

**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
ABODE SERVICES**

THIS AMENDMENT of the **August 1, 2022** 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 **ABODE SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to extend the agreement term; and

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) "Agreement" shall mean the Agreement dated **August 1, 2022** between Grantee and City; and **First Amendment**, dated **March 1, 2024**.
 - (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 **August 1, 2022** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (b) The City has options to renew the Agreement for additional years. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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

3.2 Duration of Term. The term of this Agreement shall commence on **August 1, 2022** and expire on **August 31, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Thousand Dollars (\$9,900,000)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Ninety Six Thousand Three Hundred Eighty Five Dollars (\$696,385)** is included as a

contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

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

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 damage 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 Types and Amounts of Coverage of the Agreement is hereby replaced in its entirety to read as follows:

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 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.
- (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.

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

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

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

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

2.9 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is replaced by the following:

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

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 hshcontracts@sfgov.org
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If to Grantee: Abode Services
40849 Fremont Blvd
Fremont, CA 94538
Attn: Vivian Wan
VWan@abode.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 16.21 Compliance with Other Laws of the Agreement is hereby deleted and replaced in its entirety to read as follows:

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California

Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

- 2.12 Section 16.23 Reserved. (Additional Requirements for Federally-Funded Awards)** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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

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

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

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

Appendix A, Services to be Provided (dated July 1, 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)

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

17.12 Reserved.

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

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

- 2.16 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2025), for the period of July 1, 2025 to August 31, 2025.
- 2.17 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 August 1, 2022 to August 31, 2025.
- 2.18 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2025).
- 2.19 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 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**

ABODE SERVICES

DocuSigned by:
By Shireen McSpadden 4/21/2025
Shireen McSpadden Date
Executive Director

DocuSigned by:
By Vivian Wan 4/18/2025
Vivian Wan Date
Chief Executive Officer
City Supplier Number: 40774

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
By Adam Radtke 4/21/2025
Adam Radtke Date
Deputy City Attorney

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

I. Purpose of Grant

The purpose of the grant is to provide fiscal agent services to the Department of Homelessness and Supportive Housing (HSH)-funded grantees providing problem solving services in working with people experiencing homelessness. The goal of these services is to support problem solving resolutions outside of the homelessness response system.

II. Served Population

Grantee shall serve people experiencing homelessness in San Francisco.

III. Referral and Prioritization

All referrals shall be made by HSH-funded problem solving providers via the Online Navigation and Entry (ONE) system, in accordance with established fiscal agent processes.

IV. Description of Services

Grantee shall provide the following services:

A. Problem Solving Resolution Financial Assistance

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

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

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

² Fiscal Agent Policy and Procedures: <https://dhsh.box.com/s/8cd7ygea6dcck106rtxo9ix7efk8mwp>

V. Location and Time of Services

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

VI. Service Requirements

- A. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee the Grant Plan, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to: the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.
- B. B. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- C. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- D. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- 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, Trainings and Meetings:

Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
3. Attendance of trainings, as requested.

G. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

H. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

I. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants shall participate in annual trainings on harm reduction, overdose recognition and response.

J. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

2. Data entered in the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards.
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 monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall 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.

K. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client 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. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

L. Record Keeping, Documentation, and Files:

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

VII. Service Objectives

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

A. Problem Solving Resolution Financial Assistance

1. Grantee shall issue 100 percent of problem solving financial assistance within 48 hours from request and in accordance to the “HSH problem solving Guide” and the “Fiscal Agent Policy and Procedures” document.
2. Grantee shall ensure that all problem solving direct client assistance expenditures were distributed and recorded in accordance with the problem solving Guide and Fiscal Agent policy document.
3. Grantee shall ensure that all problem solving direct client assistance expenditures include all appropriate program documentation.
4. Grantee shall ensure that all problem solving direct client assistance expenditures include all appropriate financial documentation (including but not limited a Fiscal Agent Checklist-problem solving Resolutions form, valid payee IRS form W-9s, lease agreement, applicable receipts or invoices, and gift card logs for all gift cards distributed to program participants as part of their housing resolution.

VIII. Outcome Objectives

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

- A. Grantee shall ensure that 90 percent of households utilizing problem solving fiscal agent services will be able to move into safe indoor housing in accordance with their lease agreement start date.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, such as the ONE System and CARBON. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data.
- B. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the

Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

- C. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- E. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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

X. Monitoring Activities

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

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

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

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	8/1/2022	6/30/2025	3
6	Amended Term	8/1/2022	8/31/2025	4
7				
8	Approved Subcontractors			
10	None.			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2025														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	8/1/2022	6/30/2025	3												
6	Amended Term	8/1/2022	8/31/2025	4												
7					Year 1		Year 2		Year 3		Year 4					
8	Service Component				8/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		7/1/2025 - 8/31/2025					
10	Problem Solving Resolution Financial Assistance (Households)				195		214		500		500*					

	A	B	C	D	E	H	K	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2025											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	8/1/2022	6/30/2025	3									
6	Amended Term	8/1/2022	8/31/2025	4									
7	Provider Name	Abode Services											
8	Program	Problem Solving - Fiscal Agent											
9	FSP Contract ID#	1000026120											
10	Action (select)	Amendment											
11	Effective Date	7/1/2025											
12	Budget Names	Problem-Solving Fiscal Agent											
13		Current	New										
14	Term Budget	\$ 9,506,860	\$ 9,900,000	0%									
15	Contingency	\$ 393,140	\$ -										
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000										
					Year 1	Year 2	Year 3	Year 4			All Years		
17		8/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 8/31/2025	7/1/2025 - 8/31/2025	7/1/2025 - 8/31/2025	8/1/2022 - 8/31/2025	8/1/2022 - 8/31/2025	8/1/2022 - 8/31/2025			
18		Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures												
20	Salaries & Benefits	\$ 187,175	\$ 288,241	\$ 205,868	\$ -	\$ 49,662	\$ 49,662	\$ 681,284	\$ 49,662	\$ 730,946			
21	Operating Expense	\$ 59,219	\$ 54,266	\$ 54,366	\$ -	\$ 5,555	\$ 5,555	\$ 167,852	\$ 5,555	\$ 173,407			
22	Subtotal	\$ 246,394	\$ 342,507	\$ 260,235	\$ -	\$ 55,217	\$ 55,217	\$ 849,136	\$ 55,217	\$ 904,353			
23	Indirect Percentage												
24	Indirect Cost (Line 21 X Line 22)	\$ 36,958	\$ 51,371	\$ 39,035	\$ -	\$ 8,283	\$ 8,283	\$ 127,364	\$ 8,283	\$ 135,647			
25	Other Expenses (Not subject to indirect %)	\$ 2,857,366	\$ 3,236,380	\$ 2,436,614	\$ -	\$ 329,642	\$ 329,642	\$ 8,530,360	\$ 329,642	\$ 8,860,002			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 3,140,719	\$ 3,630,258	\$ 2,735,883	\$ -	\$ 393,141	\$ 393,141	\$ 9,506,860	\$ 393,141	\$ 9,900,002			
29													
30	HSH Revenues (select)												
31	Prop C	\$ 3,391,907	\$ 4,652,896	\$ 2,735,883	\$ -	\$ 393,140	\$ 393,140	\$ 10,780,686	\$ 393,140	\$ 11,173,826			
33	Adjustment to Actuals	\$ (251,188)	\$ (1,022,638)	\$ -	\$ -	\$ -	\$ -	\$ (1,273,826)	\$ -	\$ (1,273,826)			
40	Total HSH Revenues	\$ 3,140,719	\$ 3,630,258	\$ 2,735,883	\$ -	\$ 393,140	\$ 393,140	\$ 9,506,860	\$ 393,140	\$ 9,900,000			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48													
49	Total HSH + Other Revenues	\$ 3,140,719	\$ 3,630,258	\$ 2,735,883	\$ -	\$ 393,140	\$ 393,140	\$ 9,506,860	\$ 393,140	\$ 9,900,000			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -			
52	Total Adjusted Salary FTE (All Budgets)						2.75						
53													
54	Prepared by	Lauryn Young											
55	Phone	510.613.4525											
56	Email	Lyoung@abode.org											
57													
58	Template last modified	9/1/2021											

	A	B	C	D	E	H	K	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2025											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	8/1/2022	6/30/2025	3									
6	Amended Term	8/1/2022	8/31/2025	4									
7	Provider Name	Abode Services											
8	Program	Problem Solving - Fiscal Agent											
9	FSP Contract ID#	1000026120											
10	Action (select)	Amendment											
11	Effective Date	7/1/2025											
59	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.												
60													
61													
62													
63													
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66													

	A	B	C	D	E	H	K	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2025											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	8/1/2022	6/30/2025	3									
6	Amended Term	8/1/2022	8/31/2025	4									
7	Provider Name	Abode Services											
8	Program	Problem Solving - Fiscal Agent											
9	FSP Contract ID#	1000026120											
10	Action (select)	Amendment											
11	Effective Date	7/1/2025											
12	Budget Name	Problem-Solving Fiscal Agent											
13		Current	New										
14	Term Budget	\$ 9,506,860	\$ 9,900,000	0%									
15	Contingency	\$ 393,140	\$ -										
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000										
					Year 1	Year 2	Year 3	Year 4			All Years		
					8/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 8/31/2025	7/1/2025 - 8/31/2025	7/1/2025 - 8/31/2025	8/1/2022 - 8/31/2025	8/1/2022 - 8/31/2025	8/1/2022 - 8/31/2025
					Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures												
20	Salaries & Benefits				\$ 187,175	\$ 288,241	\$ 205,868	\$ -	\$ 49,662	\$ 49,662	\$ 681,284	\$ 49,662	\$ 730,946
21	Operating Expense				\$ 59,219	\$ 54,266	\$ 54,366	\$ -	\$ 5,555	\$ 5,555	\$ 167,852	\$ 5,555	\$ 173,407
22	Subtotal				\$ 246,394	\$ 342,507	\$ 260,235	\$ -	\$ 55,217	\$ 55,217	\$ 849,136	\$ 55,217	\$ 904,353
23	Indirect Percentage				15.00%	15.00%	15.00%	15.00%		15.00%			
24	Indirect Cost (Line 22 X Line 23)				\$ 36,958	\$ 51,371	\$ 39,035	\$ -	\$ 8,283	\$ 8,283	\$ 127,364	\$ 8,283	\$ 135,647
25	Other Expenses (Not subject to indirect %)				\$ 2,857,366	\$ 3,236,380	\$ 2,436,614	\$ -	\$ 329,642	\$ 329,642	\$ 8,530,360	\$ 329,642	\$ 8,860,002
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 3,140,719	\$ 3,630,258	\$ 2,735,883	\$ -	\$ 393,141	\$ 393,141	\$ 9,506,860	\$ 393,141	\$ 9,900,002
29													
30	HSH Revenues (select)												
31	Prop C				\$ 3,391,907	\$ 4,652,896	\$ 2,735,883		\$ 393,140	\$ 393,140	\$ 10,780,686	\$ 393,140	\$ 11,173,826
33	Adjustment to Actuals				\$ (251,188)	\$ (1,022,638)					\$ (1,273,826)	\$ -	\$ (1,273,826)
40	Total HSH Revenues				\$ 3,140,719.00	\$ 3,630,258	\$ 2,735,883	\$ -	\$ 393,140	\$ 393,140	\$ 9,506,860	\$ 393,140	\$ 9,900,000
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
46										\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48													
49	Total HSH + Other Revenues				\$ 3,140,719.00	\$ 3,630,258	\$ 2,735,883	\$ -	\$ 393,140	\$ 393,140	\$ 9,506,860	\$ 393,140	\$ 9,900,000
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -
52													
53	Prepared by	Lauryn Young											
54	Phone	510.613.4525											
55	Email	Lyoung@abode.org											

	A	B	C	D	E	F	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date	7/1/2025						
4	Provider Name	Abode Services						
5	Program	Problem Solving - Fiscal Agent						
6	F\$P Contract ID#	1000026120						
7	Budget Name	Problem-Solvin						
8		Year 1						
9	POSITION TITLE	Agency Totals		For HSH Funded Program		8/1/2022 - 6/30/2023	Agency Totals	
Current/Actuals								
10			Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)
11								
12	Accounts Payable Specialist	\$ 84,872	1.00	92%	0.92	\$ 77,828	\$ 87,418	1.00
13	Compliance Specialist III (Fiscal Agent Coordinator)	\$ 72,141	1.00	92%	0.92	\$ 66,153	\$ 74,305	1.00
14	Compliance Manager/Compliance Coordinator	\$ -					\$ 85,000	1.00
15	Sr. Compliance Manager	\$ -					\$ 100,000	1.00
16	Financial Associate						\$ 70,000	2.00
55		TOTAL SALARIES				\$ 143,981		
56		TOTAL FTE			1.83		EMPLOYEE TOTALS	
57		FRINGE BENEFIT RATE			30.00%			
58		EMPLOYEE FRINGE BENEFITS			\$ 43,194			
59		TOTAL SALARIES & BENEFITS			\$ 187,175			
60								
61								
62								

	A	K	L	M	P	Q	R	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date							
4	Provider Name							
5	Program							
6	F&P Contract ID#							
7	Budget Name							
8		Year 2			Year 3			
9	POSITION TITLE	For HSH Funded Program		7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program	
Current/Actuals								
10		% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE
11								
12	Accounts Payable Specialist	100%	1.00	\$ 87,418	\$ 90,915	1.00	62%	0.62
13	Compliance Specialist III (Fiscal Agent Coordinator)	100%	1.00	\$ 74,305	\$ 77,278	1.00	80%	0.80
14	Compliance Manager/Compliance Coordinator	40%	0.40	\$ 34,000	\$ 88,400	1.00	40%	0.40
15	Sr. Compliance Manager	5%	0.05	\$ 5,000	\$ 104,000	1.00	5%	0.05
16	Financial Associate	15%	0.30	\$ 21,000	\$ 72,800	1.00	10%	0.10
55		TOTAL SALARIES		\$ 221,724	TOTAL SALARIES			
56		TOTAL FTE	2.75				TOTAL FTE	1.97
57		FRINGE BENEFIT RATE		30.00%			FRINGE BENEFIT RATE	
58		EMPLOYEE FRINGE BENEFITS		\$ 66,517			EMPLOYEE FRINGE BENEFITS	
59		TOTAL SALARIES & BENEFITS		\$ 288,241			TOTAL SALARIES & BENEFITS	
60								
61								
62								

	A	T	W	X	Y	Z	AA	AB
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date							
4	Provider Name							
5	Program							
6	FSP Contract ID#							
7	Budget Name	EXTENSION YEAR						
8			Year 4					
9	POSITION TITLE	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 8/31/2025	7/1/2025 - 8/31/2025
10		Current/Actuals					Current/Actuals	Amendment
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change
12	Accounts Payable Specialist	\$ 56,026	\$ 94,551	1.00	100%	1.00		\$ 15,759
13	Compliance Specialist III (Fiscal Agent Coordinator)	\$ 61,822	\$ 80,369	1.00	100%	1.00		\$ 13,395
14	Compliance Manager/Compliance Coordinator	\$ 35,360	\$ 91,936	1.00	40%	0.40		\$ 6,129
15	Sr. Compliance Manager	\$ 5,200	\$ 108,160	1.00	5%	0.05		\$ 901
16	Financial Associate	\$ 7,280	\$ 75,712	2.00	15%	0.30		\$ 3,786
55		\$ 165,689	TOTAL SALARIES				\$ -	\$ 39,969
56			TOTAL FTE			2.75		
57		24.25%	FRINGE BENEFIT RATE				24.25%	
58		\$ 40,180	EMPLOYEE FRINGE BENEFITS			\$ -	\$ 9,692	
59		\$ 205,868	TOTAL SALARIES & BENEFITS			\$ -	\$ 49,662	
60								
61								
62								

	A	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	FSP Contract ID#				
7	Budget Name				
8			All Years		
9	POSITION TITLE	7/1/2025 - 8/31/2025	8/1/2022 - 8/31/2025	8/1/2022 - 8/31/2025	8/1/2022 - 8/31/2025
10		New	Current/Actuals	Modification	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Accounts Payable Specialist	\$ 15,759	\$ 221,272	\$ 15,759	\$ 237,031
13	Compliance Specialist III (Fiscal Agent Coordinator)	\$ 13,395	\$ 202,281	\$ 13,395	\$ 215,676
14	Compliance Manager/Compliance Coordinator	\$ 6,129	\$ 69,360	\$ 6,129	\$ 75,489
15	Sr. Compliance Manager	\$ 901	\$ 10,200	\$ 901	\$ 11,101
16	Financial Associate	\$ 3,786	\$ 28,280	\$ 3,786	\$ 32,066
55		\$ 39,969	\$ 531,393	\$ 39,969	\$ 571,363
56					
57		24.25%			
58		\$ 9,692	\$ 149,891	\$ 9,692	\$ 159,583
59		\$ 49,662	\$ 681,284	\$ 49,662	\$ 730,946
60					
61					
62					

[illegible]

BUDGET NARRATIVE

Problem-Solving Fiscal Agent

Fiscal Year

FY25-26

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

Fiscal Term Start Fiscal Term End
7/1/2025 8/31/2025

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
Accounts Payable Specialist	1.00	\$ 15,759	Full time accounts payable staff to process checks, prepare invoicing to the county, and ensure vendors are set up quickly.	1 X \$84,872	Rhine Himan, Shruthi Nanjundegowda, Navneet Sarna, Swapna Deshmukh, Sushma Gokalgandhi
Compliance Specialist III (Fiscal Agent Coor	1.00	\$ 13,395	Coordinator of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	1 X \$72,141	Dakota Nguyen
Compliance Manager/Compliance Coordina	0.40	\$ 6,129	Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.4 x \$80,000	Genesis Morales
Sr. Compliance Manager	0.05	\$ 901	Senior Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.05x \$98,800	Stephanie Suchit
Financial Associate	0.30	\$ 3,786	Full time Financial Associate staff to audit, verify, and process purchase orders in coordination with Compliance staff.	0.30 x \$70,000	Matthew Kohlman
TOTAL	2.75	\$ 39,969			
<u>Employee Fringe Benefits</u>		<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>			
		\$ 9,692			
Salaries & Benefits Total		\$ 49,662			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 3,802	Represents proportionate cost of "co-working" space.	\$1,267 X 3 months
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 433	Represents cell phones and any internet connection in "co-working" space.	\$216 X 2 months
Office Supplies, Postage	\$ 800	Office supplies to operate and provide oversight to programs. Includes USPS costs.	400 x 2 months
Building Maintenance Supplies and Repair	\$ 167	Office cleaning and maintenance needs	\$83 X 2 months
Rental of Equipment	\$ 354	Cost for rental of copy machine starting in FY 22.	\$176 X 2 months
TOTAL OPERATING EXPENSES	\$ 5,555		
Indirect Cost	15.0% \$ 8,283		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Fiscal Agent Direct Client Assistance	\$ 293,015	Eligible financial assistance for problem-solving households through other providers. Now broken out into individual lines for each provider	Financial Assistance as needed
Fiscal Agent Subsidy Admin Fees (based on transactions)	\$ 36,627	based upon transactions	12.5% of Direct Client Assistance
TOTAL OTHER EXPENSES	\$ 329,642		

Appendix C, Method of Payment

I. Reimbursement for Actual Costs:

In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.

II. General Instructions for Invoice Submittal:

Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.

- A. Grantee shall submit all invoices and any related documentation required in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
- B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
- C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
- D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

E. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special written approval from the HSH Contracts Manager.

F. Line Item Variance:

There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, Indirect and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. Spend Down:

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract

and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. Documentation and Record Keeping:

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

Our City, Our Home (Prop C)	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, 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.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed \$10,000.</p> <p>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.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a 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.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation 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.</p>

Our City, Our Home (Prop C)	
Type	Instructions and Examples of Documentation
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.

III. Advances or Prepayments:

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

A. Advance Requirements:

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

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

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing fiscal year 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 fiscal year 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. HSH will track advance recoupment on a monthly basis using internal tools in order to avoid any overpayment and prevent further loss of City funds.
2. All advance repayments must be recovered within the fiscal year for which they were made but no later than April invoices submitted in May.
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 wire transfer or by check, in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. Timely Submission of Reports and Compliance:

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	Adult Emergency Housing Voucher (EHV)	January 1, 2023 - June 30, 2025 (Pending Amendment)	\$5,320,468
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (RRH)	January 1, 2023 - June 30, 2025 (Pending Amendment)	\$9,891,605
Human Services Agency	CalWORKS Housing Locator & Housing Connector	July 1, 2022 – June 30, 2025	\$9,081,373
Department of Homelessness and Supportive Housing	City Gardens Support Services	December 1, 2022 - June 30, 2026	\$11,334,768
Department of Homelessness and Supportive Housing	Problem Solving – Housing Location Assistance	December 1, 2020 - June 30, 2026	\$9,900,000
Department of Homelessness and Supportive Housing	Prop C Flexible Housing Subsidy Pool (FHSP)	February 15, 2021- June 30, 2026	\$17,918,683
Department of Homelessness and Supportive Housing	Prevention – Fiscal Agent	April 1, 2024 – June 30, 2026	\$9,900,000
Department of Homelessness and Supportive Housing	Transitional Age Youth (TAY) Emergency Housing Voucher (EHV)	March 1, 2022 – June 30, 2026	\$3,884,870
Department of Homelessness and Supportive Housing	Adult Shallow Subsidy	July 1, 2024 – June 30, 2026	\$2,576,204