

**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
EVICTION DEFENSE COLLABORATIVE**

THIS AMENDMENT of the **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **EVICTION DEFENSE COLLABORATIVE** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

WHEREAS, the City's Board of Supervisors approved this First Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution 313-23 on June 6, 2023 to extend the grant term by three years and increase the grant amount by up to \$15,755,434; and

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

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

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

(a) **Agreement.** The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City.

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

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2026**, 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 Grantee's Personnel.

- (a) **Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- (b) **Grantor Vaccination Policy.**
 - (1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at:

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

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

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Eight Hundred Forty Four Thousand Five Hundred Sixty Six Dollars (\$9,844,566)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Sixty**

Eight Thousand Eight Hundred Fifty Two Dollars (\$968,852) 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 Four Million Seven Hundred Ninety Two Thousand Sixty Six Dollars (\$24,792,066)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Sixty Nine Thousand Eight Hundred Eighty Three Dollars (\$2,069,883)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted

subgrantees set forth on Appendix B, Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

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

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

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

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 hshcontracts@sfgov.org
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If to Grantee:	Eviction Defense Collaborative 976 Mission Street San Francisco, CA, 94103 Attn: Martina Cucullu Lim Email: martinac@evictiondefense.org
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Any notice of default must be sent by registered mail.

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

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

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

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

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

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

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

2.8 Appendix A, Services to be Provided, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2021 to June 30, 2026.

2.9 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of July 1, 2021 to June 30, 2026.

- 2.10 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2023).
- 2.11 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2023).
- 2.12 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

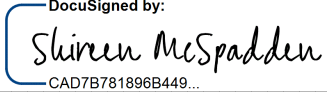
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

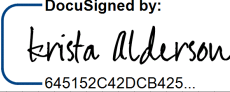
CITY

GRANTEE

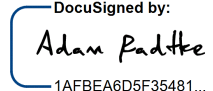
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**EVICTIION DEFENSE
COLLABORATIVE**

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
645152C42DCB425...
Krista Alderson
Interim Co-Executive Director
City Supplier Number: 20400

Approved as to Form:
David Chiu
City Attorney

By: 
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Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Eviction Defense Collaborative
Homelessness Prevention Assistance**

I. Purpose of Grant

The purpose of the grant is to provide targeted Homelessness Prevention Assistance to the served population. The goal of this grant is to ensure that the Homelessness Response System (HRS) can identify and assist these households and provide services to prevent or quickly end their homelessness.

II. Served Population

Grantee shall serve households who are at the highest risk of becoming homeless and/or are experiencing homelessness, as defined by HSH's vulnerability assessment questionnaire.¹

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

III. Referral and Prioritization

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

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

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

IV. Description of Services

Grantee shall provide services to the number of clients listed in the Appendix B, Budget. Grantee shall provide the following services to eligible households:

A. Problem Solving Conversation:

Grantee shall offer a Problem Solving conversation before assistance is provided. The foundation of Problem Solving is a creative and exploratory conversation focused on helping households explore and identify safe housing options available outside of the HRS. This strength-based intervention identifies creative solutions to prevent or quickly resolve homelessness, including exploring the household's strengths and support network. Problem Solving can offer a range of flexible, financial and non-financial assistance to support a housing resolution.

¹ HSH's vulnerability assessment questionnaire prioritizes households who are at the highest risk of becoming homeless by identifying vulnerability factors that are tied to homelessness based on available best practices and research. The vulnerability assessment questionnaire is embedded in the "Homelessness Prevention Platform".

² See the San Francisco Homelessness Response System Homeless Populations document for definitions: <https://hsh.sfgov.org/wp-content/uploads/2020/05/HSH-Definitions-Populations-San-Francisco-Connection-and-Homeless-Status.pdf>

B. Homelessness Prevention Platform:

Grantee shall utilize the Homelessness Prevention Platform (HPP), a web-based end-to-end platform, to screen and identify households at high risk of homelessness and to deliver services. HPP includes a multi-lingual online application and extensive back-office capabilities, including an embedded household vulnerability assessment questionnaire, inter-provider communication/client coordination tool, performance reporting, and programmatic and financial workflow controls.

C. Flexible Financial Assistance:

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate flexible financial assistance. Grantee shall issue flexible financial assistance to eligible households in accordance to the guidelines and procedures delineated in the HSH Homelessness Prevention Guide, including:

1. Allowable expenditure categories;
2. Allowable payment types;
3. Allowable limits/frequency; and
4. Allowable and required documentation.

D. Housing-Focused Case Management:

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

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

V. Location and Time of Services

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

VI. Service Requirements

- A. Translation and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services and tenants who primarily speak language(s) other than English.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- D. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance of HSH meetings, as requested; and
 3. Attendance of trainings, as requested.
- E. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- G. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement, including but not limited to:

- a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

H. Record Keeping, Documentation, and Files:

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

I. Homelessness Prevention Platform: Grantee shall enter into a “User Participation, Data Sharing and Confidentiality Agreement” with Bay Area Community Services (BACS) for access to the “Homelessness Prevention Platform” (HPP) and must remain in compliance with BACS Agreement terms in order to have continued access and use of the HPP.

J. Vulnerability Assessment: Grantee shall use HSH’s vulnerability assessment questionnaire to determine eligibility and assess households seeking targeted Homelessness Prevention Assistance services. Policies and guidance around the vulnerability assessment questionnaire are currently evolving and in development. The vulnerability assessment questionnaire is subject to ongoing system analysis that will be used to evaluate outcomes and guide necessary changes in assessment criteria. Grantees will be included in the development and adoption of relevant policies and practices and shall actively engage in input sessions as directed by HSH.

- K. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the on-going development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional strategy to homelessness prevention and includes a focus on best practices and evidence-based programing.
- L. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow HSH Overdose Prevention Policy. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.

VII. Service Objectives

Grantee shall achieve the following annual service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives will be monitored by gathering ONE system data, data in other web-based portals and platforms, and/or by sampling participant files during annual program monitoring visits:

- A. Grantee shall have an initial Problem Solving conversation with 100 percent of households seeking services.
- B. Grantee shall complete a vulnerability assessment with a minimum of 464 households.
- C. Grantee shall provide targeted Homelessness Prevention Assistance to a minimum of 357 households.
- D. Grantee shall refer 100 percent of households not eligible for targeted Homelessness Prevention Assistance to an Access Point or other type of financial or housing assistance, as appropriate.
- E. Grantee shall refer and connect 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
- F. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.
- G. Grantee shall provide Housing Focused Case Management to 100 percent of eligible and interested households.
- H. Grantee shall complete a Housing Stability plan, including a basic household budget, for 100 percent of households receiving Housing Focused Case Management services.

VIII. Outcome Objectives

Grantee shall achieve the following annual outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored by gathering ONE system data, data in other web-based portals, and/or by sampling participant files during annual program monitoring visits:

- A. 65 percent of households remain stably housed from program enrollment to program exit.
- B. 75 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System six months after assistance ends.
- C. 60 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 12 months after assistance ends.
- D. At least 30 percent of households who received Housing Focused Case Management will increase their monthly income (earned and/or unearned income) from program enrollment to program exit.
- E. At least 65 percent of households who received Housing Focused Case Management will have a successful connection to one or more community resources like legal services, mediation, public benefits, and/or behavioral health services from program enrollment to program exit.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, including but not limited to the ONE system and CARBON.
- B. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- C. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, at any time, such as, but not limited to, review of the following, served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
1. Monitoring of program participation in the ONE system may include, but not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training 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	7/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2023	2
6	Amended Term	7/1/2021	6/30/2026	5
7				
8	Approved Subcontractors			
10	None			
11				
12				
13				
14				
15				
16				
17				
18				
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25				

	A	B	C	D	E	H	M	P	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	7/1/2023										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2021	6/30/2023	2								
6	Amended Term	7/1/2021	6/30/2026	5								
7	Provider Name	Eviction Defense Collaborative										
8	Program	RADCO Housing Solutions										
9	FSP Contract ID#	1000021943										
10	Action (select)	Amendment										
11	Effective Date	7/1/2023										
12	Budget Names	General Fund - Homelessness Prevention/Problem Solving, Prop C - Homelessness Prevention/Problem Solving										
13		Current	New									
14	Term Budget	\$ 8,922,963	\$ 22,722,183									
15	Contingency	\$ 921,603	\$ 2,069,883	15%								
16	Not-To-Exceed	\$ 9,844,566	\$ 24,792,066									
17				Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
18				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
19	Expenditures			Actuals	Actuals	New	New	New	Current/Actuals	Amendment	New	
20	Salaries & Benefits	\$	\$	1,426,749	1,497,229	1,497,229	1,497,229	1,497,229	2,923,978	\$ 4,491,687	\$	7,415,665
21	Operating Expense	\$	\$	454,675	363,049	363,049	363,049	363,049	817,724	\$ 1,089,146	\$	1,906,870
22	Subtotal	\$	\$	1,881,424	1,860,278	1,860,278	1,860,278	1,860,278	3,741,702	\$ 5,580,833	\$	9,322,535
23	Indirect Percentage											
24	Indirect Cost (Line 22 X Line 23)	\$	\$	390,742	334,462	334,462	334,462	334,462	725,204	\$ 1,003,387	\$	1,728,591
25	Other Expenses (Not subject to indirect %)	\$	\$	1,848,960	2,405,000	2,405,000	2,405,000	2,405,000	4,253,960	\$ 7,215,000	\$	11,468,960
26	Capital Expenditure	\$	\$	202,097	-	-	-	-	202,097	\$	\$	202,097
27	Admin Cost (HUD Only)	\$	\$	-	-	-	-	-	-	\$	\$	-
28	Total Expenditures	\$	\$	4,323,223	4,599,740	4,599,740	4,599,740	4,599,740	8,922,963	\$ 13,799,220	\$	22,722,183
29												
30	HSH Revenues (select)											
31	General Fund - Ongoing	\$	\$	1,525,423	1,568,240	1,568,240	1,568,240	1,568,240	3,093,663	\$ 4,704,720	\$	7,798,383
33	General Fund - One-Time	\$	\$	772,507	-	-	-	-	772,507	\$	\$	772,507
34	Prop C	\$	\$	3,000,000	3,031,500	3,031,500	3,031,500	3,031,500	6,031,500	\$ 9,094,500	\$	15,126,000
35	Adjustment to Actuals	\$	\$	(974,707)	-	-	-	-	(974,707)	\$	\$	(974,707)
40	Total HSH Revenues	\$	\$	4,323,223	4,599,740	4,599,740	4,599,740	4,599,740	8,922,963	\$ 13,799,220	\$	22,722,183
41	Other Revenues (to offset Total Expenditures)											
42		\$	\$	-	-	-	-	-	-	\$	\$	-
47	Total Other Revenues	\$	\$	-	-	-	-	-	-	\$	\$	-
48												
49	Total HSH + Other Revenues	\$	\$	4,323,223	4,599,740	4,599,740	4,599,740	4,599,740	8,922,963	\$ 13,799,220	\$	22,722,183
50	Rev-Exp (Budget Match Check)	\$	\$	-	-	-	-	-	-	\$	\$	-
52	Total Adjusted Salary FTE (All Budgets)					16.74	16.74	16.74				
53												
54	Prepared by	Krista Alderson										
55	Phone											
56	Email	kristaa@evictiondefense.org										

	A	B	C	D	E	H	M	P	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	7/1/2023										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2021	6/30/2023	2								
6	Amended Term	7/1/2021	6/30/2026	5								
7	Provider Name	Eviction Defense Collaborative										
8	Program	RADCO Housing Solutions										
9	FSP Contract ID#	1000021943										
10	Action (select)	Amendment										
11	Effective Date	7/1/2023										
12	Budget Name	General Fund - Homelessness Prevention/Pr										
13		Current	New									
14	Term Budget	\$ 3,582,885	\$ 8,287,605									
15	Contingency	\$ 921,603	\$ 2,069,883	15%								
16	Not-To-Exceed	\$ 9,844,566	\$ 24,792,066	Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
17		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026			
18		Actuals	Actuals	New	New	New	Current/Actuals	Amendment	New			
19	Expenditures											
20	Salaries & Benefits	\$ 599,856	\$ 644,447	\$ 644,447	\$ 644,447	\$ 644,447	\$ 1,244,303	\$ 1,933,342	\$ 3,177,645			
21	Operating Expense	\$ 368,525	\$ 275,395	\$ 275,395	\$ 275,395	\$ 275,395	\$ 643,920	\$ 826,186	\$ 1,470,107			
22	Subtotal	\$ 968,381	\$ 919,843	\$ 919,843	\$ 919,843	\$ 919,843	\$ 1,888,224	\$ 2,759,528	\$ 4,647,752			
23	Indirect Percentage	26%	21%	21%	21%	21%						
24	Indirect Cost (Line 22 X Line 23)	\$ 253,785	\$ 193,397	\$ 193,397	\$ 193,397	\$ 193,397	\$ 447,182	\$ 580,191	\$ 1,027,373			
25	Other Expenses (Not subject to indirect %)	\$ 590,382	\$ 455,000	\$ 455,000	\$ 455,000	\$ 455,000	\$ 1,045,382	\$ 1,365,000	\$ 2,410,382			
26	Capital Expenditure	\$ 202,097	\$ -	\$ -	\$ -	\$ -	\$ 202,097	\$ -	\$ 202,097			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 2,014,645	\$ 1,568,240	\$ 1,568,240	\$ 1,568,240	\$ 1,568,240	\$ 3,582,885	\$ 4,704,719	\$ 8,287,604			
29												
30	HSH Revenues (select)											
31	General Fund - Ongoing	\$ 1,525,423	\$ 1,568,240	\$ 1,568,240	\$ 1,568,240	\$ 1,568,240	\$ 3,093,663	\$ 4,704,720	\$ 7,798,383			
33	General Fund - One-Time	\$ 772,507	\$ -	\$ -	\$ -	\$ -	\$ 772,507	\$ -	\$ 772,507			
35	Adjustment to Actuals	\$ (283,285)	\$ -	\$ -	\$ -	\$ -	\$ (283,285)	\$ -	\$ (283,285)			
40	Total HSH Revenues	\$ 2,014,645	\$ 1,568,240	\$ 1,568,240	\$ 1,568,240	\$ 1,568,240	\$ 3,582,885	\$ 4,704,720	\$ 8,287,605			
41	Other Revenues (to offset Total Expenditures)											
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48												
49	Total HSH + Other Revenues	\$ 2,014,645	\$ 1,568,240	\$ 1,568,240	\$ 1,568,240	\$ 1,568,240	\$ 3,582,885	\$ 4,704,720	\$ 8,287,605			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52												
53	Prepared by	Krista Alderson										
54	Phone											
55	Email	kristaa@evictiondefense.org										

	A	H	O	P	Q	R	S	U	V	W	X	Y	Z	AB	AC		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	SALARY & BENEFIT DETAIL																
3	Document Date	7/1/2023															
4	Provider Name	Eviction Defense Collaborative															
5	Program	RADCO Housing Solutions															
6	FSP Contract ID#	1000021943															
7	Budget Name	General Fund - Homelessness Prev							EXTENSION YEAR				EXTENSION YEAR				
8		Year 1		Year 2		Year 3						Year 4					
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals			For HSH Funded Program			7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025
10		Actuals	Actuals							Amendment	New					Amendment	New
11		Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary		
12		RADCo Program Director- Laura Hernandez	\$ -	\$ 21,824	\$ 102,502	1.00	21%	0.21	\$ 21,824	\$ 21,824	\$ 102,502	1.00	21%	0.21	\$ 21,824	\$ 21,824	
13	RADCo Deputy Director TBH	\$ -	\$ 15,197	\$ 95,000	1.00	16%	0.16	\$ 15,197	\$ 15,197	\$ 95,000	1.00	16%	0.16	\$ 15,197	\$ 15,197		
14	RADCo Program Assistant TBH	\$ -	\$ 11,198	\$ 70,000	1.00	16%	0.16	\$ 11,198	\$ 11,198	\$ 70,000	1.00	16%	0.16	\$ 11,198	\$ 11,198		
15	RADCo Data and Finance Manager- Amy Price	\$ 80,975	\$ 19,676	\$ 90,000	1.00	22%	0.22	\$ 19,676	\$ 19,676	\$ 90,000	1.00	22%	0.22	\$ 19,676	\$ 19,676		
16	RADCo Supervising Coordinator - TBH	\$ 18,200	\$ 18,219	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219		
17	RADCo Senior Supervising Coordinator- Hannah	\$ 16,640	\$ 18,739	\$ 82,000	1.00	23%	0.23	\$ 18,739	\$ 18,739	\$ 82,000	1.00	23%	0.23	\$ 18,739	\$ 18,739		
18	Senior RADCo Coordinator - TBH	\$ 11,700	\$ 17,139	\$ 75,000	1.00	23%	0.23	\$ 17,139	\$ 17,139	\$ 75,000	1.00	23%	0.23	\$ 17,139	\$ 17,139		
19	RADCo Coordinator (9) see employee names on budget	\$ 90,480	\$ 141,913	\$ 69,000	9.00	23%	2.06	\$ 141,913	\$ 141,913	\$ 69,000	9.00	23%	2.06	\$ 141,913	\$ 141,913		
20	RADCo Coordinator Shephali Ides	\$ -	\$ 6,993	\$ 51,000	1.00	14%	0.14	\$ 6,993	\$ 6,993	\$ 51,000	1.00	14%	0.14	\$ 6,993	\$ 6,993		
21	RADCo Coordinator - Cheyenne Oberes	\$ -	\$ 11,198	\$ 70,000	1.00	16%	0.16	\$ 11,198	\$ 11,198	\$ 70,000	1.00	16%	0.16	\$ 11,198	\$ 11,198		
22	RADCo Supervising Coordinator- Joaquin Zamudio	\$ -	\$ 18,219	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219		
23	RADCo Supervising Coordinator- Lucerito DeAnda	\$ -	\$ 12,797	\$ 80,000	1.00	16%	0.16	\$ 12,797	\$ 12,797	\$ 80,000	1.00	16%	0.16	\$ 12,797	\$ 12,797		
24	RADCo Supervising Coordinator- Ming Ting Yu	\$ -	\$ 18,219	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219		
30	Welcome & Security	\$ 14,658	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -		
31	RADCo Intake Specialist Cecilia Chavarria	\$ -	\$ 12,861	\$ 67,000	1.00	19%	0.19	\$ 12,861	\$ 12,861	\$ 67,000	1.00	19%	0.19	\$ 12,861	\$ 12,861		
32	RTC Coordinator/Paralegal (6)	\$ 85,800	\$ -	\$ -				\$ -	\$ -	\$ -				\$ -	\$ -		
33	RADCo Intake Specialist- Antonio Lezama	\$ 42,900	\$ 12,477	\$ 65,000	1.00	19%	0.19	\$ 12,477	\$ 12,477	\$ 65,000	1.00	19%	0.19	\$ 12,477	\$ 12,477		
34	RADCo Funds Processor Moriah Mitchell	\$ 28,600	\$ 22,956	\$ 65,000	1.00	35%	0.35	\$ 22,956	\$ 22,956	\$ 65,000	1.00	35%	0.35	\$ 22,956	\$ 22,956		
35	RADCo Intake Specialist Carolina Flores	\$ -	\$ 12,980	\$ 67,620	1.00	19%	0.19	\$ 12,980	\$ 12,980	\$ 67,620	1.00	19%	0.19	\$ 12,980	\$ 12,980		
36	RADCo Coordinators (10) - see narrative	\$ 97,735	\$ 110,377	\$ 69,000	10.00	16%	1.60	\$ 110,377	\$ 110,377	\$ 69,000	10.00	16%	1.60	\$ 110,377	\$ 110,377		
37	RADCo Data Assistant TBH	\$ -	\$ 7,998	\$ 65,000	1.00	12%	0.12	\$ 7,998	\$ 7,998	\$ 65,000	1.00	12%	0.12	\$ 7,998	\$ 7,998		
38	Intake Specialist - Anthony Ordenez	\$ -	\$ 8,735	\$ 65,000	1.00	13%	0.13	\$ 8,735	\$ 8,735	\$ 65,000	1.00	13%	0.13	\$ 8,735	\$ 8,735		
39		\$ -	\$ -					\$ -	\$ -					\$ -	\$ -		
54		\$ -	\$ -					\$ -	\$ -					\$ -	\$ -		
55		\$ 487,688	\$ 519,716	TOTAL SALARIES				\$ 519,716	\$ 519,716	TOTAL SALARIES				\$ 519,716	\$ 519,716		
56				TOTAL FTE			7.19	TOTAL FTE			7.19	TOTAL FTE			7.19		
57		23.00%	24.00%	FRINGE BENEFIT RATE				FRINGE BENEFIT RATE				FRINGE BENEFIT RATE			24.00%		
58		\$ 112,168	\$ 124,732	EMPLOYEE FRINGE BENEFITS			\$ 124,732	\$ 124,732	EMPLOYEE FRINGE BENEFITS			\$ 124,732	\$ 124,732				
59		\$ 599,856	\$ 644,447	TOTAL SALARIES & BENEFITS				\$ 644,447	\$ 644,447	TOTAL SALARIES & BENEFITS				\$ 644,447	\$ 644,447		
60																	
61																	
62																	
63																	
64																	
65																	
66																	
67																	
68																	

	A	AD	AE	AF	AG	AI	AJ	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	EXTENSION YEAR									
9	POSITION TITLE	Year 5					All Years			
10		Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Amendment	New	Current/Actuals	Modification	New
12						Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	RADCo Program Director- Laura Hernandez	\$ 102,502	1.00	21%	0.21	\$ 21,824	\$ 21,824	\$ 21,824	\$ 65,473	\$ 87,297
13	RADCo Deputy Director TBH	\$ 95,000	1.00	16%	0.16	\$ 15,197	\$ 15,197	\$ 15,197	\$ 45,591	\$ 60,789
14	RADCo Program Assistant TBH	\$ 70,000	1.00	16%	0.16	\$ 11,198	\$ 11,198	\$ 11,198	\$ 33,594	\$ 44,792
15	RADCo Data and Finance Manager- Amy Price	\$ 90,000	1.00	22%	0.22	\$ 19,676	\$ 19,676	\$ 100,651	\$ 59,027	\$ 159,678
16	RADCo Supervising Coordinator - TBH	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219	\$ 36,419	\$ 54,658	\$ 91,077
17	RADCo Senior Supervising Coordinator- Hannah	\$ 82,000	1.00	23%	0.23	\$ 18,739	\$ 18,739	\$ 35,379	\$ 56,216	\$ 91,595
18	Senior RADCo Coordinator - TBH	\$ 75,000	1.00	23%	0.23	\$ 17,139	\$ 17,139	\$ 28,839	\$ 51,417	\$ 80,256
19	RADCo Coordinator (9) see employee names on budget	\$ 69,000	9.00	23%	2.06	\$ 141,913	\$ 141,913	\$ 232,393	\$ 425,740	\$ 658,134
20	RADCo Coordinator Shephali Ides	\$ 51,000	1.00	14%	0.14	\$ 6,993	\$ 6,993	\$ 6,993	\$ 20,978	\$ 27,970
21	RADCo Coordinator - Cheyenne Oberes	\$ 70,000	1.00	16%	0.16	\$ 11,198	\$ 11,198	\$ 11,198	\$ 33,594	\$ 44,792
22	RADCo Supervising Coordinator- Joaquin Zamundio	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219	\$ 18,219	\$ 54,658	\$ 72,877
23	RADCo Supervising Coordinator- Lucerito DeAnda	\$ 80,000	1.00	16%	0.16	\$ 12,797	\$ 12,797	\$ 12,797	\$ 38,390	\$ 51,187
24	RADCo Supervising Coordinator- Ming Ting Yu	\$ 80,000	1.00	23%	0.23	\$ 18,219	\$ 18,219	\$ 18,219	\$ 54,658	\$ 72,877
30	Welcome & Security	\$ -				\$ -	\$ -	\$ 14,658	\$ -	\$ 14,658
31	RADCo Intake Specialist Cecilia Chavarria	\$ 67,000	1.00	19%	0.19	\$ 12,861	\$ 12,861	\$ 12,861	\$ 38,584	\$ 51,445
32	RTC Coordinator/Paralegal (6)	\$ -				\$ -	\$ -	\$ 85,800	\$ -	\$ 85,800
33	RADCo Intake Specialist- Antonio Lezama	\$ 65,000	1.00	19%	0.19	\$ 12,477	\$ 12,477	\$ 55,377	\$ 37,432	\$ 92,810
34	RADCo Funds Processor Moriah Mitchell	\$ 65,000	1.00	35%	0.35	\$ 22,956	\$ 22,956	\$ 51,556	\$ 68,868	\$ 120,423
35	RADCo Intake Specialist Carolina Flores	\$ 67,620	1.00	19%	0.19	\$ 12,980	\$ 12,980	\$ 12,980	\$ 38,941	\$ 51,921
36	RADCo Coordinators (10) - see narrative	\$ 69,000	10.00	16%	1.60	\$ 110,377	\$ 110,377	\$ 208,112	\$ 331,130	\$ 539,241
37	RADCo Data Assistant TBH	\$ 65,000	1.00	12%	0.12	\$ 7,998	\$ 7,998	\$ 7,998	\$ 23,995	\$ 31,993
38	Intake Specialist - Anthony Ordenez	\$ 65,000	1.00	13%	0.13	\$ 8,735	\$ 8,735	\$ 8,735	\$ 26,204	\$ 34,939
39						\$ -	\$ -	\$ -	\$ -	\$ -
54						\$ -	\$ -	\$ -	\$ -	\$ -
55		TOTAL SALARIES				\$ 519,716	\$ 519,716	\$ 1,007,403	\$ 1,559,147	\$ 2,566,550
56		TOTAL FTE			7.19					
57		FRINGE BENEFIT RATE					24.00%			
58		EMPLOYEE FRINGE BENEFITS				\$ 124,732	\$ 124,732	\$ 236,900	\$ 374,195	\$ 611,095
59		TOTAL SALARIES & BENEFITS				\$ 644,447	\$ 644,447	\$ 1,244,303	\$ 1,933,342	\$ 3,177,645
60										
61										
62										
63										
64										
65										
66										
67										
68										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	OPERATING DETAIL																		
3	Document Date	7/1/2023																	
4	Provider Name	Eviction Defense Collaborative																	
5	Program	RADCO Housing Solutions																	
6	FSP Contract ID#	1000021943																	
7	Budget Name	General Fund - Homelessness Pr																	
8		<div style="display: flex; justify-content: space-around;"> EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR </div>																	
9		Year 1			Year 2			Year 3			Year 4			Year 5			All Years		
10		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
11		Actuals	Amendment	Actuals	Amendment	Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 80,000	\$ -	\$ 80,000	\$ 81,355	\$ -	\$ 81,355	\$ -	\$ 81,355	\$ 81,355	\$ -	\$ 81,355	\$ 81,355	\$ -	\$ 81,355	\$ 81,355	\$ 161,355	\$ 244,065	\$ 405,420
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 14,000	\$ -	\$ 14,000	\$ 14,000	\$ -	\$ 14,000	\$ -	\$ 14,000	\$ 14,000	\$ -	\$ 14,000	\$ 14,000	\$ -	\$ 14,000	\$ 14,000	\$ 28,000	\$ 42,000	\$ 70,000
15	Office Supplies, Postage	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ 24,000	\$ 36,000	\$ 60,000
16	Building Maintenance Supplies and Repair	\$ 500	\$ -	\$ 500	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 2,000	\$ 4,500	\$ 6,500
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 6,500	\$ -	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ 6,500	\$ 13,000	\$ 19,500	\$ 32,500
19	Staff Training	\$ 42,000	\$ -	\$ 42,000	\$ 62,000	\$ -	\$ 62,000	\$ -	\$ 62,000	\$ 62,000	\$ -	\$ 62,000	\$ 62,000	\$ -	\$ 62,000	\$ 62,000	\$ 104,000	\$ 186,000	\$ 290,000
20	Staff Travel-Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 15,000	\$ 25,000
22	Moving Costs	\$ 64,095	\$ -	\$ 64,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,095	\$ -	\$ 64,095
23	Staff Recruitment Fees	\$ -	\$ -	\$ -	\$ 32,611	\$ -	\$ 32,611	\$ -	\$ 32,611	\$ 32,611	\$ -	\$ 32,611	\$ 32,611	\$ -	\$ 32,611	\$ 32,611	\$ 32,611	\$ 97,832	\$ 130,442
25	Program Expense	\$ 10,430	\$ -	\$ 10,430	\$ 10,430	\$ -	\$ 10,430	\$ -	\$ 10,430	\$ 10,430	\$ -	\$ 10,430	\$ 10,430	\$ -	\$ 10,430	\$ 10,430	\$ 20,860	\$ 31,290	\$ 52,150
26	IT Service	\$ 49,000	\$ -	\$ 49,000	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ 61,000	\$ 36,000	\$ 97,000
27	Database	\$ 35,500	\$ -	\$ 35,500	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000	\$ 38,000	\$ -	\$ 38,000	\$ 38,000	\$ -	\$ 38,000	\$ 38,000	\$ 73,500	\$ 114,000	\$ 187,500
28		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Relocation Consulting	\$ 49,500	\$ -	\$ 49,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -	\$ 49,500
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67	TOTAL OPERATING EXPENSES	\$ 368,525	\$ -	\$ 368,525	\$ 275,395	\$ -	\$ 275,395	\$ -	\$ 275,395	\$ 275,395	\$ -	\$ 275,395	\$ 275,395	\$ -	\$ 275,395	\$ 275,395	\$ 643,920	\$ 826,186	\$ 1,470,107
69	Other Expenses (not subject to indirect cost %)																		
71	Rental Assistance (RADCo)	\$ 786,101	\$ -	\$ 786,101	\$ 455,000	\$ -	\$ 455,000	\$ -	\$ 455,000	\$ 455,000	\$ -	\$ 455,000	\$ 455,000	\$ -	\$ 455,000	\$ 455,000	\$ 1,241,101	\$ 1,365,000	\$ 2,606,101
72	Ongoing CODB to be allocated	\$ 87,566	\$ -	\$ 87,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,566	\$ -	\$ 87,566
73	Adjustment to Actuals	\$ (283,285)	\$ -	\$ (283,285)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (283,285)	\$ -	\$ (283,285)
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83																			
84	TOTAL OTHER EXPENSES	\$ 590,382	\$ -	\$ 590,382	\$ 455,000	\$ -	\$ 455,000	\$ -	\$ 455,000	\$ 455,000	\$ -	\$ 455,000	\$ 455,000	\$ -	\$ 455,000	\$ 455,000	\$ 1,045,382	\$ 1,365,000	\$ 2,410,382
85																			
86	Capital Expenses																		
87	Renovation & New Furniture Costs	\$ 202,097	\$ -	\$ 202,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,097	\$ -	\$ 202,097
94																			
95	TOTAL CAPITAL EXPENSES	\$ 202,097	\$ -	\$ 202,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,097	\$ -	\$ 202,097
96																			
97	SH#3																		Template last modified 7/26/2022

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start

Fiscal Term End

General Fund - Homelessness Pr

FY23-24

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

7/1/2023

6/30/2024

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>FTE</u>	<u>Budgeted Salary</u>			
RADCo Program Director- Laura Hernandez	0.21	\$ 21,824	Oversight of RADCo Program, and direct supervision of RADCo Supervising Coordinators and RADCO Data and Finance Manager.Works closely with the Development and Finance teams to ensure the proper management of RADCo contracts.	.21 FTE of \$102,502 annual salary.	Laura Hernandez
RADCo Deputy Director TBH	0.16	\$ 15,197	Oversee, direct, and coordinate the work of lower level staff. Select, supervise, train, and evaluate staff. Participate in the development and administration of department goals, objectives, and procedures. Support the leadership of the Program Director.	.16 FTE of \$95,000 annual salary	TBH
RADCo Program Assistant TBH	0.16	\$ 11,198	Provide administrative program support to both the Deputy Director and the Program Director in multiple areas including program design, client surveys, working with development on program reporting and other duties as assigned.	.16 FTE of \$70,000 annual salary	TBH
RADCo Data and Finance Manager- Amy Pi	0.22	\$ 19,676	Responsible for making sure that all data entered by RADCo Coordinators is complete and correct. Monitors and verifies data in the HPP Platform, EDC's internal database and the ONE system.Works closely with the RADCo Director, Deputy Director, Supervising Coordinators, Development and Finance. Oversees RADCo Finances, making sure checks entered are correct and that Salesforce, HPP & QuickBooks all reconcile. They will also monitor spending of each funding and advise the RADCo Director on funding balances and needed spending.	.22 FTE of \$90,000 annual salary.	Amy Price
RADCo Supervising Coordinator - TBH	0.23	\$ 18,219	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance.	.23 FTE of \$80,000 annual salary	TBH
RADCo Senior Supervising Coordinator- Ha	0.23	\$ 18,739	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.23 FTE of \$82,000 annual salary	Hannah Gallagher
Senior RADCo Coordinator - TBH	0.23	\$ 17,139	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	.23 of \$75,000 annual salary	TBH
RADCo Coordinator (9) see employee name	2.06	\$ 141,913	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	.23 FTE*9=2.06FTE. .23FTE of \$69,000 annual salary.	James Mallman Courtney Matlock Zhenlun Cai Marcos De La Fuente Maira Flores Glendy Castanon Alexandria Corbitt Two replacements for promoted employees TBH
RADCo Coordinator Shephali Ides	0.14	\$ 6,993	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	.14 FTE of \$51,000 annual salary.	Shephali Ides
RADCo Coordinator - Cheyenne Oberes	0.16	\$ 11,198	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	.16 FTE of \$70,000 annual salary	Cheyenne Oberes
RADCo Supervising Coordinator- Joaquin Z	0.23	\$ 18,219	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.23 FTE of \$80,000 annual salary	Joaquin Zamudio Garcia

RADCo Supervising Coordinator- Lucerito D	0.16	\$ 12,797	Reviews and approves rental assistance applications prepared by RADCo Coorindators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.23 FTE of \$80,000 annual salary	Lucerito DeAnda Mendez
RADCo Supervising Coordinator- Ming Ting	0.23	\$ 18,219	Reviews and approves rental assistance applications prepared by RADCo Coorindators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.23 FTE of \$80,000 annual salary	Ming Ting Yu
RADCo Intake Specialist Cecilia Chavarria	0.19	\$ 12,861	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.19 FTE of \$67,000 annual salary	Cecilia Chavarria
RADCo Intake Specialist- Antonio Lezama	0.19	\$ 12,477	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.19 FTE of \$65,000 annual salary	Anotonia Lezama
RADCo Funds Processor Moriah Mitchell	0.35	\$ 22,956	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.35 FTE of \$65,000 annual salary	Moriah Mitchell
RADCo Intake Specialist Carolina Flores	0.19	\$ 12,980	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.19 FTE of \$67,620 annual salary	Carolina Flores
RADCo Coordinators (10) - see narrative	1.60	\$ 110,377	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	59000*26%*6	Jazma Jefferson Dylan Morse Quinn Hoppe Priscilla Zuniga Andrew Jauhainen Jennifer Palacios Josephina 3 TBH
RADCo Data Assistant TBH	0.12	\$ 7,998	Provides data management, monitoring, and validation support to the RADCo program, expanding the program's capacity for data reporting and analysis which, supporting effective program design. Reports to the Data and Finance Manager	.12 FTE of \$65,000 annual salary	TBH
Intake Specialist - Anthony Ordonez	0.13	\$ 8,735	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.13 FTE of \$65,000 annual salary	Anthony Ordonez
		\$ -			
TOTAL	7.19	\$ 519,716			
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 24% of total salaries.</u>		
		\$ 124,732			
Salaries & Benefits Total		\$ 644,447			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 81,355	To support a portion of EDC's rental costs at our new office space. Cost calculated by the proportional usage of square footage by program staff applied to the total org wide cost of annual rent.	EDC's total annual or wide rental cost is \$526,171.70 - for an office space of 17,000 sq feet, at \$30.95 per sq foot. The RADCo's program's share of the entire org wide annual rent is calculated based on how much square footage the RADCo staff utilize: 5127 sq. feet or .3015882 of the total 17,000 sq foot space. Therefore the program's total share of the org wide rental cost is \$158,687.17 (\$526,171.70 x .3015882). EDC is allocating \$81,355 of this cost to the HSH GF RADCo contract budget.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 14,000	No change	
Office Supplies, Postage	\$ 12,000	No change	
Building Maintenance Supplies and Repair	\$ 1,500	To support a portion building maintenance supplies and repair at our new location in the Tenderloin.	EDC moved into a new office location in 2022. It is almost three times the size of our previous location. The projected annual cost for building maintenance supplies and repair is \$49,224. the RADCo pro rata share (.34375) of this is \$16,305. EDC is allocating \$1500 of this cost to the HSH GF contract budget.
Insurance	\$ 6,500	No change	
Staff Training	\$ 62,000	The total org wide budgeted cost includes one time funding for staff development trainings specific to programs such as TRC and RADCo that are not relevant to RADCo. Therefore, applying a pro rata share to the total budgeted amount for this BLI is not appropriate. For RADCo staff development includes training on trauma informed service delivery, managing vicarious trauma associated with direct service interventions for prolonged client crisis, racial equity education for the culturally sensitive provision of services, training for working with survivors of domestic violence, and additional training on SOGI intake questions.	Total projected staff training annual cost for the RADCO program is \$311,604.73. EDC is allocating 20% of this cost, or \$62,000 to the HSH GF contract budget.
Rental of Equipment	\$ 5,000	No change	
Staff Recruitment Fees	\$ 32,611	With the continued expansion of the SF ERAP program EDC must continue to hire additional staff as outlined in the salary tabs. As time is of the essence and many roles remain unfilled, EDC requires the assistance of professional staffing firms.	EDC's projected org wide cost for staff recruitment is \$658,066. RADCo's pro rata share is \$226,210. EDC is allocating \$32,377 of this total program cost to the HSH GF contract budget.
Program Expense	\$ 10,430	No change	
IT Service	\$ 12,000	No change	
Database	\$ 38,000	EDC will be upgrading our Salesforce based Justice Server case management database to keep pace with the complex reporting requirements on our grants and contracts. Enhancements to the system will improve EDC's infrastructure to support grant compliance. Additional design features to support increased compliance requirements have been recently added to our DB build out plan, increasing the costs.	EDC's projected org wide cost for database costs is \$647,839.28. RADCo's pro rata share is \$222,694.75. EDC is allocating \$38,000 of this total program cost to the HSH GF contract budget.
TOTAL OPERATING EXPENSES	\$ 275,395		
Indirect Cost	21.0% \$ 193,397		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental Assistance (RADCo)	\$ 455,000	Direct assistance to clients	
Ongoing CODB to be allocated	\$ -		
Adjustment to Actuals	\$ -		
TOTAL OTHER EXPENSES	\$ 455,000		

	A	B	C	D	E	H	M	P	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	7/1/2023										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2021	6/30/2023	2								
6	Amended Term	7/1/2021	6/30/2026	5								
7	Provider Name	Eviction Defense Collaborative										
8	Program	RADCO Housing Solutions										
9	FSP Contract ID#	1000021943										
10	Action (select)	Amendment										
11	Effective Date	7/1/2023										
12	Budget Name	Prop C - Homelessness Prevention/Problem										
13		Current	New									
14	Term Budget	\$ 5,340,078	\$ 14,434,578									
15	Contingency	\$ 921,603	\$ 2,069,883	15%								
16	Not-To-Exceed	\$ 9,844,566	\$ 24,792,066									
				Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
				Actuals	Actuals	New	New	New	Actuals	Amendment	New	
19	Expenditures											
20	Salaries & Benefits	\$ 826,893	\$ 852,782	\$ 852,782	\$ 852,782	\$ 852,782	\$ 852,782	\$ 852,782	\$ 1,679,675	\$ 2,558,345	\$ 4,238,020	
21	Operating Expense	\$ 86,150	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 173,803	\$ 262,960	\$ 436,763	
22	Subtotal	\$ 913,043	\$ 940,435	\$ 940,435	\$ 940,435	\$ 940,435	\$ 940,435	\$ 940,435	\$ 1,853,478	\$ 2,821,305	\$ 4,674,783	
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ 136,956	\$ 141,065	\$ 141,065	\$ 141,065	\$ 141,065	\$ 141,065	\$ 141,065	\$ 278,022	\$ 423,196	\$ 701,217	
25	Other Expenses (Not subject to indirect %)	\$ 1,258,578	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 3,208,578	\$ 5,850,000	\$ 9,058,578	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures	\$ 2,308,578	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 5,340,078	\$ 9,094,500	\$ 14,434,578	
29												
30	HSH Revenues (select)											
34	Prop C	\$ 3,000,000	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 6,031,500	\$ 9,094,500	\$ 15,126,000	
35	Adjustment to Actuals	\$ (691,422)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (691,422)	\$ -	\$ (691,422)	
40	Total HSH Revenues	\$ 2,308,578	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 5,340,078	\$ 9,094,500	\$ 14,434,578	
41	Other Revenues (to offset Total Expenditures)											
42				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48												
49	Total HSH + Other Revenues	\$ 2,308,578	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 3,031,500	\$ 5,340,078	\$ 9,094,500	\$ 14,434,578	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52												
53	Prepared by	Krista Alderson										
54	Phone											
55	Email	kristaa@evictiondefense.org										

	A	AD	AE	AF	AG	AI	AJ	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	EXTENSION YEAR									
9	POSITION TITLE	Year 5				All Years				
10		Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Actuals	Modification	New
12	RADCo Program Director- Laura Hernandez	\$ 102,502	1.00	27%	0.27	\$ 27,859	\$ 27,859	\$ 112,859	\$ 83,577	\$ 196,437
13	RADCo Coordinator (9) see employee names on budget narrative	\$ 69,000	9.00	29%	2.63	\$ 181,154	\$ 181,154	\$ 661,154	\$ 543,463	\$ 1,204,618
14	RADCo Coordinator- Shephali Ides	\$ 51,000	1.00	18%	0.18	\$ 8,926	\$ 8,926	\$ 56,197	\$ 26,778	\$ 82,975
15	RADCo Funds Processor - Robert Petitpas	\$ 65,000	1.00	82%	0.82	\$ 53,277	\$ 53,277	\$ 113,277	\$ 159,830	\$ 273,106
16	RADCo Data and Finance Manager- Amy Price	\$ 90,000	1.00	28%	0.28	\$ 25,117	\$ 25,117	\$ 25,117	\$ 75,350	\$ 100,467
17	RADCo Deputy Director TBH	\$ 95,000	1.00	20%	0.20	\$ 19,399	\$ 19,399	\$ 19,399	\$ 58,197	\$ 77,596
18	RADCo Program Assistant TBH	\$ 70,000	1.00	20%	0.20	\$ 14,294	\$ 14,294	\$ 14,294	\$ 42,882	\$ 57,176
19	RADCo Data Assistant TBH	\$ 65,000	1.00	16%	0.16	\$ 10,210	\$ 10,210	\$ 10,210	\$ 30,630	\$ 40,840
20	Senior Supervising RADCo Coordinator- Hannah Gallagher	\$ 82,000	1.00	29%	0.29	\$ 23,920	\$ 23,920	\$ 23,920	\$ 71,761	\$ 95,682
21	Supervising RADCo Coordinator- Joaquin Zamudio Garcia	\$ 80,000	1.00	29%	0.29	\$ 23,337	\$ 23,337	\$ 23,337	\$ 70,011	\$ 93,348
22	Supervising RADCo Coordinator- TBH	\$ 80,000	1.00	29%	0.29	\$ 23,337	\$ 23,337	\$ 23,337	\$ 70,011	\$ 93,348
23	Supervising RADCo Coordinator- Min Ting Yu	\$ 80,000	1.00	29%	0.29	\$ 23,337	\$ 23,337	\$ 23,337	\$ 70,011	\$ 93,348
24	Supervising RADCo Coordinator- Lucerito DeAnda Mendez	\$ 80,000	1.00	20%	0.20	\$ 16,336	\$ 16,336	\$ 16,336	\$ 49,008	\$ 65,344
25	Senior RADCo Coordinator- TBH	\$ 75,000	1.00	29%	0.29	\$ 21,878	\$ 21,878	\$ 21,878	\$ 65,635	\$ 87,514
26	RADCo Coordinator- Cheyenne Oberes	\$ 70,000	1.00	20%	0.20	\$ 14,294	\$ 14,294	\$ 14,294	\$ 42,882	\$ 57,176
27	Temporary RADCo Coordinators- (10) see narrative	\$ 69,000	10.00	20%	2.04	\$ 140,897	\$ 140,897	\$ 140,897	\$ 422,692	\$ 563,590
28	RADCo Intake Specialist - Carolina Flores	\$ 67,620	1.00	25%	0.25	\$ 16,660	\$ 16,660	\$ 16,660	\$ 49,979	\$ 66,638
29	RADCo Intake Specialist- Antonio Lezama	\$ 65,000	1.00	25%	0.25	\$ 15,928	\$ 15,928	\$ 15,928	\$ 47,783	\$ 63,710
30	RADCo Intake Specialist- Cecilia Chavarria	\$ 67,000	1.00	25%	0.25	\$ 16,418	\$ 16,418	\$ 16,418	\$ 49,253	\$ 65,671
31	RADCo Intake Specialist- Anthony Ordonez	\$ 65,000	1.00	17%	0.17	\$ 11,149	\$ 11,149	\$ 11,149	\$ 33,448	\$ 44,597
32						\$ -	\$ -	\$ -	\$ -	\$ -
54						\$ -	\$ -	\$ -	\$ -	\$ -
55		TOTAL SALARIES				\$ 687,727	\$ 687,727	\$ 1,359,998	\$ 2,063,181	\$ 3,423,179
56		TOTAL FTE				9.55				
57		FRINGE BENEFIT RATE					24.00%			
58		EMPLOYEE FRINGE BENEFITS				\$ 165,054	\$ 165,054	\$ 319,677	\$ 495,163	\$ 814,840
59		TOTAL SALARIES & BENEFITS				\$ 852,782	\$ 852,782	\$ 1,679,675	\$ 2,558,345	\$ 4,238,020
60										
61										
62										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	OPERATING DETAIL																			
3	Document Date	7/1/2023																		
4	Provider Name	Eviction Defense Collaborative																		
5	Program	RADCO Housing Solutions																		
6	FSP Contract ID#	1000021943																		
7	Budget Name	Prop C - Homelessness Preventi																		
8																				
9																				
10																				
11																				
12	Operating Expenses																			
13	Rental of Property	\$ 16,000	\$ -	\$ 16,000	\$ 17,560	\$ -	\$ 17,560	\$ 17,560	\$ 17,560	\$ 17,560	\$ 17,560	\$ 17,560	\$ 17,560	\$ 17,560	\$ 17,560	\$ 17,560	\$ 33,560	\$ 52,681	\$ 86,241	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,500	\$ -	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 13,000	\$ 19,500	\$ 32,500	
15	Office Supplies, Postage	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 40,000	\$ 60,000	\$ 100,000	
16	Building Maintenance Supplies and Repair	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 3,000	\$ 4,500	\$ 7,500	
17	Insurance	\$ 5,150	\$ -	\$ 5,150	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 13,150	\$ 24,000	\$ 37,150	
18	Staff Training	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	
19	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20	Program Expense	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 30,000	\$ 50,000	
21	IT Service	\$ 11,000	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 22,000	\$ 33,000	\$ 55,000	
22	Database	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 16,000	\$ 24,000	\$ 40,000	
23	Printing and Reproduction Costs	\$ -	\$ -	\$ -	\$ 5,093	\$ -	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 5,093	\$ 15,279	\$ 20,372
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 86,150	\$ -	\$ 86,150	\$ 87,653	\$ -	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 87,653	\$ 173,803	\$ 262,960	\$ 436,763	
69																				
70	Other Expenses (not subject to indirect cost %)																			
71	Direct Assistance - Homelessness Prevention	\$ 1,950,000	\$ -	\$ 1,950,000	\$ 1,950,000	\$ -	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 3,900,000	\$ 5,850,000	\$ 9,750,000	
72	Adjustment to Actuals	\$ (691,422)	\$ -	\$ (691,422)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (691,422)	\$ -	\$ (691,422)	
83																				
84	TOTAL OTHER EXPENSES	\$ 1,258,578	\$ -	\$ 1,258,578	\$ 1,950,000	\$ -	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 1,950,000	\$ 3,208,578	\$ 5,850,000	\$ 9,058,578	
85																				
86	Capital Expenses																			
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
94		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96																				
97	HSH #3																			

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start
7/1/2023

Fiscal Term End
6/30/2024

Prop C - Homelessness Prevention/Problem Solving

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
RADCo Program Director- Laura Hernandez	0.27	\$ 27,859	Oversight of RADCo Program, and direct supervision of RADCo Supervising Coordinators and RADCO Data and Finance Manager. Works closely with the Development and Finance teams to ensure the proper management of RADCo contracts.	.27 FTE of \$102,502.40 annual salary	Laura Hernandez
RADCo Coordinator (9) see employee names on budget narrative tab	2.63	\$ 181,154	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	.29 FTE*9= 2.63 FTE. .29 FTE of \$6	James Mallman Courtney Matlock Zhenlun Cai Marcos De La Fuente Maira Flores Glendy Castanon Alexandria Corbitt Two replacements for promoted employees TBH
RADCo Coordinator- Shephali Ides	0.18	\$ 8,926	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	.18 FTE of \$51,000 annual salary	Shephali Ides
RADCo Funds Processor - Robert Petitpas	0.82	\$ 53,277	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.82 FTE of \$65,000 annual salary	Robert Petitpas
RADCo Data and Finance Manager- Amy Price	0.28	\$ 25,117	Responsible for making sure that all data entered by RADCo Coordinators is complete and correct. Monitors and verifies data in the HPP Platform, EDC's internal database and the ONE system. Works closely with the RADCo Director, Deputy Director, Supervising Coordinators, Development and Finance. Oversees RADCo Finances, making sure checks entered are correct and that Salesforce, HPP & QuickBooks all reconcile. They will also monitor spending of each funding and advise the RADCo Director on funding balances and needed spending.	.28 FTE of \$90,000 annual salary	Amy Price
RADCo Deputy Director TBH	0.20	\$ 19,399	Oversee, direct, and coordinate the work of lower level staff. Select, supervise, train, and evaluate staff. Participate in the development and administration of department goals, objectives, and procedures. Support the leadership of the Program Director.	.20 FTE of \$95,000 annual salary	TBH
RADCo Program Assistant TBH	0.20	\$ 14,294	Provide administrative program support to both the Deputy Director and the Program Director in multiple areas including program design, client surveys, working with development on program reporting and other duties as assigned.	.20 FTE of \$70,000 annual salary	TBH
RADCo Data Assistant TBH	0.16	\$ 10,210	Provides data management, monitoring, and validation support to the RADCo program, expanding the program's capacity for data reporting and analysis which, supporting effective program design. Reports to the Data and Finance Manager	.16 FTE of \$65,000 annual salary	TBH
Senior Supervising RADCo Coordinator- Hannah Gallagher	0.29	\$ 23,920	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.29 FTE of \$82,000 annual salary	Hannah Gallagher
Supervising RADCo Coordinator- Joaquin Zamudio Garcia	0.29	\$ 23,337	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.29 Of \$80,000 annual salary	Joaquin Zamudio Garcia
Supervising RADCo Coordinator- TBH	0.29	\$ 23,337	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.29 Of \$80,000 annual salary	TBH

Supervising RADCo Coordinator- Min Ting Yu	0.29	\$ 23,337	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.29 Of \$80,000 annual salary	Ming Ting Yu
Supervising RADCo Coordinator- Lucerito DeAnda Mendez	0.20	\$ 16,336	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.20 of \$80,000 annual salary	Lucerito DeAnda Mendez
Senior RADCo Coordinator- TBH	0.29	\$ 21,878	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	.29 FTE of \$75,000 annual salary	TBH
RADCo Coordinator- Cheyenne Oberes	0.20	\$ 14,294	Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance. Reports to their assigned Supervising RADCo Coordinator.	.20 FTE of \$70,000 annual salary	Cheyenne Oberes
Temporary RADCo Coordinators- (10) see narrative	2.04	\$ 140,897	Reviews and approves rental assistance applications prepared by RADCo Coordinators. Also prepares rental assistance applications themself. Provides their team of Coordinators with supervision and support. Reports to the Program Director. Screens tenants facing eviction for eligibility for rental assistance; provides support and referrals to other resources; provides limited case management for tenants who have received rental assistance	.2419920 FTE*10=2.04 FTE. .20419920	Jazma Jefferson Dylan Morse Quinn Hoppe Priscilla Zuniga Andrew Jauhiainen Jennifer Palacios Josephina 3 TBH
RADCo Intake Specialist - Carolina Flores	0.25	\$ 16,660	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.25 FTE of \$67,620 annual salary	Carolina Flores
RADCo Intake Specialist-Antonio Lezama	0.25	\$ 15,928	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.25 FTE of \$65,000 annual salary	Antonio Lezama
RADCo Intake Specialist- Cecilia Chavarria	0.25	\$ 16,418	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.25 FTE of \$67,000 annual salary	Cecilia Chavarria
RADCo Intake Specialist- Anthony Ordonez	0.17	\$ 11,149	The Intake Specialist is the first point of contact for clients contacting RADCo for rental assistance. The intake specialist will connect remotely with new or prospective clients, ask a series of questions for the purpose of compiling data, and then use this data to determine the best next course of action for that client. Intake Specialists are accountable for ensuring potential RADCo applicants are connected with a radco staff member in order to receive financial assistance and ensure housing stability.	.17 FTE of \$65,000 annual salary	Anthony Ordonez
		\$ -			
		\$ -			
		\$ -			
TOTAL	9.55	\$ 687,727			
<u>Employee Fringe Benefits</u>		<u>\$ 165,054</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 24% of total salaries.</u>		
Salaries & Benefits Total		\$ 852,782			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 17,560	To support a portion of EDC's rental costs at our new office space. Cost calculated by the proportional usage of square footage by program staff applied to the total org wide cost of annual rent.	EDC's total annual or wide rental cost is \$526,171.70 - for an office space of 17,000 sq feet, at \$30.95 per sq foot. The RADCo's program's share of the entire org wide annual rent is calculated based on how much square footage the RADCo staff utilize: 5127 sq. feet or .3015882 of the total 17,000 sq foot space. Therefore the program's total share of the org wide rental cost is \$158,687.17 (\$526,171.70 x .3015882). EDC is allocating \$17,560 of this cost to the HSH GF RADCo contract budget.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,500	No Change	
Office Supplies, Postage	\$ 20,000	No Change	
Building Maintenance Supplies and Repair	\$ 1,500	No Change	
Insurance	\$ 8,000	To support a portion of the organization's insurance costs. With the size of the organization tripling in the last 2 years and our new office space also tripling in size our total cost for insurance has also increased.	EDC's projected org wide cost for annual insurance costs is \$101,312. RADCo's pro rata share is \$34,826 @.34375. EDC is allocating \$8000 of this total program cost to the HSH GF contract budget.
Program Expense	\$ 10,000	No Change	
IT Service	\$ 11,000	No Change	
Database	\$ 8,000	No Change	
Printing and Reproduction Costs	\$ 5,093	The RADCo program must increase printed materials for tenants with information about the SF ERAP program to ensure increased awareness and access to services. Additionally with increased staff members, the program's costs in this area has increased proportionally.	EDC's projected org wide cost for annual printing and reproduction costs is \$106,257. RADCo's projected cost is \$39,484.38. EDC is allocating \$5093 of this total program cost to the HSH GF contract budget.
TOTAL OPERATING EXPENSES	\$ 87,653		
Indirect Cost	15.0% \$ 141,065		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Assistance - Homelessness Prevention	\$ 1,950,000	Direct assistance to clients	
TOTAL OTHER EXPENSES	\$ 1,950,000		

Appendix C, Method of Payment

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

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

B. Invoicing System:

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

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

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

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

General Fund & Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p>

General Fund & Prop C	
Type	Instructions and Examples of Documentation
	Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Operating - Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.

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

A. Advance Requirements:

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

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

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix

B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	Temporary Shelter Advocacy	July 1, 2019 – June 30, 2024	\$2,650,030.00
Mayor's Office of Housing and Community Development	Tenant Right to Counsel (TRC)	July 1, 2022 – June 30, 2023	\$5,111,504.00
Mayor's Office of Housing and Community Development	Tenant Right to Counsel (TRC) Expansion	July 1, 2021 – June 30, 2023	\$5,100,567.04
Mayor's Office of Housing and Community Development	Tenant Right to Counsel (TRC) COVID-19	May 1, 2021 – December 31, 2022	\$143,171.21
Mayor's Office of Housing and Community Development	Anti-Displacement Subsidy Program	March 1, 2022 – June 30, 2023	\$4,860,000.00
Mayor's Office of Housing and Community Development	Local Emergency Rental Assistance Program	April 1, 2022 – June 30, 2023	\$16,301,495.88
Mayor's Office of Housing and Community Development	US Treasury Emergency Rental Assistance Program	May 1, 2021 – September 30, 2022	\$699,297.76
Mayor's Office of Housing and Community Development	CARES/ERAP	July 1, 2020 – June 30, 2023	\$547,987.80
Human Services Agency, Department of Aging	Continuing Provider for Existing Housing Subsidy Program	March 1, 2022 – June 30, 2024	\$5,711,754.00