
 - 1. Eighty 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.
- D. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
 - Eighty 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. Grantee shall input data into systems required by HSH. These systems include but are not limited to;
 - 1. San Francisco's HMIS ONE System
 - 2. CARBON
- B. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- C. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- D. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- E. 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.

- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- G. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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

H. Monitoring Activities

- A. <u>Program Monitoring</u>: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, 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.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will 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 and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HO	USING																							
2	SALARY & BENEFIT DETAIL																								
3	Document Date	7/1/2021																							
4		Homeless Prena	atal Program																						
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6	FSP Contract ID#	1000021498																							
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	POSITION TITLE	Agency	Totals	For HSH		6/30/2022	6/30/2022	6/30/2022	Agency	Totak		I Funded	6/30/2023	6/30/2023	6/30/2023	Agency	Totals	For HSH		6/30/2024	6/30/2024	6/30/2024	6/30/2024	6/30/2024	6/30/2024
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12	Housing Specialist sz	\$ 55,125	1.00	100%	1.00	\$ 55,125	\$-	\$ 55,125	\$ 57,881	1.00	100%	1.00	\$ 57,881	\$-	\$ 57,881	\$ 60,775	1.00	100%	1.00	\$ 60,775	\$-	\$ 60,775	\$ 173,781	\$-	\$ 173,781
13	Case Manager II	\$ 52,500	1.00	100%	1.00	\$ 52,500	\$-	\$ 52,500	\$ 55,125	1.00	100%	1.00	\$ 55,125	\$-	\$ 55,125	\$ 57,881	1.00	100%	1.00	\$ 57,881	\$-	\$ 57,881	\$ 165,506	\$-	\$ 165,506
14	Lead Case Manager sr	\$ 57,330	1.00	100%	1.00	\$ 57,330	s -	\$ 57,330	\$ 60,196	1.00	100%	1.00	\$ 60,196	\$-	\$ 60,196	\$ 63,206	1.00	100%	1.00	\$ 63,206	\$-	\$ 63,206	\$ 180,732	s -	\$ 180,732
15	Director of Housing and Partnerships rs	\$ 122,570	1.00	23%	0.23	\$ 28,696	s -	\$ 28,696	\$ 128,698	1.00	23%	0.23	\$ 29,601	\$ (0)	\$ 29,601	\$ 135,132	1.00	23%	0.23	\$ 31,081	\$-	\$ 31,081.00	\$ 89,378	\$ (0)	\$ 89,378
16	Supportive Housing Program Manager rj	\$ 68,355	1.00	34%	0.34	\$ 23,000	s -	\$ 23,000	\$ 71,772	1.00	45%	0.45	\$ 32,297	\$ 0	\$ 32,297	\$ 75,361	1.00	45%	0.45	\$ 33,912	\$-	\$ 33,912	\$ 89,209	\$ 0	\$ 89,209
17	Licensed Clinical Social Worker gc	\$ 60,000	1.00	100%	1.00	\$ 60,000		\$ 60,000	\$ 63,000	1.00	100%	1.00	\$ 63,000	\$-	\$ 63,000	\$ 66,150	1.00	100%	1.00	\$ 66,150	\$-	\$ 66,150	\$ 189,150	\$-	\$ 189,150
18	Compliance Specialist vr	\$ 62,400	1.00	52%	0.52		\$ (7,000)		\$ 69,760	1.00	52%	0.52			\$ 36,275	\$ 73,248	1.00	52%	0.52		\$-	\$ 38,089	\$ 106,760	\$ (7,000)	
19	Accounting Associate tv	\$ 61,888	1.00	15%	0.15		\$-	\$ 9,283	\$ 64,982	1.00	15%	0.15			\$ 9,747	\$ 68,231	1.00	0.15				\$ 10,234	\$ 29,264		
20	Deputy Director yn	\$ 144,200	1.00	15%	0.15	\$ 21,630	\$-	\$ 21,630	\$ 159,000	1.00	15%	0.15			\$ 23,850	\$ 166,950	1.00	0.15	0.15	\$ 25,042	\$-	\$ 25,042	\$ 70,522	\$-	\$ 70,522
21	Finance Director ba	\$ 151,241	1.00	5%	0.05	\$ 7,562	\$-	\$ 7,562	\$ 158,803	1.00	5%	0.05	\$ 7,940	\$ 0	\$ 7,940	\$ 166,743	1.00	0.05	0.05	\$ 8,337	\$-	\$ 8,337	\$ 23,839	\$ 0	\$ 23,839
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2	OPERATING DETAIL	VE HOUSING											
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11		New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
12	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	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	\$ 2,765	\$ -	\$ 2,765	\$ 2,800	\$ -	\$ 2,800	\$ 2,800		\$ 2,800	\$ 8,365		\$ 8,365
20	Staff Travel-(Local & Out of Town)		\$-			\$-			\$-		\$-	\$ -	\$ -
21	Rental of Equipment		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
22	Data License		\$-			\$-			\$-		\$-	\$ -	\$ -
23			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
42	Consultants		\$-			\$-			\$-		\$-	\$ -	\$-
43	Hamilton Family Housing Services Housing Broker		\$-			\$-			\$-		\$-	\$ -	\$ -
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54	Subcontractors		\$-			\$-			\$-		\$ -	\$ -	\$ -
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67									1.				
68	TOTAL OPERATING EXPENSES	\$ 2,765	\$-	\$ 2,765	\$ 2,800	\$ -	\$ 2,800	\$ 2,800	\$-	\$ 2,800	\$ 8,365	\$ -	\$ 8,365
69													
70	Other Expenses (not subject to indirect cost %)												
71	Client Emergency Services	\$125,000	\$ -	\$125,000	\$71,000	\$ -	\$ 71,000	\$80,445	\$ 39,555	\$ 120,000	\$ 276,445		
72	Rental Subsidies	\$1,357,582 \$60.000	\$ 62,402	\$1,419,984 \$60.000	\$1,419,984	\$ -	\$ 1,419,984	\$1,262,641	\$ 4,893		\$ 4,040,207		
73	Security Deposits	+ 00,000	\$ -	+	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 120,000		\$ 120,000
74	Client Move In - Furniture	\$20,650	\$ -	\$20,650	\$20,650	ş -	\$ 20,650	\$17,700	\$ 2,950	\$ 20,650	\$ 59,000	\$ 2,950	\$ 61,950
75	Client Legal Services	\$ 64,000	\$ -	\$ 64,000	\$ 64,000	\$ -	\$ 64,000	\$ 8,750		\$-	\$ 136,750		
76	Prop C Bonus Pay One-Time Carried Forward	\$ 20,550	\$ (0)		\$ -	\$.		\$ 21,466			\$ 42,016		
77	CODB One-Time Carried Forward from FY 20-21	\$ 17,182	\$ -	\$ 17,182		\$ - \$ -		\$ 17,182 \$ 200.000			\$ 34,364	\$ (17,182)	
78	Client Groups		\$ 5,560	\$ 5,560				\$ 200,000		\$ 200,000	\$ 200,000		\$ 205,560
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	TOTAL OTHER EXPENSES	\$ 1,664,964	\$ 67,962	\$ 1,732,926	\$ 1,635,634	\$-	\$ 1,635,634	\$ 1,608,184	ə 0	\$ 1,608,184	\$ 4,908,782	\$ 67,962	\$ 4,976,744
85												1	
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95	TOTAL CAPITAL EXPENSES	\$-	\$-	\$-	\$-	\$ -	\$-	\$-	\$-	\$-	\$-	\$ -	\$-
96													
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Homeless Prenatal Program (HPP) - SHARE Subsidies

	Number of	Clients to I	be Served
Services Provided	FY 21-22	FY 22-23	FY 23-24
Medium-Term Rapid Rehousing and Associated Services	32**	40	32

** NOTE: PER CRICKET MILLER THIS SHOULD BE CHANGED TO 26

Appendix C, Method of Payment

- I. <u>Actual Costs</u>: 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.** <u>General Instructions for Invoice Submittal</u>: Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
 - A. <u>Timelines</u>: Grantee shall submit all invoices and any related required documentation in the format specified in 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 end of the fiscal year or project period.

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. <u>Invoicing System</u>:
 - 1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to 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 Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, 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 authorized personnel with CARBON login credentials shall not share or internally reassign logins.
- 5. Grantee Executive Director or Chief Financial Officer shall immediately notify to 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. <u>Line Item Variance</u>: 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** 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 questions regarding spend down funding source prioritization shall be directed 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 basis 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. All subcontractors must also be listed in the Permitted Subcontractors Appendix.
- 3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund	
Туре	Instructions and Examples of Documentation
Salaries & Benefits	Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget covered by the agreement and invoice period each time an invoice is submitted.
	Documentation includes, 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.
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget. Each

General Fund	
Туре	Instructions and Examples of Documentation
	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.
	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.
Capital and/or	Grantee shall maintain and provide documentation for all
One-Time	approved Capital and/or One-Time Funding costs included in
Funding	the Appendix B, Budget 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
	revenue expenses that offset the costs in the Appendix B,
	Budget covered by the agreement each time an invoice is
	submitted.

III. <u>Advances or Prepayments</u>: Advances or prepayments are allowable on certified annual ongoing General Fund amounts (e.g., 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. <u>Advance Request Process</u>:

- 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 budget amount, per the Appendix B, Budget of this Agreement. Requests over 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 be 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. <u>Timely Submission of Reports and Compliance</u>: If a Grantee has an 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 contracts

City Department or Commission	Date of Grant	Amount of Grant
First Five San Francisco	7/2018 - 6/2022	\$594,494 2021 2022
San Francisco Human Services Agency Bringing Families Home	7/2018 - 6/2022	\$1,431,160 2021 2022
San Francisco Human Services Agency KFT/FTC/New Beginnings	7/2017 - 6/2022	\$1,099,247 2021 2022
Office of Economic and Workforce Development	7/2021 - 6/2023	\$200,000 2021 2022
Mayor's Office of Housing and Community Development	7/2021 - 6/2025	\$250,000 2021 2022

Appendix E – Permitted Subcontractors

1. None.

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

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

THIS AMENDMENT of the July 1, 2021, Grant Agreement (the "Agreement") is dated as of July 1, 2024, and is made in the City and County of San Francisco, State of California, by and between 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, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution 24-061 on June 6, 2024;

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, 2021 between Grantee and City.
 - (b) "San Francisco Labor and Employment Code": As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and

Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

- **2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
 - 2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term.

(a) The term of this Agreement shall commence on July 1, 2021, and expire on June 30, 2024, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2021**, and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

2.3 Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed Eight Million Nine Hundred Eleven Thousand Eight Hundred Twenty Eight Dollars (\$8,911,828). (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Three Hundred Ten Thousand Four Hundred Seventy Four Dollars (\$2,310,474)** 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 **Eight Million Eight Hundred Thousand Seven Hundred Nine Dollars** (\$8,800,709).
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Four Hundred Sixty Six Thousand Seven Hundred Eighty Five Dollars (\$1,466,785**) is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.
- **2.4** Section 5.2 Use of Grant Funds of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

2.5 Section 5.4 Reserved. (State or Federal Funds) of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.4 State or Federal Funds.

- (a) **Disallowance**. Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) **Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.
- **2.6** Section 6.7 Submitting False Claims of the Agreement is hereby deleted and replaced in its entirety with:

6.7 Submitting False Claims. Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

- **2.7** Section 10.1(b) Commercial General Liability of the Agreement is deleted and replaced by the following:
 - (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars

(\$2,000,000) general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.

2.8 Section 13.3 Subcontracting of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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

- (a) Limitations. In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) Terms of Subcontract. Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.
- **2.9 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is 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	Department of Homelessness and Supportive Housing
City:	Contracts Unit
	440 Turk Street
	San Francisco, CA 94102
	hshcontracts@sfgov.org
If to Grantee:	Homeless Prenatal Program
	2500 18 th Street
	San Francisco, CA 94110
	Attn: Shellena Eskridge
	shellenaeskridge@homelessprenatal.org

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

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

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

2.10 Section 16.8 Requiring Minimum Compensation for Employees of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at http://sfgov.org/olse/mco. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

2.11 Section 16.19 Distribution of Beverages and Water of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.19 Distribution of Beverages and Water

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as

defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

- (b) Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).
- **2.12** Section 16.21 Compliance with Other Laws of the Agreement is hereby deleted and replaced in its entirety to read as follows:
 - (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
 - (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.
- **2.13** Section 16.23 Additional Requirements for Federally-Funded Awards of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.23 Additional Requirements for Federally-Funded Awards, when applicable.

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
 - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

- (2) Procures a commercial sex act during the period of time that the award is in effect; or
- (3) Uses forced labor in the performance of the award or sub-awards under the award.
- **2.14** Section 17.6 Entire Agreement of the Agreement is hereby deleted and replaced with the following:

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

Appendix A, Services to be Provided (dated July 1, 2024) Appendix B, Budget (dated July 1, 2024) Appendix C, Method of Payment (dated July 1, 2024) Appendix D, Interests in Other City Grants (dated July 1, 2024)

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

17.12 Reserved

2.16 Section 17.14 Services During a City-Declared Emergency of the Agreement is hereby deleted and replaced with the following:

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

- **2.17** Appendix A, Services to be Provided, of the Agreement is hereby replaced in its entirety by the modified Appendix A, Services to be Provided (dated July 1, 2024), for the period of July 1, 2024, to June 30, 2025.
- **2.18** Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified Appendix B, Budget (dated July 1, 2024), for the period of July 1, 2021, to June 30, 2025.

- **2.19** Appendix C, Method of Payment, of the Agreement is hereby replaced in its entirety by the modified Appendix C, Method of Payment (dated July 1, 2024).
- 2.20 Appendix D, Interests in Other City Grants, of the Agreement is hereby replaced in its entirety by the modified Appendix D, Interests in Other City Grants (dated July 1, 2024).
- 2.11 Appendix E, Permitted Subgrantees, of the Agreement is hereby deleted.

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

CITY

GRANTEE

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

HOMELESS PRENATAL PROGRAM

By:

DocuSigned by: Shirren McSpadden

Shireen McSpadden Executive Director

DocuSigned by: Shellena Eskridae

Approved as to Form: David Chiu City Attorney

DocuSigned by: am Ra. By:

Adam Radtke Deputy City Attorney

Appendix A: Services to be Provided By Homeless Prenatal Program Supportive Housing Assistance and Readiness Efforts (SHARE) and Support Services for Housing Plus

I. Purpose of Grant

The purpose of the grant is to provide short-to-medium term rapid re-housing (RRH) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing and exiting to rent stability.

II. Served Population

- A. Grantee shall serve participants who are at or below 50 percent Area Median Income (AMI).
- B. Grantee shall serve formerly homeless or at-risk of homelessness and income-eligible family households with an adult and at least one natural, adoptive and/or foster child below the age of 18. This may include a pregnant person, with or without a partner.
- C. Grantee shall service households with a documented need to reside in San Francisco due to:
 - 1. Civil or criminal court stipulations that require San Francisco residency;
 - 2. Family Court Services involvement with service or visitation needs specifically in San Francisco;
 - 3. Undocumented family members with verifiable path to permanent residency, such as a pending U or T-visa, or political asylum application;
 - 4. Children living with disabilities who are receiving specific, ongoing services in San Francisco; or
 - 5. Household or family members who are living with disabilities who are receiving specific, ongoing services in San Francisco.

III. Referral and Prioritization

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

IV. Description of Services

Grantee shall provide support services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). RRH services are voluntary and shall be available to all participants. Support services shall include, but are not limited to, the following:

A. <u>Housing-Focused Case Management Services</u>: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with RRH administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:

- 1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process.
- 2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process.
- 3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:
 - a. Search for and secure housing;
 - b. Increase income, connect to benefits and secure employment;
 - c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
- 4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.
- 5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units.
- 6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services.
- 7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (IHSS) or any other services the participant needs to achieve housing stability.
- 8. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework.
- 9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify.
- 10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
- 11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse,

mental health, or another issue that is jeopardizing the participant's housing retention and/or health.

- 12. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. <u>Housing Location Services</u>: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
 - 1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants.
 - 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being.
 - 3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants.
 - 4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns.
 - 5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace.
 - 6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs.
 - 7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
 - 8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.
- C. <u>Housing Coordination Services</u>: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
 - 1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process.

- 2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations.
- 3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation).
- 4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing.
- 5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers).
- 6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
- 7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters.
- 8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed.
- 9. Grantee shall communicate the following expectations with participants:
 - a. Contribution toward the rent is due on the first month and how to make the payment;
 - b. How much the participant is responsible for each month; and
 - c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
- 10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements.
- 11. Grantee shall support payment of items needed during housing search and movein (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance.
- 12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges.
- 13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
- 14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.
- D. <u>Subsidy Administration Services</u>: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:

- 1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing.
- 2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments.
- 3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord,
- 4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases,
- 5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco,
- 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation,
- 7. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months.
- 8. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.
- E. <u>Landlord Liaison Services</u>: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
 - 1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis,
 - 2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
 - 3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction,
 - 4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms,
 - 5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.
- F. <u>Workforce Development Services</u>:

- 1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
- 2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh.
- 3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
- 4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews.
- 5. Grantee shall collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships.
- 6. Grantee shall provide referrals to vocational training that helps tenants obtain indemand employment skills that are marketable to employers from local/regional industries.
- 7. Grantee shall match tenants with employment opportunities and coach them through the job search process.
- 8. Provide training and support to employers and tenants to ensure job retention after placement;

V. Location and Time of Services

Grantee shall provide services at Homeless Prenatal Program offices, 2500 18th Street in San Francisco. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

- A. <u>1:50 Housing Coordinator Ratio</u>: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. <u>1:20 Case Manager Ratio</u>: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. <u>Income Verification</u>: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;

- D. <u>Language and Interpretation Services</u>: 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: <u>https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers</u>.
- E. <u>Case Conferences</u>: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. <u>Admission Policy</u>: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- G. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for participants, that 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 (<u>hshgrievances@sfgov.org</u>) 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 participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- H. <u>Reasonable Accommodation Policy</u>: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

- I. <u>Termination Policy</u>: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.
- J. <u>Feedback, Complaint, and Follow-up Policies</u>: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
 - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 - 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- K. <u>City Communications and Policies:</u> 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. <u>Coordination with Other Service Providers</u>: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. <u>Critical Incident</u>: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.
- N. <u>Disaster and Emergency Response Plan</u>: 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.
- O. Data Standards:

- Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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.
- Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDOI Process standard.
- 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.
- 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.
- P. <u>Harm Reduction:</u> Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the <u>HSH Overdose Prevention Policy</u>. Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. <u>Housing First</u>: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, lowbarrier access to housing and services.

VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

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

- A. <u>Housing Location Services</u> Grantee shall provide 100 percent of participants with Housing Location Services.
- B. <u>Housing Coordination Services</u> Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
 - 1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
 - 2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
 - 1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
 - 2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
 - 3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.
- E. <u>Workforce Development Services</u>
 - 1. Grantee shall offer 100 percent of participants with Workforce Development Services;
 - 2. Grantee shall offer a workforce development assessment to 100 percent of participants; and
 - 3. Grantee shall offer 100 percent of participants referrals to workforce development program partnerships specifically designed for RRH participants.
- F. Landlord Liaison Services
 - 1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
 - 2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE system data:

- A. Housing Coordination and Housing Location Services:
 - 1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
 - 2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as

calculated by [Housing Move-in Date]-[Enrollment Date]/Count of participants with a [Housing Move-In Date].

- B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:
 - 1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
 - 2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and
 - 3. At least 75 percent of participants will be referred to community resources.
- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services: At least 75 percent of tenants shall obtain employment or increase their income by the first annual tenant assessment compared to their status at program enrollment.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
 - 2. The total number of new placements during the quarter not including relocations; and
 - 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 - The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination;

- 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
- 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
- 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<u>https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf</u>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<u>https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf</u>) 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 HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

A. <u>Program Monitoring</u>: Grantee is subject to program monitoring and/or audits, such as, but not limited to review of the following: participant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel 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, the audit of data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will 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 and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts and memoranda of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	А	В	С	D	E	F
1	Program Budget H	istory				
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	Date of Budget	Change Type	Ongoing / One-Time	Change Amount	Asana Approval	Change Description
3	Change	enange type	engeng, ene inte	enangevaneant	Link	
4	7/1/2021	New	Ongoing	\$ 2,225,606		New agreement effective 7/1/2021
5	12/21/2022	Mod	Ongoing	\$ 31,403	N/A	FY 22-23 CODB General Fund increase, effective 7/1/2022
6	5/17/2023	Mod	One Time	\$ 8,837	https://app.asana.com/	GF addbacks and OCOH adjustments.
7	11/28/2023	Mod	Ongoing	\$ 41,768	N/A	FY 23/24 CODB GF increase, effective 7/1/2023
8	11/28/2023		One Time	<u>\$ 78,400</u>	https://app.asana.com/	Prop C addback budget mod: https://app.asana.com/0/1199128752851553/1205524473891025/f
9	1/7/2024	Amend	Ongoing	\$ 2,155,045		Amendment to extend through 6.30.25
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	А	В	С	D	E
1	DEPARTMENT OF H	IOMELESSNESS	AND SUPPOR	FIVE HOUSING	
2	APPENDIX B, BUDG	ET			
3	Document Date	7/1/2024			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2021	6/30/2024	3	
6	Amended Term	7/1/2021	6/30/2025	4	
7	Provider Name	Home	eless Prenatal Pr	ogram	
8	Program		SHARE Subsidie	s	
9	F\$P Contract ID#		1000021498		
10					
11		Permit	ted Subcontrac	tors	
12	1	None.			
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12		7/1/2021	6/30/2025		Year 1			Year 2			Year 3			Year 4	<u> </u>		
13	Services Provid	led		7/1/20)21 - 6/30	/2022	7/1/20)22 - 6/30)/2023	7/1/20	23 - 6/3	0/2024	7/1/20)24 - 6/3	0/2025		
14 15	Medium-Term Rapid Rehousing and	d Associated S	ervices		26			40			32			32			
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3	Document Date	7/1/2024									
			_	Duration							
4	Contract Term	Begin Date	End Date	(Years)							
5	Current Term	7/1/2021	6/30/2024	3							
6	Amended Term	7/1/2021	6/30/2025	4							
7	Provider Name		s Prenatal Progra	m							
	Program		ARE Subsidies								
9 10	F\$P Contract ID# Action (select)		.000021498 Amendment								
-	Effective Date	P	7/1/2024								
		General Fund - Ra		Support							
1	Budget Names	Services, One-Tim									
12			-	Fay							
13	Tama David - 1	Current	New								
14	Term Budget	\$ 5,178,879	\$ 7,333,924								
15	· · ·	\$ 3,732,949	\$ 1,466,785	20%				EXTENSION YEAR			
16	Not-To-Exceed	\$ 8,911,828	\$ 8,800,709		Year 1	Year 2	Year 3	Year 4		All Years	
					7/1/2021 -	7/1/2022 -	7/1/2023 -	7/1/2024 -	7/1/2021 -	7/1/2021 -	7/1/2021 -
17					6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2024	6/30/2025	6/30/2025
18					Actuals	Actuals	New	New	Current/Actuals	Amendment	New
19	Expenditures										
20	Salaries & Benefits				\$ 425,653	\$ 511,843.39	\$ 638,442	\$ 633,805	\$ 1,575,938	\$ 633,805	\$ 2,209,742
21	Operating Expense				\$ 2,765	\$ 2,800) \$ 38,844	\$ 78,144	\$ 44,409	\$ 78,144	\$ 122,553
22	Subtotal				\$ 428,418	\$ 514,643	\$ \$ 677,286	\$ 711,949	\$ 1,620,347	\$ 711,949	\$ 2,332,295
23	Indirect Percentage										
24	Indirect Cost				\$ 64,263	\$ 77,197			\$ 243,052	\$ 106,792	\$ 349,845
25	Other Expenses (No		:t %)		\$ 861,090	\$ 999,824	. , ,		\$ 3,232,080	\$ 1,331,304	\$ 4,563,384
26	Capital Expenditure				Ş -	Ş	\$ 83,400		\$ 83,400	\$ 5,000	\$ 88,400
28	Total Expenditures				\$ 1,353,769.65	\$ 1,591,664.73	\$ \$ 2,233,444.85	\$ 2,155,044.91	\$ 5,178,879.21	\$ 2,155,044.91	\$ 7,333,924.12
29		et)									
	HSH Revenues (sele				\$ 2,187,874	\$ 2,113,277	' \$ -	\$-	\$ 4.301.151	\$ -	¢ 4 201 151
31 32	General Fund - Ongo General Fund - COD				\$ 2,187,874 \$ -	\$ 2,113,277 \$	- \$ -	\$ - \$ -	\$ 4,301,151 \$ -	\$ - \$ -	\$ 4,301,151 \$ -
32	General Fund - COD				- -	\$ 8,837		\$ - \$	\$ 8,837		\$ 8,837
33	Prop C - Ongoing	THIE			<u> </u>	\$ 0,837	- \$ 2,155,045		\$ 2,155,045	\$ 2,155,045	\$ 4,310,090
35	General Fund - One	-time CODB			\$ 17,182	\$	- \$ -	\$ 2,133,043	\$ 17,182		\$ 17,182
36	Adjustment for Actu				\$ (851,286)	\$ (530,449		\$ -	\$ (1,381,736)		\$ (1,381,736)
37	Prop C - Add Back				\$ -	\$ (000),110	- \$ 78,400	\$-	\$ 78,400	\$ -	\$ 78,400
40	Total HSH Revenue	S			\$ 1,353,769.65	\$ 1,591,664.73		\$ 2,155,045.00	\$ 5,178,879.38	\$ 2,155,045.00	\$ 7,333,924.38
50	Rev-Exp (Budget Ma				\$ -	\$ -	\$ -	\$ -	\$ -	. , ,	\$ -
52	Total Adjusted Salar)				6.47	6.64	1		·
53									4		
54	Prepared by	Biniam Haile			*NOTE: HSH budg	ets typically proje	ct out revenue level	s across multiple			
55	Phone	415.546.6756 ext.	401		years, strictly for b	oudget-planning p	urposes. All prograr	n budgets at any			
56	Email	biniamhaile@homel			given year are sub	ject to Mayoral /	Board of Supervisor	s discretion and			
57		2. Indirinano (grioffici	acceptionataorg		funding availabilit	y and are not gua	anteed. For further	information,			
57	1										

	А	В	С	D	1	E		Н		
1	DEPARTMENT OF H	OMELESSNESS AN	ND SUPPORTIVE H	OUSING						
2	APPENDIX B, BUDG	ET								
3	Document Date	7/1/2024								
		Duration								
4	Contract Term	Begin Date	End Date	(Years)	1					
5	Current Term	7/1/2021	6/30/2024	3	1					
6	Amended Term	7/1/2021	6/30/2025	4	1					
7	Provider Name	Hom	eless Prenatal Pro	gram	1					
	Program		SHARE Subsidies		1					
_	F\$P Contract ID#		1000021498		4					
	Action (select)		Amendment		1					
11	Effective Date		7/1/2024		1					
	Budget Name	General Fun	d - Rapid Rehousii	ng & Support						
12			Services							
13		Current	New							
14	Term Budget	\$ 5,100,479	\$ 7,255,524							
15	Contingency	\$ 3,732,949	\$ 1,466,785	20%						
16	Not-To-Exceed	\$ 8,911,828	\$ 8,800,709			Year 1		Year 2		
						7/1/2021 -		7/1/2022 -		
17						6/30/2022		6/30/2023		
18						Actuals		Actuals		
19	Expenditures									
20	Salaries & Benefits				\$	425,653	\$	511,843		
21	Operating Expense				\$	2,765	\$	2,800		
22	Subtotal				\$	428,418	\$	514,643		
23	Indirect Percentage					15.00%		15.00%		
	Indirect Cost (Line 2				\$	64,263	\$	77,197		
25	Other Expenses (No	t subject to indire	ct %)		\$	861,090	\$	999,824		
_	Capital Expenditure				\$	-	\$	-		
_	Total Expenditures				\$	1,353,770	\$	1,591,665		
29										
_	HSH Revenues (sele									
	General Fund - Ongo				\$	2,187,874	\$	2,113,277		
_	General Fund - COD									
	General Fund - One-	-Time					\$	8,837		
	Prop C - Ongoing		\$	-						
	General Fund - One				\$	17,182				
	Adjustment for Actu				\$	(851,286)		(530,449)		
	Total HSH Revenues				\$	1,353,770	\$	1,591,665		
50	Rev-Exp (Budget Ma	atch Check)			\$	-	\$	-		

	А	М		Р		AI		AJ		AK
1	DEPARTMENT OF H							-		
2	APPENDIX B, BUDGI									
3	Document Date									
4	Contract Term									
5	Current Term									
6	Amended Term									
7	Provider Name									
8	Program									
9	F\$P Contract ID#									
10	Action (select)									
11	Effective Date									
	Budget Name									
12										
13										
14	Term Budget									
15	Contingency		EX.	TENSION YEAR						
	Not-To-Exceed	Year 3		Year 4				All Years		
10		7/1/2023 -		7/1/2024 -		7/1/2021 -		7/1/2021 -		7/1/2021 -
		6/30/2024		6/30/2025		6/30/2024		6/30/2025		6/30/2025
17	-				_					
18		New		New	Cu	rrent/Actuals	A	Amendment		New
	Expenditures									
	Salaries & Benefits	\$ 638,441.95	\$	633,805	\$	1,575,938	\$	633,805	\$	2,209,742
	Operating Expense	\$ 38,844.00	\$	78,144	\$	44,409	\$	78,144	\$	122,553
	Subtotal	\$ 677,285.95	\$	711,949	\$	1,620,347	\$	711,949	\$	2,332,295
	Indirect Percentage			15.00%						
	Indirect Cost (Line 2		_	106,792	\$	243,052	\$	106,792	\$	349,845
	Other Expenses (No		\$	1,331,304	\$	3,232,080	\$	1,331,304	\$	4,563,384
	Capital Expenditure		\$	5,000	\$	5,000	\$	5,000	\$	10,000
	Total Expenditures	\$ 2,155,044.85	\$	2,155,045	\$	5,100,479	\$	2,155,045	\$	7,255,524
29										
	HSH Revenues (sele									
	General Fund - Ongo		\$	-	\$	4,301,151	\$	-	\$	4,301,151
	General Fund - COD		\$	-	\$	-	\$	-	\$	-
	General Fund - One-		\$	-	\$	8,837	\$	-	\$	8,837
	Prop C - Ongoing	\$ 2,155,045.00	\$	2,155,045	\$	2,155,045	\$	2,155,045	\$	4,310,090
	General Fund - One-		\$	-	\$	17,182	\$	-	\$	17,182
	Adjustment for Actu		\$	-	\$	(1,381,736)		-	\$	(1,381,736)
	Total HSH Revenues		\$	2,155,045	\$	5,100,479	\$	2,155,045	\$	7,255,524
	Rev-Exp (Budget Ma	s _	Ś	_	Ś				Ś	

	А		F	0	1	Р	Q	R	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSI	NG							
2	SALARY & BENEFIT DETAIL	_							
3	Document Date	_							
<u> </u>	Provider Name	_							
-	Program	_							
	F\$P Contract ID#	_							
	Budget Name								
8			ear 1	Year 2				Year 3	
	POSITION TITLE		2021 -	7/1/2022 -		AganavT	atala	For HSH	Funded
9)/2022 tuals	6/30/2023 New		Agency To	otals	Prog	ram
10					An	nual Full	Position	% FTE	Adjusted
11		Budget	ed Salary	Budgeted Salary		Salary (for	FTE	funded by	Budgeted
12	Housing Specialist	\$	55,125	60,778.00	\$	64,586	1.00	100%	1.00
13	Case Manager	\$	52,500	60,778.00	\$	65,393	1.00	100%	1.00
14	Supportive Housing Program Manager	\$	57,330	60,778.00	\$	91,375	1.00	17%	0.17
15	Compliance Specialist	\$	28,696	30,204.93	\$	86,375	1.00	52%	0.52
16	Accounting Associate	\$	23,000	13,882.20	\$	90,775	1.00	0.15	0.15
17	Deputy Director	\$	60,000	52,734.50	\$	188,389	1.00	0.15	0.15
18	Finance Director	\$	25,396	39,472.16	\$	181,000	1.00	0.05	0.05
19	Mental Health Therapist	\$	9,283	13,044.15	\$	115,030	0.77	45%	0.35
20	Director of Housing and Partnerships	\$	21,630	27,965.55	\$	145,251	1.00	21%	0.21
21	Case Manager	\$	7,562	9,391.95	\$	70,446	1.00	100%	1.00
22	Supportive Housing Asst Program Manager				\$	79,525	1.00	65%	0.65
24	Case Manager				\$	64,586	1.00	100%	1.00
25	Assistant Director of Housing and Partnerships				\$	109,455	1.00	23%	0.23
53		\$	340,522	403,026.29				ΤΟΤΑ	L SALARIES
54								TOTAL FTE	6.47
55			25.00%	27%				FRINGE BE	NEFIT RATE
56		\$	85,131	108,817.10	1		EMP	LOYEE FRING	E BENEFITS
57		\$	425,653	511,843.39			ΤΟΤΑ	L SALARIES	& BENEFITS
58									
59									
60									

	А	V	W	Х	Y	7	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSIN	•								
2	SALARY & BENEFIT DETAIL									
3	Document Date									
4	Provider Name	<u>.</u>								
	Program									
_	F\$P Contract ID#	-								
	Budget Name			EX	TENSION YE	AR				
8		7/4/2022			Year 4		7/4/2024	7/4/2024	All Years	7/4/2024
	POSITION TITLE	7/1/2023 -	A some v T	atala	For HSH	Funded	7/1/2024 -	7/1/2021 -	7/1/2021 - 6/30/2025	7/1/2021 -
9 10		6/30/2024 New	Agency To	Julis	Prog	ram	6/30/2025 New	6/30/2024 Current/Actuals	Modification	6/30/2025 New
10			Annual Full	Position	% FTE	Adjusted	Budgeted			
11		Budgeted Salary	Time Salary (for	FTE	funded by	Budgeted	Salary	Budgeted Salary	Change	Budgeted Salary
12	Housing Specialist	\$ 64,586	\$64,586	1.00	100%	1.00	\$ 64,586	\$ 180,489	\$ 64,586	\$ 245,075
13	Case Manager	\$ 65,393	\$65,393	1.00	100%	1.00	\$ 65,393	\$ 178,671	\$ 65,393	\$ 244,064
14	Supportive Housing Program Manager	\$ 15,534	\$91,375	1.00	25%	0.25	\$ 22,844	\$ 133,642	\$ 22,844	\$ 156,486
15	Compliance Specialist	\$ 44,915	\$86,375	1.00	45%	0.45	\$ 39,043	\$ 103,816	\$ 39,043	\$ 142,859
16	Accounting Associate	\$ 13,616	\$90,775	1.00	50%	0.50	\$ 45,388	\$ 50,498	\$ 45,388	\$ 95,886
17	Deputy Director	\$ 28,258	\$188,389	1.00			\$-	\$ 140,993	\$-	\$ 140,993
18	Finance Director	\$ 9,050	\$181,000	1.00			\$-	\$ 73,918	\$-	\$ 73,918
19	Mental Health Therapist	\$ 39,858	\$115,030	0.77	45%	0.35	\$ 39,858	\$ 62,185	\$ 39,858	\$ 102,043
20	Director of Housing and Partnerships	\$ 30,205	\$145,251	1.00	21%	0.21	\$ 30,503	\$ 79,800	\$ 30,503	\$ 110,303
21	Case Manager	\$ 70,446	\$70,446	1.00	100%	1.00	\$ 70,446	\$ 87,400	\$ 70,446	\$ 157,846
22	Supportive Housing Asst Program Manager	\$ 51,691	\$79,525	1.00	65%	0.65		\$ 51,691	1	\$ 103,383
24	Case Manager	\$ 64,586	\$64,586	1.00	100%	1.00	\$ 64,586	\$ 64,586	\$ 64,586	
25	Assistant Director of Housing and Partnerships	\$ 25,175	\$109,455	1.00	23%	0.23	\$ 25,175	\$ 25,175	\$ 25,175	
53		\$ 523,313				L SALARIES	\$ 519,512	\$ 1,266,861	\$ 519,512	\$ 1,786,373
54					TOTAL FTE	6.64				
55		22.00%			FRINGE BE	NEFIT RATE	22.00%			
56		\$ 115,128.88		EMP	LOYEE FRING	E BENEFITS	\$ 114,293	\$ 309,076	\$ 114,293	\$ 423,369
57		\$ 638,442		ΤΟΤΑ	L SALARIES	& BENEFITS	\$ 633,805	\$ 1,575,938	\$ 633,805	\$ 2,209,742
58										
59										
60										

	A	В	E
1 DEF	PARTMENT OF HOMELESSNESS AND SUPPORT	IVE HOUSING	
2 OP	ERATING DETAIL		
	cument Date	7/1/2024	
	vider Name	Homeless Prena	0
	gram	SHARE Subsidie	S
	Contract ID#	1000021498	
7 Buc	dget Name	General Fund -	Rapid Rehousir
0			N A
9		Year 1	Year 2
		7/1/2021 -	7/1/2022 -
10		6/30/2022	6/30/2023
11		Actuals	Actuals
		Budgeted	Budgeted
12 Ope	erating Expenses	Expense	Expense
14 Utili	ties(Elec, Water, Gas, Phone, Scavenger)		
16 Buil	ding Maintenance Supplies and Repair		
17 Prin	ting and Reproduction		
18 Insu	Irance		
19 Stat	ff Training	\$ 2,765	\$ 2,800
20 Stat	ff Travel-(Local & Out of Town)		
22 Data	a License & IT		
23 Clie	ent Barrier Removal		
68 TOT	TAL OPERATING EXPENSES	\$ 2,765	\$ 2,800
69			
70 Oth	er Expenses (not subject to indirect cost %)		
	ent Emergency Services	\$ 125,000.00	\$ 71,000
	ntal Subsidies	\$ 1,419,983.66	\$ 1,419,984
	curity Deposits	\$ 60,000	\$ 49,000
	ent Move In - Furniture	\$ 20,650.00	\$ 20,650
	ent Legal Services	\$ 64,000	\$ 55,803
	ntal Bonus	\$ -	\$ 11,000
			, , , , , , , , , , , , , , , , , , , ,
	TAL OTHER EXPENSES	\$ 861,090	\$ 999,824
86			
87 <u>Cap</u>	<u>bital Expenses</u>		
88 Des	sktop, Laptops, Monitors		
95			
96 TOT	TAL CAPITAL EXPENSES	\$ -	\$

	А		J	1	М		AF		AG		AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIV	1							-		
2	OPERATING DETAIL										
3	Document Date]									
4	Provider Name										
5	Program										
6	F\$P Contract ID#										
7	Budget Name	&	Support Serv			_					
8				:X1	ENSION YEA	R					
9			Year 3		Year 4				All Years		
			7/1/2023 -		7/1/2024 -		7/1/2021 -		7/1/2021 -		7/1/2021 -
10			6/30/2024		6/30/2025		6/30/2024		6/30/2025		6/30/2025
11			New		New	Cu	rrent/Actuals	Ν	Iodification		New
			Budgeted		Budgeted		Budgeted				Budgeted
12	Operating Expenses		Expense		Expense		Expense		Change		Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	15,300	\$	15,300.00	\$	15,300	\$	15,300	\$	30,600
16	Building Maintenance Supplies and Repair	\$	-	\$	5,000.00	\$	-	\$	5,000	\$	5,000
17	Printing and Reproduction	\$	1,017	\$	1,017.00	\$	1,017	\$	1,017	\$	2,034
18	Insurance	\$	4,155	\$	4,155.00	\$	4,155	\$	4,155	\$	8,310
19	Staff Training	\$	4,834	\$	4,834.00	\$	10,399	\$	4,834	\$	15,233
20	Staff Travel-(Local & Out of Town)	\$	700	\$	3,000.00	\$	700	\$	3,000	\$	3,700
22	Data License & IT	\$	12,838	\$	12,838.00	\$	12,838	\$	12,838	\$	25,676
23	Client Barrier Removal			\$	32,000.00	\$	-	\$	32,000	\$	32,000
68	TOTAL OPERATING EXPENSES	\$	38,844	\$	78,144	\$	44,409	\$	78,144	\$	122,553
69											
70	Other Expenses (not subject to indirect cost %)										
71	Client Emergency Services	\$	111,561	\$	-	\$	307,561	\$	-	\$	307,561
	Rental Subsidies	\$	1,031,060	\$	1,129,562.00	\$	3,871,027	\$	1,129,562	\$	5,000,589
73	Security Deposits	\$	120,442	\$	120,442	\$	229,442	\$	120,442	\$	349,884
74	Client Move In - Furniture	\$	41,300	\$	41,300	\$	82,600	\$	41,300	\$	123,900
	Client Legal Services	\$	55,803	\$	40,000	\$	175,606	\$	40,000	\$	215,606
	Rental Bonus	\$	11,000	\$	-	\$	22,000	\$	-	\$	22,000
85	TOTAL OTHER EXPENSES	\$	1,371,166	\$	1,331,304	\$	4,613,816	\$	1,331,304	\$	5,945,120
		φ	1,371,100	φ	1,001,004	φ	4,010,010	φ	1,551,504	φ	5,540,120
86								1			
87	Capital Expenses										
88	Desktop, Laptops, Monitors	\$	5,000	\$	5,000	\$	5,000	\$	5,000	\$	10,000
95											
96	TOTAL CAPITAL EXPENSES	\$	5,000	\$	5,000	\$	5,000	\$	5,000	\$	10,000

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	A	В	С	D	E	F
1	BUDGET NARRATIVE	Fis	scal Year			
2	General Fund - Rapid Rehousing	=	FY24-25	<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become e	ffective
		Adjusted Budgeted				
3	Salaries & Benefits	<u>FTE</u>	Budgeted Salar		Calculation	Employee Name
4	Housing Specialist	1.00	0 \$ 64,586	Point person for all administrative activities relating to finding and securing housing, includes managing landlord relationships, assisting with applications, budgeting and credit assistance, further housing searches for when subsidy ends.	1.00 FTE * \$64,586	Stephanie Zambrano
5	Case Manager	1.00) \$ 65,393	Main point of contact for the family. Counselor and advocate. The families will receive intensive case management including assessment, client-centered service plans, and addressing barriers to family stability.	1.00 FTE * \$65,393	Elizabeth Lawton
6	Supportive Housing Program Manager	0.25	5 \$ 22,844	Supervises and supports the 4 Case Managers. Oversees the collection of data ensuring that it is accurate and timely.	.25 FTE * \$91,375	Monica Hollins
7	Compliance Specialist	0.45	5	· ·	.45 FTE * \$86,375	Victoria Ruiz
8	Accounting Associate	0.50	9 \$ 45,388	Assists with on-time data collection, sets up evaluation of monthly data, prepares monthly contract reporting	.5 FTE * \$90,775	Tannia Vargas
11	Mental Health Therapist	0.35	5 \$.35 FTE * \$115,030	Susana Eisen
12	Director of Housing and Partnerships	0.21	\$.21 FTE * \$145,251	Monica Steptoe
13	Case Manager	1.00) \$ 39,858	Provides trauma informed individual or family therapy to clients of HPP. Holds clinical case conferences with all case management teams to support difficult cases.	1.00 FTE * 70,446	Sujey Ruiz
14	Supportive Housing Asst Program Manage	0.65	5 \$ 30,503	Oversees all Supportive Housing team and assists with government housing contracts.	.65 FTE * \$79,525	Galen Comerford
16	Case Manager	1.00	\$ 25,175	Supervises and Supports the Director of Housing and Partnerships and all outside partners.	1.00 FTE * \$64,586	Nanyonjo Mukungu
17	Assistant Director of Housing and Partners	0.23	8 \$ 51,691	Supervises and reviews the assistant housing program manager, oversees the evaluation of data, goals and contracts. Liaison with all Government Housing Contractors	.23 FTE * \$109,455	Holly Hsu
45			\$			
46	TOTAL	6.87	′ \$ 551,031			
	Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 22% of		
47				total salaries.		
48	Salaries & Benefits Total		\$ 665,324			

	А	В	С	D	E	F
49				-		
			Budgeted			
50	Operating Expenses		Expense	<u>Justification</u>	Calculation	
	Utilities(Elec, Water, Gas, Phone, Scaveng	er)	\$ 15,300	Portion of Budget for Elec, Water, Gas, Phone, Recology) Not previously covered		
52					for 6.64 FTE	
	Building Maintenance Supplies and Repair		\$ 5,000	General Maintenance, Cleaning and Repair of our Building. Based on footage of		
54				office space and public space for housing clinics.	for 6.64 FTE	
	Printing and Reproduction		\$ 1,017	Annual equipment rental for copier. The housing paperwork requires multiple		
55	Insurance		¢ 4455	copies of legal documents and worksheets.	for 6.64 FTE for 6.64 FTE	
	Staff Training			Annual Liability, Auto, Accident, D&O Insurance		
57	Stan Training		φ 4,034	Training, class, or job related workshop . HPP also provides 2-3 monthly trainings for all staff members working with clients.	for 6.64 FTE	
	Staff Travel-(Local & Out of Town)		\$ 3,000	Staff working on this project accompany clients to housing appointments with the	101 0.041112	
			φ 0,000	housing broker or potential landlords, make home visits, help clients with moving,	~750 per FTE case	
				take them to appointments. Staff also attend annual housing conferences.	manager and housing	
58					specialist	
	Data License & IT		. ,	Licensing with Sales Force for Data Base.	for 6.64 FTE	
	Client Barrier Removal		\$ 32,000	clothing for job or rental interviews, school clothes for children, diapers, medical		
				supplies. Support with ID's or licenses, utility costs, food and household items.		
61				_		
	TOTAL OPERATING EXPENSES	15.00/	\$ 78,144			
	Indirect Cost	15.0%	\$ 106,792			
108						

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	A E	3	С	D	E	F
109						
110	Other Expenses (not subject to indirect co	<u>st %)</u>	Amount	Justification	Calculation	
	Client Emergency Services			Our clients often need clothing for job or rental interviews, school clothes for	15 Families \$8,333	
				children, diapers, medical supplies. A majority need help with ID's or licenses, utility		
				costs. We give monthly food and Clipper cards. Share clients often do not have		
111				access to government support		
112	Rental Subsidies	\$		Ongoing rental Subsidies per year for 26 families	32 Families * \$39761	
113	Security Deposits	\$			11 Families ~\$10,000-11,000	
	Client Move In - Furniture	\$		A majority of the families that we house do not have furniture. We spend \$2,950/per	7 Families *\$2,950.	
114		•	,	Families for Beds, Mattresses, Tables, Chairs and Dressers.		
115	Client Legal Services	\$	40 000	Legal and Immigration Support	6 - 7 Families * \$10.000.	
	Client Groups	ŝ	,	On- Line Self-Care Group, Cooking Group, Wellness & Recovery Group	\$1,850. * 3 Groups	
-	Rental Bonus	ŝ		Rental signing bonus for landlord when necessary to convince a landlord to rent a	¢1,0001 0 0.00p0	
120		Ŷ		program family, especially those with barriers such as poor credit.		
120	Ongoing Transfer due to end of CoC Housing Plus	¢	_	Agreed upon amount to reallocate to service provider who took over PATH program		
		Ψ		effective 7/1/2022, to help fund Support Services for CoC tenants of that program.		
121				enective 1/1/2022, to help fund Support Services for CoC tenants of that program.		
	TOTAL OTHER EXPENSES	\$	1.331.304			
124	TOTAL OTHER EXI ENSES	ψ	1,001,004			
120						
120	Conital Expanses		American	lustification	Colouistion	
-	Capital Expenses	•	Amount	Justification	Calculation	
120	Desktop, Laptops, Monitors	\$	5,000	computer, laptops, monitors for 6.41 FTE	6.64 FTE x \$753	
129		\$	-			
135		•	F 000			
136	TOTAL CAPITAL EXPENSES	\$	5,000			

Appendix C, Method of Payment

- I. <u>Reimbursement for Actual Costs</u>: In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- **II.** <u>General Instructions for Invoice Submittal</u>: Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
 - A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
 - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
 - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
 - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

E. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <u>https://contracts.sfhsa.org</u>.

- 2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
- 3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
- 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
- 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
- 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. <u>Line Item Variance</u>: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: http://hsh.sfgov.org/overview/provider-updates/.

G. Spend Down

- 1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
- 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
- 3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

- H. <u>Documentation and Record Keeping</u>:
 - 1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
 - 2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) and summarized in excel;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
 - 3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

General Fund	
Туре	Instructions and Examples of Documentation
Salaries &	Grantee shall maintain and provide documentation for all
Benefits	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.

General Fund	
Туре	Instructions and Examples of Documentation
	Documentation shall include, but is not limited to, a
	personnel report in excel format that itemizes all payroll costs
	included in the invoice, historical and current payroll
	information from a payroll service or a payroll ledger from
	Grantee's accounting system and must include employee
	name, title, rate, and hours worked for each pay period.
Operating	Grantee shall maintain documentation for all approved
	Operating costs included in the Appendix B, Budget(s). Each
	time an invoice is submitted, Grantee shall upload
	documentation for all Subcontractor and Consultant costs,
	and documentation for any single expense within the
	Operating budget category that exceeds \$10,000.
	Documentation shall include, but is not limited to, a detailed
	summary report in excel format that itemizes all costs
	included in each operating invoice line, receipts of purchases
	or paid invoices of recurring expenditures, such as lease
	payments; copies of current leases; subcontractor payments;
	equipment lease invoices; and utility payments.
Operating -	Grantee shall maintain and provide documentation for all
Direct	approved Direct Assistance costs included in the Appendix B,
Assistance	Budget(s) each time an invoice is submitted.
	Documentation shall include a detailed summary report in
	excel format, showing proof of Direct Assistance expenditures, and any other information specifically
	requested by HSH to confirm appropriate use of Direct
	Assistance funds per the established program policy.
Capital and/or	Grantee shall maintain and provide documentation for all
One-Time	approved Capital and/or One-Time Funding costs included in
Funding	the Appendix B, Budget(s) each time an invoice is submitted.
1 unung	Documentation shall include, but is not limited to, a detailed
	summary report in excel format that itemizes all costs
	included in each capital/one-time invoice line, receipts of
	purchases or paid invoices of non-recurring expenditures,
	such as repairs or one-time purchases.
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. <u>Advances or Prepayments</u>: Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

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

- 1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
- 2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
- 3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.
- B. Advance Request Process:
 - 1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
 - HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
 - 3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment.

- 2. All advance repayments must be recovered within the fiscal year for which it was made.
- 3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.
- IV. <u>Timely Submission of Reports and Compliance</u>: If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Human Services Agency	Bringing Families Home	July 1, 2023 – June 30, 2025	\$6,466,762
San Francisco Human Services Agency	KFT/FTC/New Beginnings	July 1, 2022 – June 30, 2026	\$5,016,110
Department of Homelessness and Supportive Housing	SHARE	July 1, 2021 – June 30, 2024	\$8,911,828
Department of Homelessness and Supportive Housing	Homelessness Prevention	July 1, 2018 – June 30, 2027	\$21,078,818
Department of Homelessness and Supportive Housing	РАТН	July 1, 2022 – June 30, 2029	\$ 5,180,700
Department of Homelessness and Supportive Housing	Jelani House	November 1, 2019 – June 30, 2026	\$9,388,640
Department of Public Health	Solid Start	July 1, 2023 – June 30, 2024	\$ 493,429
Mayor's Office of Housing and Community Development	Housing Case Management	July 1, 2023 – June 30, 2025	\$ 340,985
Mayor's Office of Housing and Community Development	Community Legal Navigation	July 1, 2023 – June 30, 2025	\$ 323,700
Office of Economic and Workforce Development	Community Health Worker Training	July 1, 2023 – June 30, 2025	\$ 400,000
Department of Early Childhood	Family Resource Center	July 1, 2023 – June 30, 2024	\$ 620,106
Department of Early Childhood	Family Resource Center – Enhancement Grant	July 1, 2023 – June 30, 2024	\$ 247,000



San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102 Phone: 415.252.3100 . Fax: 415.252.3112 ethics.commission@sfgov.org . www.sfethics.org Received On:

File #:

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4 (S.F. Campaign and Governmental Conduct Code § 1.126(f)4) A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <u>https://sfethics.org/compliance/cityofficers/contract-approval-city-officers</u>

1. FILING INFORMATION	2
TYPE OF FILING	DATE OF ORIGINAL FILING (for amendment only)
Original	S.
AMENDMENT DESCRIPTION – Explain reason for amendment	N O.
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2. CITY ELECTIVE OFFICE OR BOARD						
OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER					
Board of Supervisors	Members					

3. FILER'S CONTACT						
NAME OF FILER'S CONTACT	TELEPHONE NUMBER					
Angela Calvillo	415-554-5184					
FULL DEPARTMENT NAME	EMAIL					
Office of the Clerk of the Board	Board.of.Supervisors@sfgov.org					

4. CONTRACTING DEPARTMENT CONTACT						
NAME OF DEPARTI	MENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER				
Dylan Schnei	ider	628.652.7742				
FULL DEPARTMEN	ΤΝΑΜΕ	DEPARTMENT CONTACT EMAIL				
ном	Homelessness and Supportive Housing	dylan.schneider@sfgov.org				

X

5. CONTRACTOR	
NAME OF CONTRACTOR	TELEPHONE NUMBER
Homeless Prenatal Program	415-546-6756
STREET ADDRESS (including City, State and Zip Code)	EMAIL
2500 18th Street, San Francisco, CA 94110	

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 250395
DESCRIPTION OF AMOUNT OF CONTRACT		
\$22,627,326		
NATURE OF THE CONTRACT (Please describe)		
NATURE OF THE CONTRACT (Please describe) The second amendment to the grant agreement between Homeless Prenatal Program and the Department of Homelessness and Supportive Housing ("HSH"), for the Supportive Housing Assistance and Readiness Efforts program, extending the term by four years from June 30, 2025, for a total term of July 1, 2021, through June 30, 2029, and increasing the agreement amount by \$13,826,617 for a new total amount not to exceed \$22,627,326.		
7. COMMENTS		

_	
8. C	ONTRACT APPROVAL
This	contract was approved by:
	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	ТҮРЕ
1	Eskridge	Shellena	CEO
2	Haile	Biniam	CFO
3	Arpana	Vidyathi	Board of Directors
4	Chang	Tina	Board of Directors
5	Maher Reuter	Emily	Board of Directors
6	Philips	Psyche	Board of Directors
7	McGinnis	Kelly	Board of Directors
8	Landa	Dara	Board of Directors
9	Alavi	Kian	Board of Directors
10	Dixon	Mandela	Board of Directors
11	Francesconi	Gary	Board of Directors
12	Fillinger	Tamera	Board of Directors
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9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	ТҮРЕ
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9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	ТҮРЕ
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42		Q.	
43		30	
44		S.	
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	Check this box if you need to include ad Select "Supplemental" for filing type.	ditional names. Please submit a separate	form with complete information.

10. VERIFICATION

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK	DATE SIGNED
BOS Clerk of the Board	

Office of the Mayor San Francisco



- TO: Angela Calvillo, Clerk of the Board of Supervisors
- FROM: Adam Thongsavat, Liaison to the Board of Supervisors
- RE: [Grant Agreement Amendment Homeless Prenatal Program Supportive Housing Assistance Readiness Efforts - Not to Exceed \$22,627,326]
- DATE: April 15, 2025

Resolution approving the second amendment to the grant agreement between Homeless Prenatal Program and the Department of Homelessness and Supportive Housing ("HSH"), to provide Rapid Rehousing for families through the Supportive Housing Assistance and Readiness Efforts program, extending the term by four years from June 30, 2025, for a total term of July 1, 2021, through June 30, 2029, and increasing the agreement amount by \$13,826,617 for a new total amount not to exceed \$22,627,326, and authorizing HSH to enter into any amendments or other modifications to the amendment that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Should you have any questions, please contact Adam Thongsavat at adam.thongsavat@sfgov.org