File No. ___240340___   **Committee Item No.** ___1___
                             Board Item No. 12___

COMMITTEE/BOARD OF SUPERVISORS
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Committee: Budget and Finance Committee   **Date** May 8, 2024
Board of Supervisors Meeting   **Date** May 14, 2024

Cmte Board

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☒	☒	Original Agreement 7/1/2020
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Completed by: Brent Jalipa   **Date** May 2, 2024
Completed by: Brent Jalipa   **Date** May 9. 2024

1   [Grant Agreement Amendment - Hamilton Families - Housing Solutions Rapid Re-Housing -
Not to Exceed $21,903,359]

2

3   **Resolution approving the second amendment to the grant agreement between**

4   **Hamilton Families and the Department of Homelessness and Supportive Housing**

5   **("HSH") for family rapid re-housing services through the Housing Solutions program;**

6   **extending the grant term by 72 months from June 30, 2024, for a total term of July 1,**

7   **2020, through June 30, 2030; increasing the agreement/contract amount by $12,306,778**

8   **for a total amount not to exceed $21,903,359; and authorizing HSH to enter into any**

9   **amendments or other modifications to the agreement that do not materially increase**

10   **the obligations or liabilities, or materially decrease the benefits to the City and are**

11   **necessary or advisable to effectuate the purposes of the agreement.**

12

13   WHEREAS, The mission of the Department of Homelessness and Supportive Housing

14   ("HSH" or "Department") is to prevent homelessness when possible and make homelessness

15   rare, brief, and one-time in the City and County of San Francisco ("the City") through the

16   provision of coordinated, compassionate, and high-quality services; and

17   WHEREAS, Rapid re-housing is an effective evidence-based solution to support

18   unhoused families; and

19   WHEREAS, HSH funds 1,719 slots of rapid re-housing, including 808 slots for families;

20   and

21   WHEREAS, As of the 2022 Point-in-Time Count, there were approximately 7,750

22   people experiencing homelessness in San Francisco on any given night, including 205

23   families; and

24   WHEREAS, The nonprofit provider Hamilton Families has extensive experience

25   operating programs for unhoused families; and

1   WHEREAS, When HSH was created in 2016, the Department inherited multiple grant

2   agreements from the Human Services Agency with Hamilton Families ("Hamilton") that used

3   different funding sources to provide rapid re-housing and homelessness prevention services

4   to families exiting homelessness; and

5   WHEREAS, On July 1, 2018, HSH entered into two new agreements ("2018

6   agreements") with Hamilton to continue to provide these services, with one agreement funded

7   entirely with federal funds running through June 2020 and the other agreement funded entirely

8   with local dollars running through June 2021; and

9   WHEREAS, In 2020, HSH selected Hamilton through Request for Qualifications #127

10 ("RFQ 127") to continue to provide the services in the 2018 agreements under a single new

11 agreement, and a copy of RFQ #127 is on file with the Clerk of the Board of Supervisors

12 ("Clerk") in File No. 240340; and

13   WHEREAS, HSH entered into this new grant agreement ("Agreement") for the term

14 July 1, 2020, through June 30, 2024, in an amount not to exceed $9,976,661 with Hamilton to

15 continue to provide rapid re-housing to at least 46 families and homelessness prevention

16 services to at least 25 families (the "Housing Solutions" program), a copy of which is on file

17 with the Clerk in File No. 240340; and

18   WHEREAS, HSH executed a first amendment to the Agreement in August 2022 that

19 removed the homelessness prevention services from the Agreement and reduced the not-to-

20 exceed amount by $380,080 for a total amount no to exceed $9,596,581, a copy of which is

21 on file with the Clerk in File No. 240340; and

22   WHEREAS, The proposed second amendment ("Amendment") to the Agreement

23 would extend the Agreement for Hamilton to continue to provide the Housing Solutions rapid

24 re-housing services by 72 months to June 30, 2030, and increase the not to exceed amount

25 by $12,306,778 for a total amount not to exceed $21,903,359; and

1   WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 240340,

2   substantially in final form, with all material terms and conditions included, and only remains to

3   be executed by the parties upon approval of this Resolution; and

4   WHEREAS, The Amendment requires Board of Supervisors approval under

5   Section 9.118 of the Charter; now, therefore, be it

6   RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director

7   of HSH ("Director") or their designee to execute the Amendment to extend the current term of

8   July 1, 2020, through June 30, 2024, to July 1, 2020, through June 30, 2030, and to increase

9   the not to exceed amount by $12,306,778 for a total amount not to exceed $21,903,359; and,

10   be it

11   FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their

12   designee to enter into any amendments or modifications to the Amendment, prior to its final

13   execution by all parties, that HSH determines, in consultation with the City Attorney, do not

14   materially increase the obligations or liabilities of the City or materially decrease the benefits

15   to the City, are necessary or advisable to effectuate the purposes of the grant, and are in

16   compliance with all applicable laws; and, be it

17   FURTHER RESOLVED, That within 30 days of the Amendment being executed by all

18   parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File

19   No. 240340; this requirement and obligation resides with HSH, and is for the purposes of

20   having a complete file only, and in no manner affects the validity of the approved agreement.

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6   Recommended:

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8   _____/s/_____

9   Shireen McSpadden

10 Executive Director

11 Department of Homelessness and Supportive Housing

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Item 1 File 24-0340	**Department:** Department of Homelessness and Supportive Housing (HSH)

EXECUTIVE SUMMARY

Legislative Objectives

- The proposed resolution would approve the Second Amendment to the Department of Homelessness and Supportive Housing's (HSH) grant agreement with Hamilton Families for family rapid re-housing services through the Housing Solutions program, extending the term by six years through June 2030, and increasing the not-to-exceed amount by $12,306,778, for a total not to exceed $21,903,359, and authorizing HSH to make further immaterial amendments to the grant agreement.

Key Points

- In 2019, HSH issued a Request for Qualifications (RFQ) to qualify providers for federal Emergency Solutions Grant (ESG) funding for homelessness prevention, rapid rehousing, and emergency shelter services. Hamilton Families, which had provided similar services since at least 2016, was deemed the highest-scoring proposer and awarded a grant. Due to the ongoing need for the program and satisfaction with Hamilton Families' performance, HSH and Hamilton Families have agreed to extend the grant by six years.

- Under the grant, Hamilton Families provides rapid rehousing services. The purpose of the rapid rehousing program is to find short-to-medium term rehousing for formerly homeless or at-risk of being homeless families that meet income eligibility criteria. The program provides payments of rental subsidies directly to landlords and related support services. The overall rapid rehousing program serves approximately 75 families per year, including 35 funded by this agreement (along with a separate agreement with Hamilton Families).

Fiscal Impact

- The proposed Second Amendment would increase the not-to-exceed amount of the Hamilton Families grant agreement by $12,306,778, for a total not to exceed $21,903,359. The grant is funded approximately 84 percent by the City's General Fund, nine percent by U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant funds, and six percent by Homeless Gross Receipts (Proposition C) funds.

Recommendation

- Approve the proposed resolution.

MANDATE STATEMENT

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

BACKGROUND

In December 2019, the Department of Homelessness and Supportive Housing (HSH) issued a Request for Qualifications (RFQ) to qualify providers for federal Emergency Solutions Grant (ESG) funding for homelessness prevention, rapid rehousing, and emergency shelter services. Although not required by local procurement regulations, awarding this federal funding source requires a competitive solicitation. Within the rapid rehousing category, HSH received two proposals. An evaluation panel reviewed the proposals and scored the extent to which they met three minimum qualifications: (1) having five years of experience providing homeless services, (2) two years of experience in the service category to which they were applying, and (3) ability to provide matching contributions to the ESG award. Exhibit 1 below shows the final scores.[1]

Exhibit 1: Proposers and Scores from RFQ

Proposer	Average Score (Out of 60 Points)
Hamilton Families	55
Episcopal Community Services	51

Source: HSH

Hamilton Families, which had provided similar services since at least 2016, was deemed the highest scoring proposer and was awarded a grant to provide rapid rehousing services to families. Episcopal Community Service was also awarded a grant for providing rapid rehousing for adults.

In July 2020, HSH executed a grant agreement with Hamilton Families for a term of four years from July 2020 through June 2024 and an amount not to exceed $9,976,661. In August 2022, HSH executed the First Amendment to the grant, reducing the not-to-exceed amount to $9,596,581. Due to the ongoing need for the program and satisfaction with Hamilton Families' performance, HSH and Hamilton Families have agreed to extend the grant by six years.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the Second Amendment to the HSH grant agreement with Hamilton Families for family rapid re-housing services through the Housing Solutions program, extending the term by six years through June 2030, and increasing the not-to-exceed

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[1] The evaluation panel consisted of an HSH Continuum of Care Supportive Housing Manager and an HSH Program Manager.

amount by $12,306,778, for a total not to exceed $21,903,359. The proposed resolution would also authorize HSH to make further immaterial amendments to the grant agreement.

Services Provided

Under the ESG grant, Hamilton Families is one of two providers that provide rapid rehousing services for families. The purpose of the family rapid rehousing program is to provide short-to-medium term rental assistance for formerly homeless or at-risk of being homeless families with at least one adult and one child that meets income eligibility criteria. The program provides payments of rental subsidies directly to landlords and support services including case management, housing location, housing coordination, subsidy administration, landlord liaison, and workforce development services.

Hamilton's rapid rehousing work is funded by two HSH grants: (1) the proposed grant, funded by ESG grant funds and the General Fund and (2) a separate grant, funded by HUD Continuum of Care funding, which is largely restricted to rental assistance. This agreement funds case management and support services for families receiving rapid rehousing rental assistance funded by both grants. Together, both grants are budgeted to serve 75 clients, including 35 families in the proposed amended grant.

Performance and Fiscal Monitoring

HSH staff reported to our office that Hamilton served 50 households in FY 2022-23, which is higher than the 40 required by the existing contract.

In its FY 2022-23 program monitoring, HSH noted five findings with follow-up recommendations to meet administrative requirements of the grant. In November 2023, Hamilton Families responded that all recommendations had been implemented or were in the process of being implemented.

In addition, due to $940,347 in underspending from FY 2020-21 to FY 2022-23, HSH required Hamilton to develop a spenddown plan for FY 2023-24 and submit invoices in a timely fashion. According to FY 2023-24 spending data provided by HSH, the proposed grant is projected to spend down its ESG funding ($191,943) but is projected to underspend its General Fund allocation by $200,000 - $500,000. HSH staff attribute the underspending to an expansion of permanent housing programs for formerly homeless families, including leasing up City Gardens (200 units of PSH at 333 12th Street, File 22-0344) and expansion of the Flexible Housing Subsidy Pool.

The Department of Children, Youth, and their Families (DCYF) reviewed Hamilton Families' financial documents as part of the Citywide Fiscal and Compliance Monitoring program and had no findings.

FISCAL IMPACT

The proposed Second Amendment would increase the not-to-exceed amount of the Hamilton Families grant agreement by $12,306,778, for a total not to exceed $21,903,359. Actual and projected grant expenditures by year are shown in Exhibit 2 below.

Exhibit 2: Actual and Projected Grant Expenditures by Year

Year	Expenditures
Year 1 (FY 2020-21, Actual)	$1,805,145
Year 2 (FY 2021-22, Actual)	1,761,258
Year 3 (FY 2022-23, Actual)	1,866,755
Year 4 (FY 2023-24, Projected)	2,045,988
Year 5 (FY 2024-25, Projected)	2,045,989
Year 6 (FY 2025-26, Projected)	2,045,989
Year 7 (FY 2026-27, Projected)	2,045,989
Year 8 (FY 2027-28, Projected)	2,045,989
Year 9 (FY 2028-29, Projected)	2,045,989
Year 10 (FY 2029-30, Projected)	2,045,989
Subtotal, Actual and Projected Expenditures	*$19,755,072*
Contingency (15% of Projected Expenditures)	2,148,287
Total Not-to-Exceed	**$21,903,359**

Source: Proposed Grant Amendment. Totals may not add due to rounding.

The grant is funded approximately 84 percent by the City's General Fund, nine percent by U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant funds, and six percent by Homelessness Gross Receipts (Proposition C) funds. A portion of the City's local funding provides a required 25 percent match of the federal ESG grant funding. Exhibit 3 below shows the projected annual budget in the six-year extension term.

Exhibit 3: Projected Annual Grant Budget (FY 2024-25 through FY 2029-30)

Sources	Amount
General Fund	$1,727,245
HUD Funding	191,943
Proposition C	126,800
Total Sources	**$2,045,988**

Uses	Amount
Salaries & Benefits	$910,632
Operating Expenses	217,649
Indirect Cost (15%)	169,241
Other Expenses	748,466
Total Uses	**$2,045,989**

Source: Proposed Grant Amendment. Totals may not add due to rounding.

Notes: Operating expenses include office rent, utilities, office supplies, insurance, training, equipment rental, hiring expenses, computer costs, transportation, payroll services, and software licensing. Indirect costs include overhead costs such as human resources, payroll, executive salaries, information technology staff, and office supplies. Other expenses include rent subsidies, move-in assistance, and household goods.

HSH estimates the annual program cost is approximately $40,000 per family. However, the grant budget is sized to reflect the annual program cost to account for new households beginning the subsidy program as families move off the subsidy program.

RECOMMENDATION

Approve the proposed resolution.

SECOND AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
HAMILTON FAMILIES

THIS AMENDMENT of the **July 1, 2020** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **HAMILTON FAMILIES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Qualifications (RFQ)#127, issued July 1, 2020, and this modification is consistent therewith; and

WHEREAS, the City's Homelessness Oversight Commission approved this Agreement under San Francisco Charter Section 9.118 by Resolution [Insert Resolution Number] on April 4, 2024;

WHEREAS, the City's Board of Supervisors approved this 2nd Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution <insert Resolution number> on May 7, 2024 to extend the grant term by six years and increase the grant amount by $12,306,778; 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, 2020** between Grantee and City; and **First Amendment**, dated **August 1, 2022.**

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

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

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

3.2 Duration of Term.
(a) The term of this Agreement shall commence on **July 1, 2020** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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, 2020** and expire on **June 30, 2030**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Seventy Six Thousand Six Hundred Sixty One Dollars ($9,976,661).**

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Two Hundred Sixty Three Thousand Four Hundred Twenty Dollars ($1,263,420)** 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 One Million Nine Hundred Three Thousand Three Hundred Fifty Nine Dollars $21,903,359**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million One Hundred Forty Eight Thousand Two Hundred Eighty Seven Dollars ($2,148,287)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget; which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

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

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

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

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 hshcontracts@sfgov.org
If to Grantee:	Hamilton Families 2567 Mission St. San Francisco CA, 94110 P.O. Box 40370, San Francisco, CA 94140 Attn: Kyriell Noon knoon@hamiltonfamilies.org

Any notice of default must be sent by registered mail.

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

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

2.5 **Section 16.19 Distribution of Beverages and**

16.19 Distribution of Beverages and Water

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) **Packaged Water Prohibition. Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).**

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, 2024)
Appendix B, Budget (dated July 1, 2024)
Appendix C, Method of Payment (dated July 1, 2024)
Appendix D, Interests in Other City Grants (dated July 1, 2024)
Appendix E, Federal Requirements

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement.

2.8   **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024), for the period of July 1, 2024 to June 30, 2030.

2.9   **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of July 1, 2020 to June 30, 2030.

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, 2024).

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, 2024).

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

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

By: _____
     Shireen McSpadden
     Executive Director

GRANTEE

HAMILTON FAMILIES

By: _____
     Kyriell Noon
     Chief Executive Officer
     City Supplier Number: 19087
     Unique Entity ID: UNLWMNE25J75

Approved as to Form:
David Chiu
City Attorney

By: _____
     Adam Radtke
     Deputy City Attorney

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Appendix A: Services to be Provided.
by
Hamilton Families
Housing Solutions

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

II.   **Served Population**
      Grantee shall serve formerly homeless or at-risk of homelessness and income-eligible family households with an adult and at least one natural, adoptive and/or foster child below the age of 18. This may include a pregnant person, with or without a partner.

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

IV.   **Description of Services**
      Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget "Client Counts" tab. RRH services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

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

        1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;

        2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;

        3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:

a. Search for and secure housing;
b. Increase income, connect to benefits. and secure employment
c. Pursue educational goals, trainings, or certifications;
d. Improve credit history and build savings;
e. Address physical or behavioral health challenges; and
f. Connect to legal resources or other social support as needed.

4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.

5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;

6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;

7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.

8. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;

9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;

10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.

11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;

12. Grantee shall begin program exit planning early in the housing process. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off of the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.

B. <u>Housing Location Services</u>: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:

1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;

2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;
3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.

C. <u>Housing Coordination Services</u>: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process;
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;

8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
9. Grantee shall communicate the following expectations with participants:
   a. Contribution toward the rent is due on the first month and how to make the payment; and
   b. How much the participant is responsible for each month; and
   c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
11. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.

D. <u>Subsidy Administration Services</u>: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;

7. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months.
8. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

E. <u>Landlord Liaison Services</u>: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

F. <u>Workforce Development Services</u>:
1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;

5. Grantee shall collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships;

6. Grantee shall provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries;

7. Grantee shall match tenants with employment opportunities and coach them through the job search process; and

8. Provide training and support to employers and tenants to ensure job retention after placement.

V. Location and Time of Services

Grantee shall provide services at rapid rehousing services at 832 Folsom St. 8th floor, San Francisco, CA 94107, Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

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

B. <u>1:20 Case Manager Ratio</u>: Grantee shall maintain a 1:20 ratio of Case Manager to HSH Families.

C. <u>Income Verification</u>: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;

D. <u>Language and Interpretation Services</u>: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers.

E. <u>Case Conferences</u>: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

F. <u>Admission Policy</u>: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must

include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

G. <u>Grievance Procedure</u>:
   1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
      a. The name or title of the person or persons authorized to make a determination regarding the grievance;
      b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
      c. The amount of time required for each step, including when a participant can expect a response; and
      d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
   2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. <u>Reasonable Accommodation Policy</u>: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

I. <u>Termination Policy</u>: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.

J. <u>Feedback, Complaint, and Follow-up Policies</u>:
   Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
   1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
   2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

K. City Communications and Policies: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.

M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.

N. 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.

O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process[1], including but not limited to:
    a. Entering all household data within three working days (unless specifically requested to do so sooner);
    b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
    c. Running monthly data quality reports and correcting any errors.
2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.[1]
3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be

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

communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

P. <u>Harm Reduction:</u> Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the <u>HSH Overdose Prevention Policy</u>. Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.

Q. <u>Housing First</u>: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

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

A. <u>Housing Location Services</u>
   1. Grantee shall provide 100 percent of participants with Housing Location Services.

B. <u>Housing Coordination Services</u>
   1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
   2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.

C. <u>Subsidy Administration Services</u>
   1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
   2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.

D. <u>Housing-Focused Case Management Services</u>
   1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
   2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and

3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Workforce Development Services
   1. Grantee shall offer 100 percent of participants with Workforce Development Services; and
   2. Grantee shall offer a workforce development assessment to 100 percent of participants; and
   3. Grantee shall offer 100 percent of participants referrals to workforce development program partnerships specifically designed for RRH participants.

F. Landlord Liaison Services
   1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
   2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

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

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

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:
   1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
   2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and
   3. At least 75 percent of participants will be referred to community resources.

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

IX. **Reporting Requirements**

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

B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
    1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
    2. The total number of new placements during the quarter not including relocations; and
    3. The total number of program exits and destinations.

C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.

D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.

E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
    1. Housing Coordination and Housing Location Services The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination; and
    2. Housing Coordination and Housing Location Services The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
    3. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
    4. Housing-Focused Case Management and Housing Coordination Services and Landlord Liaison Services The number and percentage of households referred to community resources.

F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by

HSH.

G. Grantee shall participate, as required by 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.

H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

I. Grantee shall submit Project Descriptor data elements as described in U.S. Department of Housing and Urban Development's (HUD) latest HMIS Data Standards Manual (https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X.   **Monitoring Activities**

A. <u>Program Monitoring</u>: Grantee is subject to program monitoring and/or audits, such as, but not limited to the following: participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will

include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link
7/1/2020	New	Ongoing	$ 2,095,789.00	
11/1/2021	Mod	One-Time	$ 154,999.00	
7/1/2022	Amendment	Ongoing	$ (262,519.00)	
9/6/2023	Revision	Ongoing	$ 126,800.00	
2/28/2024	Amendment t	Ongoing	$ 10,356,740.00	https://app.asana.com/0/1199128

Change Description
New Agreement (7/1/2020-6/30/2024
One-Time ESG carryforward
Amendment to remove HPA portion of budget
Mod to add Prop C Family RRG budget
Amend to extend and add funds through FY29

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10

Approved Subcontractors

None.

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10

				Year 1	Year 2	Year 3	Year 4
Service Component				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
General Fund - Rapid Rehousing - Households				40	40	40	30
ESG - Rapid Rehousing - Households							5

DEPARTMENT OF H
APPENDIX B, BUDG

Document Date					
Contract Term					
Current Term					
Amended Term					
	Year 5	**Year 6**	**Year 7**	**Year 8**	**Year 9**
	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029
General Fund - Rapi	30	30	30	30	30
ESG - Rapid Rehous	5	5	5	5	5

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2021		

Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10

				Year 1	Year 2	Year 3	Year 4
HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
HUD ESG (CFDA 14.231)				E-20-MC-06-0016	E-21-MC-06-0016	E-22-MC-06-0016	E-23-MC-06-0016

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024			
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**	
Current Term	7/1/2020	6/30/2024	4	
Amended Term	7/1/2020	6/30/2030	10	
Provider Name	Hamilton Families			
Program	Housing Solutions			
F$P Contract ID#	1000019042			
Action (select)	Amendment			
Effective Date	7/1/2024			
Budget Names	**General Fund - RRH, ESG - RRH, General Fund - HPA, Prop C - Family RRH**			

	Current	New	
Term Budget	$ 7,352,348	$ 19,755,072	
Contingency	$ 2,244,233	$ 2,148,287	15%
Not-To-Exceed	$ 9,596,581	$ 21,903,359	

EXTENSION YEAR

	Year 1	Year 2	Year 3	Year 4			Year 5
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
	Actuals	Actuals	Actuals	Current/Actuals	Amendment	New	New
Expenditures							
Salaries & Benefits	$ 976,241	$ 820,357	$ 867,274	$ 910,633	$ (0)	$ 910,632	$ 910,632
Operating Expense	$ 229,012	$ 203,628	$ 204,213	$ 217,649	$ 0	$ 217,649	$ 217,649
Subtotal	$ 1,205,253	$ 1,023,986	$ 1,071,488	$ 1,128,282	$ (0)	$ 1,128,281	$ 1,128,282
Indirect Percentage							
Indirect Cost (Line 21 X Line 22)	$ 180,788	$ 153,598	$ 160,722	$ 169,241	$ (0)	$ 169,241	$ 169,241
Other Expenses (Not subject to indirect %)	$ 419,103	$ 583,674	$ 634,545	$ 621,666	$ 126,800	$ 748,466	$ 748,466
Total Expenditures	**$ 1,805,145**	**$ 1,761,258**	**$ 1,866,755**	**$ 1,919,189**	**$ 126,799**	**$ 2,045,988**	**$ 2,045,989**
HSH Revenues* (select)							
General Fund - Ongoing	$ 1,903,846	$ 1,641,327	$ 1,695,954	$ 1,695,954	$ -	$ 1,695,954	$ 1,727,245
General Fund - CODB	$ -	$ -	$ -	$ 31,291	$ -	$ 31,291	$ -
General Fund - One-Time Carryforward	$ 206,907	$ -	$ -	$ -	$ -	$ -	$ -
Prop C - One-time COVID-19 Bonus Pay	$ 695	$ 13,657	$ -	$ -	$ -	$ -	$ -
General Fund - One-Time	$ 57,116	$ -	$ -	$ -	$ -	$ -	$ -
HUD ESG (CFDA 14.231)	$ 191,943	$ 191,943	$ 191,943	$ 191,943	$ -	$ 191,943	$ 191,943
HUD ESG (CFDA 14.231) - One Time Carry Forward	$ 123,177	$ 154,999	$ -	$ -	$ -	$ -	$ -
Adjustment for Actuals	$ (678,539)	$ (240,669)	$ (616,432)	$ -	$ -	$ -	$ -
Prop C - Ongoing - Family RRH	$ -	$ -	$ 595,290	$ -	$ 126,800	$ 126,800	$ 126,800
Total HSH Revenues	**$ 1,805,145**	**$ 1,761,258**	**$ 1,866,756**	**$ 1,919,189**	**$ 126,800**	**$ 2,045,988**	**$ 2,045,988**
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
Total Other Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues	**$ 1,805,145**	**$ 1,761,258**	**$ 1,866,756**	**$ 1,919,189**	**$ 126,800**	**$ 2,045,989**	**$ 2,045,989**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -		$ -	$ -
Total Adjusted Salary FTE (All Budgets)						10.47	10.47

Prepared by	Maritza Penagos
Email	mpenagos@hamiltonfamiles.com

*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.

DEPARTMENT OF H[...]
APPENDIX B, BUDG[...]

Document Date	
Contract Term	
Current Term	
Amended Term	
Provider Name	
Program	
F$P Contract ID#	
Action (select)	
Effective Date	
Budget Names	

Term Budget	
Contingency	EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR
Not-To-Exceed	

	Year 6	Year 7	Year 8	Year 9	Year 10	All Years		
	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	New	New	New	New	New	Actuals	Amendment	New
Expenditures								
Salaries & Benefits	$ 910,632	$ 910,632	$ 910,632	$ 910,632	$ 910,632	$ 3,574,505	$ 5,463,794	$ 9,038,299
Operating Expense	$ 217,649	$ 217,649	$ 217,649	$ 217,649	$ 217,649	$ 854,503	$ 1,305,897	$ 2,160,400
Subtotal	$ 1,128,282	$ 1,128,282	$ 1,128,282	$ 1,128,282	$ 1,128,282	$ 4,429,008	$ 6,769,691	$ 11,198,699
Indirect Percentage								
Indirect Cost (Line 2	$ 169,241	$ 169,241	$ 169,241	$ 169,241	$ 169,242	$ 664,350	$ 1,015,449	$ 1,679,799
Other Expenses (Not	$ 748,466	$ 748,466	$ 748,466	$ 748,466	$ 748,466	$ 2,258,988	$ 4,617,593	$ 6,876,581
Total Expenditures	$ 2,045,989	$ 2,045,989	$ 2,045,989	$ 2,045,989	$ 2,045,989	$ 7,352,346	$ 12,402,733	$ 19,755,078
HSH Revenues* (sel								
General Fund - Ong	$ 1,727,245	$ 1,727,245	$ 1,727,245	$ 1,727,245	$ 1,727,245	$ 6,937,081	$ 10,363,470	$ 17,300,551
General Fund - COD	$ -	$ -	$ -	$ -	$ -	$ 31,291	$ -	$ 31,291
General Fund - One-	$ -	$ -	$ -	$ -	$ -	$ 206,907	$ -	$ 206,907
Prop C - One-time O	$ -	$ -	$ -	$ -	$ -	$ 14,352	$ -	$ 14,352
General Fund - One-	$ -	$ -	$ -	$ -	$ -	$ 57,116	$ -	$ 57,116
HUD ESG (CFDA 14.	$ 191,943	$ 191,943	$ 191,943	$ 191,943	$ 191,943	$ 767,772	$ 1,151,658	$ 1,919,430
HUD ESG (CFDA 14.	$ -	$ -	$ -	$ -	$ -	$ 278,176	$ -	$ 278,176
Adjustment for Actu	$ -	$ -	$ -	$ -	$ -	$ (1,535,641)	$ -	$ (1,535,641)
Prop C - Ongoing - F	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 595,290	$ 887,600	$ 1,482,890
Total HSH Revenue	$ 2,045,988	$ 2,045,988	$ 2,045,988	$ 2,045,988	$ 2,045,988	$ 7,352,348	$ 12,402,728	$ 19,755,072
Other Revenues (to Revenues)								
Total Other Revenu	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total HSH + Other R	$ 2,045,989	$ 2,045,989	$ 2,045,988	$ 2,045,988	$ 2,045,988	$ 7,352,348	$ 12,402,728	$ 19,755,076
Rev-Exp (Budget Ma	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Total Adjusted Salar	10.47	10.47	10.47	10.47	10.47			

Prepared by	
Email	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10
Provider Name		Hamilton Families	
Program		Housing Solutions	
F$P Contract ID#		1000019042	
Action (select)		Amendment	
Effective Date		7/1/2024	
Budget Name		**General Fund - RRH**	

	Current	New	
Term Budget	$ 5,892,112	$ 16,255,582	
Contingency	$ 2,244,233	$ 2,148,287	15%
Not-To-Exceed	$ 9,596,581	$ 21,903,359	

	Year 1	Year 2	Year 3	Year 4			Year 5
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
	New	New	Actuals	Current/Actuals	Amendment	New	New
Expenditures							
Salaries & Benefits	$ 757,133	$ 757,133	$ 804,050	$ 846,278	$ (0)	$ 846,277	$ 846,277
Operating Expense	$ 202,137	$ 202,137	$ 202,722	$ 187,705	$ -	$ 187,705	$ 187,705
Subtotal	$ 959,271	$ 959,271	$ 1,006,773	$ 1,033,983	$ (0)	$ 1,033,982	$ 1,033,983
Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%	15.00%
Indirect Cost (Line 21 X Line 22)	$ 143,891	$ 143,891	$ 151,016	$ 155,097	$ (0)	$ 155,097	$ 155,097
Other Expenses (Not subject to indirect %)	$ 336,173	$ 311,153	$ 153,430	$ 538,166	$ -	$ 538,166	$ 538,166
Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ 1,439,334	$ 1,414,315	$ 1,311,219	$ 1,727,245	$ (1)	$ 1,727,245	$ 1,727,246
HSH Revenues (select)							
General Fund - Ongoing	$ 1,641,327	$ 1,641,327	$ 1,695,954	$ 1,695,954		$ 1,695,954	$ 1,727,245
General Fund - CODB	$ -	$ -		$ 31,291		$ 31,291	$ -
General Fund - One-Time Carryforward	$ 152,968	$ -				$ -	$ -
Prop C - One-time COVID-19 Bonus Pay	$ 695	$ 13,657				$ -	$ -
General Fund - One-Time	$ 49,240	$ -				$ -	$ -
Adjustment for Actuals	$ (404,896)	$ (240,669)	$ (384,736)				
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
Total Other Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues	$ 1,439,334	$ 1,414,315	$ 1,311,218	$ 1,727,245	$ -	$ 1,727,245	$ 1,727,245
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -		$ -	$ -

EXTENSION YEAR

Prepared by	Maritza Penagos
Email	mpenagos@hamiltonfamiles.com

DEPARTMENT OF H[...]
APPENDIX B, BUDG[...]

Document Date	
Contract Term	
Current Term	
Amended Term	
Provider Name	
Program	
F$P Contract ID#	
Action (select)	
Effective Date	
Budget Name	

Term Budget	
Contingency	EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR
Not-To-Exceed	

	Year 6	Year 7	Year 8	Year 9	Year 10	All Years		
	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	New	New	New	New	New	Actuals	Amendment	New
Expenditures								
Salaries & Benefits	$ 846,277	$ 846,277	$ 846,277	$ 846,277	$ 846,277	$ 3,164,595	$ 5,077,663	$ 8,242,257
Operating Expense	$ 187,705	$ 187,705	$ 187,705	$ 187,705	$ 187,705	$ 794,702	$ 1,126,233	$ 1,920,935
Subtotal	$ 1,033,983	$ 1,033,983	$ 1,033,983	$ 1,033,983	$ 1,033,983	$ 3,959,297	$ 6,203,895	$ 10,163,193
Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%			
Indirect Cost (Line 2[...]	$ 155,097	$ 155,097	$ 155,097	$ 155,097	$ 155,097	$ 593,895	$ 930,584	$ 1,524,479
Other Expenses (No[...]	$ 538,166	$ 538,166	$ 538,166	$ 538,166	$ 538,166	$ 1,338,921	$ 3,228,993	$ 4,567,914
Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ 1,727,246**	**$ 1,727,246**	**$ 1,727,246**	**$ 1,727,246**	**$ 1,727,246**	**$ 5,892,113**	**$ 10,363,473**	**$ 16,255,586**
HSH Revenues (sele[...]								
General Fund - Ong[...]	$ 1,727,245	$ 1,727,245	$ 1,727,245	$ 1,727,245	$ 1,727,245	$ 6,674,562	$ 10,363,470	$ 17,038,032
General Fund - COD[...]	$ -	$ -	$ -	$ -	$ -	$ 31,291	$ -	$ 31,291
General Fund - One-	$ -	$ -	$ -	$ -	$ -	$ 152,968	$ -	$ 152,968
Prop C - One-time C[...]	$ -	$ -	$ -	$ -	$ -	$ 14,352	$ -	$ 14,352
General Fund - One-	$ -	$ -	$ -	$ -	$ -	$ 49,240	$ -	$ 49,240
Adjustment for Actu[...]								
Other Revenues (to								
Revenues)								
Total Other Revenu[...]	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total HSH + Other [...]	**$ 1,727,245**	**$ 1,727,245**	**$ 1,727,245**	**$ 1,727,245**	**$ 1,727,245**	**$ 5,892,112**	**$ 10,363,470**	**$ 16,255,582**
Rev-Exp (Budget Ma[...]	$ -	$ -	$ -	$ -	$ -	$ -		$ -

Prepared by	
Email	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	7/1/2024	
Provider Name	Hamilton Families	
Program	Housing Solutions	
F$P Contract ID#	1000019042	
Budget Name	General Fund - RI	

POSITION TITLE	Year 1 7/1/2020 - 6/30/2021 Actuals Budgeted Salary	Year 2 7/1/2021 - 6/30/2022 Actuals Budgeted Salary	Year 3 7/1/2022 - 6/30/2023 Actuals Budgeted Salary	Year 4 Agency Totals Annual Full Time Salary (for 1.00 FTE)	Agency Totals Position FTE	For HSH Funded Progarm % FTE funded by this budget	For HSH Funded Progarm Adjusted Budgeted FTE	7/1/2023 - 6/30/2024 Current/Actuals Budgeted Salary	7/1/2023 - 6/30/2024 Amendment Change
Chief Program Officer	$ 16,000	$ 16,000	$ 16,000	$ 160,000	1.00	1%	0.01	$ -	$ 1,373
Director of Housing & Real Estate (ML)	$ 23,000	$ 23,000	$ 23,000	$ 150,000	1.00	17%	0.17	$ 30,000	$ (4,725)
Housing Stability Director	$ 18,000	$ 18,000	$ 18,000	$ 90,000	1.00	2%	0.02	$ -	$ 1,354
Housing Stability Coordinator (MA)	$ 61,204	$ 61,204	$ 61,204	$ 72,090	1.00	100%	1.00	$ 72,090	$ -
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	$ 189,280	$ 189,280	$ 189,280	$ 63,943	3.90	100%	3.90	$ 249,376	$ -
Intake Specialist (AS, MV)	$ 54,080	$ 54,080	$ 54,080	$ 58,240	2.00	50%	1.00	$ 58,240	$ -
Navigation Specialist (IC, AV)	$ 54,080	$ 54,080	$ 54,080	$ 73,486	1.10	100%	1.10	$ 80,835	$ -
Navigation Manager (MK)	$ 19,001	$ 19,001	$ 19,001	$ 79,290	1.00	20%	0.20	$ 15,858	$ -
Housing Orientation Specialist	$ 30,566	$ 30,566	$ 30,566	$ 61,131	1.00			$ -	$ -
Real Estate Manager (FDC)	$ 18,750	$ 18,750	$ 18,750	$ 88,100	1.00	25%	0.25	$ 22,025	$ -
Real Estate Specialist (TBD)	$ 56,160	$ 56,160	$ 56,160	$ 58,240	1.20	100%	1.20	$ 69,888	$ -
Administrative Assistant TBD	$ 26,790	$ 26,790	$ 53,580	$ 60,000	1.00	10%	0.10	$ 6,000	$ -
Staff Accountant	$ 15,500	$ 15,500	$ 24,800	$ 62,000	1.00	3%	0.03	$ -	$ 1,998
Intake Coordinator (LB)				$ 72,900	1.00	10%	0.10	$ 7,290	$ -
Contracts Administrator				$ 95,940	1.00	9%	0.09	$ 8,721	$ -
Real Estate Coordinator (PDC)				$ 72,900	1.00	10%	0.10	$ 7,290	$ -
Stability Manager (KF)				$ 88,100	1.00	10%	0.10	$ 8,810	$ -
Data Entry Specialist (TBD)				$ 58,240	1.00	25%	0.25	$ 14,560	$ -
	$ 582,410	$ 582,410	$ 618,500				TOTAL SALARIES	$ 650,983	$ (0)
							TOTAL FTE	9.62	
	30.00%	30.00%	30.00%				FRINGE BENEFIT RATE	30.00%	
	$ 174,723	$ 174,723	$ 185,550				EMPLOYEE FRINGE BENEFITS	$ 195,295	$ (0)
	$ 757,133	$ 757,133	$ 804,050				TOTAL SALARIES & BENEFITS	$ 846,278	$ (0)

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

POSITION TITLE	7/1/2023 - 6/30/2024
	New
	Budgeted Salary
Chief Program Officer	$ 1,373
Director of Housing & Real Estate (ML)	$ 25,275
Housing Stability Director	$ 1,354
Housing Stability Coordinator (MA)	$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	$ 249,376
Intake Specialist (AS, MV)	$ 58,240
Navigation Specialist (IC, AV)	$ 80,835
Navigation Manager (MK)	$ 15,858
Housing Orientation Specialist	$ -
Real Estate Manager (FDC)	$ 22,025
Real Estate Specialist (TBD)	$ 69,888
Administrative Assistant TBD	$ 6,000
Staff Accountant	$ 1,998
Intake Coordinator (LB)	$ 7,290
Contracts Administrator	$ 8,721
Real Estate Coordinator (PDC)	$ 7,290
Stability Manager (KF)	$ 8,810
Data Entry Specialist (TBD)	$ 14,560
	$ 650,982
	30.00%
	$ 195,295
	$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	**EXTENSION YEAR**

POSITION TITLE	Agency Totals		For HSH Funded Progarm		7/1/2024 - 6/30/2025
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Chief Program Officer	$ 160,000	1.00	1%	0.01	$ 1,373
Director of Housing & Real Estate (ML)	$ 150,000	1.00	17%	0.17	$ 25,275
Housing Stability Director	$ 90,000	1.00	2%	0.02	$ 1,354
Housing Stability Coordinator (MA)	$ 72,090	1.00	100%	1.00	$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	$ 63,943	3.90	100%	3.90	$ 249,376
Intake Specialist (AS, MV)	$ 58,240	2.00	50%	1.00	$ 58,240
Navigation Specialist (IC, AV)	$ 73,486	1.10	100%	1.10	$ 80,835
Navigation Manager (MK)	$ 79,290	1.00	20%	0.20	$ 15,858
Housing Orientation Specialist	$ 61,131	1.00			$ -
Real Estate Manager (FDC)	$ 88,100	1.00	25%	0.25	$ 22,025
Real Estate Specialist (TBD)	$ 58,240	1.20	100%	1.20	$ 69,888
Administrative Assistant TBD	$ 60,000	1.00	10%	0.10	$ 6,000
Staff Accountant	$ 62,000	1.00	3%	0.03	$ 1,998
Intake Coordinator (LB)	$ 72,900	1.00	10%	0.10	$ 7,290
Contracts Administrator	$ 95,940	1.00	9%	0.09	$ 8,721
Real Estate Coordinator (PDC)	$ 72,900	1.00	10%	0.10	$ 7,290
Stability Manager (KF)	$ 88,100	1.00	10%	0.10	$ 8,810
Data Entry Specialist (TBD)	$ 58,240	1.00	25%	0.25	$ 14,560
				TOTAL SALARIES	$ 650,982
			TOTAL FTE	9.62	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 195,295
			TOTAL SALARIES & BENEFITS		$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	**EXTENSION YEAR**

POSITION TITLE	Year 6				
	Agency Totals		For HSH Funded Progarm		7/1/2025 - 6/30/2026
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Chief Program Officer	$ 160,000	1.00	1%	0.01	$ 1,373
Director of Housing & Real Estate (ML)	$ 150,000	1.00	17%	0.17	$ 25,275
Housing Stability Director	$ 90,000	1.00	2%	0.02	$ 1,354
Housing Stability Coordinator (MA)	$ 72,090	1.00	100%	1.00	$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	$ 63,943	3.90	100%	3.90	$ 249,376
Intake Specialist (AS, MV)	$ 58,240	2.00	50%	1.00	$ 58,240
Navigation Specialist (IC, AV)	$ 73,486	1.10	100%	1.10	$ 80,835
Navigation Manager (MK)	$ 79,290	1.00	20%	0.20	$ 15,858
Housing Orientation Specialist	$ 61,131	1.00			$ -
Real Estate Manager (FDC)	$ 88,100	1.00	25%	0.25	$ 22,025
Real Estate Specialist (TBD)	$ 58,240	1.20	100%	1.20	$ 69,888
Administrative Assistant TBD	$ 60,000	1.00	10%	0.10	$ 6,000
Staff Accountant	$ 62,000	1.00	3%	0.03	$ 1,998
Intake Coordinator (LB)	$ 72,900	1.00	10%	0.10	$ 7,290
Contracts Administrator	$ 95,940	1.00	9%	0.09	$ 8,721
Real Estate Coordinator (PDC)	$ 72,900	1.00	10%	0.10	$ 7,290
Stability Manager (KF)	$ 88,100	1.00	10%	0.10	$ 8,810
Data Entry Specialist (TBD)	$ 58,240	1.00	25%	0.25	$ 14,560
				TOTAL SALARIES	$ 650,982
			TOTAL FTE	9.62	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 195,295
			TOTAL SALARIES & BENEFITS		$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	**EXTENSION YEAR**

POSITION TITLE	Year 7				
	Agency Totals		For HSH Funded Progarm		7/1/2026 - 6/30/2027
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Chief Program Officer	$ 160,000	1.00	1%	0.01	$ 1,373
Director of Housing & Real Estate (ML)	$ 150,000	1.00	17%	0.17	$ 25,275
Housing Stability Director	$ 90,000	1.00	2%	0.02	$ 1,354
Housing Stability Coordinator (MA)	$ 72,090	1.00	100%	1.00	$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	$ 63,943	3.90	100%	3.90	$ 249,376
Intake Specialist (AS, MV)	$ 58,240	2.00	50%	1.00	$ 58,240
Navigation Specialist (IC, AV)	$ 73,486	1.10	100%	1.10	$ 80,835
Navigation Manager (MK)	$ 79,290	1.00	20%	0.20	$ 15,858
Housing Orientation Specialist	$ 61,131	1.00			$ -
Real Estate Manager (FDC)	$ 88,100	1.00	25%	0.25	$ 22,025
Real Estate Specialist (TBD)	$ 58,240	1.20	100%	1.20	$ 69,888
Administrative Assistant TBD	$ 60,000	1.00	10%	0.10	$ 6,000
Staff Accountant	$ 62,000	1.00	3%	0.03	$ 1,998
Intake Coordinator (LB)	$ 72,900	1.00	10%	0.10	$ 7,290
Contracts Administrator	$ 95,940	1.00	9%	0.09	$ 8,721
Real Estate Coordinator (PDC)	$ 72,900	1.00	10%	0.10	$ 7,290
Stability Manager (KF)	$ 88,100	1.00	10%	0.10	$ 8,810
Data Entry Specialist (TBD)	$ 58,240	1.00	25%	0.25	$ 14,560
				TOTAL SALARIES	$ 650,982
			TOTAL FTE	9.62	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 195,295
			TOTAL SALARIES & BENEFITS		$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

POSITION TITLE	Year 8				
	Agency Totals		For HSH Funded Progarm		7/1/2027 - 6/30/2028
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Chief Program Officer	$ 160,000	1.00	1%	0.01	$ 1,373
Director of Housing & Real Estate (ML)	$ 150,000	1.00	17%	0.17	$ 25,275
Housing Stability Director	$ 90,000	1.00	2%	0.02	$ 1,354
Housing Stability Coordinator (MA)	$ 72,090	1.00	100%	1.00	$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	$ 63,943	3.90	100%	3.90	$ 249,376
Intake Specialist (AS, MV)	$ 58,240	2.00	50%	1.00	$ 58,240
Navigation Specialist (IC, AV)	$ 73,486	1.10	100%	1.10	$ 80,835
Navigation Manager (MK)	$ 79,290	1.00	20%	0.20	$ 15,858
Housing Orientation Specialist	$ 61,131	1.00			$ -
Real Estate Manager (FDC)	$ 88,100	1.00	25%	0.25	$ 22,025
Real Estate Specialist (TBD)	$ 58,240	1.20	100%	1.20	$ 69,888
Administrative Assistant TBD	$ 60,000	1.00	10%	0.10	$ 6,000
Staff Accountant	$ 62,000	1.00	3%	0.03	$ 1,998
Intake Coordinator (LB)	$ 72,900	1.00	10%	0.10	$ 7,290
Contracts Administrator	$ 95,940	1.00	9%	0.09	$ 8,721
Real Estate Coordinator (PDC)	$ 72,900	1.00	10%	0.10	$ 7,290
Stability Manager (KF)	$ 88,100	1.00	10%	0.10	$ 8,810
Data Entry Specialist (TBD)	$ 58,240	1.00	25%	0.25	$ 14,560
				TOTAL SALARIES	$ 650,982
			TOTAL FTE	9.62	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 195,295
			TOTAL SALARIES & BENEFITS		$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

| Document Date |
| Provider Name |
| Program |
| F$P Contract ID# |
| Budget Name |

POSITION TITLE	Year 9				
	Agency Totals		For HSH Funded Progarm		7/1/2028 - 6/30/2029
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Chief Program Officer	$ 160,000	1.00	1%	0.01	$ 1,373
Director of Housing & Real Estate (ML)	$ 150,000	1.00	17%	0.17	$ 25,275
Housing Stability Director	$ 90,000	1.00	2%	0.02	$ 1,354
Housing Stability Coordinator (MA)	$ 72,090	1.00	100%	1.00	$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	$ 63,943	3.90	100%	3.90	$ 249,376
Intake Specialist (AS, MV)	$ 58,240	2.00	50%	1.00	$ 58,240
Navigation Specialist (IC, AV)	$ 73,486	1.10	100%	1.10	$ 80,835
Navigation Manager (MK)	$ 79,290	1.00	20%	0.20	$ 15,858
Housing Orientation Specialist	$ 61,131	1.00			$ -
Real Estate Manager (FDC)	$ 88,100	1.00	25%	0.25	$ 22,025
Real Estate Specialist (TBD)	$ 58,240	1.20	100%	1.20	$ 69,888
Administrative Assistant TBD	$ 60,000	1.00	10%	0.10	$ 6,000
Staff Accountant	$ 62,000	1.00	3%	0.03	$ 1,998
Intake Coordinator (LB)	$ 72,900	1.00	10%	0.10	$ 7,290
Contracts Administrator	$ 95,940	1.00	9%	0.09	$ 8,721
Real Estate Coordinator (PDC)	$ 72,900	1.00	10%	0.10	$ 7,290
Stability Manager (KF)	$ 88,100	1.00	10%	0.10	$ 8,810
Data Entry Specialist (TBD)	$ 58,240	1.00	25%	0.25	$ 14,560
				TOTAL SALARIES	$ 650,982
			TOTAL FTE	9.62	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 195,295
			TOTAL SALARIES & BENEFITS		$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

POSITION TITLE	Year 10					All Years		
	Agency Totals		For HSH Funded Progarm		7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
					New	Actuals	Modification	New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
Chief Program Officer	$ 160,000	1.00	1%	0.01	$ 1,373	$ 48,000	$ 9,610	$ 57,610
Director of Housing & Real Estate (ML)	$ 150,000	1.00	17%	0.17	$ 25,275	$ 99,000	$ 146,925	$ 245,925
Housing Stability Director	$ 90,000	1.00	2%	0.02	$ 1,354	$ 54,000	$ 9,475	$ 63,475
Housing Stability Coordinator (MA)	$ 72,090	1.00	100%	1.00	$ 72,090	$ 255,702	$ 432,540	$ 688,242
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	$ 63,943	3.90	100%	3.90	$ 249,376	$ 817,216	$ 1,496,255	$ 2,313,470
Intake Specialist (AS, MV)	$ 58,240	2.00	50%	1.00	$ 58,240	$ 220,480	$ 349,440	$ 569,920
Navigation Specialist (IC, AV)	$ 73,486	1.10	100%	1.10	$ 80,835	$ 243,075	$ 485,008	$ 728,082
Navigation Manager (MK)	$ 79,290	1.00	20%	0.20	$ 15,858	$ 72,860	$ 95,148	$ 168,008
Housing Orientation Specialist	$ 61,131	1.00			$ -	$ 91,697	$ -	$ 91,697
Real Estate Manager (FDC)	$ 88,100	1.00	25%	0.25	$ 22,025	$ 78,275	$ 132,150	$ 210,425
Real Estate Specialist (TBD)	$ 58,240	1.20	100%	1.20	$ 69,888	$ 238,368	$ 419,328	$ 657,696
Administrative Assistant TBD	$ 60,000	1.00	10%	0.10	$ 6,000	$ 113,160	$ 36,000	$ 149,160
Staff Accountant	$ 62,000	1.00	3%	0.03	$ 1,998	$ 55,800	$ 13,988	$ 69,788
Intake Coordinator (LB)	$ 72,900	1.00	10%	0.10	$ 7,290	$ 7,290	$ 43,740	$ 51,030
Contracts Administrator	$ 95,940	1.00	9%	0.09	$ 8,721	$ 8,721	$ 52,329	$ 61,050
Real Estate Coordinator (PDC)	$ 72,900	1.00	10%	0.10	$ 7,290	$ 7,290	$ 43,740	$ 51,030
Stability Manager (KF)	$ 88,100	1.00	10%	0.10	$ 8,810	$ 8,810	$ 52,860	$ 61,670
Data Entry Specialist (TBD)	$ 58,240	1.00	25%	0.25	$ 14,560	$ 14,560	$ 87,360	$ 101,920
			TOTAL SALARIES		$ 650,982	$ 2,434,304	$ 3,905,894	$ 6,340,198
			TOTAL FTE	9.62				
			FRINGE BENEFIT RATE	30.00%				
			EMPLOYEE FRINGE BENEFITS		$ 195,295	$ 730,291	$ 1,171,768	$ 1,902,059
			TOTAL SALARIES & BENEFITS		$ 846,277	$ 3,164,595	$ 5,077,663	$ 8,242,257

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Housing Solutions
F$P Contract ID#	1000019042
Budget Name	General Fund - RRH

Operating Expenses	Year 1			Year 2			Year 3	Year 4	
	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	Amendment	New	Actuals	Amendment	New	Actuals	Current/Actuals	Amendment
	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change
Rental of Property	$ 112,000	$ -	$ 112,000	$ 112,000	$ -	$ 112,000	$ 112,000	$ 108,000	$ (704)
Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 13,338	$ -	$ 13,338	$ 13,338	$ -	$ 13,338	$ 13,338	$ 13,500	$ -
Office Supplies, Postage	$ 5,000	$ -	$ 5,000	$ 5,000	$ -	$ 5,000	$ 5,585	$ 5,500	$ -
Building Maintenance Supplies and Repair	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	$ 1,000	$ 1,000		$ -
Insurance	$ 6,000	$ -	$ 6,000	$ 6,000	$ -	$ 6,000	$ 6,000	$ 6,000	$ -
Staff Training	$ 4,000	$ -	$ 4,000	$ 4,000	$ -	$ 4,000	$ 4,000	$ 4,000	$ -
Rental of Equipment	$ 3,000	$ -	$ 3,000	$ 3,000	$ -	$ 3,000	$ 3,000	$ 3,000	$ -
Fees & Subscriptions	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	$ 1,000	$ 1,000		$ 425
Hiring Expenses	$ 3,500	$ -	$ 3,500	$ 3,500	$ -	$ 3,500	$ 3,500	$ 3,500	$ -
Computer Services and Equipment	$ 19,000	$ -	$ 19,000	$ 19,000	$ -	$ 19,000	$ 19,000	$ 30,905	$ -
Transportation	$ 5,000	$ -	$ 5,000	$ 5,000	$ -	$ 5,000	$ 5,000	$ 10,000	$ -
Payroll Services	$ 3,300	$ -	$ 3,300	$ 3,300	$ -	$ 3,300	$ 3,300	$ 3,300	$ -
Participant Activities & Services	$ 5,000	$ -	$ 5,000	$ 5,000	$ -	$ 5,000	$ 5,000		$ 5
Conferences & Seminars	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	$ 1,000	$ 1,000		$ -
Temporary Agency	$ 20,000	$ -	$ 20,000	$ 20,000	$ -	$ 20,000	$ 20,000		$ 274
TOTAL OPERATING EXPENSES	$ 202,137	$ -	$ 202,137	$ 202,137	$ -	$ 202,137	$ 202,722	$ 187,705	$ -
Other Expenses (not subject to indirect cost %)									
One-Time Carry Forward Subsidy	$ 152,968	$ -	$ 152,968	$ -	$ -	$ -	$ -	$ -	$ -
Housing Barriers	$ 13,750	$ -	$ 13,750	$ 13,750	$ -	$ 13,750	$ 13,750	$ 13,750	$ -
Household Goods	$ 82,500	$ -	$ 82,500	$ 82,500	$ -	$ 82,500	$ 82,500	$ 82,500	$ (40,000)
Rental Move-In Assistance	$ 74,014	$ -	$ 74,014	$ 74,014	$ -	$ 74,014	$ 74,014	$ 74,014	$ 40,000
Shallow Rent Subsidies	$ 367,902	$ -	$ 367,902	$ 367,902	$ -	$ 367,902	$ 367,902	$ 367,902	$ -
Prop C Bonus Pay One-Time	$ 695	$ -	$ 695	$ 13,657	$ -	$ 13,657		$ -	$ -
Cost of Doing Business (CODB) One-Time	$ 49,240	$ -	$ 49,240		$ -	$ -			$ -
Adjustment for Atuals	$ (404,896)	$ -	$ (404,896)	$ (240,669)	$ -	$ (240,669)	$ (384,736)		$ -
TOTAL OTHER EXPENSES	$ 336,173	$ -	$ 336,173	$ 311,153	$ -	$ 311,153	$ 153,430	$ 538,166	$ -
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIV

OPERATING DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

Operating Expenses	Year 5	
	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
	New	New
	Budgeted Expense	Budgeted Expense
Rental of Property	$ 107,296	$ 107,297
Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 13,500	$ 13,500
Office Supplies, Postage	$ 5,500	$ 5,500
Building Maintenance Supplies and Repair	$ -	$ -
Insurance	$ 6,000	$ 6,000
Staff Training	$ 4,000	$ 4,000
Rental of Equipment	$ 3,000	$ 3,000
Fees & Subscriptions	$ 425	$ 425
Hiring Expenses	$ 3,500	$ 3,500
Computer Services and Equipment	$ 30,905	$ 30,905
Transportation	$ 10,000	$ 10,000
Payroll Services	$ 3,300	$ 3,300
Participant Activities & Services	$ 5	$ 5
Conferences & Seminars	$ -	$ -
Temporary Agency	$ 274	$ 274
TOTAL OPERATING EXPENSES	$ 187,705	$ 187,705
Other Expenses (not subject to indirect cost %)		
One-Time Carry Forward Subsidy	$ -	$ -
Housing Barriers	$ 13,750	$ 13,750
Household Goods	$ 42,500	$ 42,500
Rental Move-In Assistance	$ 114,014	$ 114,014
Shallow Rent Subsidies	$ 367,902	$ 367,902
Prop C Bonus Pay One-Time	$ -	$ -
Cost of Doing Business (CODB) One-Time	$ -	$ -
Adjustment for Atuals		$ -
TOTAL OTHER EXPENSES	$ 538,166	$ 538,166
TOTAL CAPITAL EXPENSES	$ -	$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIV

OPERATING DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

Operating Expenses	Year 6 7/1/2025 - 6/30/2026 New Budgeted Expense	Year 7 7/1/2026 - 6/30/2027 New Budgeted Expense	Year 8 7/1/2027 - 6/30/2028 New Budgeted Expense	Year 9 7/1/2028 - 6/30/2029 New Budgeted Expense	Year 10 7/1/2029 - 6/30/2030 New Budgeted Expense	All Years 7/1/2020 - 6/30/2024 Actuals Budgeted Expense	7/1/2020 - 6/30/2030 Modification Change	7/1/2020 - 6/30/2030 New Budgeted Expense
Rental of Property	$ 107,297	$ 107,297	$ 107,297	$ 107,297	$ 107,297	$ 444,000	$ 643,075	$ 1,087,075
Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 13,500	$ 13,500	$ 13,500	$ 13,500	$ 13,500	$ 53,513	$ 81,000	$ 134,513
Office Supplies, Postage	$ 5,500	$ 5,500	$ 5,500	$ 5,500	$ 5,500	$ 21,085	$ 33,000	$ 54,085
Building Maintenance Supplies and Repair	$ -	$ -	$ -	$ -	$ -	$ 3,000	$ -	$ 3,000
Insurance	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 24,000	$ 36,000	$ 60,000
Staff Training	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 16,000	$ 24,000	$ 40,000
Rental of Equipment	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 12,000	$ 18,000	$ 30,000
Fees & Subscriptions	$ 425	$ 425	$ 425	$ 425	$ 425	$ 3,000	$ 2,975	$ 5,975
Hiring Expenses	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 14,000	$ 21,000	$ 35,000
Computer Services and Equipment	$ 30,905	$ 30,905	$ 30,905	$ 30,905	$ 30,905	$ 87,905	$ 185,430	$ 273,335
Transportation	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 25,000	$ 60,000	$ 85,000
Payroll Services	$ 3,300	$ 3,300	$ 3,300	$ 3,300	$ 3,300	$ 13,200	$ 19,800	$ 33,000
Participant Activities & Services	$ 5	$ 5	$ 5	$ 5	$ 5	$ 15,000	$ 35	$ 15,035
Conferences & Seminars	$ -	$ -	$ -	$ -	$ -	$ 3,000	$ -	$ 3,000
Temporary Agency	$ 274	$ 274	$ 274	$ 274	$ 274	$ 60,000	$ 1,918	$ 61,918
TOTAL OPERATING EXPENSES	$ 187,705	$ 187,705	$ 187,705	$ 187,705	$ 187,705	$ 794,702	$ 1,126,233	$ 1,920,935
Other Expenses (not subject to indirect cost %)								
One-Time Carry Forward Subsidy	$ -	$ -	$ -	$ -	$ -	$ 152,968	$ -	$ 152,968
Housing Barriers	$ 13,750	$ 13,750	$ 13,750	$ 13,750	$ 13,750	$ 55,000	$ 82,500	$ 137,500
Household Goods	$ 42,500	$ 42,500	$ 42,500	$ 42,500	$ 42,500	$ 330,000	$ 215,000	$ 545,000
Rental Move-In Assistance	$ 114,014	$ 114,014	$ 114,014	$ 114,014	$ 114,014	$ 296,054	$ 724,081	$ 1,020,135
Shallow Rent Subsidies	$ 367,902	$ 367,902	$ 367,902	$ 367,902	$ 367,902	$ 1,471,608	$ 2,207,412	$ 3,679,020
Prop C Bonus Pay One-Time	$ -	$ -	$ -	$ -	$ -	$ 14,352	$ -	$ 14,352
Cost of Doing Business (CODB) One-Time	$ -	$ -	$ -	$ -	$ -	$ 49,240	$ -	$ 49,240
Adjustment for Atuals	$ -	$ -	$ -	$ -	$ -	$ (1,030,301)	$ -	$ (1,030,301)
TOTAL OTHER EXPENSES	$ 538,166	$ 538,166	$ 538,166	$ 538,166	$ 538,166	$ 1,338,921	$ 3,228,993	$ 4,567,914
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

BUDGET NARRATIVE   **Fiscal Year**

<mark>**General Fund - RRH**</mark> | **FY23-24** | **<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective**

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Chief Program Officer	0.01	$ 1,373	Provides strategic, fiscal, operational, quality assurance and compliance oversight to the entire RRH department. Provides Leadership, management and coaching to Program Directors.	.01 FTE x $160,000	
Director of Housing & Real Estate (ML)	0.17	$ 25,275	Provides day to day oversight of program, strategy and compliance	0.2 FTE * $150,000= $30,000	Mayo Lunt
Housing Stability Director	0.02	$ 1,354	Leads Stability team, including directly supervising Stability Coordinators. Works with Director of Housing on matters of contract compliance, fiscal oversight, and service delivery quality control.	.02 FTE x $90,000	
Housing Stability Coordinator (MA)	1.00	$ 72,090	Provides supervision to housing stability case managers, ensures compliance	1 FTE * $72,090= $72,090	Maria Arribas
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	3.90	$ 249,376	provides case management to promote stability during subsidy for HS and HUD families	3.9 FTE * $63,943= $249,376	Cecilia Olivares, Cynthia Herrera, Cynthia Trinidad, Destiny Gulley, Thesia Davis, Vacant
Intake Specialist (AS, MV)	1.00	$ 58,240	determines eligibility, gathers docs and provides intake, referrals	1 FTE * $58,240= $58,240	Alyssa Springer, Myra Vazquez
Navigation Specialist (IC, AV)	1.10	$ 80,835	supports housing search and decreases housing barriers	1.1 FTE * $73,486= $80,835	Ivory Collins, Alejandra Vega
Navigation Manager (MK)	0.20	$ 15,858	oversees intake and navigation teams; ensures compliance	0.2 FTE * $79,290= $15,858	Mattheiu Kaman
Housing Orientation Specialist		$ -	no longer funded by this contract		
Real Estate Manager (FDC)	0.25	$ 22,025	provides supervision to real estate team to ensure housing stock & compliance	0.25 FTE * $88,100= $22,025	Frank DeLa Campa
Real Estate Specialist (TBD)	1.20	$ 69,888	works with landlord to ensure housing stock and mediate with issues once family is housed	1.2 FTE * $58,240= $69,888	vacancies
Administrative Assistant TBD	0.10	$ 6,000	to provide administrative support to program to ensure check requests, admin tasks completed for contract and program	0.1 FTE * $60,000= $6,000	vacant
Staff Accountant	0.03	$ 1,998	Process direct financial assistance payments and ensure supportive backup is accurate and complete.	.03 FTE x $62.000	
Intake Coordinator (LB)	0.10	$ 7,290	provides day to day oversight of intake team; ensures compliance	0.1 FTE * $72,900= $7,290	vacant
Contracts Administrator	0.09	$ 8,721	oversees reporting, budget, deliverables and compliance, including audits	Approx.. 0.09 FTE * $95,940= $8,721	Tracy Liu
Real Estate Coordinator (PDC)	0.10	$ 7,290	provides quality assurance, compliance and direct supervision of real estate staff and workflows	0.1 FTE * $72,900= $7,290	Pamela de La Cruz
Stability Manager (KF)	0.10	$ 8,810	provides quality assurance, compliance and direct supervision of stability staff and workflows	0.1 FTE * $88,100= $8,810	Kate Fischer
Data Entry Specialist (TBD)	0.25	$ 14,560	enters data and ensures quality of data entered into ONE system and internal systems	0.25 FTE * $58,240= $14,560	Ella Garfield, TBD
TOTAL	9.62	$ 650,982			
Employee Fringe Benefits		$ 195,295	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.		
Salaries & Benefits Total		$ 846,277			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	$ 107,296	satellite office rental property for staff in field and fleet of cars	$9,000/month * 12 months= $108,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 13,500	cost allocation of utilities to the FTEs on this contract	$1,125/month * 12 months= $13,500
Office Supplies, Postage	$ 5,500	envelopes, paper, pens, postage and other supplies	$458.33/month *12 months= $5,500
Building Maintenance Supplies and Repair	$ -	printing	
Insurance	$ 6,000	liability and other required insurances from SF county	$500/month * 12 months= $6,000
Staff Training	$ 4,000	skills enhancement and professional development opportunities	$333.33/month *12 months= $4,000
Rental of Equipment	$ 3,000	technology systems costs	$250/month * 12 months= $3,000
Hiring Expenses	$ 3,500	Costs associated with external job postings and background checks	$291.67/month * 12 months= $3,500
Computer Services and Equipment	$ 30,905	Computer equipment and software licenses such as Salesforce and Microsoft	Approx.. $2,575.42/month * 12 months= $30,905
Transportation	$ 10,000	gas and upkeep of fleet used for home visits	$833.33/month *12 months= $10,000
Payroll Services	$ 3,300	Payroll processing fees	$275/month * 12 months= $3,300
Participant Activities & Services	$ 5		
Temporary Agency	$ 274		
TOTAL OPERATING EXPENSES	$ 187,705		
Indirect Cost 15.0%	$ 155,097		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Housing Barriers	$ 13,750		
Household Goods	$ 42,500		
Rental Move-In Assistance	$ 114,014		
Shallow Rent Subsidies	$ 367,902		
TOTAL OTHER EXPENSES	$ 538,166		
Difference	$ -		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10
Provider Name	Hamilton Families		
Program	Housing Solutions		
F$P Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	ESG - RRH		

	Current	New	
Term Budget	$ 777,674	$ 1,929,332	
Contingency	$ 2,244,233	$ 2,148,287	15%
Not-To-Exceed	$ 9,596,581	$ 21,903,359	

EXTENSION YEAR

	Year 1	Year 2	Year 3	Year 4			Year 5
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
	Actuals	Actuals	Actuals	Current/Actuals	Amendment	New	New
Expenditures							
Salaries & Benefits	$ 63,224	$ 63,224	$ 63,224	$ 64,355	$ -	$ 64,355	$ 64,355
Operating Expense	$ 1,491	$ 1,491	$ 1,491	$ 29,944	$ 0	$ 29,944	$ 29,944
Subtotal	$ 64,715	$ 64,715	$ 64,715	$ 94,299	$ 0	$ 94,299	$ 94,299
Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%	15.00%
Indirect Cost (Line 21 X Line 22)	$ 9,707	$ 9,707	$ 9,707	$ 14,144	$ -	$ 14,144	$ 14,144
Other Expenses (Not subject to indirect %)	$ 57,170	$ 272,521	$ 32,776	$ 83,500	$ -	$ 83,500	$ 83,500
Total Expenditures	**$ 131,592**	**$ 346,943**	**$ 107,197**	**$ 191,943**	**$ 0**	**$ 191,943**	**$ 191,943**
HSH Revenues (select)							
HUD ESG (CFDA 14.231)	$ 191,943	$ 191,943	$ 191,943	$ 191,943		$ 191,943	$ 191,943
HUD ESG (CFDA 14.231) - One Time Carry Forward	$ 123,177	$ 154,999				$ -	$ -
Adjustment for Actuals	$ (183,528.00)		$ (84,746)				
Unspent						$ -	$ -
Total HSH Revenues	**$ 131,592**	**$ 346,942**	**$ 107,197**	**$ 191,943**	**$ -**	**$ 191,943**	**$ 191,943**
Total Other Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total HSH + Other Revenues	**$ 131,592**	**$ 346,942**	**$ 107,197**	**$ 191,943**	**$ -**	**$ 191,943**	**$ 191,943**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -		$ -	$ -

Prepared by	Maritza Penagos
Email	mpenagos@hamiltonfamiles.com

DEPARTMENT OF H

APPENDIX B, BUDGI

Document Date	
Contract Term	
Current Term	
Amended Term	
Provider Name	
Program	
F$P Contract ID#	
Action (select)	
Effective Date	
Budget Name	

Term Budget	
Contingency	**EXTENSION YEAR**
Not-To-Exceed	**Year 6**

	7/1/2025 - 6/30/2026
	New

Expenditures		
Salaries & Benefits	$	64,355
Operating Expense	$	29,944
Subtotal	$	94,299
Indirect Percentage		15.00%
Indirect Cost (Line 2)	$	14,144
Other Expenses (Not	$	83,500
Total Expenditures	**$**	**191,943**
HSH Revenues (sele		
HUD ESG (CFDA 14.2	$	191,943
HUD ESG (CFDA 14.2	$	-
Adjustment for Actu		
Unspent	$	-
Total HSH Revenue	**$**	**191,943**
Total Other Revenu	$	-
Total HSH + Other R	**$**	**191,943**
Rev-Exp (Budget Ma	$	-

Prepared by	
Email	

DEPARTMENT OF H(
APPENDIX B, BUDG(

Document Date							
Contract Term							
Current Term							
Amended Term							
Provider Name							
Program							
F$P Contract ID#							
Action (select)							
Effective Date							
Budget Name							

Term Budget							
Contingency	EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR				
Not-To-Exceed	**Year 7**	**Year 8**	**Year 9**	**Year 10**	**All Years**		
	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	New	**New**	**New**	New	**Actuals**	**Amendment**	**New**
Expenditures							
Salaries & Benefits	$ 64,355	$ 64,355	$ 64,355	$ 64,355	$ 254,026	$ 386,131	$ 640,157
Operating Expense	$ 29,944	$ 29,944	$ 29,944	$ 29,944	$ 34,417	$ 179,664	$ 214,081
Subtotal	$ 94,299	$ 94,299	$ 94,299	$ 94,299	$ 288,443	$ 565,795	$ 854,238
Indirect Percentage	15.00%	15.00%	15.00%	15.00%			
Indirect Cost (Line 2)	$ 14,144	$ 14,144	$ 14,144	$ 14,145	$ 43,265	$ 84,865	$ 128,129
Other Expenses (Not	$ 83,500	$ 83,500	$ 83,500	$ 83,500	$ 445,967	$ 501,000	$ 946,967
Total Expenditures	**$ 191,943**	**$ 191,943**	**$ 191,943**	**$ 191,944**	**$ 777,676**	**$ 1,151,660**	**$ 1,929,335**
HSH Revenues (sele							
HUD ESG (CFDA 14.2	$ 191,943	$ 191,943	$ 191,943	$ 191,943	$ 767,772	$ 1,151,658	$ 1,919,430
HUD ESG (CFDA 14.2	$ -	$ -	$ -	$ -	$ 278,176	$ -	$ 278,176
Adjustment for Actu							
Unspent	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total HSH Revenues	**$ 191,943**	**$ 191,943**	**$ 191,943**	**$ 191,943**	**$ 777,674**	**$ 1,151,658**	**$ 1,929,332**
Total Other Revenu	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total HSH + Other R	**$ 191,943**	**$ 191,943**	**$ 191,943**	**$ 191,943**	**$ 777,674**	**1,151,658**	**$ 1,929,332**
Rev-Exp (Budget Ma	$ -	$ -	$ -	$ -	$ -		$ -

Prepared by	
Email	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date
Provider Name
Program
F$P Contract ID#
Budget Name

POSITION TITLE	Year 1	Year 2	Year 3	Year 4					
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Progarm		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	Actuals	Actuals					Current/Actuals	Amendment
	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change
Real Estate Specialist	$ 14,040	$ 14,040	$ 14,040	$ 58,240	1.00	25%	0.25	$ 14,560	$ -
Housing Stability Case Manager	$ 32,448	$ 32,448	$ 32,448	$ 58,240	1.00	60%	0.60	$ 34,944	$ -
	$ 46,488	$ 46,488	$ 46,488				TOTAL SALARIES	$ 49,504	$ -
							TOTAL FTE	0.85	
	36.00%	36.00%	36.00%				FRINGE BENEFIT RATE	30.00%	
	$ 16,736	$ 16,736	$ 16,736				EMPLOYEE FRINGE BENEFITS	$ 14,851	$ -
	$ 63,224	$ 63,224	$ 63,224				TOTAL SALARIES & BENEFITS	$ 64,355	$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUS

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

POSITION TITLE	7/1/2023 - 6/30/2024
	New
	Budgeted Salary
Real Estate Specialist	$ 14,560
Housing Stability Case Manager	$ 34,944
	$ 49,504
	30.00%
	$ 14,851
	$ 64,355

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU
SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Agency Totals		For HSH Funded Progarm		7/1/2024 - 6/30/2025
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Real Estate Specialist	$ 58,240	1.00	25%	0.25	$ 14,560
Housing Stability Case Manager	$ 58,240	1.00	60%	0.60	$ 34,944
			TOTAL SALARIES		$ 49,504
			TOTAL FTE	0.85	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 14,851
			TOTAL SALARIES & BENEFITS		$ 64,355

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

POSITION TITLE	Agency Totals		For HSH Funded Progarm		7/1/2025 - 6/30/2026
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Real Estate Specialist	$ 58,240	1.00	25%	0.25	$ 14,560
Housing Stability Case Manager	$ 58,240	1.00	60%	0.60	$ 34,944
			TOTAL SALARIES		$ 49,504
			TOTAL FTE	0.85	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 14,851
			TOTAL SALARIES & BENEFITS		$ 64,355

The header row "Year 6" spans the Year 6 columns above "POSITION TITLE".

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Agency Totals		For HSH Funded Progarm		7/1/2026 - 6/30/2027
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Real Estate Specialist	$ 58,240	1.00	25%	0.25	$ 14,560
Housing Stability Case Manager	$ 58,240	1.00	60%	0.60	$ 34,944
			TOTAL SALARIES		$ 49,504
			TOTAL FTE	0.85	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 14,851
			TOTAL SALARIES & BENEFITS		$ 64,355

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Agency Totals		For HSH Funded Progarm		7/1/2027 - 6/30/2028
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Real Estate Specialist	$ 58,240	1.00	25%	0.25	$ 14,560
Housing Stability Case Manager	$ 58,240	1.00	60%	0.60	$ 34,944
			TOTAL SALARIES		$ 49,504
			TOTAL FTE	0.85	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		$ 14,851
			TOTAL SALARIES & BENEFITS		$ 64,355

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Agency Totals		For HSH Funded Progarm		7/1/2028 - 6/30/2029
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Real Estate Specialist	$ 58,240	1.00	25%	0.25	$ 14,560
Housing Stability Case Manager	$ 58,240	1.00	60%	0.60	$ 34,944
				TOTAL SALARIES	$ 49,504
				TOTAL FTE	0.85
				FRINGE BENEFIT RATE	30.00%
				EMPLOYEE FRINGE BENEFITS	$ 14,851
				TOTAL SALARIES & BENEFITS	$ 64,355

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU[

SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

<div style="text-align:center; color:red">EXTENSION YEAR</div>

POSITION TITLE	Agency Totals		For HSH Funded Progarm		7/1/2029 - 6/30/2030
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Real Estate Specialist	$ 58,240	1.00	25%	0.25	$ 14,560
Housing Stability Case Manager	$ 58,240	1.00	60%	0.60	$ 34,944
				TOTAL SALARIES	$ 49,504
				TOTAL FTE	0.85	
				FRINGE BENEFIT RATE	30.00%
				EMPLOYEE FRINGE BENEFITS	$ 14,851
				TOTAL SALARIES & BENEFITS	$ 64,355

Year 10

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU

SALARY & BENEFIT DETAIL

Document Date
Provider Name
Program
F$P Contract ID#
Budget Name

POSITION TITLE	All Years		
	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	Actuals	Modification	New
	Budgeted Salary	Change	Budgeted Salary
Real Estate Specialist	$ 56,680	$ 87,360	$ 144,040
Housing Stability Case Manager	$ 132,288	$ 209,664	$ 341,952
	$ 188,968	$ 297,024	$ 485,992
	$ 65,058	$ 89,107	$ 154,165
	$ 254,026	$ 386,131	$ 640,157

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Housing Solution
F$P Contract ID#	1000019042
Budget Name	ESG - RRH

Operating Expenses	Year 1	Year 2	Year 3	Year 4		
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	Actuals	Actuals	Current/Actuals	Amendment	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
Software licensing costs				$ 29,944	$ (83)	$ 29,861
Transportation	$ 1,491	$ 1,491	$ 1,491	$ -	$ 83	$ 83
TOTAL OPERATING EXPENSES	$ 1,491	$ 1,491	$ 1,491	$ 29,944	$ 0	$ 29,944
Other Expenses (not subject to indirect cost %)						
One Time Carry Forward Subsidies	$ 123,177			$ -	$ -	$ -
Rental Subsidies	$ 70,522	$ 70,522	$ 70,522	$ 83,500	$ (7,285)	$ 76,215
Move-in assistance	$ 45,000	$ 45,000	$ 45,000	$ -	$ 7,285	$ 7,285
Landlord mediation	$ 2,000	$ 2,000	$ 2,000	$ -	$ -	$ -
Unspent carry forward to 21-22				$ -	$ -	$ -
Carry forward to 21-22		$ 154,999		$ -	$ -	$ -
Adjustment for Actuals	$ (183,528)		$ (84,746)		$ -	
TOTAL OTHER EXPENSES	$ 57,170	$ 272,521	$ 32,776	$ 83,500	$ -	$ 83,500
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIV

OPERATING DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

	EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR
	Year 5	**Year 6**	**Year 7**	**Year 8**	**Year 9**	**Year 10**
	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030
	New	New	New	New	New	New
Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
Software licensing costs	$ 29,861	$ 29,861	$ 29,861	$ 29,861	$ 29,861	$ 29,861
Transportation	$ 83	$ 83	$ 83	$ 83	$ 83	$ 83
TOTAL OPERATING EXPENSES	$ 29,944	$ 29,944	$ 29,944	$ 29,944	$ 29,944	$ 29,944
Other Expenses (not subject to indirect cost %)						
One Time Carry Forward Subsidies	$ -	$ -	$ -	$ -	$ -	$ -
Rental Subsidies	$ 76,215	$ 76,215	$ 76,215	$ 76,215	$ 76,215	$ 76,215
Move-in assistance	$ 7,285	$ 7,285	$ 7,285	$ 7,285	$ 7,285	$ 7,285
Landlord mediation	$ -	$ -	$ -	$ -	$ -	$ -
Unspent carry forward to 21-22	$ -	$ -	$ -	$ -	$ -	$ -
Carry forward to 21-22	$ -	$ -	$ -	$ -	$ -	$ -
Adjustment for Actuals	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL OTHER EXPENSES	$ 83,500	$ 83,500	$ 83,500	$ 83,500	$ 83,500	$ 83,500
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIV

OPERATING DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

	All Years		
	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	Actuals	**Modification**	New
Operating Expenses	Budgeted Expense	**Change**	Budgeted Expense
Software licensing costs	$ 29,944	**$ 179,081**	$ 209,025
Transportation	$ 4,473	**$ 583**	$ 5,056
TOTAL OPERATING EXPENSES	$ 34,417	**$ 179,664**	$ 214,081
Other Expenses (not subject to indirect cost %)			
One Time Carry Forward Subsidies	$ 123,177	**$ -**	$ 123,177
Rental Subsidies	$ 295,066	**$ 450,005**	$ 745,071
Move-in assistance	$ 135,000	**$ 50,995**	$ 185,995
Landlord mediation	$ 6,000	**$ -**	$ 6,000
Unspent carry forward to 21-22	$ -	**$ -**	$ -
Carry forward to 21-22	$ 154,999	**$ -**	$ 154,999
Adjustment for Actuals	$ (268,274)	**$ -**	$ (268,274)
TOTAL OTHER EXPENSES	$ 445,967	**$ 501,000**	$ 946,967
TOTAL CAPITAL EXPENSES	$ -	**$ -**	$ -

BUDGET NARRATIVE Fiscal Year

ESG - RRH	**FY23-24**	<- **Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective**

Salaries & Benefits	**Adjusted Budgeted FTE**	**Budgeted Salary**	**Justification**	**Calculation**	**Employee Name**
Real Estate Specialist	0.25	$ 14,560	Acquires unit/landlord leads and maintains landlord relationships. Works with Housing Navigation Specialists to match unit leads to families. Works with colleagues to ensure units pass HQS inspections and have all necessary paperwork.	$58,240* .25= $14,560	Cynthia Jackson
Housing Stability Case Manager	0.60	$ 34,944	Supports families after move-in. Coaches families on SMART goal-setting in relation to income, education, and other spheres.	$58,240X.60=$32,944	Vacant TBD
TOTAL	0.85	$ 49,504			
Employee Fringe Benefits		$ 14,851	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.		
Salaries & Benefits Total		$ 64,355			

Operating Expenses	**Budgeted Expense**	**Justification**	**Calculation**
Software licensing costs	$ 29,861	Portion of salesforce, zoom, Microsoft and other licenses required to provide services	based on FTEs and overall costs
Transportation	$ 83		
TOTAL OPERATING EXPENSES	$ 29,944		
Indirect Cost 15.0%	$ 14,144		

Other Expenses (not subject to indirect cost %)	**Amount**	**Justification**	**Calculation**
Rental Subsidies	$ 76,215	payments to landlords to ensure stability in housing	approx. $1500 / monthly x 12 months x 6 families
Move-in assistance	$ 7,285		
TOTAL OTHER EXPENSES	$ 83,500		

Difference	$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		

Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10

Provider Name	Hamilton Families
Program	Housing Solutions
F$P Contract ID#	1000019042
Action (select)	Amendment
Effective Date	7/1/2024
Budget Name	General Fund - HPA

	Current	New	
Term Budget	$ 234,218	$ 234,218	
Contingency	$ 2,244,233	$ 2,148,287	15%
Not-To-Exceed	$ 9,596,581	$ 21,903,359	

					Year 1	Year 2	Year 3	Year 4	All Years		
					7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
					Actuals	Actuals	Actuals	Actuals	Actuals	Amendment	New
Expenditures											
Salaries & Benefits					$ 155,884	$ -	$ -	$ -	$ 155,884	$ -	$ 155,884
Operating Expense					$ 25,384	$ -	$ -	$ -	$ 25,384	$ -	$ 25,384
Subtotal					$ 181,268	$ -	$ -	$ -	$ 181,268	$ -	$ 181,268
Indirect Percentage					15.00%	0.00%	0.00%	0.00%			
Indirect Cost (Line 21 X Line 22)					$ 27,190	$ -	$ -	$ -	$ 27,190	$ -	$ 27,190
Other Expenses (Not subject to indirect %)					$ 25,760	$ -	$ -	$ -	$ 25,760	$ -	$ 25,760
Capital Expenditure					$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures					$ 234,218	$ -	$ -	$ -	$ 234,218	$ -	$ 234,218
HSH Revenues (select)											
General Fund - Ongoing					$ 262,519	$ -	$ -	$ -	$ 262,519	$ -	$ 262,519
General Fund - CODB									$ -	$ -	$ -
General Fund - One-Time Carryforward					$ 53,939				$ 53,939	$ -	$ 53,939
Prop C - One-time COVID-19 Bonus Pay									$ -	$ -	$ -

	A	B	C	D	E	H	K	N	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2024									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2020	6/30/2024	4							
6	Amended Term	7/1/2020	6/30/2030	10							
7	Provider Name	Hamilton Families									
8	Program	Housing Solutions									
9	F$P Contract ID#	1000019042									
10	Action (select)	Amendment									
11	Effective Date	7/1/2024									
35	General Fund - One-Time				$ 7,876				$ 7,876	$ -	$ 7,876
36	HUD ESG (CFDA 14.231)								$ -	$ -	$ -
37	HUD ESG (CFDA 14.231) - One Time Carry Forward								$ -	$ -	$ -
38	Adjustment for Actuals				$ (90,116)						
39	Unspent								$ -	$ -	$ -
40	Prop C - Ongoing - Family RRH								$ -	$ -	$ -
41	Total HSH Revenues				$ 234,218	$ -	$ -	$ -	$ 234,218	$ -	$ 234,218
42	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
43									$ -	$ -	$ -
44									$ -	$ -	$ -
45									$ -	$ -	$ -
46									$ -	$ -	$ -
47									$ -	$ -	$ -
48	Total Other Revenues				$ -	$ -	$ -	$ -	$ -	$ -	$ -
49											
50	Total HSH + Other Revenues				$ 234,218	$ -	$ -	$ -	$ 234,218	$ -	$ 234,218
51	Rev-Exp (Budget Match Check)				$ -	$ -	$ -	$ -	$ -		$ -
53											
54	Prepared by	Maritza Penagos									
56	Email	mpenagos@hamiltonfamiles.com									

	A	B	C	D	E	F	I	J	K
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**								
2	**SALARY & BENEFIT DETAIL**								
3	**Document Date**	7/1/2024							
4	**Provider Name**	Hamilton Families							
5	**Program**	Housing Solutions							
6	**F$P Contract ID#**	1000019042							
7	**Budget Name**	General Fund -							
8				**Year 1**					**Year 2**
9	**POSITION TITLE**		Agency Totals	For HSH Funded Program		7/1/2020 - 6/30/2021	Agency Totals		For HSH Prog
10						Actuals			
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget
12	Associate Director of Intake	$ 71,500	1.00	35%	0.35	$ 25,025			
13	Homelessness Prevention Specialist	$ 59,030	1.00	100%	1.00	$ 59,030			
14	Housing Orientation Specialist	$ 61,131	1.00	50%	0.50	$ 30,566			
15									
54									
55					**TOTAL SALARIES**	$ 114,621			**TOTA**
56				**TOTAL FTE**	1.85				**TOTAL FTE**
57				**FRINGE BENEFIT RATE**		36.00%			**FRINGE BE**
58				**EMPLOYEE FRINGE BENEFITS**		$ 41,263			**EMPLOYEE FRINC**
59				**TOTAL SALARIES & BENEFITS**		$ 155,884			**TOTAL SALARIES**
60									
61									
62									

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024		
Provider Name	Hamilton Families		
Program	Housing Solutions		
F$P Contract ID#	1000019042		
Budget Name	General Fund -		

POSITION TITLE	Year 1				Funded ram	7/1/2021 - 6/30/2022	Agency Totals	
	Agency Totals		For HSH Funded Program			Actuals		
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE
Associate Director of Intake	$ 71,500	1.00	35%	0.35		$ -		
Homelessness Prevention Specialist	$ 59,030	1.00	100%	1.00		$ -		
Housing Orientation Specialist	$ 61,131	1.00	50%	0.50		$ -		
			TOTAL SALARIES L SALARIES			$ -		
			TOTAL FTE	1.85				
			FRINGE BENEFIT RATE NEFIT RATE			36.00%		
			EMPLOYEE FRINGE BENEFITS͎E BENEFITS			$ -		EMP
			TOTAL SALARIES & BENEFITS & BENEFITS			$ -		TOTA

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Housing Solutions
F$P Contract ID#	1000019042
Budget Name	General Fund -

POSITION TITLE	Year 1 Agency Totals		Year 1 For HSH Funded Program		Year 3 For HSH Funded Progarm		7/1/2022 - 6/30/2023 Actuals	Agency T
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)
Associate Director of Intake	$ 71,500	1.00	35%	0.35			$ -	
Homelessness Prevention Specialist	$ 59,030	1.00	100%	1.00			$ -	
Housing Orientation Specialist	$ 61,131	1.00	50%	0.50			$ -	
			TOTAL SALARIES		TOTAL SALARIES		$ -	
			TOTAL FTE	1.85	TOTAL FTE			
			FRINGE BENEFIT RATE		FRINGE BENEFIT RATE		36.00%	
			EMPLOYEE FRINGE BENEFITS		LOYEE FRINGE BENEFITS		$ -	
			TOTAL SALARIES & BENEFITS		L SALARIES & BENEFITS		$ -	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024								
Provider Name	Hamilton Families								
Program	Housing Solutions								
F$P Contract ID#	1000019042								
Budget Name	General Fund -								

POSITION TITLE	Year 1				Year 4			7/1/2023 - 6/30/2024
	Agency Totals		For HSH Funded Program		otals	For HSH Funded Progarm		Actuals
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Associate Director of Intake	$ 71,500	1.00	35%	0.35				$ -
Homelessness Prevention Specialist	$ 59,030	1.00	100%	1.00				$ -
Housing Orientation Specialist	$ 61,131	1.00	50%	0.50				$ -
			TOTAL SALARIES			TOTAL SALARIES		$ -
			TOTAL FTE	1.85		TOTAL FTE		
			FRINGE BENEFIT RATE			FRINGE BENEFIT RATE		36.00%
			EMPLOYEE FRINGE BENEFITS			EMPLOYEE FRINGE BENEFITS		$ -
			TOTAL SALARIES & BENEFITS			TOTAL SALARIES & BENEFITS		$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

	A	B	C	D	E	BT	BU	BV
3	**Document Date**	7/1/2024						
4	**Provider Name**	Hamilton Families						
5	**Program**	Housing Solutions						
6	**F$P Contract ID#**	1000019042						
7	**Budget Name**	General Fund -						
8			Year 1			All Years		
9	**POSITION TITLE**	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
10						Actuals	Modification	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary
12	Associate Director of Intake	$ 71,500	1.00	35%	0.35	$ 25,025	$ -	$ 25,025
13	Homelessness Prevention Specialist	$ 59,030	1.00	100%	1.00	$ 59,030	$ -	$ 59,030
14	Housing Orientation Specialist	$ 61,131	1.00	50%	0.50	$ 30,566	$ -	$ 30,566
15						$ -	$ -	$ -
54						$ -	$ -	$ -
55					**TOTAL SALARIES**	$ 114,621	$ -	$ 114,621
56				**TOTAL FTE**	1.85			
57				**FRINGE BENEFIT RATE**				
58				**EMPLOYEE FRINGE BENEFITS**		$ 41,263	$ -	$ 41,263
59				**TOTAL SALARIES & BENEFITS**		$ 155,884	$ -	$ 155,884
60								
61								
62								

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL

Document Date	7/1/2024						
Provider Name	Hamilton Familie						
Program	Housing Solution						
F$P Contract ID#	1000019042						
Budget Name	General Fund -						

	Year 1	Year 2	Year 3	Year 4	All Years		
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	Actuals	Actuals	Actuals	Actuals	Actuals	**Modification**	New
Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense
Rental of Property	$ 25,384	$ -	$ -	$ -	$ 25,384	$ -	$ 25,384
Utilities(Elec, Water, Gas, Phone, Scavenger)					$ -	$ -	$ -
Office Supplies, Postage					$ -	$ -	$ -
Building Maintenance Supplies and Repair					$ -	$ -	$ -
Printing and Reproduction					$ -	$ -	$ -
Insurance					$ -	$ -	$ -
Staff Training					$ -	$ -	$ -
Staff Travel-(Local & Out of Town)					$ -	$ -	$ -
Rental of Equipment					$ -	$ -	$ -
Consultants					$ -	$ -	$ -
					$ -	$ -	$ -
Subcontractors (First $25k Only)					$ -	$ -	$ -
					$ -	$ -	$ -
TOTAL OPERATING EXPENSES	$ 25,384	$ -	$ -	$ -	$ 25,384	$ -	$ 25,384
Other Expenses (not subject to indirect cost %)							
Eviction Prevention	$ 78,000	$ -	$ -	$ -	$ 78,000	$ -	$ 78,000
Rental Move-In Assistance	$ 30,000	$ -	$ -	$ -	$ 30,000	$ -	$ 30,000
Cost of Doing Business (CODB) One-Time	$ 7,876				$ 7,876	$ -	$ 7,876
					$ -	$ -	$ -
Adjustment for Actuals	$ (90,116)						
TOTAL OTHER EXPENSES	$ 25,760	$ -	$ -	$ -	$ 115,876	$ -	$ 115,876
Capital Expenses							
					$ -	$ -	$ -
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -

	A	B	E	H	K	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2024						
4	Provider Name	Hamilton Familie						
5	Program	Housing Solution						
6	F$P Contract ID#	1000019042						
7	Budget Name	General Fund -						
8								
9		Year 1	Year 2	Year 3	Year 4	All Years		
96								
97	HSH #3					Template last modified		9/1/2021

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10
Provider Name	Hamilton Families		
Program	Housing Solutions		
F$P Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	Prop C - Family RRH		
	Current	**New**	
Term Budget	$ 448,340	$ 1,335,940	
Contingency	$ 2,244,233	$ 2,148,287	15%
Not-To-Exceed	$ 9,596,581	$ 21,903,359	

	Year 1	Year 2	Year 3	Year 4	
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	**Actuals**	**Actuals**	**Current/Actuals**	**Amendment**
Expenditures					
Other Expenses (Not subject to indirect %)	$ -	$ -	$ 448,340	$ -	$ 126,800
Total Expenditures	$ -	$ -	$ 448,340	$ -	$ 126,800
HSH Revenues (select)					
Adjustment for Actuals			$ (146,950)		
Prop C - Ongoing - Family RRH			$ 595,290		$ 126,800
Total HSH Revenues	$ -	$ -	$ 448,340	$ -	$ 126,800
Total Other Revenues	$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues	$ -	$ -	$ 448,340	$ -	$ 126,800
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	

Prepared by	Maritza Penagos
Email	mpenagos@hamiltonfamiles.com

DEPARTMENT OF HC
APPENDIX B, BUDGE

Document Date								
Contract Term								
Current Term								
Amended Term								
Provider Name								
Program								
F$P Contract ID#								
Action (select)								
Effective Date								
Budget Name								

Term Budget								
Contingency		**EXTENSION YEAR**	**EXTENSION YEAR**	**EXTENSION YEAR**	**EXTENSION YEAR**	**EXTENSION YEAR**		
Not-To-Exceed		**Year 5**	**Year 6**	**Year 7**	**Year 8**	**Year 9**	**Year 10**	
	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024
	New	**New**	**New**	**New**	**New**	**New**	**New**	**Actuals**
Expenditures								
Other Expenses (No	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 448,340
Total Expenditures	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 448,340**
HSH Revenues (sele								
Adjustment for Actu								
Prop C - Ongoing - F	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 595,290
Total HSH Revenues	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 448,340**
Total Other Revenu	**$ -**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total HSH + Other R	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 126,800**	**$ 448,340**
Rev-Exp (Budget Ma	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Prepared by	
Email	

DEPARTMENT OF H
APPENDIX B, BUDG

Document Date		
Contract Term		
Current Term		
Amended Term		
Provider Name		
Program		
F$P Contract ID#		
Action (select)		
Effective Date		
Budget Name		

	All Years	
Term Budget		
Contingency		
Not-To-Exceed	**All Years**	
	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	Amendment	**New**
Expenditures		
Other Expenses (No	$ 887,600	$ 1,335,940
Total Expenditures	$ 887,600	$ **1,335,940**
HSH Revenues (sele		
Adjustment for Actu		
Prop C - Ongoing - F	$ 887,600	$ 1,482,890
Total HSH Revenue	$ 887,600	$ **1,335,940**
Total Other Revenu	$ -	$ -
Total HSH + Other R	$ **887,600**	$ **1,335,940**
Rev-Exp (Budget Ma		$ -

Prepared by	
Email	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Housing Solutions
F$P Contract ID#	1000019042
Budget Name	**Prop C - Family RRH**

Operating Expenses	Year 1	Year 2	Year 3	Year 4		Year 5	Year 6
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
	Actuals	Actuals	Actuals	**Amendment**	New	New	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	Budgeted Expense
TOTAL OPERATING EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Expenses (not subject to indirect cost %)							
Shallow Rent Subsidies			$ 595,290	$ -	$ -	$ -	$ -
Subsidy Extensions				$ 108,000	$ 108,000	$ 108,000	$ 108,000
Incentives/Barrier Removal				$ 18,800	$ 18,800	$ 18,800	$ 18,800
Adjustment for Actuals			$ (146,950)	$ -		$ -	$ -
TOTAL OTHER EXPENSES	$ -	$ -	$ 448,340	$ 126,800	$ 126,800	$ 126,800	$ 126,800
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HSH #3							

DEPARTMENT OF HOMELESSNESS AND SUPPORTIV

OPERATING DETAIL

Document Date	
Provider Name	
Program	
F$P Contract ID#	
Budget Name	

EXTENSION YEA EXTENSION YEA EXTENSION YEAR

Operating Expenses	Year 7 7/1/2026 - 6/30/2027 New Budgeted Expense	Year 8 7/1/2027 - 6/30/2028 New Budgeted Expense	Year 9 7/1/2028 - 6/30/2029 New Budgeted Expense	Year 10 7/1/2029 - 6/30/2030 New Budgeted Expense	All Years 7/1/2020 - 6/30/2024 Actuals Budgeted Expense	7/1/2020 - 6/30/2030 **Modification** **Change**	7/1/2020 - 6/30/2030 New Budgeted Expense
TOTAL OPERATING EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Expenses (not subject to indirect cost %)							
Shallow Rent Subsidies	$ -	$ -	$ -	$ -	$ 595,290	$ -	$ 595,290
Subsidy Extensions	$ 108,000	$ 108,000	$ 108,000	$ 108,000	$ -	$ 756,000	$ 756,000
Incentives/Barrier Removal	$ 18,800	$ 18,800	$ 18,800	$ 18,800	$ -	$ 131,600	$ 131,600
Adjustment for Actuals	$ -	$ -	$ -	$ -	$ (146,950)	$ -	$ (146,950)
TOTAL OTHER EXPENSES	$ 126,800	$ 126,800	$ 126,800	$ 126,800	$ 448,340	$ 887,600	$ 1,335,940
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -

HSH #3   **Template last modified**   **9/1/2021**

BUDGET NARRATIVE　　　　　　　**Fiscal Year**

Prop C - Family RRH	FY23-24	<- **Select from the drop-down list the fiscal year in which the proposed budget changes will first become effectiv**

Salaries & Benefits	**Adjusted Budgeted FTE**	**Budgeted Salary**	**Justification**	**Calculation**	**Employee Name**
		$ -			
TOTAL		$ -			
Employee Fringe Benefits		$ -	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		$ -			

Other Expenses (not subject to indirect cost %)	**Amount**	**Justification**	**Calculation**
Shallow Rent Subsidies	$ -		
Subsidy Extensions	$ 108,000		
Incentives/Barrier Removal	$ 18,800		
Adjustment for Actuals	$ -		
TOTAL OTHER EXPENSES	$ 126,800		

Appendix C, Method of Payment

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

II. <u>General Instructions for Invoice Submittal</u>: Grantee invoices shall include actual expenditures for eligible activities incurred during the month.

   A. <u>Timelines</u>: Grantee shall submit all invoices and any related required documentation in the format specified 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. <u>Invoicing System</u>:

   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** 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 in the Permitted Subcontractors Appendix.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund	
Type	**Instructions and Examples of Documentation**
Salaries & Benefits	Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted. 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.
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

General Fund	
Type	**Instructions and Examples of Documentation**
	and documentation for any Operating line items that exceed $10,000. Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	**Instructions and Example of Documentation**
Rapid Rehousing	Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing. Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice. Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as: • Housing search and placement; • Housing stability case management; and/or • Mediation. Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.

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 $1/10^{th}$ per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.

2. All advance repayments must be recovered within the fiscal year for which it was made.

3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall be repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. **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 contracts

City Department or Commission	Date of Grant	Amount of Grant
Human Services Agency-538 Holloway	07/01/2018 – 06/30/2024	$2,594,979
Human Services Agency-CalWORKS Housing Locator & Connector	07/01/2022 – 06/30/2025	$8,417,984
Department of Homelessness & Supportive Housing -260 Golden Gate Shelter	07/01/2020 – 06/30/2026	$21,064,271
Department of Homelessness & Supportive Housing -Homelessness Prevention	07/01/2021 – 06/30/2024	$5,315,725
Department of Homelessness & Supportive Housing -Continuum of Care - Housing and Urban Development (HUD)	11/01/2019 – 10/31/2024	$6,419,115
Department of Homelessness & Supportive Housing -Emergency Housing Vouchers	01/01/2022 – 06/30/2024	$2,233,330
Mayor's Office of Housing and Community Development (MOHCD) -Capital Improvements	09/01/2023 – 08/31/2025	$200,000
San Francisco Superior Court- Family Treatment Court	07/01/2022 – 06/30/2024	$142,728
Department of Homelessness & Supportive Housing -Transitional Housing	07/01/2019 – 06/30/2024	$4,453,708

Appendix E, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I.   **Definitions**
     These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

     A. **City**. City means the City and County of San Francisco.

     B. **Subaward.** Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.1). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:
         i.   Has programmatic decision-making responsibility within the scope of services of the Agreement;
         ii.   May determine client eligibility for the Federal program;
         iii. In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.
         See 2 CFR §200.331 for more guidance.

     C. **Third Party Subaward.** Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

     D. **Contract and/or Subcontract.** Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:
         i.   Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;
         ii.   Does not determine client eligibility for the federal program; and
         iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.
         See 2 CFR §200.331 for more guidance.

     E. **Third Party Subcontract.** Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. **Federal Changes**. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation

those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III. **Requirements for Pass-Through Entities.** *(2 CFR §200.332)*

   A. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:

     i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;

     ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR CFR §200.332(3);

     iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration[1]) costs, paragraph (f);

     iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 § CFR 200.332(5)); and

     v. Appropriate terms and conditions concerning closeout of the Subaward per 2 § CFR 200.332(6).

   B. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:

     i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;

     ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;

     iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;

     iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

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[1] 2 CFR § 200.332(a)(1)(xiv)

    v.   Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and

    vi.   Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.339 Remedies for noncompliance of this part and in program regulations.

IV.   Procurement Compliance. *(2 CFR §200.318 through 200.326)*

A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:

    i.   General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;

    ii.   Providing full and open competition as per 2 CFR § 200.319; and

    iii.   Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V.   Cost Principles Compliance. *(2 CFR §200 Subpart E)*

A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:

    i.   Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

    ii.   Be incorporated into the official records of the Subrecipient;

    iii.   Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;

    iv.   Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;

    v.   Comply with the established accounting policies and practices of the Subrecipient;

    vi.   Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

vii.   Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));

viii.   In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;

ix.   Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and

x.   A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI.   **Equal Employment Opportunity Compliance**. *Applicable to all construction agreements awarded in excess of $10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(C).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII.   **Davis-Bacon Act Compliance**. *Applicable to construction agreements in excess of $2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3418) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII.   **Copeland Anti-Kickback Act Compliance**. *Applicable to construction agreements in excess of $2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX.   **Contract Work Hours and Safety Standards**. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of $100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(E).*

A. Compliance. Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. Overtime. No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

C. **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of $10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

D. **Withholding for unpaid wages and liquidated damages.** The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. **Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests.** (*2 CFR §200 Appendix II(F) and 2 CFR §200.315)*

A. Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).

B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. **Debarment and Suspension.** *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(H))*

A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.

B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. **Byrd Anti-Lobbying Certification.** *(applicable for Subawards or Subcontracts in excess of $100,000; 2 CFR §200 Appendix II(I) and by inclusion, 45 CFR Part 93)*

A. Subrecipient hereby certifies, to the best of their knowledge and belief, that"
  i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
  ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative

agreements) and require that all recipients of such awards in excess of $100,000 shall certify and disclose accordingly.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

XIII. **Single Audit Requirements**
Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the $750,000 threshold of Federal award expenditures for a Single Audit.

XIV. **Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies**

A. The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency's terms and conditions.

B. Further, all provisions of each Federal awarding agency's incorporation of the Uniform Guidance are also hereby incorporated as reference:
  i.   U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
  ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
  iii. U.S. Department of Education: (no exceptions); and
  iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. **Inclusion of Federal Requirements in Third Party Subawards and Subcontracts**
Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

I.   Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.

      A. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.

II.   Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.

III.   In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.

IV.   The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.

V.   Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).

Hamilton Families: Housing Solutions Rapid Rehousing Program

Grant Agreement 2nd Amendment

Budget & Finance Committee | May 8, 2024

Proposed Amendment Details

- **Resolution:** Approve the **2nd amendment** to the grant agreement between HSH and **Hamilton Families** for **family rapid rehousing** through the **Housing Solutions Program.**

- **Term:**
  - Current Term: July 1, 2020 – June 30, 2024
  - Amended Term: **July 1, 2020 – June 30, 2030**

- **Amount:** Increases not-to-exceed amount by **$12,306,778** for a total not-to-exceed amount of **$21,903,359**.

Program Context

- HSH has over **1,720** slots of **rapid rehousing** in our supportive housing portfolio.
  - Over **900** of those serve families
- Through this Agreement, Hamilton provides **rapid rehousing** for at least **35 families** and **services** including:
  - Housing location and coordination
  - Landlord liaison services
  - Subsidy administration
  - Housing-focused case management

66 Households served in 2023

61% women

34% Multiracial (including Latine)

27% Black

Questions?

Thank you!

**GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
HAMILTON FAMILIES**

THIS GRANT AGREEMENT ("Agreement") is made as of **July 1, 2020**, in the City and County of San Francisco, State of California, by and between **HAMILTON FAMILIES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department"),

RECITALS

WHEREAS, Grantee has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Rapid Rehousing and Homelessness Prevention services; and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein; and

WHEREAS, this Grant Agreement was procured as required Request for Qualifications (RFQ) HSH2019-127; and

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

**ARTICLE 1
DEFINITIONS**

1.1 **Specific Terms**. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

(a) "ADA" shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

(b) "Application Documents" shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or

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

(c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.

(d) "Charter" shall mean the Charter of City.

(e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.

(f) "Controller" shall mean the Controller of City.

(g) "Eligible Expenses" shall have the meaning set forth in Appendices A, A-1, Services to be Provided and Appendix B, Budget.

(h) "Event of Default" shall have the meaning set forth in Section 11.1.

(i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.

(j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.

(k) "Funding Request" shall have the meaning set forth in Section 5.3(a).

(l) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.

(m)"Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.

(n) "Grant Plan" shall have the meaning set forth in Appendices A, A-1, Services to be Provided and Appendix B, Budget.

(o) "HUD" shall mean the United States Department of Housing and Urban Development as referenced by Title 42 United States Code section 3532.

(p) "Indemnified Parties" shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.

(q) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and

nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.

(r) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.

(s) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

(t) "Subrecipient of HUD funding" shall mean a private nonprofit organization, state, local government, or instrumentality of a state or local government that receives a subgrant from a Recipient of HUD funding to carry out a project as referenced by 24 Code of Federal Regulations part 578.3 (2015).

1.2 **Additional Terms**. The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

1.3 **References to this Agreement**. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," "herein" or "hereto" refer to this Agreement as a whole.

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

2.1 **Risk of Non-Appropriation of Grant Funds**. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-

certification of funds, and such assumption is part of the consideration for this Agreement.

2.2 **Certification of Controller**. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

2.3 **Automatic Termination for Non-Appropriation of Funds**. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

2.4 **SUPERSEDURE OF CONFLICTING PROVISIONS**. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

2.5 **Maximum Costs**. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

<div align="center">

ARTICLE 3
TERM

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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, 2020** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

ARTICLE 4
IMPLEMENTATION OF GRANT PLAN

4.1 **Implementation of Grant Plan; Cooperation with Monitoring**. Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.

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

4.3 **Ownership of Results**. Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

4.4 **Works for Hire**. If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other

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

4.5 Publications and Work Product.

(a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

(b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

(c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.

(d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third

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

(e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.

(f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

ARTICLE 5
USE AND DISBURSEMENT OF GRANT FUNDS

5.1   **Maximum Amount of Grant Funds**.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Seventy Six Thousand Six Hundred Sixty One Dollars ($9,976,661).**

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Two Hundred Sixty Three Thousand Four Hundred Twenty Dollars ($1,263,420)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2   **Use of Grant Funds**. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall

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

5.3   Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

(a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

(b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4   State or Federal Funds

(a) **Disallowance**. With respect to Grant Funds, if any, which are ultimately provided by the State or Federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix F, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Fund and Appendix G, Housing and Urban Development (HUD) Subrecipient Agreement.

ARTICLE 6
REPORTING REQUIREMENTS; AUDITS;
PENALTIES FOR FALSE CLAIMS

6.1 **Regular Reports**. Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.

6.2 **Organizational Documents**. If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.

6.3 **Notification of Defaults or Changes in Circumstances**. Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.

6.4 **Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.

6.5 **Books and Records**. Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.

6.6 **Inspection and Audit**. Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books,

invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

6.7 **Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendices A, A-1, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

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

ARTICLE 7
TAXES

7.1 **Grantee to Pay All Taxes**. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

7.2 **Use of City Real Property**. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

(a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to

property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

(c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

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

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ARTICLE 8
REPRESENTATIONS AND WARRANTIES

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

8.1 **Organization; Authorization**. Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.

8.2 **Location**. Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

8.3 **No Misstatements**. No document furnished or to be furnished by Grantee to City in

connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

8.4   Conflict of Interest.

(a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

8.5   No Other Agreements with City. Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.

8.6   Subcontracts. Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

8.7   Eligibility to Receive Federal Funds. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

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ARTICLE 9
INDEMNIFICATION AND GENERAL LIABILITY

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9.1   Indemnification. Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly

by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.

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

9.3   **Incidental and Consequential Damages**. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4   **LIMITATION ON LIABILITY OF CITY**. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY

SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10
INSURANCE

10.1 **Types and Amounts of Coverage**. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

(a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars ($1,000,000) each accident, injury, or illness.

(b) Commercial General Liability Insurance with limits not less than one million dollars ($1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.

(c) Commercial Automobile Liability Insurance with limits not less than one million dollars ($1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

(d) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars ($1,000,000) each claim.

10.2 **Additional Requirements for General and Automobile Coverage**. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

(a) Name as Additional Insured City and its officers, agents and employees.

(b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 **Additional Requirements for All Policies**. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 **Required Post-Expiration Coverage**. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage

continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 **General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs**. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 **Evidence of Insurance**. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 **Effect of Approval**. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 **Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.

10.9 **Worker's Compensation.** The Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

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ARTICLE 11
EVENTS OF DEFAULT AND REMEDIES

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11.1 **Events of Default**. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:

(a) **False Statement**. Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.

(b) **Failure to Provide Insurance**. Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.

(c) **Failure to Comply with Representations and Warranties or Applicable Laws**. Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.

(d) **Failure to Perform Other Covenants**. Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

(e) **Cross Default**. Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).

(f) **Voluntary Insolvency**. Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

(g) **Involuntary Insolvency**. Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

11.2 **Remedies upon Event of Default**. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

(a) **Termination**. City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

(b) **Withholding of Grant Funds**. City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds

requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.

(c) **Offset**. City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

(d) **Return of Grant Funds**. City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

11.3 **Termination for Convenience**. City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

(a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;

(b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and

(c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

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

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

ARTICLE 12
DISCLOSURE OF INFORMATION AND DOCUMENTS

12.1 **Proprietary or Confidential Information of City**. Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

12.2 **Sunshine Ordinance**. Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

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

ARTICLE 13
ASSIGNMENTS AND SUBCONTRACTING

13.1 **No Assignment by Grantee**. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.

13.2 **Agreement Made in Violation of this Article**. Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.

13.3 **Subcontracting**. If Appendix E, Permitted Subgrantees, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall

have the right to subcontract on the terms set forth in this Section. If Appendix E, Permitted Subgrantees, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

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

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

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

ARTICLE 14
INDEPENDENT CONTRACTOR STATUS

14.1 **Nature of Agreement**. Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

14.2 **Direction**. Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 **Consequences of Recharacterization**.

(a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

(b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).

(c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15
NOTICES AND OTHER COMMUNICATIONS

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

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
P.O. Box 427400
San Francisco, CA 94142-7400
hshcontracts@sfgov.org

If to Grantee: Hamilton Families
273 9th Avenue
San Francisco, CA 94103
Attn: Kyriell Noon
Knoon@hamiltonfamilies.org

Any notice of default must be sent by registered mail.

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

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

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ARTICLE 16
COMPLIANCE

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16.1   **Reserved.**

16.2   **Nondiscrimination; Penalties**.

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

(b) **Subcontracts**. Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Non-Discrimination in Benefits**. Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Contract**. As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form

(Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

(e) **Incorporation of Administrative Code Provisions by Reference**. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars ($50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3   Reserved.

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

16.5   Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

16.6   Resource Conservation; Liquidated Damages. Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

16.7   Compliance with ADA. Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

16.8   Requiring Minimum Compensation for Employees. Grantee shall pay covered

employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at http://sfgov.org/olse/mco. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.

16.9   **Limitations on Contributions**. By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

16.10   **First Source Hiring Program**. Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

16.11   **Prohibition on Political Activity with City Funds**. In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any

Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.12 **Preservative-treated Wood Containing Arsenic**. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 **Reserved. (Working with Minors)**.

16.14 **Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

16.15 **Public Access to Meetings and Records**. If Grantee receives a cumulative total per year of at least $250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative

Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

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

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

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars ($100) liquidated damages for the first breach, two hundred dollars ($200) liquidated damages for the second breach in the same year, and five hundred dollars ($500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.18 Reserved. (Slavery Era Disclosure).

16.19 Distribution of Beverages and Water.

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) **Packaged Water Prohibition**. Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance of this Agreement.

16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data. Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

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

16.22 Additional Requirements for Federally-Funded Awards

(a) Grantee shall establish a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier as per 2 CFR Part 25.

(b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:

(1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

(2) Procures a commercial sex act during the period of time that the award is in effect; or

(3) Uses forced labor in the performance of the award or sub-awards under the award.

ARTICLE 17
MISCELLANEOUS

17.1 **No Waiver**. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 **Modification**. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

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

17.4 **Governing Law; Venue**. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

17.5 **Headings**. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

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

Appendix A, Services to be Provided
Appendix A-1, Services to be Provided
Appendix B, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Contracts
Appendix E, Permitted Subgrantees
Appendix F, Federal Requirements
Appendix G, Housing and Urban Development (HUD) Subrecipient Agreement

17.7 **Certified Resolution of Signatory Authority**. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

17.8 **Severability**. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

17.9 **Successors; No Third-Party Beneficiaries**. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

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

Section 4.3	Ownership of Results.
Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims; Monetary Penalties.

Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

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

17.12 **Dispute Resolution Procedure.**

(a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29__3adc.PDF . The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

(b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions for concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

(c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional

services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:

(1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.

(2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

(3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.

(d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29__3adc.PDF.

(e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to

purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendices A, A-1, Services to be Provided. Any services provided beyond those listed in Appendices A, A-1, Services to be Provided must be approved by the Department.

17.15 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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

CITY

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

By: *Abigail Steward-Kahn*

    Abigail Stewart-Kahn
    Interim Director

GRANTEE

HAMILTON FAMILIES

By: *Kyriell Noon*

    Kyriell Noon
    Chief Executive Officer
    City Supplier Number: 0000019087
    DUNS Number: 806779633

Approved as to Form:

By: *Virginia Dario Elizondo*

    Virginia Dario Elizondo
    Deputy City Attorney

Appendix A, Services to be Provided
by
Hamilton Families
Emergency Solutions Grant (ESG) Rapid Rehousing

I.   Purpose of Grant

The purpose of the grant is to provide short-to-medium term Rapid Rehousing services to the served population, for a period not to exceed 24 months.

II.   Served Population

Grantee shall provide Rapid Rehousing to households who meet criteria under paragraph (1) of the "homeless" definition in CFR 24 § 576.2; or meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

Rapid Rehousing may be provided to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless:

- Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

All households shall meet all other eligibility requirements, including but not limited to the household's household must have an annual income that does not exceed 30 percent of median family income for the area, as determined by HUD.

III.   Referral and Prioritization

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

IV.   Description of Services

Grantee shall provide short-to-medium term Rapid Rehousing to minimum of 6 households per year, including the following services:

A. Housing Focused Case Management
1. Grantee shall create and maintain a Housing Stability Plan for all households receiving rental assistance. Housing stability plans shall include, but are not limited to actions to help households:
    a) Search for and secure housing;
    b) Increase income and employability;
    c) Improve credit history and rental stability;
    d) Address behavioral health issues that negatively impact housing stability; and
    e) Access permanently affordable housing, including applying for placement on appropriate wait lists.
    Grantee shall document households' good faith, verifiable efforts in making progress
    toward plan goals.

2. Grantee shall develop, secure, and coordinate services and assist households in obtaining federal, state, and local benefits, including coordination with the employment specialist or social worker, as appropriate. For those identified as CalWORKs households, Grantee shall ensure coordination of services and promote cooperation with the CalWORKs plan.

3. Grantee shall monitor and evaluate household progress. Once housed, Grantee's Case Manager shall meet with households a minimum of twice per month; one meeting shall be in-person and the other may be by phone.

4. Grantee may provide Mediation services to prevent a household from losing permanent where the household currently lives.

5. Grantee may provide Legal Services to resolve legal problems that prohibit a household from obtaining permanent housing or will result in a household losing housing.

6. Grantee may provide Credit Repair, as needed to assist households with critical skills related to budgeting, money

7. Grantee shall provide discharge planning when a household is either no longer in need of the rental assistance or is exiting the program for any reason.

8. Grantee shall establish a schedule of follow-ups with households for the 12 months following the end of the rental assistance.

B. Rental Assistance:
1. Grantee shall provide Housing Search and Placement services, as necessary, throughout the housing search process, including assistance with locating, obtaining, and retaining suitable permanent housing.
    a) Grantee shall assess housing barriers, needs, and preferences.
    b) Grantee shall develop an action plan for locating housing.

c) Grantee shall assist households in navigating the leasing process, including helping households resolve or mitigate household screening barriers, such as rental and utility arrears or multiple evictions.

d) Grantee shall recruit and retain landlord partners in the communities and neighborhoods where program households want to live.

e) Grantee shall provide assistance with identifying available units.

f) Grantee shall provide transportation to housing-related appointments, as needed.

g) Grantee shall assist households to obtain necessary identification or other documents.

h) Grantee shall assist households in submitting housing applications.

i) Grantee shall assess housing for compliance with ESG requirements for habitability[1], lead-based paint, and rent reasonableness.

j) Grantee shall ensure that 100 percent of housing units pass Habitability Standards or Housing Quality Standards (HQS) inspections prior to issuance of ESG funded Rental Assistance.

k) Grantee shall negotiate with landlords to help households gain access to housing.

l) Grantee shall discuss housing options and assist households in making an informed housing choice.

m) Grantee shall help households locate and select housing with the lowest possible rents that can be expected to be covered by the household once assistance is no longer being provided.

n) Grantee shall assist households with understanding landlord-household rights and responsibilities and the requirements of their specific lease.

o) Grantee shall assist households with obtaining utilities and making moving arrangements.

2. Grantee shall provide rental assistance to household households, which shall include the following services:

a) Grantee shall provide:

    i. Short-term (for the duration of up to three months of rent) or medium-term (for more than three months, but not more than 24 months in a three-year period) rental assistance in which the rent does not exceed the Fair Market Rent (FMR) established by the federal HUD and complies with HUD's standard of rent reasonableness; or

    ii. One-time payment of rental arrears for up to six months of rent in arrears, including any late fees on those arrears.

b) Grantee shall comply with 24 CFR 5.609 to determine rental assistance calculation.

c) Grantee shall recertify the household's eligibility to receive rental assistance annually, at minimum, and more frequently if the household's income reaches 175 percent of the rent amount. Rental assistance may be renewed if households are moving toward successful transition from the rental assistance,

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[1] See 24 CFR 576.403

focusing primarily on increasing income and, when that is not a realistic goal, on transitioning to another subsidized housing situation.

   d) Grantee may provide rental assistance for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a household requests to move outside the City.

V. Location and Time of Services

Grantee shall provide services at 832 Folsom Street, 8th floor, San Francisco, CA, 94107, Monday through Friday from 9am to 5:30pm.

VI. Service Requirements

A. <u>Language and Interpretation Services</u>: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.

B. <u>Critical Incidents</u>: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services or Child Protective Services (CPS).

C. <u>Admission Policy</u>: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.

D. <u>Feedback, Complaint and Follow-up Policies</u>: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess household satisfaction, and evaluate 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.

E. <u>Grievance Procedure</u>: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population, which shall include the following elements as well as others that may be appropriate to the services:
   1. The name or title of the person or persons authorized to make a determination regarding the grievance;
   2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
   3. The amount of time required for each step, including when a household can expect a response; and

4. The HSH Program Manager's contact information for the household to contact after the household has exhausted the Grantee's internal Grievance Procedure.

Grantee shall provide a copy of this procedure, and any amendments thereto, to each household over the age of 18 and obtain a signed copy of the form from the program household(s) which must be maintained in household files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

F. City Communications, Trainings and Meetings
Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:
1. Regular communication with HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, and
3. Attendance of trainings, as requested by HSH.

G. Data Standards:
1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (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.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. 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 applicable Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

H. Record Keeping, Documentation, and Files:
1. Grantee shall maintain all eligibility and HQS inspection documentation in the ONE System and maintain hard copy files with eligibility information, including, but not limited to, homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, which shall contain developed plans, notes, and records of progress towards goals.

I. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency

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

J. <u>Income Verification and Eligibility</u>: Grantee shall verify household income after receipt of each referral to ensure eligibility, and recertify eligibility at least every three months.

VII. Service Objectives
Grantee shall achieve the following service objectives annually:

A. Grantee shall provide 100 percent of households with a housing stability plan, as verified by sampling household files during program monitoring.

B. Grantee shall provide 100 percent of households with housing locator and navigation assistance, as verified by sampling household files during program monitoring.

C. During housing search, Grantee shall make and document every effort to meet with households at least twice a month, as verified by sampling household files during program monitoring.

D. Grantee shall make and document every effort to meet with housed households at minimum twice a month, as verified by sampling household files during program monitoring. One meeting shall be in-person and the other may be by phone after move-in.

E. Grantee shall conduct an exit survey with 100 percent of households after six and 12 months following exit to determine their housing status, as verified by sampling household files during program monitoring.

F. Grantee shall administer an annual survey to 100 percent of households that are active in the program.

VIII. Outcome Objectives
Grantee shall achieve the following outcome objectives annually as verified by ONE System data:

A. Reduce the average length of time that households spend homeless from referral to housing as calculated by: [Housing move-in]-[Referral start date]/Sum of households where [Destination]=Permanent Housing;

B. At least 80 percent of households who exit this program should exit to permanent housing as calculated by: the sum of households where ([Destination]=Permanent Housing)/ Sum of households with [Project end date] during the time period; and

C. At least 85 percent of households who exit this program to permanent housing will not become homeless again within one year as calculated by: sum of households where ([Follow-up after exit]=Permanent Housing)/Sum of households with [Project end date] during the time period.

IX. Reporting Requirements

Grantee shall submit all data and reports as required by HSH, HUD, and MOHCD in a timely and accurate manner to ensure accurate HMIS data, Annual Performance Report (APR), Housing Inventory Count (HIC) reports, Point in Time (PIT) Counts, System-wide Performance Measures (SPM) and supplementary materials.

A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.

B. Consolidated Annual Performance and Evaluation Report (CAPER): Grantee shall submit, to HSH, by the 45th day following the end of the project period, a report in CARBON 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. Data collected in this report will be used in the CAPER and report out on the served population, including progress toward objectives, and the amount of grant and matching funds expended. Objectives shall include, but are not limited to:
   1. Neighborhood of origin of program households;
   2. Number of households placed in Below Market Rate (BMR) and affordable rental housing;
   3. Number of households submitting online applications for BMR rental housing;
   4. Number of households submitting online applications for affordable housing;
   5. Number of individuals receiving assistance in accessing housing, including preparing for successful rental application; and
   6. Number of new and rental opportunities.

C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 576[2].

D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records

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[2] See 24 CFR 576.201.

showing the amount of time spent by Grantee personnel on HUD ESG projects and the costs associated with those activities. All timekeeping records shall reflect a daily breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.

E. <u>Ad Hoc Reports</u>: Grantee shall provide Ad Hoc reports as required by HSH.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager listed in CARBON.

X. Monitoring Activities

A. <u>Program Monitoring</u>: Grantee is subject to programmatic 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, data reported on APR, documentation of match sources, personnel activity reports, proper accounting for funds and other operational and administrative activities, back-up documentation for reporting progress towards meeting service and outcome objectives, and Disaster and Emergency Response Plan and training. For additional information regarding the monitoring requirements surrounding ESG, see ESG Subrecipient Grant Management: https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2/.

B. <u>Fiscal and Compliance Monitoring</u>: 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.

Appendix A-1: Services to be Provided
by
Hamilton Families
Housing Solutions

I. **Purpose of Grant**
The purpose of the grant is to provide short-to-medium term Rapid Rehousing and one-time Homelessness Prevention Assistance to households who are experiencing homelessness and/or who are at imminent risk of housing loss.

The goal of these flexible and short-to-medium term intervention services is to ensure that the Homelessness Response System can meet the needs of those households who do not need the long-term or permanent housing subsidies available to effectively end their homelessness.

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

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

In determining eligibility for assistance, Grantee shall consider a household's total income and expenses.

B. Homelessness Prevention Assistance
Grantee shall provide Homelessness Prevention Assistance to San Francisco households who have very recently experienced housing loss or are at imminent risk of housing loss that can reasonably be expected to lead to an episode of homelessness (i.e. becoming unsheltered or entering an emergency shelter). This may include San Francisco residents:
1. At imminent risk of homelessness who need assistance to maintain their housing, such as help with back rent, legal services, legal representation, participant education, tenant counseling and advocacy, and/or landlord negotiation services; and/or
2. Who have recently been forced to leave a housing situation to which they could return immediately if provided rental assistance, legal representation and/or landlord negotiation services; and/or
3. Experiencing homelessness or residing in supportive housing who have received a Housing Choice Voucher (HCV) through the Family Unification Program (FUP), the HSH Moving On Initiative (MOI) and need a security deposit to utilize the voucher.

In addition to the above, in order to be eligible for Homelessness Prevention Assistance, households must provide proof of San Francisco residency and tenancy, and of the amount of back rent owed. Households may self-refer for Homelessness Prevention Assistance. Under this Agreement, households that meet the eligibility criteria may also be referred by Coordinated Entry Access Points. Grantee shall screen all households using HSH-provided criteria and tools, in order to target households most likely to enter the Homelessness Response System without the prevention assistance.

Homelessness Prevention Assistance is intended as a one-time intervention. Grantee may only offer households assistance more than once in three years under extenuating circumstances as defined by HSH, regardless of the Homelessness Prevention Assistance provider. The ONE System shall allow all Homelessness Prevention Assistance providers to see the household's history of assistance in order to determine if the assistance may be provided, or if the household should be referred to a more appropriate service (i.e. a Coordinated Entry Access Point) or additional services (i.e. extended Housing Focused Case Management or representative payee).

Grantee shall exit a household from the program when Housing Stability Plan goals are achieved. A household may return to the program for further Housing-Focused Case Management should the need arise for further support.

III. **Description of Services**
Grantee shall provide Rapid Rehousing and Homelessness Prevention services during the term of this grant.

A. Rapid Rehousing
Grantee shall provide short-to-medium term Rapid Rehousing to a minimum of 40 households per year.

1. Housing Stability Plan:
Grantee shall create and maintain a Housing Stability Plan for all Rapid Rehousing participants receiving rental assistance.

Housing Stability Plans may include, but are not limited to:
a. Search for and secure housing;
b. Increase income and employability;
c. Improve credit history and rental stability;
d. Address behavioral health issues that negatively impact housing stability; and
e. Access permanently affordable housing, including applying to appropriate wait lists.

Grantee shall document participant good faith, verifiable efforts in making progress toward short and long-term goals.

2. Housing-Focused Case Management:
    Grantee shall provide Housing-Focused Case Management by working collaboratively with the client to develop and implement a plan to secure and sustain housing. If other service goals are identified in the plan, they should be directly connected to housing stability or other challenges that might impact housing stability.

    Grantee Case Manager shall meet with participants once per month. Grantees shall provide households with linkages to existing resources for employment and training services. Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward and achievement of short and long-term objectives.

3. Housing Locator Assistance: Grantee shall provide Housing Locator assistance through the following activities:
    a. Identify available units and recruit and retain landlord partners, with units in the communities and neighborhoods where program participants want to live. Grantee shall exclude housing, units with serious code violations;
    b. Develop and utilize an apartment inspection checklist to ensure that units meet minimum safety guidelines and are child-safe;
    c. Assist households in navigating the application and leasing process, including helping participants resolve or mitigate screening barriers, such as rental and utility arrears or multiple evictions, as well as obtain necessary identification or other documents, if needed;
    d. Provide transportation, as needed, to submit housing applications or visit locations;
    e. Assist participants in making an informed housing choice, including discussing housing options;
    f. Negotiate with landlords during the leasing process;
    g. Assist participants with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease; and
    h. Ensure any sub-standard housing issues are addressed prior to household move-in.

4. Rental Assistance: Grantee shall provide rental assistance ranging in term from one month to up to 24 months. Monthly rental assistance may not exceed $1,500 per household per month during the term of the Rapid Rehousing program.

    Grantee shall determine the rental assistance period using an evidence-based approach in which participants receive an initial one-year term of assistance. At the end of the initial rental assistance period, if the household is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the household at the time. Grantee may extend rental assistance in three month increments until the household can

sustain the rent on their own or they reach the maximum rental assistance period of 24 months. The maximum monthly rental assistance per households is $1,500.

Grantee must set rental assistance amounts at the lowest possible amount needed to obtain housing for the household. For rental assistance clients, the tenant portion of the rent cannot exceed 40 to 50 percent of the net monthly income upon enrollment in the Rapid Rehousing program.

Grantee shall share the following expectations with participants:
a. For households with an income, contribution toward the rent shall be expected after the first month; and
b. Households are expected to take over the full rent as quickly as possible, and on average in not more than 12 months.

To ensure that this is possible, Grantee shall help participants locate and select housing with the lowest possible rents that can be expected to be covered by the household once assistance is no longer being provided.

If a household is unable to transition off of the rental assistance within 24 months, and if they are actively engaged in their Housing Stability Plan as demonstrated by verifiable documentation, Grantee may request up to two three month extensions from the HSH Rapid Rehousing Program Manager for up to six additional months.

Grantee must recertify the household's eligibility to receive rental assistance every three months, at minimum, and more frequently if it appears the household may be close to no longer needing rental assistance. The rental assistance may be renewed if clients are moving toward successful transition from the rental assistance, focusing primarily on increasing income and, when that is not a realistic goal, on transitioning to another subsidized housing situation.

Grantee may provide rental assistance for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a household requests to move outside the city.

Grantee shall contact all participants who received assistance and successfully completed the program six months and 12 months after the last date on which financial assistance was provided to determine whether they have maintained stable housing.

B.   Homelessness Prevention Assistance
Grantee shall provide Homelessness Prevention Assistance to a minimum of 25 households per year. Grantee shall serve five additional households who have a Housing Choice Voucher (HCV) with security deposit assistance.

1. Problem Solving:
   Grantee shall offer all households referred to the Homelessness Prevention Assistance with a Problem Solving conversation before assistance is provided. Grantee may offer up to $3,500 to a household without prior HSH approval. Grantee may request additional funds from the HSH Problem Solving Program Manager, per established protocols for exceptions to the maximum assistance.

   Grantee may offer problem solving funds to households who do not currently have physical custody of their child(ren), if documentation from Child Protective Services (CPS) verifies that obtaining or maintaining housing is the only barrier to reunification, and that reunification shall occur within 60 days after the assistance is received.

2. Housing Stability Plan: If Grantee becomes aware that a household will not sustain housing after receiving assistance, Grantee shall establish a Housing Stability Plan, which includes budgeting and money management education and assistance. Additionally, based on the needs of the household, Grantee shall provide any of the following interventions:
   a. Development of a Housing Stability Plan, which includes both housing and service needs as they relate to gaining or retaining housing;
   b. Referrals to services, such as, but not limited to health care, mental health, domestic violence, substance abuse, counseling, benefits/entitlements and/or initiation of contact with the employment specialist or social worker, as appropriate, for households identified as CalWORKs participants, and/or CalWORKs eligible, in order to ensure coordination of services and promote cooperation with the CalWORKs plan; and
   c. Follow-up services for households who have received rental assistance, including budgeting and money management assistance, and appropriate referrals.

3. Housing Focused Case Management: Grantee shall provide housing-focused case management services to the extent that they are directly related to helping participants sustain housing and prevent an entry into homelessness. Participation in case management is not a requirement to receive back rent assistance.

4. Rental Assistance to Prevent Homelessness: Grantee shall provide households with rental assistance grants to pay back rent and prevent their homelessness. Grantee shall ensure the ongoing rental situation is sustainable after the prevention assistance. Participant rent may not exceed 80 percent of monthly income. However, when a household's rent exceeds 50 percent of income, Grantee shall ensure that residual income after rent is adequate to cover the household's non-housing needs before providing assistance, assess whether

another intervention is indicated, or determine whether the household should be referred to additional services.

Grantee shall pay assistance directly to the owner/landlord and not the participant. Grantee shall collect and maintain proof of ownership from the private owners/landlords.

Grantee shall encourage participants to pay a portion of the back rent owed, based on their income and ability to pay. However, Grantee shall not penalize participants for failing to pay back the assistance.

Grantee shall encourage participants to pay back the rental assistance, so that the participant may access the fund again in the future and so that the program can assist more participants. However, Grantee shall not penalize participants for to pay back the assistance and shall not charge interest.

IV. Location and Time of Services

Grantee shall provide Rapid Rehousing and Homeless Prevention Assistance services at 255 Hyde Street, San Francisco, CA 94102, Monday through Friday from 9:00 am to 5:00 pm.

V. Service Requirements

A. Grantee shall verify income after receipt of referral from the Access Point to ensure eligibility, and recertify eligibility at least every three months.

B. In determining eligibility for rental assistance, Grantee shall take into account an applicant's total household income and expenses.

C. Admission Policy: Admission policies for the 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 clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identity, disability, or HIV status.

D. Grievance Procedure: Grantee agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the services:
  1. The name or title of the person or persons authorized to make a determination regarding the grievance;
  2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and

3. The right of a client dissatisfied with the decision to ask for a review and recommendation from upper level management who have purview over the aggrieved service within the agency. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director HSH or his/her designated agent (hereinafter referred to as "Director"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

E. Critical Incident Reports: Grantee shall submit prompt written reports to HSH within 24 hours regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. Grantee shall call Program Manager within two hours of any death.

F. Grantee shall attend meetings as requested by HSH.

G. Annual Client Survey: Grantee shall utilize a written survey of participants at least once a year to gather feedback and assess the awareness of participants regarding the services and systems within the program.

VI. Service Objectives
Grantee shall achieve the following objectives:

A. Rapid Rehousing

1. Grantee shall provide rental subsidies to a minimum of 80 households over the three year grant term.

2. Grantee shall provide 100 percent of clients with a housing stability plan as verified by sampling client files during annual program monitoring site visits.

3. Grantee shall provide 100 percent of households with housing locator and navigation assistance as verified by sampling client files during annual program monitoring site visits.

4. During housing search, Grantee shall meet with households at least twice a month as verified by sampling client files during annual program monitoring site visits.

5. Grantee shall meet with housed clients at minimum once a month after move-in as verified by sampling client files during annual program monitoring site visits.

6. Grantee shall conduct an exit survey with 100 percent of households after six and twelve months following exit to determine their housing status.

7. Grantee shall administer an annual Client Satisfaction survey to 100 percent of households that are active in the program.

    B. Homelessness Prevention Assistance

        1. Grantee shall provide homelessness prevention assistance to a minimum of 30 households per year.

        2. Grantee shall refer 100 percent of clients not eligible for homelessness prevention assistance to an Access Point or other type of assistance.

        3. Grantee shall conduct an exit survey with 100 percent of households who exit the program at three, six and 12 months to determine their housing status.

        4. Grantee shall administer an annual Client Satisfaction survey to 100 percent of households that are active in the program.

VII.   Outcome Objectives

    A. Rapid Rehousing: Grantee shall achieve the following outcome objectives for Rapid Rehousing:

        1. Reduce the average length of time that participants spend homeless from referral to housing as calculated by: [Housing move-in]-[Referral start date]/Sum of households where [Destination]=Permanent Housing.

        2. At least 80 percent of households that exit this program should exit to permanent housing as calculated by: the sum of households where ([Destination]=Permanent Housing)/ Sum of households with [Project end date] during the time period.

        3. At least 85 percent of households that exit this program to permanent housing will not become homeless again within one year as calculated by: sum of households where ([Follow-up after exit]=Permanent Housing)/Sum of households with [Project end date] during the time period.

    B. Homelessness Prevention Assistance

        1. During the first quarter of fiscal year (FY) 18-19, Grantee shall participate in an input session for future data collection and to set Outcome Objectives for Homelessness Prevention Assistance.

VIII. Reporting Requirements

    A. During the first six months of the grant term, Grantee shall be required to collect data using both the ONE system and using an excel template provided by HSH. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.

1. **ONE System**. The grantee shall receive training on how to use the ONE system and shall be expected to enter client information into the system in a timely manner. Providers shall be responsible for maintaining accurate and complete client level records in the ONE System. The records shall be expected to 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

2. **Excel Reporting**. For the first six months of the grant term, Grantee shall report Rapid Rehousing and Homelessness Prevention Assistance data to HSH via secure email of an excel template. HSH shall provide grantees with a data collection template and an explanation of the required fields. Data for each month shall be due by the 15th of the following month.

B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will submit monthly metrics by the 15th of the following month.

C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee.

D. Grantee shall provide Ad Hoc reports as required by the Department.

E. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager, as listed in CARBON.

IX. Monitoring Activities

A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet,

cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2020		

Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2024	4
Provider Name		Hamilton Families	
Program		Housing Solutions	
F$P Contract ID#		1000019042	
Action (select)		New Agreement	
Effective Date		7/1/2020	
Budget Names	General Fund - RRH, HPA - General Fund, ESG RRH		

		New	
Term Budget		$ 8,713,241	
Contingency		$ 1,263,420	15%
Not-To-Exceed		$ 9,976,661	

	Year 1 7/1/2020 - 6/30/2021	Year 2 7/1/2021 - 6/30/2022	Year 3 7/1/2022 - 6/30/2023	Year 4 7/1/2023 - 6/30/2024	All Years 7/1/2020 - 6/30/2024
	New	New	New	New	New
Expenditures					
Salaries & Benefits	$ 976,241	$ 936,101	$ 936,101	$ 936,101	$ 3,784,543
Operating Expense	$ 229,012	$ 222,249	$ 222,249	$ 222,249	$ 895,759
Subtotal	$ 1,205,253	$ 1,158,350	$ 1,158,350	$ 1,158,350	$ 4,680,302
Indirect Percentage					
Indirect Cost (Line 21 X Line 22)	$ 180,788	$ 173,752	$ 173,752	$ 173,752	$ 702,045
Other Expenses (Not subject to indirect %)	$ 1,039,832	$ 763,687	$ 763,687	$ 763,687	$ 3,330,893
Capital Expenditure	$ -	$ -	$ -	$ -	$ -
Admin Cost (HUD Only)	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ 2,425,873	$ 2,095,789	$ 2,095,789	$ 2,095,789	$ 8,713,240
HSH Revenues (select)					
General Fund - Ongoing	$ 1,903,846	$ 1,903,846	$ 1,903,846	$ 1,903,846	$ 7,615,385
HUD ESG (CFDA 14.231)	$ 191,943	$ 191,943	$ 191,943	$ 191,943	$ 767,772
HUD ESG (CFDA 14.231) - One-Time Carryforward	$ 123,177	$ -	$ -	$ -	$ 123,177
General Fund - One-Time Carryforward	$ 206,907	$ -	$ -	$ -	$ 206,907
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
Total HSH Revenues	$ 2,425,873	$ 2,095,789	$ 2,095,789	$ 2,095,789	$ 8,713,241
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)					
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
Total Other Revenues	$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues	$ 2,425,873	$ 2,095,789	$ 2,095,789	$ 2,095,789	$ 8,713,241
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -
Total Adjusted Salary FTE (All Budgets)					

Prepared by	Rosa M. Martinez
Phone	(209)605-0268
Email	rmartinez@hamiltonfamilies.org

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	7/1/2020							
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**					
Current Term	7/1/2020	6/30/2024	4					
Amended Term	7/1/2020	6/30/2024	4					
Provider Name		Hamilton Families						
Program		Housing Solutions						
F$P Contract ID#		TBD						
Action (select)		New Agreement						
Effective Date		7/1/2020						
Budget Name	General Fund - RRH							

		New						
Term Budget		$ 6,718,276						
Contingency		$ 1,263,420	20%					
Not-To-Exceed		$ 9,976,661						

				Year 1	Year 2	Year 3	Year 4	All Years
				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024
				New	New	New	New	New
Expenditures								
Salaries & Benefits				$ 757,133	$ 757,133	$ 757,133	$ 757,133	$ 3,028,534
Operating Expense				$ 202,138	$ 202,138	$ 202,138	$ 202,138	$ 808,550
Subtotal				$ 959,271	$ 959,271	$ 959,271	$ 959,271	$ 3,837,084
Indirect Percentage				15.00%	15.00%	15.00%	15.00%	
Indirect Cost (Line 21 X Line 22)				$ 143,891	$ 143,891	$ 143,891	$ 143,891	$ 575,563
Other Expenses (Not subject to indirect %)				$ 691,134	$ 538,166	$ 538,166	$ 538,166	$ 2,305,630
Capital Expenditure				$ -	$ -	$ -	$ -	$ -
Total Expenditures				$ 1,794,295	$ 1,641,327	$ 1,641,327	$ 1,641,327	$ 6,718,276
HSH Revenues (select)								
General Fund - Ongoing				$ 1,641,327	$ 1,641,327	$ 1,641,327	$ 1,641,327	$ 6,565,308
General Fund - One-Time Carryforward				$ 152,968				$ 152,968
								$ -
								$ -
								$ -
Total HSH Revenues				$ 1,794,295	$ 1,641,327	$ 1,641,327	$ 1,641,327	$ 6,718,276
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
								$ -
								$ -
								$ -
								$ -
								$ -
Total Other Revenues				$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues				$ 1,794,295	$ 1,641,327	$ 1,641,327	$ 1,641,327	$ 6,718,276
Rev-Exp (Budget Match Check)				$ -	$ -	$ -	$ -	$ -

Prepared by	Rachael Hoke McNamara
Phone	628.652.7766
Email	Rachael Hoke McNamara

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	7/1/2020
Provider Name	Hamilton Families
Program	Housing Solutions
FSP Contract ID#	TBD
Budget Name	General Fund -

POSITION TITLE	Year 1 Agency Totals — Annual Full Time Salary (for 1.00 FTE)	Position FTE	For HSH Funded Program — % FTE funded by this budget	Adjusted Budgeted FTE	7/1/2020 - 6/30/2021 New — Budgeted Salary	Year 2 Agency Totals — Annual Full Time Salary (for 1.00 FTE)	Position FTE	For HSH Funded Program — % FTE funded by this budget	Adjusted Budgeted FTE	7/1/2021 - 6/30/2022 New — Budgeted Salary	Year 3 Agency Totals — Annual Full Time Salary (for 1.00 FTE)	Position FTE	For HSH Funded Progarm — % FTE funded by this budget	Adjusted Budgeted FTE	7/1/2022 - 6/30/2023 New — Budgeted Salary	Year 4 Agency Totals — Annual Full Time Salary (for 1.00 FTE)	Position FTE	For HSH Funded Progarm — % FTE funded by this budget	Adjusted Budgeted FTE	7/1/2023 - 6/30/2024 New — Budgeted Salary	All Years 7/1/2020 - 6/30/2024 New — Budgeted Salary
Chief Program Officer	160,000	1.00	10%	0.10	16,000	160,000	1.00	10%	0.10	16,000	160,000	1.00	10%	0.10	16,000	160,000	1.00	10%	0.10	16,000	64,000
Director of Housing	115,000	1.00	20%	0.20	23,000	115,000	1.00	20%	0.20	23,000	115,000	1.00	20%	0.20	23,000	115,000	1.00	20%	0.20	23,000	92,000
Housing Stability Director	90,000	1.00	20%	0.20	18,000	90,000	1.00	20%	0.20	18,000	90,000	1.00	20%	0.20	18,000	90,000	1.00	20%	0.20	18,000	72,000
Housing Stability Coordinator	61,204	1.00	100%	1.00	61,204	61,204	1.00	100%	1.00	61,204	61,204	1.00	100%	1.00	61,204	61,204	1.00	100%	1.00	61,204	244,816
Housing Stability Specialist	54,080	1.00	350%	3.50	189,280	54,080	1.00	350%	3.50	189,280	54,080	1.00	350%	3.50	189,280	54,080	1.00	350%	3.50	189,280	757,120
Intake Specialist	54,080	1.00	100%	1.00	54,080	54,080	1.00	100%	1.00	54,080	54,080	1.00	100%	1.00	54,080	54,080	1.00	100%	1.00	54,080	216,320
Navigation Specialist	54,080	1.00	100%	1.00	54,080	54,080	1.00	100%	1.00	54,080	54,080	1.00	100%	1.00	54,080	54,080	1.00	100%	1.00	54,080	216,320
Clinical Support Coordinator	63,336	1.00	30%	0.30	19,001	63,336	1.00	30%	0.30	19,001	63,336	1.00	30%	0.30	19,001	63,336	1.00	30%	0.30	19,001	76,003
Housing Orientation Specialist	61,131	1.00	50%	0.50	30,566	61,131	1.00	50%	0.50	30,566	61,131	1.00	50%	0.50	30,566	61,131	1.00	50%	0.50	30,566	122,262
Real Estate Manager	62,500	1.00	30%	0.30	18,750	62,500	1.00	30%	0.30	18,750	62,500	1.00	30%	0.30	18,750	62,500	1.00	30%	0.30	18,750	75,000
Real Estate Specialist	56,160	1.00	100%	1.00	56,160	56,160	1.00	100%	1.00	56,160	56,160	1.00	100%	1.00	56,160	56,160	1.00	100%	1.00	56,160	224,640
Administrative Assistant	53,580	1.00	50%	0.50	26,790	53,580	1.00	50%	0.50	26,790	53,580	1.00	50%	0.50	26,790	53,580	1.00	50%	0.50	26,790	107,160
Staff Accountant	62,000	1.00	25%	0.25	15,500	62,000	1.00	25%	0.25	15,500	62,000	1.00	25%	0.25	15,500	62,000	1.00	25%	0.25	15,500	62,000
																					-
																					-
TOTAL SALARIES					582,410					582,410					582,410					582,410	2,329,641
TOTAL FTE				9.85					9.85					9.85					9.85		
FRINGE BENEFIT RATE				30.00%					30.00%					30.00%					30.00%		
EMPLOYEE FRINGE BENEFITS					174,723					174,723					174,723					174,723	698,892
TOTAL SALARIES & BENEFITS					757,133					757,133					757,133					757,133	3,028,534

	A	B	C	D	E	H	K	AF
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**							
2	**OPERATING DETAIL**							
3	**Document Date**	7/1/2020						
4	**Provider Name**	Hamilton Families						
5	**Program**	Housing Solutions						
6	**F$P Contract ID#**	TBD						
7	**Budget Name**	General Fund - RRH						
8								
9			Year 1		Year 2	Year 3	Year 4	All Years
10		7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024
11		New		New	New	New	New	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	$ 112,000	$ -	$ 112,000	112,000	112,000	112,000	448,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 13,338	$ -	$ 13,338	13,338	13,338	13,338	53,350
15	Office Supplies, Postage	$ 5,000	$ -	$ 5,000	5,000	5,000	5,000	20,000
16	Building Maintenance Supplies and Repair	$ 1,000	$ -	$ 1,000	1,000	1,000	1,000	4,000
17	Printing and Reproduction		$ -	$ -				$ -
18	Insurance	$ 6,000	$ -	$ 6,000	6,000	6,000	6,000	24,000
19	Staff Training	$ 4,000	$ -	$ 4,000	4,000	4,000	4,000	16,000
20	Staff Travel-(Local & Out of Town)		$ -	$ -				$ -
21	Rental of Equipment	$ 3,000	$ -	$ 3,000	3,000	3,000	3,000	12,000
22	Postage and Courier		$ -	$ -				$ -
23	Fees & Subscriptions	$ 1,000	$ -	$ 1,000	1,000	1,000	1,000	4,000
24	Hiring Expenses	$ 3,500	$ -	$ 3,500	3,500	3,500	3,500	14,000
25	Computer Services and Equipment	$ 19,000	$ -	$ 19,000	19,000	19,000	19,000	76,000
26	Transportation	$ 5,000	$ -	$ 5,000	5,000	5,000	5,000	20,000
27	Payroll Services	$ 3,300	$ -	$ 3,300	3,300	3,300	3,300	13,200
28	Participant Activities & Services	$ 5,000	$ -	$ 5,000	5,000	5,000	5,000	20,000
29	Conferences & Seminars	$ 1,000	$ -	$ 1,000	1,000	1,000	1,000	4,000
30	Temporary Agency	$ 20,000	$ -	$ 20,000	20,000	20,000	20,000	80,000
31			$ -					$ -
66			$ -					$ -
67								
68	TOTAL OPERATING EXPENSES	$ 202,138	$ -	$ 202,138	202,138	202,138	202,138	808,550
69								
70	Other Expenses (not subject to indirect cost %)							
71	One-time Carryforward Subsidy	$ 152,968	$ -	$ 152,968				152,968
72	Housing Barriers	$ 13,750	$ -	$ 13,750	13,750	13,750	13,750	55,000
73	Household Goods	$ 82,500	$ -	$ 82,500	82,500	82,500	82,500	330,000
74	Rental Move-In Assistance	$ 74,014	$ -	$ 74,014	74,014	74,014	74,014	296,054
75	Shallow Rent Subsidies	$ 367,902	$ -	$ 367,902	367,902	367,902	367,902	1,471,608
76	Participant Services		$ -					$ -
83								
84	TOTAL OTHER EXPENSES	$ 691,134	$ -	$ 691,134	538,166	538,166	538,166	2,305,630
85								
86	Capital Expenses							
87			$ -					$ -
93			$ -					$ -
94								
95	TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	-	-	-	$ -
96								
97	**HSH #3**							

DEPARTMENT OF HOMELESSSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	7/1/2020							
Contract Term	Begin Date	End Date	Duration (Years)					
Current Term	7/1/2020	6/30/2024	4					
Amended Term	7/1/2020	6/30/2024	4					
Provider Name		Hamilton Families						
Program		Housing Solutions						
F$P Contract ID#		TBD						
Action (select)		New Agreement						
Effective Date		7/1/2020						
Budget Name	HPA - General Fund							

		New		
Term Budget		$ 1,104,016		
Contingency		$ 1,263,420	20%	
Not-To-Exceed		$ 9,976,661		

	Year 1	Year 2	Year 3	Year 4	All Years
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024
	New	New	New	New	New
Expenditures					
Salaries & Benefits	$ 155,884	$ 115,743	$ 115,743	$ 115,743	$ 503,114
Operating Expense	$ 25,384	$ 18,621	$ 18,621	$ 18,621	$ 81,247
Subtotal	$ 181,268	$ 134,364	$ 134,364	$ 134,364	$ 584,361
Indirect Percentage	15.00%	15.00%	15.00%	15.00%	
Indirect Cost (Line 21 X Line 22)	$ 27,190	$ 20,155	$ 20,155	$ 20,155	$ 87,654
Other Expenses (Not subject to indirect %)	$ 108,000	$ 108,000	$ 108,000	$ 108,000	$ 432,000
Capital Expenditure	$ -	$ -	$ -	$ -	$ -
Admin Cost (HUD Agreements Only)					$ -
Total Expenditures	$ 316,458	$ 262,519	$ 262,519	$ 262,519	$ 1,104,016
HSH Revenues (select)					
General Fund - Ongoing	$ 262,519	$ 262,519	$ 262,519	$ 262,519	$ 1,050,077
General Fund - One-Time Carryforward	$ 53,939				$ 53,939
					$ -
					$ -
					$ -
					$ -
Total HSH Revenues	$ 316,458	$ 262,519	$ 262,519	$ 262,519	$ 1,104,016
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)					
					$ -
					$ -
					$ -
					$ -
					$ -
Total Other Revenues	$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues	$ 316,458	$ 262,519	$ 262,519	$ 262,519	$ 1,104,016
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -
Prepared by	Rachael Hoke McNamara				
Phone	628.652.7766				
Email	Rachael Hoke McNamara				

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
SALARY & BENEFIT DETAIL																					
Document Date	7/1/2020																				
Provider Name	Hamilton Families																				
Program	Housing Solutions																				
FSP Contract ID#	TBD																				
Budget Name	HPA - General I																				

POSITION TITLE	Year 1					Year 2					Year 3					Year 4					All Years
	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021 New	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022 New	Agency Totals		For HSH Funded Progarm		7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Progarm		7/1/2023 - 6/30/2024 New	7/1/2020 - 6/30/2024 New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
Associate Director of Intake	$ 71,500	1.00	35%	0.35	$ 25,025	$ 71,500	1.00	35%	0.35	$ 25,025	$ 71,500	1.00	35%	0.35	$ 25,025	$ 71,500	1.00	35%	0.35	$ 25,025	$ 100,100
Homelessness Prevention Specialist	$ 59,030	1.00	100%	1.00	$ 59,030	$ 59,030	1.00	50%	0.50	$ 29,515	$ 59,030	1.00	50%	0.50	$ 29,515	$ 59,030	1.00	50%	0.50	$ 29,515	$ 147,575
Housing Orientation Specialist	$ 61,131	1.00	50%	0.50	$ 30,566	$ 61,131	1.00	50%	0.50	$ 30,566	$ 61,131	1.00	50%	0.50	$ 30,566	$ 61,131	1.00	50%	0.50	$ 30,566	$ 122,262
																					$ -
																					$ -
			TOTAL SALARIES		$ 114,621			TOTAL SALARIES		$ 85,106			TOTAL SALARIES		$ 85,106			TOTAL SALARIES		$ 85,106	$ 369,937
			TOTAL FTE	1.85				TOTAL FTE	1.35				TOTAL FTE	1.35				TOTAL FTE	1.35		
			FRINGE BENEFIT RATE	36.00%				FRINGE BENEFIT RATE	36.00%				FRINGE BENEFIT RATE	36.00%				FRINGE BENEFIT RATE	36.00%		
			EMPLOYEE FRINGE BENEFITS		$ 41,263			EMPLOYEE FRINGE BENEFITS		$ 30,638			EMPLOYEE FRINGE BENEFITS		$ 30,638			EMPLOYEE FRINGE BENEFITS		$ 30,638	$ 133,177
			TOTAL SALARIES & BENEFITS		$ 155,884			TOTAL SALARIES & BENEFITS		$ 115,743			TOTAL SALARIES & BENEFITS		$ 115,743			TOTAL SALARIES & BENEFITS		$ 115,743	$ 503,114

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	7/1/2020							
Provider Name	Hamilton Families							
Program	Housing Solutions							
F$P Contract ID#	TBD							
Budget Name	**HPA - General Fund**							

	Year 1			Year 2	Year 3	Year 4	All Years
	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024
	New		New	New	New	New	New
Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
Rental of Property	$ 25,384	$ -	$ 25,384	$ 18,621	$ 18,621	$ 18,621	$ 81,247
		$ -					$ -
TOTAL OPERATING EXPENSES	$ 25,384	$ -	$ 25,384	$ 18,621	$ 18,621	$ 18,621	$ 81,247
Other Expenses (not subject to indirect cost %)							
Eviction Prevention	$ 78,000	$ -	$ 78,000	$ 78,000	$ 78,000	$ 78,000	$ 312,000
Rental Move-In Assistance	$ 30,000	$ -	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 120,000
		$ -					$ -
		$ -					$ -
TOTAL OTHER EXPENSES	$ 108,000	$ -	$ 108,000	$ 108,000	$ 108,000	$ 108,000	$ 432,000
Capital Expenses							
		$ -					$ -
		$ -					$ -
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HSH #3							

DEPARTMENT OF HOMELESSSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	7/1/2020							

Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2024	4
Provider Name	Hamilton Families		
Program	Housing Solutions		
F$P Contract ID#	TBD		
Action (select)	New Agreement		
Effective Date	7/1/2020		
Budget Name	ESG RRH		

		New	
Term Budget		$ 890,949	
Contingency		$ 1,263,420	20%
Not-To-Exceed		$ 9,976,661	

	Year 1	Year 2	Year 3	Year 4	All Years
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024
	New	New	New	New	New
Expenditures					
Salaries & Benefits	$ 63,223.68	$ 63,224	$ 63,224	$ 63,224	$ 252,895
Operating Expense	$ 1,490.56	$ 1,491	$ 1,491	$ 1,491	$ 5,962
Subtotal	$ 64,714.24	$ 64,714	$ 64,714	$ 64,714	$ 258,857
Indirect Percentage	15%	15.00%	15.00%	15.00%	
Indirect Cost (Line 21 X Line 22)	$ 9,707.14	$ 9,707	$ 9,707	$ 9,707	$ 38,829
Other Expenses (Not subject to indirect %)	$ 240,698.62	$ 117,522	$ 117,522	$ 117,522	$ 593,263
Capital Expenditure	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ 315,120.00**	**$ 191,943**	**$ 191,943**	**$ 191,943**	**$ 890,949**
HSH Revenues (select)					
HUD ESG (CFDA 14.231)	$ 191,943.00	$ 191,943	$ 191,943	$ 191,943	$ 767,772
HUD ESG (CFDA 14.231) - One Time Carryforward	$ 123,176.62				$ 123,177
General Fund - One-Time Carryforward					$ -
					$ -
					$ -
					$ -
					$ -
Total HSH Revenues	**$ 315,119.62**	**$ 191,943**	**$ 191,943**	**$ 191,943**	**$ 890,949**
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)					
					$ -
					$ -
					$ -
					$ -
					$ -
Total Other Revenues	$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues	**$ 315,119.62**	**$ 191,943**	**$ 191,943**	**$ 191,943**	**$ 890,949**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -

Prepared by	Rachael Hoke McNamara
Phone	628.652.7766
Email	Rachael Hoke McNamara

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	7/1/2020
Provider Name	Hamilton Families
Program	Housing Solutions
FSP Contract ID#	TBD
Budget Name	ESG RRH

POSITION TITLE	Year 1 Agency Totals — Annual Full Time Salary (for 1.00 FTE)	Position FTE	For HSH Funded Program — % FTE funded by this budget	Adjusted Budgeted FTE	7/1/2020 - 6/30/2021 New — Budgeted Salary	Year 2 Agency Totals — Annual Full Time Salary (for 1.00 FTE)	Position FTE	For HSH Funded Program — % FTE funded by this budget	Adjusted Budgeted FTE	7/1/2021 - 6/30/2022 New — Budgeted Salary	Year 3 Agency Totals — Annual Full Time Salary (for 1.00 FTE)	Position FTE	For HSH Funded Program — % FTE funded by this budget	Adjusted Budgeted FTE	7/1/2022 - 6/30/2023 New — Budgeted Salary	Year 4 Agency Totals — Annual Full Time Salary (for 1.00 FTE)	Position FTE	For HSH Funded Program — % FTE funded by this budget	Adjusted Budgeted FTE	7/1/2023 - 6/30/2024 New — Budgeted Salary	All Years 7/1/2020 - 6/30/2024 New — Budgeted Salary
Real Estate Specialist	$ 56,160	1.00	25%	0.25	$ 14,040	$ 56,160	1.00	25%	0.25	$ 14,040	$ 56,160	1.00	25%	0.25	$ 14,040	$ 56,160	1.00	25%	0.25	$ 14,040	$ 56,160
Stability Specialist	$ 54,080	1.00	60%	0.60	$ 32,448	$ 54,080	1.00	60%	0.60	$ 32,448	$ 54,080	1.00	60%	0.60	$ 32,448	$ 54,080	1.00	60%	0.60	$ 32,448	$ 129,792
																					$ -
																					$ -
TOTAL SALARIES					$ 46,488					$ 46,488					$ 46,488					$ 46,488	$ 185,952
TOTAL FTE			0.85					0.85					0.85					0.85			
FRINGE BENEFIT RATE					36.00%					36.00%					36.00%					36.00%	
EMPLOYEE FRINGE BENEFITS					$ 16,736					$ 16,736					$ 16,736					$ 16,736	$ 66,943
TOTAL SALARIES & BENEFITS					$ 63,224					$ 63,224					$ 63,224					$ 63,224	$ 252,895

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL

	A	B	C	D	E	H	K	AF
3	**Document Date**	7/1/2020						
4	**Provider Name**	Hamilton Families						
5	**Program**	Housing Solutions						
6	**F$P Contract ID#**	TBD						
7	**Budget Name**	**ESG RRH**						
8								
9		**Year 1**			**Year 2**	**Year 3**	**Year 4**	**All Years**
10		7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024
11		New		New	New	New	New	New
12	Operating Expenses	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
22	Transportation	$ 1,491	$ -	$ 1,491	$ 1,491	$ 1,491	$ 1,491	$ 5,962
66			$ -					$ -
67								
68	TOTAL OPERATING EXPENSES	$ 1,491	$ -	$ 1,491	$ 1,491	$ 1,491	$ 1,491	$ 5,962
69								
70	Other Expenses (not subject to indirect cost %)							
71	One Time Carry Forward Subsidies	$ 123,176.62	$ -	$ 123,176.62				$ 123,177
72	Rental Subsidies	$ 70,522	$ -	$ 70,522	$ 70,522	$ 70,522	$ 70,522	$ 282,087
73	Move-in assistance	$ 45,000	$ -	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 180,000
74	Landlord mediation	$ 2,000	$ -	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 8,000
75			$ -					$ -
80			$ -					$ -
81								
82	TOTAL OTHER EXPENSES	$ 240,699	$ -	$ 240,699	$ 117,522	$ 117,522	$ 117,522	$ 593,263
83								
84	Capital Expenses							
85			$ -					$ -
91			$ -					$ -
92								
93	TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -
94								
95	**HSH #3**							

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 in below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of end of the fiscal year or project period.

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

B. Invoicing System:

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

2. Grantee Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.

4. Grantee authorized personnel with CARBON login credentials shall not share or internally reassign logins.

5. Grantee Executive Director or Chief Financial Officer shall immediately notify to the assigned HSH Contract Manager, as listed in CARBON , via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s), and phone number(s) of those previously authorized CARBON users.

6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.

C. <u>Line Item Variance</u>: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: http://hsh.sfgov.org/overview/provider-updates/.

D. <u>Spend Down</u>

1. Grantee questions regarding spend down funding source prioritization shall be directed to the assigned HSH Contract and Program Managers, as listed in CARBON.

2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. <u>Documentation and Record Keeping</u>:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but

not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.

    a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.

    b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
       1) Program Monitoring;
       2) Fiscal and Compliance Monitoring;
       3) Year End Invoice Review;
       4) Monthly Invoice Review;
       5) As needed per HSH request; and/or
       6) As needed basis to fulfill audit and other monitoring requirements.

2. All documentation requested by and submitted to HSH must:
    a. Be easily searchable (e.g., PDF) or summarized;
    b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
    c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
    d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget. All subcontractors must also be listed in the Permitted Subcontractors Appendix.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund	
Type	**Instructions and Examples of Documentation**
Salaries & Benefits	Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted. Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.

General Fund	
Type	**Instructions and Examples of Documentation**
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed $10,000. Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s). Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.

Housing and Urban Development (HUD) Emergency Solutions Grant: CFDA #14.231	
Type	**Instructions and Example of Documentation**
Rapid Rehousing	Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing. Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice. Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as: • Housing search and placement; • Housing stability case management; and/or • Mediation. Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.

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

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);

2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and

3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. 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 budget amount, per the Appendix B, Budget of this Agreement. Requests over two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

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

2. All advance repayments must be recovered within the fiscal year for which it was made.

3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall be repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
DHSA-Housing Locator and Connector Services (CW) Participants	07/01/2019 - 06/30/2021	$7,473,370
DHSH-HUD RRH	11/01/2019 - 10/31/2024	$6,419,116
DHSH-GF and ESG (Shelter)	07/01/2020 - 6/30/2023	$9,866,240
Department of Agriculture-CACFP (Shelter)	10/1/2020 - 9/30/2021	$70,000
HAS-Holloway	7/01/2018 - 06/30/2021	$1,173,012
DHSH-GF (Transitional Housing)	07/01/2019 - 06/30/2024	$4,453,708
Department of Children Youth & Their Families	07/01/2018-06/30/2023	$2,000,000
DDC-Superior Court (Transitional Housing)	07/01/2020 - 06/30/2021	$71,623

Appendix E – Permitted Subcontractors

None

Appendix F, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I.   Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

A. City. City means the City and County of San Francisco.

B. Subaward. Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.92). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:

   i.   Has programmatic decision-making responsibility within the scope of services of the Agreement;

   ii.   May determine client eligibility for the Federal program;

   iii.   In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.

See 2 CFR §200.330 for more guidance.

C. Third Party Subaward. Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. Contract and/or Subcontract. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.22). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:

   i.   Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;

   ii.   Does not determine client eligibility for the federal program; and

   iii.   Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.

See 2 CFR §200.330 for more guidance.

E. Third Party Subcontract. Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II.   **Federal Changes**. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III.   **Requirements for Pass-Through Entities.** *(2 CFR §200.331)*

   A. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:
   i.   Federal award information as specified in 2 CFR §200.331(a)(1) to the best of its knowledge;
   ii.   Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward;
   iii.   An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f);
   iv.   A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part; and
   v.   Appropriate terms and conditions concerning closeout of the Subaward.

   B. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:
   i.   Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
   ii.   Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.207 Specific conditions;
   iii.   Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.331(d) and (e) for specific requirements;
   iv.   Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;
   v.   Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and

vi.   Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.338 Remedies for noncompliance of this part and in program regulations.

IV.   Procurement Compliance. *(2 CFR §200.318 through .326)*

A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:

i.   General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;

ii.   Providing full and open competition as per 2 CFR § 200.319; and

iii.   Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V.   Cost Principles Compliance. *(2 CFR §200 Subpart E)*

A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:

i.   Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

ii.   Be incorporated into the official records of the Subrecipient;

iii.   Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;

iv.   Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;

v.   Comply with the established accounting policies and practices of the Subrecipient;

vi.   Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

vii.   Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));

viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;

ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and

x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI. **Equal Employment Opportunity Compliance**. *Applicable to all construction agreements awarded in excess of $10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(c).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. **Davis-Bacon Act Compliance**. *Applicable to construction agreements in excess of $2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3418) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. **Copeland Anti-Kickback Act Compliance**. *Applicable to construction agreements in excess of $2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d).* Subrecipient agrees to comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. **Contract Work Hours and Safety Standards**. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of $100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(e).*

A. **Compliance.** Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. **Overtime.** No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

    C. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of $10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

    D. Withholding for unpaid wages and liquidated damages. The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. **Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests.** (*2 CFR §200 Appendix II(f) and 2 CFR §200.315*)

    A. Title to intangible property (see 2 CFR §200.59 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 Equipment paragraph (e).

    B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

    C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

    D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. **Debarment and Suspension.** *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(h))*

A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR §180.220.

B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. **Byrd Anti-Lobbying Certification.** *(applicable for Subawards or Subcontracts in excess of $100,000; 2 CFR §200 Appendix II(i) and by inclusion, 45 CFR Part 93)*

A. Subrecipient hereby certifies, to the best of his or her knowledge and belief, that"
  i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
  ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative agreements) and require that all recipients of such awards in excess of $100,000 shall certify and disclose accordingly.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

XIII. **Single Audit Requirements**
Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the $750,000 threshold of Federal award expenditures for a Single Audit.

XIV. **Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies**

A. The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency's terms and conditions.

B. Further, all provisions of each Federal awarding agency's incorporation of the Uniform Guidance are also hereby incorporated as reference:
   i.   U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
   ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
   iii. U.S. Department of Education: (no exceptions); and
   iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. **Inclusion of Federal Requirements in Third Party Subawards and Subcontracts**
Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix G, Housing and Urban Development (HUD) Subrecipient Agreement

I. Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.

   A. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.

II. Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.

III. In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.

IV. The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.

V. Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).

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
HAMILTON FAMILIES

THIS AMENDMENT of the **July 1, 2020** Grant Agreement (the "Agreement") is dated as of **August 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **HAMILTON FAMILIES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Proposals (RFP #HSH2018-111), issued April 11, 2018, and this modification is consistent therewith; and

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

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

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

    (a)   Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2020** between Grantee and City.

    (b)   "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided.

    (c)   "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided.

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

    2.1   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 a*t*

https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors (navigate to "Exemptions" to download the form).

2.2   **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Seventy Six Thousand Six Hundred Sixty One Dollars ($9,976,661).**

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Two Hundred Sixty Three Thousand Four Hundred Twenty Dollars ($1,263,420)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

(a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

(b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 State or Federal Funds

(a) **Disallowance**. With respect to Grant Funds, if any, which are ultimately provided by the State or Federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix F, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Fund and Appendix G, Housing and Urban Development (HUD) Subrecipient Agreement.

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Five Hundred Ninety Six Thousand Five Hundred Eighty One Dollars** ($**9,596,581**).

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Five Hundred Ninety Nine Thousand Four Hundred Thirty Dollars** ($**1,599,430**) is

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

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

(a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

(b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 State or Federal Funds.

(a) **Disallowance**. With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendices E, Federal Requirements and F, Housing and Urban Development (HUD) Subrecipient Agreement.

2.3   **Section 6.7 Submitting False Claims** of the Agreement hereby deleted and replaced in its entirety with:

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

2.4   **ARTICLE 10 INSURANCE** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

(a) Commercial General Liability Insurance with limits not less than one million dollars ($1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.

Commercial General Liability Insurance with limits not less than one million dollars ($1,000,000) each occurrence and two million dollars ($2,000,000) general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.

(b) Commercial Automobile Liability Insurance with limits not less than one million dollars ($1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

(c) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars ($1,000,000) each claim.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

(a) Name as Additional Insured City and County of San Francisco and its officers, agents and employees.

(b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement

and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and Additional Insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as Additional Insureds.

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
If to Grantee:	Hamilton Families 273 9th Avenue

San Francisco, CA 94103
Attn: Kyriell Noon
Knoon@hamiltonfamilies.org

Any notice of default must be sent by registered mail.

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

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

2.6 **Section 16.22 Additional Requirements for Federally-Funded Awards** is hereby deleted in its entirely and replaced with the following:

16.22 Additional Provisions for Shelter and Resource Center Grants – Standards of Care. – Reserved

2.7 **Section 16.23 Additional Requirements for Federally-Funded Awards** is hereby added to the Agreement.

16.23 Additional Requirements for Federally-Funded Awards.

(a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.

(b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:

   (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

   (2) Procures a commercial sex act during the period of time that the award is in effect; or

   (3) Uses forced labor in the performance of the award or sub-awards under the award.

2.8 **Section 16.24 Contractor Vaccination Policy** of the Agreement is hereby deleted.

2.9 **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 August 1, 2022)
Appendix B, Budget (dated August 1, 2022)
Appendix C, Method of Payment (dated August 1, 2022)
Appendix D, Interests in Other City Grants (dated August 1, 2022)
Appendix E, Federal Requirements (dated August 1, 2022)
Appendix F, Housing and Urban Development (HUD) Subrecipient (dated August 1, 2022)

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

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

2.11   **Appendix A, Services to be Provided, and A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated August 1, 2022, for the period of July 1, 2020 to June 30, 2024.

2.12   **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated August 1, 2022), for the period of July 1, 2020 to June 30, 2024.

2.13   **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated August 1, 2022).

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

2.15   **Appendix F Federal Requirements**, of the Agreement is hereby replaced in its entirety by the modified **Appendix E, Federal Requirements** (dated August 1, 2022).

2.16   **Appendix G Housing and Urban Development (HUD) Subrecipient**, of the Agreement is hereby replaced in its entirety by the modified **Appendix F,**

Housing and Urban Development (HUD) Subrecipient (dated August 1, 2022).

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

HAMILTON FAMILIES

By: *Shireen McSpadden*
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: *Kyriell Noon*
BA1E044B5F2349C...
Kyriell Noon
Chief Executive Officer
City Supplier Number: 0000019087
Unique Entity ID: UNLWMNE25J75

Approved as to Form:
David Chiu
City Attorney

By: *Virginia Dario Elizondo*
F013CEBF5B1B482...
Virginia Dario Elizondo
Deputy City Attorney

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Appendix A, Services to be Provided
by
Hamilton Families
Housing Solutions

</div>

I. **Purpose of Grant**
The purpose of the grant is to provide short-to-medium term Rapid Rehousing to households who are experiencing homelessness and/or who are at imminent risk of housing loss.

II. **Served Population**
Grantee shall serve family households experiencing homelessness who have one or more children.

III. **Referral and Prioritization**
All households shall be referred by the Department of Homelessness and Supportive Housing (HSH) via the Coordinated Entry System, which organizes the Homelessness Response System (HRS) with a common, population specific assessment, centralized data system, and prioritization method.

IV. **Description of Services**
Grantee shall provide services to the total number of tenants as described in the Appendix B, Budget. Grantee shall provide the following Rapid Rehousing services during the term of this grant:

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

Grantee shall create Housing Stability Plans to address, at minimum, the following:
1. Search for and secure housing;
2. Increase income and employability;
3. Improve credit history and rental stability;
4. Address behavioral health issues that negatively impact housing stability; and
5. Access permanent affordable housing, including applying to appropriate wait lists.

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

B. <u>Housing-Focused Case Management</u>: Grantee shall provide Housing-Focused Case Management, to achieve the goals outlined in the Housing Stability Plan, which include, but are not limited to:
1. Developing and implementing a Housing Stability Plan in collaboration with the tenant to secure and sustain housing. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Providing transportation or accompaniment via public transportation, as needed, to submit housing applications or to visit available housing units;

3. Assisting tenants in making an informed housing choice, including discussing housing options;
4. Assisting tenants in understanding landlord-tenant rights and responsibilities, including paying rent, and the requirements of their specific lease;
5. Case Manager and tenant meetings that occur a minimum of twice per month with at least one meeting in-person monthly;
6. Grantees shall provide tenants with linkages to resources for employment and training services. Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward the achievement of the short and long-term income, employment-related and housing stabilization goals outlined in the Housing Stability Plan;
7. Plan for exit from the program using community agreed upon exit criteria.

C. <u>Housing Locator Assistance:</u> Grantee shall provide Housing Location Services through the following activities to identify and secure housing units for tenants:
1. Identify available units and recruit and retain landlord partners, with units in the communities and neighborhoods where program participants want to live. Grantee shall exclude housing, units with serious code violations;
2. Develop and utilize an apartment inspection checklist to ensure that units meet minimum safety guidelines and are child-safe;
3. Assist households in navigating the application and leasing process, including helping participants resolve or mitigate screening barriers, such as rental and utility arrears or multiple evictions, as well as obtain necessary identification or other documents, if needed;
4. Provide transportation, as needed, to submit housing applications or visit locations;
5. Assist participants in making an informed housing choice, including discussing housing options;
6. Negotiate with landlords during the leasing process;
7. Assist participants with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease; and
8. Ensure any sub-standard housing issues are addressed prior to household move-in.

D. <u>Subsidy Administration Services</u>: Grantee shall provide Subsidy Administration services to fulfill the administrative, financial, and record-keeping functions needed to issue and document timely and accurate payment of subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:
1. Grantee shall share the following expectations with tenants:
   a. Contribution toward the rent shall be expected on the first month; and
   b. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
2. Grantee shall help tenants locate and select housing with the lowest possible rent that can be expected to be covered by the tenant once assistance is no longer provided;

3. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City;

4. Grantee shall make initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;

5. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;

6. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;

7. Grantee shall set subsidies at the lowest possible amount needed to obtain housing for the tenant. The tenant rent contribution and subsidy model shall be established based on community agreed upon policy;

8. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months. Monthly subsidy assistance shall on average not exceed $1,800 per tenant per month during the term of the Rapid Rehousing program;

9. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 175 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, transitioning to another subsidized housing situation.

10. Grantee shall use an evidence-based approach in which tenants receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:

1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;

2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;

3. Regular communications with landlords to identify and address concerns on a proactive basis;

4. Collaboration with Rapid Rehousing case management providers to ensure tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;

5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and

6. Ensuring that landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms.

V.   Location and Time of Services

Grantee shall provide Rapid Rehousing services at 832 Folsom St. 8th floor, San Francisco, CA 94107, Monday through Friday from 9:00 am to 5:00 pm.

VI.   Service Requirements

A. 1:20 Case Manager Ratio: Grantee shall maintain a maximum of 1:20 ratio of Case Manager to tenants.

A. Income Verification and Eligibility:
   1. Grantee shall verify income after receipt of an Access Point referral to ensure eligibility and recertify eligibility at least every three months.
   2. In determining eligibility for rental assistance, Grantee shall take into account a participant's total household income and expenses.

B. Translation and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to tenants who primarily speak language(s) other than English.

C. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.

D. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

E. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
   1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
   2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within

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the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

F. City Communications and Policies
1. Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
2. Regular communication to HSH about the implementation of the program;
3. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
4. Attendance of trainings, as requested;

G. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.

H. 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.

I. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement, including but not limited to:
    a. Entering all client data within three working days (unless specifically requested to do so sooner) and;
    b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate) and;
    c. Running monthly data quality reports and correcting any errors.

2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. 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.

J. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow HSH Overdose Prevention Policy. Grantee staff who work directly with tenants shall participate in annual trainings on harm reduction, overdose recognition and response. https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers/?CT=1649882191370&OR=OWA-NT&CID=da71fbbd-d886-f23c-be4f-e1022f11bb1a

K. Record Keeping and Files:
   1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
   2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

VII.   Service Objectives
Grantee shall achieve the following objectives:

Rapid Rehousing

A. Housing Location Services
   1. Grantee shall provide 100 percent of tenants with Housing Location Services

B. Housing Coordination Services
   1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
   2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.

C. Subsidy Administration Services
   1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant.

D. Housing-Focused Case Management Services
   1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
   2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.

E. Landlord Liaison Services
   1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services and Housing Retention Services.
   2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.

3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.

VIII. Outcome Objectives

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

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

B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
1. The average length of time that tenants spend homeless, from referral to housing, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Referral Start Date]/Count of tenants with a [Housing Move-In Date].

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
1. Ninety percent of households shall maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.

IX. Reporting Requirements

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

B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.

C. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.

D. 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 shall become part of the official report.

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

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

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

X. Monitoring Activities

A. <u>Program Monitoring</u>: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
   1. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.

B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring shall include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring shall include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**			
2	**APPENDIX B, BUDGET**			
3	**Document Date**	7/1/2021		
4	**Contract Term**	**Begin Date**	**End Date**	**Duration (Years)**
5	**Current Term**	7/1/2020	6/30/2024	4
6	**Amended Term**	7/1/2020	6/30/2024	4
7				
8	**Approved Subcontractors**			
10	None.			
11				
12				
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2021						

Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2024	4

Service Component	Year 1 7/1/2020 - 6/30/2021	Year 2 7/1/2021 - 6/30/2022	Year 3 7/1/2022 - 6/30/2023
Rapid Rehousing - Households	40	40	40

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2022													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2020	6/30/2024	4											
6	Amended Term	7/1/2020	6/30/2024	4											
7	Provider Name	Hamilton Families						Amending Budget to remove HPA portion as it was previously moved to new agreement for Prevention Services. No change to RRH portion of budget. Agreement cleanup purposes only.							
8	Program	Housing Solutions RRH													
9	F$P Contract ID#	1000019042													
10	Action (select)	Amendment													
11	Effective Date	8/1/2022													
12	Budget Names	RRH - General Fund, ESG - RRH, HPA - General Fund													
13		Current	New												
14	Term Budget	$ 8,784,708	$ 7,997,151												
15	Contingency	$ 1,191,953	$ 1,599,430	20%											
16	Not-To-Exceed	$ 9,976,661	$ 9,596,581		Year 1	Year 2	Year 3			Year 4			All Years		
17					7/1/2020 - 6/30/2021	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	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
18					Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures														
20	Salaries & Benefits				$ 976,241	$ 936,101	$ 936,101	$ (115,743)	$ 820,357	$ 936,101	$ (115,743)	$ 820,357	$ 3,784,543	$ (347,231)	$ 3,437,312
21	Operating Expense				$ 229,012	$ 222,249	$ 222,249	$ (18,621)	$ 203,628	$ 222,249	$ (18,621)	$ 203,628	$ 895,761	$ (55,863)	$ 839,898
22	Subtotal				$ 1,205,253	$ 1,158,351	$ 1,158,350	$ (134,364)	$ 1,023,986	$ 1,158,350	$ (134,364)	$ 1,023,986	$ 4,680,304	$ (403,094)	$ 4,277,210
23	Indirect Percentage														
24	Indirect Cost (Line 21 X Line 22)				$ 180,788	$ 173,753	$ 173,752	$ (20,155)	$ 153,597	$ 173,752	$ (20,155)	$ 153,597	$ 702,044	$ (60,464)	$ 641,580
25	Other Expenses (Not subject to indirect %)				$ 956,301	$ 918,687	$ 763,688	$ (108,000)	$ 655,688	$ 763,688	$ (108,000)	$ 655,688	$ 3,402,363	$ (324,000)	$ 3,078,363
26	Capital Expenditure				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	Admin Cost (HUD Only)				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	Total Expenditures				$ 2,342,343	$ 2,250,790	$ 2,095,789	$ (262,519)	$ 1,833,270	$ 2,095,789	$ (262,519)	$ 1,833,270	$ 8,784,711	$ (787,558)	$ 7,997,153
29															
30	HSH Revenues (select)														
31	General Fund - Ongoing				$ 1,903,846	$ 1,903,846	$ 1,903,846	$ (262,519)	$ 1,641,327	$ 1,903,846	$ (262,519)	$ 1,641,327	$ 7,615,384	$ (787,557)	$ 6,827,827
32	General Fund - CODB				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	General Fund - One-Time Carryforward				$ 206,907	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 206,907	$ -	$ 206,907
34	Prop C - One-time COVID-19 Bonus Pay				$ 14,352	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 14,352	$ -	$ 14,352
35	General Fund - One-Time				$ 57,116	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 57,116	$ -	$ 57,116
36	HUD ESG (CFDA 14.231)				$ 191,943	$ 191,943	$ 191,943	$ -	$ 191,943	$ 191,943	$ -	$ 191,943	$ 767,772	$ -	$ 767,772
37	HUD ESG (CFDA 14.231) - One Time Carry Forward				$ 123,177	$ 154,999	$ -	$ -	$ -	$ -	$ -	$ -	$ 278,176	$ -	$ 278,176
38	Unspent				$ (154,999)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (154,999)	$ -	$ (154,999)
39					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	Total HSH Revenues				$ 2,342,342	$ 2,250,788	$ 2,095,789	$ (262,519)	$ 1,833,270	$ 2,095,789	$ (262,519)	$ 1,833,270	$ 8,784,708	$ (787,557)	$ 7,997,151
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)														
42					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
47	Total Other Revenues				$ -	$ -	$ -	$ -	$ -				$ -	$ -	$ -
48															
49	Total HSH + Other Revenues				$ 2,342,342	$ 2,250,788	$ 2,095,789	$ (262,519)	$ 1,833,270	$ 2,095,789	$ (262,519)	$ 1,833,270	$ 8,784,708	$ (787,557)	$ 7,997,151
50	Rev-Exp (Budget Match Check)				$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -
52	Total Adjusted Salary FTE (All Budgets)								12.05			12.05			
53															
54	Prepared by	Ronny Bruning-Miles													
55	Phone														
56	Email	ronald.bruning-miles@sfgov.org													

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2022		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2024	4
Provider Name	Hamilton Families		
Program	Housing Solutions RRH		
F$P Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	8/1/2022		
Budget Name	RRH - General Fund		
	Current	**New**	
Term Budget	$ 6,781,868	$ 6,781,868	
Contingency	$ 1,191,953	$ 1,599,430	20%
Not-To-Exceed	$ 9,976,661	$ 9,596,581	

	Year 1	Year 2	Year 3			Year 4			All Years		
	7/1/2020 - 6/30/2021	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	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
Expenditures											
Salaries & Benefits	$ 757,133	$ 757,133	$ 757,133	$ -	$ 757,133	$ 757,133	$ -	$ 757,133	$ 3,028,534	$ -	$ 3,028,534
Operating Expense	$ 202,137	$ 202,137	$ 202,137	$ -	$ 202,137	$ 202,137	$ -	$ 202,137	$ 808,550	$ -	$ 808,550
Subtotal	$ 959,271	$ 959,271	$ 959,271	$ -	$ 959,271	$ 959,271	$ -	$ 959,271	$ 3,837,083	$ -	$ 3,837,083
Indirect Percentage	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%			
Indirect Cost (Line 21 X Line 22)	$ 143,891	$ 143,891	$ 143,891	$ -	$ 143,891	$ 143,891	$ -	$ 143,891	$ 575,563	$ -	$ 575,563
Other Expenses (Not subject to indirect %)	$ 754,726	$ 538,166	$ 538,166	$ -	$ 538,166	$ 538,166	$ -	$ 538,166	$ 2,369,222	$ -	$ 2,369,222
Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ 1,857,887.00	$ 1,641,327.00	$ 1,641,327.00	$ -	$ 1,641,327.00	$ 1,641,327.00	$ -	$ 1,641,327.00	$ 6,781,868.00	$ -	$ 6,781,868.00
HSH Revenues (select)											
General Fund - Ongoing	$ 1,641,327	$ 1,641,327	$ 1,641,327	$ -	$ 1,641,327	$ 1,641,327		$ 1,641,327	$ 6,565,308	$ -	$ 6,565,308
General Fund - CODB		$ -			$ -			$ -	$ -	$ -	$ -
General Fund - One-Time Carryforward	$ 152,968				$ -			$ -	$ 152,968	$ -	$ 152,968
Prop C - One-time COVID-19 Bonus Pay	$ 14,352				$ -			$ -	$ 14,352	$ -	$ 14,352
General Fund - One-Time	$ 49,240				$ -			$ -	$ 49,240	$ -	$ 49,240
HUD ESG (CFDA 14.231)					$ -			$ -	$ -	$ -	$ -
HUD ESG (CFDA 14.231) - One Time Carry Forward					$ -			$ -	$ -	$ -	$ -
Unspent					$ -			$ -	$ -	$ -	$ -
					$ -			$ -	$ -	$ -	$ -
Total HSH Revenues	$ 1,857,887.00	$ 1,641,327.00	$ 1,641,327.00	$ -	$ 1,641,327.00	$ 1,641,327.00	$ -	$ 1,641,327.00	$ 6,781,868.00	$ -	$ 6,781,868.00
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)											
					$ -			$ -	$ -	$ -	$ -
					$ -			$ -	$ -	$ -	$ -
Total Other Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues	$ 1,857,887.00	$ 1,641,327.00	$ 1,641,327.00	$ -	$ 1,641,327.00	$ 1,641,327.00	$ -	$ 1,641,327.00	$ 6,781,868.00	$ -	$ 6,781,868.00
Rev-Exp (Budget Match Check)	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -

Prepared by	Ronny Bruning-Miles
Phone	
Email	ronald.bruning-miles@sfgov.org

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Field	Value
Document Date	7/1/2022
Provider Name	Hamilton Families
Program	Housing Solutions RRH
FSP Contract ID#	1000019042
Budget Name	RRH - General Fund

POSITION TITLE	Year 1 Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary (HSH)	Budgeted Salary 7/1/2020-6/30/2021 Current/Actuals	Year 2 Annual Full Time Salary	Position FTE	% FTE	Adjusted FTE	Budgeted Salary (HSH)	Budgeted Salary 7/1/2021-6/30/2022 Current/Actuals	Year 3 Annual Full Time Salary	Position FTE	% FTE	Adjusted FTE	Budgeted Salary 7/1/2022-6/30/2023 Current/Actuals	Change Amendment	New 7/1/2022-6/30/2023	Year 4 Annual Full Time Salary	Position FTE	% FTE	Adjusted FTE	Budgeted Salary 7/1/2023-6/30/2024 Current/Actuals	Change Amendment	New 7/1/2023-6/30/2024	All Years Current/Actuals 7/1/2020-6/30/2024	Change Modification	New 7/1/2020-6/30/2024
Chief Program Officer	160,000	1.00	10%	0.10	16,000	16,000	160,000	1.00	10%	0.10	16,000	16,000	160,000	1.00	10%	0.10	16,000	-	16,000	160,000	1.00	10%	0.10	16,000	-	16,000	64,000	-	64,000
Director of Housing	115,000	1.00	20%	0.20	23,000	23,000	115,000	1.00	20%	0.20	23,000	23,000	115,000	1.00	20%	0.20	23,000	-	23,000	115,000	1.00	20%	0.20	23,000	-	23,000	92,000	-	92,000
Housing Stability Director	90,000	1.00	20%	0.20	18,000	18,000	90,000	1.00	20%	0.20	18,000	18,000	90,000	1.00	20%	0.20	18,000	-	18,000	90,000	1.00	20%	0.20	18,000	-	18,000	72,000	-	72,000
Housing Stability Coordinator	61,204	1.00	100%	1.00	61,204	61,204	61,204	1.00	100%	1.00	61,204	61,204	61,204	1.00	100%	1.00	61,204	-	61,204	61,204	1.00	100%	1.00	61,204	-	61,204	244,816	-	244,816
Housing Stability Specialist	54,080	1.00	350%	3.50	189,280	189,280	54,080	1.00	350%	3.50	189,280	189,280	54,080	1.00	350%	3.50	189,280	-	189,280	54,080	1.00	350%	3.50	189,280	-	189,280	757,120	-	757,120
Intake Specialist	54,080	1.00	100%	1.00	54,080	54,080	54,080	1.00	100%	1.00	54,080	54,080	54,080	1.00	100%	1.00	54,080	-	54,080	54,080	1.00	100%	1.00	54,080	-	54,080	216,320	-	216,320
Navigation Specialist	54,080	1.00	100%	1.00	54,080	54,080	54,080	1.00	100%	1.00	54,080	54,080	54,080	1.00	100%	1.00	54,080	-	54,080	54,080	1.00	100%	1.00	54,080	-	54,080	216,320	-	216,320
Clinical Support Coordinator	63,336	1.00	30%	0.30	19,001	19,001	63,336	1.00	30%	0.30	19,001	19,001	63,336	1.00	30%	0.30	19,001	-	19,001	63,336	1.00	30%	0.30	19,001	-	19,001	76,003	-	76,003
Housing Orientation Specialist	61,131	1.00	50%	0.50	30,566	30,566	61,131	1.00	50%	0.50	30,566	30,566	61,131	1.00	50%	0.50	30,566	-	30,566	61,131	1.00	50%	0.50	30,566	-	30,566	122,262	-	122,262
Real Estate Manager	62,500	1.00	30%	0.30	18,750	18,750	62,500	1.00	30%	0.30	18,750	18,750	62,500	1.00	30%	0.30	18,750	-	18,750	62,500	1.00	30%	0.30	18,750	-	18,750	75,000	-	75,000
Real Estate Specialist	56,160	1.00	100%	1.00	56,160	56,160	56,160	1.00	100%	1.00	56,160	56,160	56,160	1.00	100%	1.00	56,160	-	56,160	56,160	1.00	100%	1.00	56,160	-	56,160	224,640	-	224,640
Administrative Assistant	53,580	1.00	50%	0.50	26,790	26,790	53,580	1.00	50%	0.50	26,790	26,790	53,580	1.00	50%	0.50	26,790	-	26,790	53,580	1.00	50%	0.50	26,790	-	26,790	107,160	-	107,160
Staff Accountant	62,000	1.00	25%	0.25	15,500	15,500	62,000	1.00	25%	0.25	15,500	15,500	62,000	1.00	25%	0.25	15,500	-	15,500	62,000	1.00	25%	0.25	15,500	-	15,500	62,000	-	62,000

	Year 1	Year 2	Year 3	Year 4	All Years
TOTAL SALARIES	582,410	582,410	582,410 / - / 582,410	582,410 / - / 582,410	2,329,641 / - / 2,329,641
TOTAL FTE	9.85	9.85	9.85	9.85	
FRINGE BENEFIT RATE	30.00%	30.00%	30.00% / 30.00%	30.00% / 30.00%	
EMPLOYEE FRINGE BENEFITS	174,723	174,723	174,723 / - / 174,723	174,723 / - / 174,723	698,892 / - / 698,892
TOTAL SALARIES & BENEFITS	757,133	757,133	757,133 / - / 757,133	757,133 / - / 757,133	3,028,534 / - / 3,028,534

	A	B	E	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	7/1/2022										
4	Provider Name	Hamilton Families										
5	Program	Housing Solutions RRH										
6	F$P Contract ID#	1000019042										
7	Budget Name	RRH - General Fund										
8												
9		Year 1	Year 2	Year 3			Year 4			All Years		
10		7/1/2020 - 6/30/2021	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	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	$ 112,000	$ 112,000	$ 112,000	$ -	$ 112,000	$ 112,000	$ -	$ 112,000	$ 448,000	$ -	$ 448,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 13,338	$ 13,338	$ 13,338	$ -	$ 13,338	$ 13,338	$ -	$ 13,338	$ 53,350	$ -	$ 53,350
15	Office Supplies, Postage	$ 5,000	$ 5,000	$ 5,000	$ -	$ 5,000	$ 5,000	$ -	$ 5,000	$ 20,000	$ -	$ 20,000
16	Building Maintenance Supplies and Repair	$ 1,000	$ 1,000	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	$ 1,000	$ 4,000	$ -	$ 4,000
17	Printing and Reproduction				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	Insurance	$ 6,000	$ 6,000	$ 6,000	$ -	$ 6,000	$ 6,000	$ -	$ 6,000	$ 24,000	$ -	$ 24,000
19	Staff Training	$ 4,000	$ 4,000	$ 4,000	$ -	$ 4,000	$ 4,000	$ -	$ 4,000	$ 16,000	$ -	$ 16,000
20	Staff Travel-(Local & Out of Town)				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	Rental of Equipment	$ 3,000	$ 3,000	$ 3,000	$ -	$ 3,000	$ 3,000	$ -	$ 3,000	$ 12,000	$ -	$ 12,000
22	Postage and Courier				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	Fees & Subscriptions	$ 1,000	$ 1,000	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	$ 1,000	$ 4,000	$ -	$ 4,000
24	Hiring Expenses	$ 3,500	$ 3,500	$ 3,500	$ -	$ 3,500	$ 3,500	$ -	$ 3,500	$ 14,000	$ -	$ 14,000
25	Computer Services and Equipment	$ 19,000	$ 19,000	$ 19,000	$ -	$ 19,000	$ 19,000	$ -	$ 19,000	$ 76,000	$ -	$ 76,000
26	Transportation	$ 5,000	$ 5,000	$ 5,000	$ -	$ 5,000	$ 5,000	$ -	$ 5,000	$ 20,000	$ -	$ 20,000
27	Payroll Services	$ 3,300	$ 3,300	$ 3,300	$ -	$ 3,300	$ 3,300	$ -	$ 3,300	$ 13,200	$ -	$ 13,200
28	Participant Activities & Services	$ 5,000	$ 5,000	$ 5,000	$ -	$ 5,000	$ 5,000	$ -	$ 5,000	$ 20,000	$ -	$ 20,000
29	Conferences & Seminars	$ 1,000	$ 1,000	$ 1,000	$ -	$ 1,000	$ 1,000	$ -	$ 1,000	$ 4,000	$ -	$ 4,000
30	Temporary Agency	$ 20,000	$ 20,000	$ 20,000	$ -	$ 20,000	$ 20,000	$ -	$ 20,000	$ 80,000	$ -	$ 80,000
31					$ -			$ -		$ -	$ -	$ -
41					$ -			$ -		$ -	$ -	$ -
42	Consultants				$ -			$ -		$ -	$ -	$ -
43					$ -			$ -		$ -	$ -	$ -
53					$ -			$ -		$ -	$ -	$ -
54	Subcontractors (First $25k Only)				$ -			$ -		$ -	$ -	$ -
55					$ -			$ -		$ -	$ -	$ -
66					$ -			$ -		$ -	$ -	$ -
67												
68	TOTAL OPERATING EXPENSES	$ 202,137	$ 202,137	$ 202,137	$ -	$ 202,137	$ 202,137	$ -	$ 202,137	$ 808,550	$ -	$ 808,550
69												
70	Other Expenses (not subject to indirect cost %)											
71	One-Time Carry Forward Subsidy	$ 152,968	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,968	$ -	$ 152,968
72	Housing Barriers	$ 13,750	$ 13,750	$ 13,750	$ -	$ 13,750	$ 13,750	$ -	$ 13,750	$ 55,000	$ -	$ 55,000
73	Household Goods	$ 82,500	$ 82,500	$ 82,500	$ -	$ 82,500	$ 82,500	$ -	$ 82,500	$ 330,000	$ -	$ 330,000
74	Rental Move-In Assistance	$ 74,014	$ 74,014	$ 74,014	$ -	$ 74,014	$ 74,014	$ -	$ 74,014	$ 296,054	$ -	$ 296,054
75	Shallow Rent Subsidies	$ 367,902	$ 367,902	$ 367,902	$ -	$ 367,902	$ 367,902	$ -	$ 367,902	$ 1,471,608	$ -	$ 1,471,608
76	Prop C Bonus Pay One-Time	$ 14,352			$ -	$ -	$ -	$ -	$ -	$ 14,352	$ -	$ 14,352
77	Cost of Doing Business (CODB) One-Time	$ 49,240			$ -	$ -		$ -	$ -	$ 49,240	$ -	$ 49,240
78					$ -			$ -		$ -	$ -	$ -
79					$ -			$ -		$ -	$ -	$ -
80					$ -			$ -		$ -	$ -	$ -
81					$ -			$ -		$ -	$ -	$ -
82					$ -			$ -		$ -	$ -	$ -
83												
84	TOTAL OTHER EXPENSES	$ 754,726	$ 538,166	$ 538,166	$ -	$ 538,166	$ 538,166	$ -	$ 538,166	$ 2,369,222	$ -	$ 2,369,222
85												
86	Capital Expenses											
87					$ -			$ -		$ -	$ -	$ -
94												
95	TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
96												
97	HSH #3									Template last modified		9/1/2021

BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
RRH - General Fund	FY21-22		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			7/1/2021	6/30/2022

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Chief Program Officer	0.10	$ 16,000	Provides strategic, fiscal, operational, quality assurance and compliance oversight to the entire RRH department. Provides Leadership, management and coaching to Program Directors.		Tim Evans
Director of Housing	0.20	$ 23,000	Provides operational and strategic leadership, including contract compliance, fiscal, and service delivery. Supervises Stability Director and Intake & Navigation Director.		Felice Cary
Housing Stability Director	0.20	$ 18,000	Leads Stability team, including directly supervising Stability Coordinators. Works with Director of Housing on matters of contract compliance, fiscal oversight, and service delivery quality control.		Aggie Rucker
Housing Stability Coordinator	1.00	$ 61,204	Supervises and supports Housing Stability Specialists. Ensures consistent service delivery, approves expenses, addresses participant escalations.		Kitty Rochester, Katie Fisher
Housing Stability Specialist	3.50	$ 189,280	Supports families after move-in. Coaches families on SMART goal-setting in relation to income, education, and other spheres.		Cecilia Olivares, David Garcia, Venita Swiney, Cynthia Trinidad
Intake Specialist	1.00	$ 54,080	First contact with incoming participants. Completes intake interviews, provides information and sets goals with families, sets up paper and electronic files.		Judith Michael
Navigation Specialist	1.00	$ 54,080	Supports families during 90-day max housing search on the open market. Assists with unit viewings, applications, removal of housing barriers, and move-in.		Ivory Collins, Giselle Madrid
Clinical Support Coordinator	0.30	$ 19,001	Provides coaching and training to direct service staff and coordinators on clinical aspects of direct-service work with participants.		Diana Kenlow
Housing Orientation Specialist	0.50	$ 30,566	Delivers orientations to new participants on program and housing market. Meets with families prior to move-in to ensure fit of unit, and to provide resources to orient them to new communities.		Arlene Bradley
Real Estate Manager	0.30	$ 18,750	Supervises and supports Real Estate Specialists.		Tami Gaines
Real Estate Specialist	1.00	$ 56,160	Acquires unit/landlord leads and maintains landlord relationships. Works with Housing Navigation Specialists to match unit leads to families. Works with colleagues to ensure units pass HQS inspections and have all necessary paperwork.		Calvin Whitaker
Administrative Assistant	0.50	$ 26,790	Undertakes administrative tasks for entire team, including but not limited to fiscal procedures (eg petty cash), transportation (eg agency vehicles), reception duties, office management (eg supplies and facilities issues), etc.		Regina Ortiz
Staff Accountant	0.25	$ 15,500	Process direct financial assistance payments and ensure supportive backup is accurate and complete.		Siu Li
		$ -			
		$ -			
TOTAL	9.85	$ 582,410			
Employee Fringe Benefits		$ 174,723	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		$ 757,133			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	$ 112,000	Share cost of office rent in Oakland and San Francisco	Estimated $11,370 per 9.85 fte's = $112,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 13,338	Include telephone and internet expenses for the program	$1111.5/month x 12 = $13,338
Office Supplies, Postage	$ 5,000	Standard office supplies, postage, and equipment	$416.66/month x 12 = $5,000
Building Maintenance Supplies and Repair	$ 1,000	General building repairs and maintenance - supplies and tools	$1, 000 annually
Printing and Reproduction	$ -		
Insurance	$ 6,000	General liability, property, and automobile liability coverage	$6,000 per year
Staff Training	$ 4,000	Staff training and development costs.	$406 X 9.85 fte = $4,000
Staff Travel-(Local & Out of Town)	$ -		
Rental of Equipment	$ 3,000	Rental and maintenance of program equipment, including copier / printers	$3,000 per year
Postage and Courier	$ -		
Fees & Subscriptions	$ 1,000	Fees and subscriptions paid to other organizations for membership, misc. subscriptions; processing fees	$1,000 per year
Hiring Expenses	$ 3,500	Hiring expenses - costs associated with external job postings and background checks	$3,500 per year
Computer Services and Equipment	$ 19,000	Shared agency cost for computer network maintenance and repair services, server, etc.; Program computer costs - replacement monitors, router, printer	$1929/fte = $19,000
Transportation	$ 5,000	Expenses related to ransportation including Bart, clipper, muni, lyft, gas for vehicles, Fastrack, Zipcar, Uber, AC Transit and other regional transit systems	$416.66/month x 12 = $5,000
Payroll Services	$ 3,300	Payroll processing fees	$3,000 per year
Participant Activities & Services	$ 5,000	Assistance to Participants: expenses include transportation (muni/taxi vouchers), gift cards, special events, workshops, credit reports, etc.	$5,000 per year
Conferences & Seminars	$ 1,000	cost to attend conferences and seminars	$1,000 per year
Temporary Agency	$ 20,000	Temporary assistance to cover open positions temporarily.	$20,000 per year
	$ -		
Consultants	$ -		
	$ -		
	$ -		
Subcontractors (First $25k Only)	$ -		
	$ -		
TOTAL OPERATING EXPENSES	$ 202,137		
Indirect Cost	15.0% $ 143,891		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
One-Time Carry Forward Subsidy	$ -		
Housing Barriers	$ 13,750		
Household Goods	$ 82,500		
Rental Move-In Assistance	$ 74,014		
Shallow Rent Subsidies	$ 367,902		
TOTAL OTHER EXPENSES	$ 538,166		

Capital Expenses	Amount	Justification	Calculation
	$ -		
TOTAL CAPITAL EXPENSES	$ -		

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation
TOTAL ADMIN EXPENSES	$ -		
Allowable Admin Cost	$ -		
Difference	$ -		

* Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:			
Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;		
	B) Develop systems for assuring compliance with program requirements;		
	C) Develop agreements with subrecipients and contractors to carry out program activities;		
	D) Monitor program activities for progress and compliance with program requirements;		
	E) Prepare reports and other documents directly related to the program for submission to HUD;		
	F) Coordinate the resolution of audit and monitoring findings;		
	G) Evaluate program results against stated objectives; or		
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.		
	(ii) Travel costs incurred for monitoring of subrecipients;		
	(iii) Administrative Services performed under third-party contracts or agreements		
	(iv) Other costs for goods and services required for administration of the program		
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	7/1/2022		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2024	4
Provider Name	Hamilton Families		
Program	Housing Solutions RRH		
F$P Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	8/1/2022		
Budget Name	ESG - RRH		
	Current	New	
Term Budget	$ 890,949	$ 890,949	
Contingency	$ 1,191,953	$ 1,599,430	20%
Not-To-Exceed	$ 9,976,661	$ 9,596,581	

	Year 1	Year 2	Year 3			Year 4			All Years		
	7/1/2020 - 6/30/2021	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	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
Expenditures											
Salaries & Benefits	$ 63,224	$ 63,224	$ 63,224	$ -	$ 63,224	$ 63,224	$ -	$ 63,224	$ 252,895	$ -	$ 252,895
Operating Expense	$ 1,491	$ 1,491	$ 1,491	$ -	$ 1,491	$ 1,491	$ -	$ 1,491	$ 5,964	$ -	$ 5,964
Subtotal	$ 64,715	$ 64,715	$ 64,715	$ -	$ 64,715	$ 64,715	$ -	$ 64,715	$ 258,859	$ -	$ 258,859
Indirect Percentage	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%			
Indirect Cost (Line 21 X Line 22)	$ 9,707	$ 9,707	$ 9,707	$ -	$ 9,707	$ 9,707	$ -	$ 9,707	$ 38,828	$ -	$ 38,828
Other Expenses (Not subject to indirect %)	$ 85,700	$ 272,521	$ 117,522	$ -	$ 117,522	$ 117,522	$ -	$ 117,522	$ 593,265	$ -	$ 593,265
Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ 160,121	$ 346,943	$ 191,943	$ -	$ 191,943	$ 191,943	$ -	$ 191,943	$ 890,951	$ -	$ 890,951
HSH Revenues (select)											
General Fund - Ongoing					$ -			$ -	$ -	$ -	$ -
General Fund - CODB					$ -			$ -	$ -	$ -	$ -
General Fund - One-Time Carryforward					$ -			$ -	$ -	$ -	$ -
Prop C - One-time COVID-19 Bonus Pay					$ -			$ -	$ -	$ -	$ -
General Fund - One-Time					$ -			$ -	$ -	$ -	$ -
HUD ESG (CFDA 14.231)	$ 191,943	$ 191,943	$ 191,943	$ -	$ 191,943	$ 191,943		$ 191,943	$ 767,772	$ -	$ 767,772
HUD ESG (CFDA 14.231) - One Time Carry Forward	$ 123,177	$ 154,999			$ -			$ -	$ 278,176	$ -	$ 278,176
Unspent	$ (154,999)				$ -			$ -	$ (154,999)	$ -	$ (154,999)
					$ -			$ -	$ -	$ -	$ -
Total HSH Revenues	$ 160,121	$ 346,942	$ 191,943	$ -	$ 191,943	$ 191,943	$ -	$ 191,943	$ 890,949	$ -	$ 890,949
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)											
					$ -			$ -	$ -	$ -	$ -
					$ -			$ -	$ -	$ -	$ -
					$ -			$ -	$ -	$ -	$ -
					$ -			$ -	$ -	$ -	$ -
					$ -			$ -	$ -	$ -	$ -
Total Other Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total HSH + Other Revenues	$ 160,121	$ 346,942	$ 191,943	$ -	$ 191,943	$ 191,943	$ -	$ 191,943	$ 890,949	$ -	$ 890,949
Rev-Exp (Budget Match Check)	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -

Prepared by	Ronny Bruning-Miles
Phone	
Email	ronald.bruning-miles@sfgov.org

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	7/1/2022
Provider Name	Hamilton Families
Program	Housing Solutions RRH
FSP Contract ID#	1000019042
Budget Name	ESG - RRH

	Year 1						Year 2						Year 3						Year 4						All Years		
POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021 Current/Actuals	7/1/2020 - 6/30/2021 Amendment	7/1/2020 - 6/30/2021 New	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022 Current/Actuals	7/1/2021 - 6/30/2022 Amendment	7/1/2021 - 6/30/2022 New	Agency Totals		For HSH Funded Progarm		7/1/2022 - 6/30/2023 Current/Actuals	7/1/2022 - 6/30/2023 Amendment	7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Progarm		7/1/2023 - 6/30/2024 Current/Actuals	7/1/2023 - 6/30/2024 Amendment	7/1/2023 - 6/30/2024 New	7/1/2020 - 6/30/2024 Current/Actuals	7/1/2020 - 6/30/2024 Modification	7/1/2020 - 6/30/2024 New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
Real Estate Specialist	$ 56,160	1.00	25%	0.25	$ 14,040	$ -	$ 14,040	56,160	1.00	25%	0.25	$ 14,040	$ -	$ 14,040	56,160	1.00	25%	0.25	$ 14,040	$ -	$ 14,040	56,160	1.00	25%	0.25	$ 14,040	$ -	$ 14,040	56,160	$ -	$ 56,160
Stability Specialist	$ 54,080	1.00	60%	0.60	$ 32,448	$ -	$ 32,448	54,080	1.00	60%	0.60	$ 32,448	$ -	$ 32,448	54,080	1.00	60%	0.60	$ 32,448	$ -	$ 32,448	54,080	1.00	60%	0.60	$ 32,448	$ -	$ 32,448	129,792	$ -	$ 129,792
					$ -	$ -						$ -	$ -						$ -	$ -						$ -	$ -		$ -	$ -	
					$ -	$ -						$ -	$ -						$ -	$ -						$ -	$ -		$ -	$ -	
	TOTAL SALARIES				$ 46,488	$ -	$ 46,488	TOTAL SALARIES				$ 46,488	$ -	$ 46,488	TOTAL SALARIES				$ 46,488	$ -	$ 46,488	TOTAL SALARIES				$ 46,488	$ -	$ 46,488	185,952	$ -	$ 185,952
	TOTAL FTE	0.85						TOTAL FTE	0.85						TOTAL FTE	0.85						TOTAL FTE	0.85								
	FRINGE BENEFIT RATE		36.00%				36.00%	FRINGE BENEFIT RATE		36.00%				36.00%	FRINGE BENEFIT RATE		36.00%				36.00%	FRINGE BENEFIT RATE		36.00%				36.00%			
	EMPLOYEE FRINGE BENEFITS				$ 16,736	$ -	$ 16,736	EMPLOYEE FRINGE BENEFITS				$ 16,736	$ -	$ 16,736	EMPLOYEE FRINGE BENEFITS				$ 16,736	$ -	$ 16,736	EMPLOYEE FRINGE BENEFITS				$ 16,736	$ -	$ 16,736	66,943	$ -	$ 66,943
	TOTAL SALARIES & BENEFITS				$ 63,224	$ -	$ 63,224	TOTAL SALARIES & BENEFITS				$ 63,224	$ -	$ 63,224	TOTAL SALARIES & BENEFITS				$ 63,224	$ -	$ 63,224	TOTAL SALARIES & BENEFITS				$ 63,224	$ -	$ 63,224	252,895	$ -	$ 252,895

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	7/1/2022	
Provider Name	Hamilton Families	
Program	Housing Solutions RRH	
F$P Contract ID#	1000019042	
Budget Name	ESG - RRH	

	Year 1			Year 2			Year 3			Year 4			All Years		
	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	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	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
Operating Expenses	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
Rental of Property		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
Utilities(Elec, Water, Gas, Phone, Scavenger)		$ -			$ -		$ -	$ -		$ -	$ -		$ -	$ -	$ -
Office Supplies, Postage		$ -			$ -		$ -	$ -		$ -	$ -		$ -	$ -	$ -
Building Maintenance Supplies and Repair		$ -			$ -		$ -	$ -		$ -	$ -		$ -	$ -	$ -
Printing and Reproduction		$ -			$ -		$ -	$ -		$ -	$ -		$ -	$ -	$ -
Insurance		$ -			$ -		$ -	$ -		$ -	$ -		$ -	$ -	$ -
Staff Training		$ -			$ -		$ -	$ -		$ -	$ -		$ -	$ -	$ -
Staff Travel-(Local & Out of Town)		$ -			$ -		$ -	$ -		$ -	$ -		$ -	$ -	$ -
Rental of Equipment		$ -			$ -		$ -	$ -		$ -	$ -		$ -	$ -	$ -
Transportation	$ 1,491	$ -	$ 1,491	$ 1,491	$ -	$ 1,491	$ 1,491	$ -	$ 1,491	$ 1,491	$ -	$ 1,491	$ 5,964	$ -	$ 5,964
		$ -			$ -		$ -			$ -			$ -	$ -	$ -
Consultants		$ -			$ -		$ -			$ -			$ -	$ -	$ -
		$ -			$ -		$ -			$ -			$ -	$ -	$ -
Subcontractors (First $25k Only)		$ -			$ -		$ -			$ -			$ -	$ -	$ -
		$ -			$ -		$ -			$ -			$ -	$ -	$ -
TOTAL OPERATING EXPENSES	$ 1,491	$ -	$ 1,491	$ 1,491	$ -	$ 1,491	$ 1,491	$ -	$ 1,491	$ 1,491	$ -	$ 1,491	$ 5,964	$ -	$ 5,964
Other Expenses (not subject to indirect cost %)															
One Time Carry Forward Subsidies	$ 123,177	$ -	$ 123,177		$ -		$ -	$ -		$ -	$ -		$ 123,177	$ -	$ 123,177
Rental Subsidies	$ 70,522	$ -	$ 70,522	$ 70,522	$ -	$ 70,522	$ 70,522	$ -	$ 70,522	$ 70,522	$ -	$ 70,522	$ 282,088	$ -	$ 282,088
Move-in assistance	$ 45,000	$ -	$ 45,000	$ 45,000	$ -	$ 45,000	$ 45,000	$ -	$ 45,000	$ 45,000	$ -	$ 45,000	$ 180,000	$ -	$ 180,000
Landlord mediation	$ 2,000	$ -	$ 2,000	$ 2,000	$ -	$ 2,000	$ 2,000	$ -	$ 2,000	$ 2,000	$ -	$ 2,000	$ 8,000	$ -	$ 8,000
Unspent carry forward to 21-22	$ (154,999)	$ -	$ (154,999)		$ -		$ -	$ -		$ -	$ -		$ (154,999)	$ -	$ (154,999)
Carry forward to 21-22		$ -		$ 154,999	$ -	$ 154,999	$ -	$ -		$ -	$ -		$ 154,999	$ -	$ 154,999
		$ -			$ -		$ -			$ -			$ -	$ -	$ -
TOTAL OTHER EXPENSES	$ 85,700	$ -	$ 85,700	$ 272,521	$ -	$ 272,521	$ 117,522	$ -	$ 117,522	$ 117,522	$ -	$ 117,522	$ 593,265	$ -	$ 593,265
Capital Expenses															
		$ -			$ -		$ -			$ -			$ -	$ -	$ -
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

HSH #3   Template last modified   9/1/2021

BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
ESG - RRH	**FY22-23**	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2022	6/30/2023

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Real Estate Specialist	0.25 $	14,040	Acquires unit/landlord leads and maintains landlord relationships. Works with Housing Navigation Specialists to match unit leads to families. Works with colleagues to ensure units pass HQS inspections and have all necessary paperwork.	$56160x.25 = $14,040	tbd
Stability Specialist	0.60 $	32,448	Supports families after move-in. Coaches families on SMART goal-setting in relation to income, education, and other spheres.	$54,080X.60=$32,448	tbd
	$	-			
TOTAL	0.85 $	46,488			
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total		
	$	16,736	salaries.		
Salaries & Benefits Total	$	63,224			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	$ -		
Office Supplies, Postage	$ -		
Building Maintenance Supplies and Repair	$ -		
Printing and Reproduction	$ -		
Insurance	$ -		
Staff Training	$ -		
Staff Travel-(Local & Out of Town)	$ -		
Rental of Equipment	$ -		
Transportation	$ 1,491	Expenses related to ransportation including Bart, clipper, muni, lyft, gas for vehicles, Fastrack, Zipcar, Uber, AC Transit and other regional transit systems	$124.24 per month x 12 =$1491
	$ -		
	$ -		
Consultants	$ -		
	$ -		
Subcontractors (First $25k Only)	$ -		
	$ -		
TOTAL OPERATING EXPENSES	$ 1,491		
Indirect Cost	15.0% $ 9,707		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
One Time Carry Forward Subsidies	$ -		
Rental Subsidies	$ 70,522		
Move-in assistance	$ 45,000		
Landlord mediation	$ 2.000		
Unspent carry forward to 21-22	$ -		
Carry forward to 21-22	$ -		
TOTAL OTHER EXPENSES	$ 117,522		

Capital Expenses	Amount	Justification	Calculation
	$ -		
TOTAL CAPITAL EXPENSES	$ -		

Admin Cost (HUD Agreements Only)	Amount	Justification	Calculation
TOTAL ADMIN EXPENSES	$ -		
Allowable Admin Cost	$ -		
Difference	$ -		

* Note: Per HUD CoC requirements, Administrative budgets may <u>only</u> be spent on specific HUD-authorized Eligible Costs, which include:

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	**(i)** Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
	(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Adminstrative Temp Agency, Outside Auditor	
	(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities	
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2022		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2024	4
Provider Name	Hamilton Families		
Program	Housing Solutions RRH		
F$P Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	8/1/2022		
Budget Name	HPA - General Fund		
	Current	**New**	
Term Budget	$ 1,111,891	$ 324,334	
Contingency	$ 1,191,953	$ 1,599,430	20%
Not-To-Exceed	$ 9,976,661	$ 9,596,581	

	Year 1			Year 2			Year 3			Year 4			All Years		
	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	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	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
Expenditures															
Salaries & Benefits	155,884	-	155,884	115,744	(115,744)	-	115,743	(115,743)	-	115,743	(115,743)	-	503,115	(347,231)	155,884
Operating Expense	25,384	-	25,384	18,621	(18,621)	-	18,621	(18,621)	-	18,621	(18,621)	-	81,247	(55,863)	25,384
Subtotal	181,268	-	181,268	134,365	(134,365)	-	134,364	(134,364)	-	134,364	(134,364)	-	584,362	(403,094)	181,268
Indirect Percentage	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%			
Indirect Cost (Line 21 X Line 22)	27,190	-	27,190	20,155	(20,155)	-	20,155	(20,155)	-	20,155	(20,155)	-	87,654	(60,464)	27,190
Other Expenses (Not subject to indirect %)	115,876	-	115,876	108,000	(108,000)	-	108,000	(108,000)	-	108,000	(108,000)	-	439,876	(324,000)	115,876
Capital Expenditure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	324,334	-	324,334	262,520	(262,520)	-	262,519	(262,519)	-	262,519	(262,519)	-	1,111,892	(787,558)	324,334
HSH Revenues (select)															
General Fund - Ongoing	262,519		262,519	262,519	(262,519)	-	262,519	(262,519)	-	262,519	(262,519)	-	1,050,076	(787,557)	262,519
General Fund - CODB			-			-			-			-			-
General Fund - One-Time Carryforward	53,939		53,939										53,939	-	53,939
Prop C - One-time COVID-19 Bonus Pay			-			-			-			-			-
General Fund - One-Time	7,876		7,876			-			-			-	7,876	-	7,876
HUD ESG (CFDA 14.231)			-			-			-			-			-
HUD ESG (CFDA 14.231) - One Time Carry Forward			-			-			-			-			-
Unspent			-			-			-			-			-
			-			-			-			-			-
Total HSH Revenues	324,334	-	324,334	262,519	(262,519)	-	262,519	(262,519)	-	262,519	(262,519)	-	1,111,891	(787,557)	324,334
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
			-			-			-			-		-	-
			-			-			-			-		-	-
			-			-			-			-		-	-
			-			-			-			-		-	-
			-			-			-			-		-	-
Total Other Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total HSH + Other Revenues	324,334	-	324,334	262,519	(262,519)	-	262,519	(262,519)	-	262,519	(262,519)	-	1,111,891	(787,557)	324,334
Rev-Exp (Budget Match Check)	-	-	-	-	-	-	-	-	-	-	-	-	-		-

Prepared by	Ronny Bruning-Miles
Phone	
Email	ronald.bruning-miles@sfgov.org

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2022
Provider Name	Hamilton Families
Program	Housing Solutions RRH
FSP Contract ID#	1000019042
Budget Name	HPA - General

POSITION TITLE	Year 1							Year 2							Year 3							Year 4							All Years		
	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021 Current/Actuals	7/1/2020 - 6/30/2021 Amendment	7/1/2020 - 6/30/2021 New	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022 Current/Actuals	7/1/2021 - 6/30/2022 Amendment	7/1/2021 - 6/30/2022 New	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023 Current/Actuals	7/1/2022 - 6/30/2023 Amendment	7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024 Current/Actuals	7/1/2023 - 6/30/2024 Amendment	7/1/2023 - 6/30/2024 New	7/1/2020 - 6/30/2024 Current/Actuals	7/1/2020 - 6/30/2024 Modification	7/1/2020 - 6/30/2024 New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
Associate Director of Intake	71,500	1.00	35%	0.35	25,025	-	25,025	71,500	1.00	35%	0.35	25,025	(25,025)	-	71,500	1.00	35%	0.35	25,025	(25,025)	-	71,500	1.00	35%	0.35	25,025	(25,025)	-	100,100	(75,075)	25,025
Homelessness Prevention Specialist	59,030	1.00	100%	1.00	59,030	-	59,030	59,030	1.00	50%	0.50	29,515	(29,515)	-	59,030	1.00	50%	0.50	29,515	(29,515)	-	59,030	1.00	50%	0.50	29,515	(29,515)	-	147,575	(88,545)	59,030
Housing Orientation Specialist	61,131	1.00	50%	0.50	30,566	-	30,566	61,131	1.00	50%	0.50	30,566	(30,566)	-	61,131	1.00	50%	0.50	30,566	(30,566)	-	61,131	1.00	50%	0.50	30,566	(30,566)	-	122,263	(91,697)	30,566
						-	-						-	-						-	-						-	-		-	-
						-	-						-	-						-	-						-	-		-	-
			TOTAL SALARIES		114,621	-	114,621			TOTAL SALARIES		85,106	(85,106)	-			TOTAL SALARIES		85,106	(85,106)	-			TOTAL SALARIES		85,106	(85,106)	-	369,938	(255,317)	114,621
			TOTAL FTE	1.85						TOTAL FTE	1.35						TOTAL FTE	1.35						TOTAL FTE	1.35						
			FRINGE BENEFIT RATE	36.00%			36.00%			FRINGE BENEFIT RATE	36.00%			36.00%			FRINGE BENEFIT RATE	36.00%			36.00%			FRINGE BENEFIT RATE	36.00%			36.00%			
			EMPLOYEE FRINGE BENEFITS		41,263	-	41,263			EMPLOYEE FRINGE BENEFITS		30,638	(30,638)	-			EMPLOYEE FRINGE BENEFITS		30,638	(30,638)	-			EMPLOYEE FRINGE BENEFITS		30,638	(30,638)	-	133,178	(91,914)	41,263
			TOTAL SALARIES & BENEFITS		155,884	-	155,884			TOTAL SALARIES & BENEFITS		115,744	(115,744)	-			TOTAL SALARIES & BENEFITS		115,743	(115,743)	-			TOTAL SALARIES & BENEFITS		115,743	(115,743)	-	503,115	(347,231)	155,884

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	7/1/2022
Provider Name	Hamilton Families
Program	Housing Solutions RRH
F$P Contract ID#	1000019042
Budget Name	HPA - General Fund

	Year 1			Year 2			Year 3			Year 4			All Years		
	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	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	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
Operating Expenses	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
Rental of Property	$ 25,384	$ -	$ 25,384	$ 18,621	$ (18,621)	$ -	$ 18,621	$ (18,621)	$ -	$ 18,621	$ (18,621)	$ -	$ 81,247	$ (55,863)	$ 25,384
Utilities(Elec, Water, Gas, Phone, Scavenger)		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
Office Supplies, Postage		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
Building Maintenance Supplies and Repair		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
Printing and Reproduction		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
Insurance		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
Staff Training		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
Staff Travel-(Local & Out of Town)		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
Rental of Equipment		$ -			$ -			$ -	$ -		$ -	$ -	$ -	$ -	$ -
		$ -			$ -			$ -			$ -		$ -	$ -	$ -
Consultants		$ -			$ -			$ -			$ -		$ -	$ -	$ -
		$ -			$ -			$ -			$ -		$ -	$ -	$ -
Subcontractors (First $25k Only)		$ -			$ -			$ -			$ -		$ -	$ -	$ -
		$ -			$ -			$ -			$ -		$ -	$ -	$ -
TOTAL OPERATING EXPENSES	$ 25,384	$ -	$ 25,384	$ 18,621	$ (18,621)	$ -	$ 18,621	$ (18,621)	$ -	$ 18,621	$ (18,621)	$ -	$ 81,247	$ (55,863)	$ 25,384
Other Expenses (not subject to indirect cost %)															
Eviction Prevention	$ 78,000	$ -	$ 78,000	$ 78,000	$ (78,000)		$ 78,000	$ (78,000)	$ -	$ 78,000	$ (78,000)	$ -	$ 312,000	$ (234,000)	$ 78,000
Rental Move-In Assistance	$ 30,000	$ -	$ 30,000	$ 30,000	$ (30,000)		$ 30,000	$ (30,000)	$ -	$ 30,000	$ (30,000)	$ -	$ 120,000	$ (90,000)	$ 30,000
Cost of Doing Business (CODB) One-Time	$ 7,876	$ -	$ 7,876		$ -			$ -	$ -		$ -	$ -	$ 7,876	$ -	$ 7,876
		$ -			$ -			$ -			$ -		$ -	$ -	$ -
TOTAL OTHER EXPENSES	$ 115,876	$ -	$ 115,876	$ 108,000	$ (108,000)	$ -	$ 108,000	$ (108,000)	$ -	$ 108,000	$ (108,000)	$ -	$ 439,876	$ (324,000)	$ 115,876
Capital Expenses															
		$ -			$ -			$ -			$ -		$ -	$ -	$ -
TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HSH #3												Template last modified			9/1/2021

BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
HPA - General Fund	**FY21-22**		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			7/1/2021	6/30/2022

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Associate Director of Intake	0.35	$ -			
Homelessness Prevention Specialist	0.50	$ -			
Housing Orientation Specialist	0.50	$ -			
		$ -			
		$ -			
TOTAL	1.35	$ -			
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total		
		$ -	salaries.		
Salaries & Benefits Total		$ -			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	$ -		
Office Supplies, Postage	$ -		
Building Maintenance Supplies and Repair	$ -		
Printing and Reproduction	$ -		
Insurance	$ -		
Staff Training	$ -		
Staff Travel-(Local & Out of Town)	$ -		
Rental of Equipment	$ -		
	$ -		
	$ -		
Consultants	$ -		
	$ -		
	$ -		
Subcontractors (First $25k Only)	$ -		
	$ -		
TOTAL OPERATING EXPENSES	$ -		
Indirect Cost 15.0%	$ -		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Eviction Prevention	$ -		
Rental Move-In Assistance	$ -		
Cost of Doing Business (CODB) One-Time	$ -		
TOTAL OTHER EXPENSES	$ -		

Capital Expenses	Amount	Justification	Calculation
	$ -		
TOTAL CAPITAL EXPENSES	$ -		

Admin Cost (HUD Agreements Only)	Amount	Justification	Calculation
TOTAL ADMIN EXPENSES	$ -		
Allowable Admin Cost	$ -		
Difference	$ -		

* Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	**(i)** Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
	(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Adminstrative Temp Agency, Outside Auditor	
	(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities	
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

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** 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 in the Permitted Subcontractors Appendix.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund	
Type	**Instructions and Examples of Documentation**
Salaries & Benefits	Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted. 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.
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

General Fund	
Type	**Instructions and Examples of Documentation**
	and documentation for any Operating line items that exceed $10,000. Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	**Instructions and Example of Documentation**
Rapid Rehousing	Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing. Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice. Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as: • Housing search and placement; • Housing stability case management; and/or • Mediation. Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.

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 $1/10^{th}$ per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.

2. All advance repayments must be recovered within the fiscal year for which it was made.

3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall be repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. **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	Date of Grant	Amount of Grant
DHSA-Housing Locator and Connector Services (CW) Participants	07/01/2021 - 06/30/2022	$5,288,100
DHSH-GF Housing Solutions RRH & HPA	7/1/2020 - 6/30/2024	$9,976,661
DHSH-HUD RRH	11/01/2019 - 10/31/2024	$6,419,116
DHSH-GF- (Shelter)	07/01/2020 - 6/30/2023	$9,866,240
Department of Agriculture-CACFP (Shelter)	10/1/2021 - 9/30/2022	$70,000
HAS-Holloway	7/01/2018 - 06/30/2022	$1,561,695
DHSH-GF (Transitional Housing)	07/01/2019 - 06/30/2024	$4,453,708
Department of Children Youth & Their Families	07/01/2018-06/30/2023	$2,000,000
DDC-Superior Court (Transitional Housing)	07/01/2021 - 06/30/2022	$71,623

Appendix E, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I. **Definitions**

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

A. **City**. City means the City and County of San Francisco.

B. **Subaward.** Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.1). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:
   i. Has programmatic decision-making responsibility within the scope of services of the Agreement;
   ii. May determine client eligibility for the Federal program;
   iii. In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.
   See 2 CFR §200.331 for more guidance.

C. **Third Party Subaward.** Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. **Contract and/or Subcontract.** Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:
   i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;
   ii. Does not determine client eligibility for the federal program; and
   iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.
   See 2 CFR §200.331 for more guidance.

E. **Third Party Subcontract.** Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. **Federal Changes**. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation

those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III. **Requirements for Pass-Through Entities.** *(2 CFR §200.332)*

A. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:
   i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;
   ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR CFR §200.332(3);
   iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration[1]) costs, paragraph (f);
   iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 § CFR 200.332(5)); and
   v. Appropriate terms and conditions concerning closeout of the Subaward per 2 § CFR 200.332(6).

B. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:
   i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
   ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;
   iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;
   iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

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[1] 2 CFR § 200.332(a)(1)(xiv)

<blockquote>

v.   Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and

vi.   Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.339 Remedies for noncompliance of this part and in program regulations.

</blockquote>

IV.   Procurement Compliance. *(2 CFR §200.318 through 200.326)*

A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:

    i.   General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;

    ii.   Providing full and open competition as per 2 CFR § 200.319; and

    iii.   Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V.   Cost Principles Compliance. *(2 CFR §200 Subpart E)*

A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:

    i.   Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

    ii.   Be incorporated into the official records of the Subrecipient;

    iii.   Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;

    iv.   Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;

    v.   Comply with the established accounting policies and practices of the Subrecipient;

    vi.   Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));

viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;

ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and

x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI. **Equal Employment Opportunity Compliance**. *Applicable to all construction agreements awarded in excess of $10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(C).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. **Davis-Bacon Act Compliance**. *Applicable to construction agreements in excess of $2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3418) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. **Copeland Anti-Kickback Act Compliance**. *Applicable to construction agreements in excess of $2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. **Contract Work Hours and Safety Standards**. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of $100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(E).*

A. **Compliance.** Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. **Overtime.** No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

C. **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of $10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

D. **Withholding for unpaid wages and liquidated damages.** The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. **Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests.** (*2 CFR §200 Appendix II(F) and 2 CFR §200.315*)

A. Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).

B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. Debarment and Suspension. *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(H))*

A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.

B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. Byrd Anti-Lobbying Certification. *(applicable for Subawards or Subcontracts in excess of $100,000; 2 CFR §200 Appendix II(I) and by inclusion, 45 CFR Part 93)*

A. Subrecipient hereby certifies, to the best of their knowledge and belief, that"
  i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
  ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative

agreements) and require that all recipients of such awards in excess of $100,000 shall certify and disclose accordingly.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

XIII. Single Audit Requirements

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the $750,000 threshold of Federal award expenditures for a Single Audit.

XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies

A. The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency's terms and conditions.

B. Further, all provisions of each Federal awarding agency's incorporation of the Uniform Guidance are also hereby incorporated as reference:
  i. U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
  ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
  iii. U.S. Department of Education: (no exceptions); and
  iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

I.   Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.

          A. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.

II.   Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.

III.   In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.

IV.   The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.

V.   Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).

City and County of San Francisco
Department of Homelessness and Supportive Housing

Summary

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) invites applications from qualified Applicants to deliver three elements of its Homelessness Response System (HRS): 1. Homelessness Prevention; 2. Rapid Rehousing; and 3. Emergency Shelter Services.

Schedule [1]

RFQ issued	December 4, 2019
Registration for Pre-Application Conference	December 10, 2019 by 5:00 pm
Pre-Application Conference [2]	December 12, 2019 at 1:30 pm
RFQ Questions Deadline	December 16, 2019 by 5:00 pm
RFQ Answers and Clarifications Published	December 19, 2019
Applications Due	January 7, 2020 by 12:00 pm
Intent to Award Grants Notification	March 2020
Grant Agreement Commences	July 1, 2020

RFQ Questions and Communications

Interested parties are directed **not** to contact any employees, agents, or officials of the City other than those specifically designated in this RFQ. No questions will be accepted after the RFQ Questions Deadline with the exception of Applicant-specific City vendor compliance form questions. All questions must be submitted by email to **HSHProcurements@sfgov.org** by the RFQ Questions Deadline.

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[1] Dates are subject to change. Check the San Francisco City Partner website for latest schedule at https://sfcitypartner.sfgov.org/pages/index.aspx.

[2] Pre-Application Conference in-person attendance is recommended. See Section 3. Pre-Application Information for more information.

Contents

1. Background

A. Intent

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) invites applications from qualified nonprofit Applicants to deliver three components of its Homelessness Response System (HRS): 1. Homelessness Prevention; 2. Rapid Rehousing; and 3. Emergency Shelter. These interventions provide assistance to prevent households from entering the HRS or, if they are already experiencing homelessness, to quickly help households secure a stable housing solution.

This RFQ will serve two purposes:
1. To qualify Applicants whose responses conform to this RFQ and meet the City's requirements; and
2. To make multiple grant awards to the Applicants selected as the most qualified whose responses conform to this RFQ and meet the City's requirements for an initial two-year term, beginning July 1, 2020.

Selected Grantees are expected to provide all services described in under each service component, as listed in this RFQ, in compliance with the funding requirements. Applicants may submit an application for one or more service components.

At this time, it is estimated that $1,240,000 million is available annually in U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) funding. Actual grant terms and amounts may vary based on funding availability, application contents, grant agreement negotiations, and Grantee performance, as well as future needs. HSH may extend agreements for a total term not to exceed ten years and change and/or increase funding amounts in accordance with City rules and regulations.

B. Terms and Acronyms Used in this RFQ

Term	Definition
Access Point (AP)	Access Points are localized community gateways into San Francisco's Homelessness Response System (HRS), which is the overall system of programs and housing opportunities for those experiencing homelessness. The Access Point staff will assess households for service needs and eligibility and provide Problem Solving, needs assessment, prioritization, and referrals to appropriate resources.
Adult	An adult is an individual experiencing homelessness over the age of 18, without the custody of a minor child. Adults include individuals, couples, seniors, and veterans.
At-Risk of Homelessness	The U.S. Department of Housing and Urban Development (HUD) designates a household as at-risk of homelessness if it has an income below 30 percent of the median family income for the area, as determined by HUD; does not have sufficient resources/networks to prevent it from moving into an emergency shelter or other places not meant for human habitation; and meets conditions as outlined in 24 CFR § 576.2.
City	The City refers to the City and County of San Francisco.
Coordinated Entry (CE)	CE organizes the Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method that directs participants to the appropriate resources and allows for data-driven decision-making and performance-based accountability. CE in San Francisco is organized to serve three subpopulations through Access Points: Adults, Family, and Youth.
Coordinated Homeless Assessment of Needs and Guidance through	Used in the Adult Shelter System by 311, Reservation Sites, and Resource Centers to make time-limited shelter reservations for single adults experiencing homelessness. Reservation Sites and Resource Centers create guest profiles in CHANGES before guests may access shelter. Guests are checked into shelter via CHANGES by shelter staff. CHANGES holds basic demographic information only. No

Term	Definition
Effective Services (CHANGES)	other guest level information is retained in CHANGES.
Department	The Department refers to the City and County of San Francisco Department of Homelessness and Supportive Housing (HSH), also referred to as HSH.
Emergency Solutions Grant Program (ESG)	ESG is a U.S. Department of Housing and Urban Development (HUD) grant program that provides street outreach, emergency shelter, and essential services related to emergency shelters to people experiencing homelessness, as well as homelessness prevention and rapid rehousing assistance.
Fair Market Rent (FMR)	FMRs are used to determine rent ceilings for rental units in the ESG program. HUD annually estimates FMRs which are effective at the start of the federal fiscal year (generally October 1). See: https://www.huduser.gov/portal/datasets/fmr.html.
Family/Families	Families include an adult and at least one natural, adoptive and/or foster child under the age of 18, and may include a significant other or a domestic partner. A family may also include a pregnant person, with or without a partner.
Habitability Standards	Habitability Standards are HUD-established minimum standards for safety, sanitation, and privacy in emergency shelters funded with ESG, and minimum habitability for housing under Rapid Rehousing and Homelessness Prevention.
Harm Reduction Model	Harm-reduction consists of working with households to set realistic goals that support them in reducing high-risk substance use and other behaviors. Abstinence from drugs or alcohol is not a pre-requisite for access to services nor required for continued access or eligibility for services.
Health Insurance Portability and Accountability Act (HIPAA)	The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established national standards for the protection of private health information.
Homeless	The U.S. Department of Housing and Urban Development (HUD) designates an individual or family household as homeless if it lacks a fixed, regular, and adequate nighttime residence. The definition also refers to an household who has a primary nighttime residence that is either a supervised publicly or privately operated shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings. HUD's Homeless Definition Final Rule further establishes specific categories of homelessness.
Homelessness Response System (HRS)	The HRS is an overall system of services to address homelessness managed by HSH. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. The system helps people exit homelessness by getting a house key into their hands as quickly as possible. Core components of the HRS include Coordinated Entry, Problem Solving, Street Outreach, Temporary Shelter, Housing, and Housing Ladder programs.
Household(s)	Household refers to an individual or family participant in the programs funded through grants awarded through this RFQ. This term is used interchangeably with participant throughout this RFQ.
Housing	Housing provides permanent solutions to homelessness through subsidies and housing placements. This may include time-limited supports, such as Rapid Rehousing, and time-flexible programs such as Rent Subsidies and Permanent Supportive Housing (subsidized housing with services).
Housing First	The Housing First strategy prioritizes providing housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and stabilize their lives. Housing First is

Term	Definition
	guided by the belief that housing is the solution to homelessness. Additionally, Housing First is based on the theory that participant choice is valuable in housing selection and supportive services participation. While Permanent Supportive Housing is the most commonly known Housing First program model, many other approaches fall under the Housing First umbrella.
Housing Ladder	Housing Ladder offers opportunities for tenants of Permanent Supportive Housing (PSH) to move outside of the Homelessness Response System (HRS).
Housing Quality Standards (HQS)	HQS is a federally-defined set of regulations setting forth basic housing quality standards (HQS) that all units must meet before assistance can be paid on behalf of a household and at least annually throughout the term of the assisted tenancy. HQS defines "standard housing" and establishes the minimum criteria necessary for the health and safety of participants.
Housing Stability Plan (HSP)	The Housing Stability Plan (HSP) includes the written details of the supports, activities, and resources required for households to achieve personal goals in which the primary focus is to work collaboratively with participants to develop and implement a plan to secure and sustain housing.
Housing-Focused Case Management (also known as Housing Stability Case Management under HUD ESG)	Housing-Focused Case Management is a required component of ESG programs, and must be provided under the Emergency Shelter, Rapid Rehousing and Homelessness Prevention components of ESG. These services provide assistance, as necessary, to help a household experiencing homelessness move as quickly as possible into permanent housing and achieve stability in that housing. This is also known as Housing Stability Case Management under the HUD ESG Rapid Re-Housing component.
HUD	HUD is the U.S. Department of Housing and Urban Development.
Medium-term Rental Assistance	Under HUD ESG, medium-term rental assistance is assistance for more than three months, but not more than 24 months.
Online Navigation and Entry System (ONE System)	The ONE System is the Homeless Management Information System (HMIS) data system used for all housing and services for people experiencing homelessness in San Francisco. Managed by HSH, the ONE System is a participant-level database that is used system-wide to track all HSH related services and housing placements.
Participant(s)	An individual or family/household that uses the program services covered in this RFQ. The term household is used interchangeably with participant in this RFQ.
Problem Solving	Problem Solving provides opportunities to prevent people from entering the Homelessness Response System (HRS) and to redirect people who can resolve their homelessness without the need for shelter or ongoing support. It may offer a range of supports including: Homeward Bound, family reunification, mediation, prevention services, and flexible Problem Solving funds.
Rapid Rehousing (RRH)	RRH is a housing program model that assists household, who are experiencing homelessness, to move quickly into permanent housing, usually to housing in the private market. It does so by offering housing search assistance, time-limited, and targeted services, and short-term rental assistance. RRH can be used here in San Francisco or in other communities if the participant chooses.
RFQ	RFQ is Request for Qualifications.
Shelter	A shelter is a facility with overnight sleeping accommodations, the primary purpose of which is to provide Temporary Shelter for people experiencing homelessness, in general or for specific population of persons experiencing homelessness.
Short-term Rental Assistance	Under HUD ESG, short-term rental assistance is assistance for up to three months.
Strategic Framework	The HSH Five-Year Strategic Framework outlines ambitious, yet achievable goals of the Department of Homelessness and Supportive Housing. It provides a roadmap

Term	Definition
	for reducing homelessness in San Francisco and making it a rare, brief, and one-time occurrence: http://hsh.sfgov.org/research-reports/framework/.
Street Homelessness	Street homelessness is defined as a person who is living outdoors, usually referring to those living on the streets or in encampments.
Temporary Shelter	Temporary Shelter provides temporary places for people to stay while accessing other services and seeking housing solutions. This may include shelters, Navigation Centers, Stabilization Beds, and Transitional Housing.
Transition Age Youth (TAY)	TAY is defined as an individual between the ages of 18 and 24, who is experiencing homelessness. These individuals often have specialized needs, different from those of adults or families, that must be considered when designing programs and services.
Trauma-Informed	Trauma-informed care is a strengths-based framework grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.
Unsheltered	An unsheltered individual is a person who is living in a place not meant for human habitation, including those living outdoors, in vehicles, or in encampments.
Veteran	An individual who has served in any branch of the U.S. Armed Forces.

C. Overview of HSH's Homelessness Response System (HRS)

The Homelessness Response System (HRS) is the overall network of services to address homelessness managed by HSH. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. Core components of the HRS include: Coordinated Entry, Street Outreach, Problem Solving, Temporary Shelter, Housing, and Housing Ladder.

Coordinated Entry (CE) is a key component of this response system. CE is a consistent, community-wide intake process to match people experiencing homelessness to available community resources that are the best fit for their situation. CE includes a clear set of entry points, a standardized method to assess and prioritize people needing assistance, and a streamlined process for rapidly connecting people to the best type of housing intervention to address their needs.

CE will fully integrate into the Online Navigation and Entry (ONE) System, San Francisco's Homeless Management and Information System (HMIS). The assessment will build upon the standard intake and be entered directly into ONE. Referrals to Rapid Rehousing, transitional and permanent housing will be made through the ONE System.

CE Access Points, which serve as the community connector to the HRS, offer direct services or provide referrals to services that assist eligible San Francisco households in resolving their homelessness or housing crisis. Access Points have four primary functions: 1. Eligibility screening for services; 2. Problem Solving to avoid entering the public shelter system; 3. Housing assessment and navigation to prioritize program participants based on living situation and vulnerabilities; and 4. Matching to determine eligibility for available housing opportunities and referral to a potential housing opportunity, based on eligibility and assessment results.

This coordinated process will dramatically reduce the burden placed on people experiencing homelessness by removing the necessity to seek assistance from every provider separately and instead streamline access to the resources in the HRS.

D. Overview of HSH's Strategic Framework and Statement of Need

In October 2017, HSH published its Strategic Framework. The Framework outlines the Department's top priorities for reducing homelessness by the end of 2022. It describes the key elements of a Homelessness

Response System designed to curb homelessness and looks at each of the three primary groups experiencing homelessness in San Francisco—adults, families with children, and youth—and what is needed to better meet the unique needs of each.

The Framework seeks to align existing and new programs within a system that treats homelessness as an emergency to be responded to quickly and effectively. To effectively implement this system-wide approach, all resources and programs must employ consistent, compassionate, and common-sense strategies with measurable goals. Using a system of CE, Problem Solving and prioritization, HSH and our partners will match resources to needs and ensure that those with the greatest challenges receive targeted assistance. Data and accountability will be built into the system. The strengths and dignity of people who are experiencing homelessness will be elevated throughout the system.

The Strategic Framework lays out our vision for significantly reducing homelessness in San Francisco and quickly getting house keys into as many hands as possible. Applicants are encouraged to familiarize themselves with the Framework, which can be found at hsh.sfgov.org. Through the provision of coordinated, compassionate, and high-quality services, HSH strives to make homelessness in San Francisco rare, brief, and one time.

E. Overview of HSH's Approach

Grantee shall incorporate applicable best practices in service provision to the population, as well as the concepts articulated in HSH's Strategic Framework, including, but not limited to:

1. Housing Focused - The system and all programs within it will use a Housing First, low barrier approach focused on ending homelessness for each household as quickly as possible.

2. People Focused - People should drive their solutions and the programs should focus on meeting their needs. Through shared assessment and a common front door, program participants should have a clear understanding of how to access services and what to expect from the system; participants should not be required to sign up for numerous waiting lists or approach multiple programs to receive help. Participant choice, strengths, and personal networks will be considered as part of finding the right solution.

3. Accountability - The system will be held accountable for results, using data to track to the goals and performance measures for each component and to ensure each participant is being well-served. HSH will evaluate progress and report to the community on a regular basis.

4. Stakeholder Informed - Decisions about design, implementation, and review of results will be carried out with collaboration and input from a broad range of unhoused and housed stakeholders.

5. Respectful - It is imperative that services be delivered in a respectful, appropriate manner. Best practices, such as strengths-based interviewing, trauma-informed care, and harm reduction, must be incorporated into all programs.

6. Data-Driven - Data will be used by all providers and the system as a whole to best serve each individual, assess the outcomes of programs, evaluate impact, inform changes, and guide investment to ensure we achieve maximum impact.

7. Targeted - The system will match people to the right level of assistance to end their homelessness. Not all people experiencing homelessness require the deepest level of intervention. HSH will focus on making the most efficient use of its resources by matching the right person to the right resource at the right time, using Prevention, Problem Solving, flexible subsidies, and Permanent Supportive Housing, depending on need.

8. Innovative - With the systems goals in mind, opportunities to adapt practices and innovative new strategies and approaches are encouraged and will be supported and evaluated.

9. Equitable - With mindfulness about the racism and bias that has disproportionately created homelessness among people of color and lesbian, gay, bisexual, transgender, and questioning (LGBTQ) people, HSH is committed to equity in the Department, system, and programs.

10. Urgent - Each household's homelessness should be treated as an emergency and the system will respond accordingly.

F. Funding Sources

The current source of funding for services provided under this RFQ is the HUD ESG program.

Future sources for services provided under this RFQ may include other federal, state, and local funds. Payment for all services provided in accordance with provisions under this RFQ shall be contingent upon the availability of funds for providing these services. The City shall not be required to provide any definite units of service nor does the City guarantee any minimum amount of funding for the services described in this RFQ.

2. Scope of Work

This section is a general guide to the work the City expects to be performed under ESG funding, and is not a complete listing of all services or requirements.[3]

A. Served Population and Eligibility

Eligibility for services under ESG depends on the housing or homeless status of the participant. All participants in ESG funded programs must meet the definition of homelessness or at-risk of homelessness, depending on the service category.

1. Homeless Prevention[4]

   In order to be eligible for Homeless Prevention assistance, participants must meet the criteria under the "at-risk of homelessness" definition; or meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in 24 CFR § 576.2.

   Homeless Prevention may be provided to households who are at-risk of homelessness and that meet one of the following conditions:
   a. Have moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
   b. Are living in the home of another because of economic hardship;
   c. Have been notified in writing that their right to occupy their current housing will be terminated within 21 days after the date of application for assistance;
   d. Live in a hotel or motel and the cost is not paid by charitable or governmental programs for low-income individuals;
   e. Live in a single room occupancy or efficiency apartment in which there reside more than two persons or lives in larger housing in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
   f. Are exiting a publicly funded institution or system of care; or
   g. Otherwise live in housing that has characteristics associated with instability and an increased risk of homelessness.

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[3] Duration of assistance and requirements differ based on funding source.
[4] See 24 CFR 576.103.

Grantee may also provide services to households who meet Category 2 or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless:
- Category 2: Households who will imminently lose their primary nighttime residence; and/or
- Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

2. Rapid Rehousing[5]
In order to receive Rapid Rehousing services, participants must meet the criteria under paragraph (1) of the "homeless" definition in CFR 24 § 576.2; or meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

Rapid Rehousing may be provided to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless:
- Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

3. Emergency Shelter[6]
In order to receive Emergency Shelter services, participants must meet the criteria under paragraph (1) of the "homeless" definition in CFR 24 § 576.2; or meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

Emergency Shelter may be provided to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless:
- Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

B. Referrals and Prioritization

1. Homelessness Prevention
Currently, participants enter Homelessness Prevention programs by presenting at the agencies that offer this service component to prevent entry into the HRS.

2. Rapid Rehousing

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[5] See 24 CFR 576.104.
[6] See 24 CFR 576.2.

All new participants will be referred by HSH via CE, which organizes the HRS. Grantee shall receive referrals from San Francisco's HRS. All program participants must be screened and assessed at an Access Point and referred for Rapid Rehousing by the San Francisco CE System.

All Rapid Rehousing referrals funded by HSH must be received solely from direct referrals through the CE System via the Online Navigation and Entry (ONE) System. Grantee shall work with any referred participant, regardless of barriers to housing or other challenges. This includes serving adults or families who may be unsheltered at the time of referral to or enrollment in the program.

3. Emergency Shelter
   All new households (e.g. families) will be referred by HSH via CE through the Family Access Points. The Access Point staff assesses households for service needs and eligibility, and conduct Problem Solving conversations. Access Points work to ensure those with the highest needs are able to access shelter and appropriate housing interventions.

   All single households (e.g. single adults) currently enter emergency shelter through HSH's current shelter reservation system. In order to enter, the single adult must be age 18 or over, and
   a. Have a CHANGES (or successor system) profile with basic demographic information, including photo and finger images, if available in the software system; and
   b. Have a current Tuberculosis (TB) screening clearance. This documentation must be updated annually, or as recommended by the Department of Public Health (DPH); and
   c. Be able to self-care, as defined by the DPH.

   Participants must obtain one-night or weekend reservations through HSH-authorized agencies, such as Shelter Reservation Sites or Resource Centers. For extended, time-limited reservations, participants must get on the Citywide Waitlist administered by 311.

C. Description of Services
ESG provides funding to improve the number and quality of emergency shelters; help to operate shelters; provide essential services to shelter residents; rapidly rehouse individuals and families; and prevent families and individuals from becoming homeless.

Grantee shall assess, arrange, coordinate, and monitor the delivery of individualized services to facilitate housing stability to assist participants in overcoming immediate barriers to obtaining housing.

All service components shall include Housing-Focused Case Management and may include Mediation, Legal Services, and/or Credit Repair.

a. Grantee shall provide Housing-Focused Case Management to work collaboratively with participants to develop and implement a plan to secure and sustain housing. Goals identified in the plan must be directly connected to housing stability or other challenges that might impact housing stability. Housing stability plans may include, but are not limited to actions and efforts to:
   • Search for and secure housing;
   • Increase income and employability;
   • Improve credit history and rental stability;
   • Address behavioral health issues that negatively impact housing stability; and
   • Access permanently affordable housing, including applying to appropriate wait lists.

   As part of Housing-Focused Case Management services:
   1) Grantee shall develop, secure, and coordinate services and assist participants in obtaining federal, state, and local benefits, including coordination with the employment specialist or social

worker, as appropriate. For those identified as CalWORKs participants, Grantee shall ensure coordination of services and promote cooperation with the CalWORKs plan.

  2) Grantee shall monitor and evaluate participant progress.
  3) Grantee shall provide information and referrals to other providers.

  b. Grantee may provide Mediation services to prevent a participant from losing permanent where the participant currently lives.

  c. Grantee may provide Legal Services to resolve legal problems that prohibit a participant from obtaining permanent housing or will result in a participant losing housing.

  d. Grantee may provide Credit Repair, as needed to assist participants with critical skills related to budgeting, money management, and resolving personal credit problems, but may not be used to pay debt.

1. <u>Homelessness Prevention</u>[7]:
   In addition to the above, under Homelessness Prevention, Grantee shall provide Homelessness Prevention to help participants regain stability in their current permanent housing or relocate into more appropriate housing options. Homelessness Prevention services shall include the components described below.

  a. Grantee shall provide Short-term and Medium-Term Rental Assistance.
  1) Grantee may provide short-term (for the duration of up to three months of rent) or medium-term (for more than three months, but not more than 24 months in a three year period) rental assistance, in which the rent does not exceed the Fair Market Rent (FMR) established by the federal HUD and complies with HUD's standard of rent reasonableness; or
  2) One-time payment of rental arrears for up to six months of rent in arrears, including any late fees on those arrears.

  b. Grantee shall provide Housing Search and Placement services, as necessary, throughout the housing search process, including assistance with locating, obtaining, and retaining suitable permanent housing.
  1) Grantee shall assess housing barriers, needs, and preferences.
  2) Grantee shall develop an action plan for locating housing.
  3) Grantee shall assist participants in navigating the leasing process, including helping participants resolve or mitigate participant screening barriers, such as rental and utility arrears or multiple evictions.
  4) Grantee shall recruit and retain landlord partners in the communities and neighborhoods where participants want to live.
  5) Grantee shall provide assistance with identifying available units.
  6) Grantee shall provide transportation to housing-related appointments, as needed.
  7) Grantee shall assist participants with obtaining necessary identification or other documents.
  8) Grantee shall assist participants in submitting housing applications.
  9) Grantee shall assess housing for compliance with ESG requirements for habitability[12], lead-based paint, and rent reasonableness.
  10) Grantee shall ensure that 100 percent of housing units pass Habitability Standards or Housing Quality Standards (HQS) inspections prior to issuance of ESG-funded rental assistance.
  11) Grantee shall negotiate with landlords to help participants gain access to housing.

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[7] See 24 CFR 576.103, 576.105, and 576.106

12) Grantee shall discuss housing options and assist participants in making an informed housing choice.
13) Grantee shall help participants locate and select housing with the lowest possible rents that can be expected to be covered by the household once assistance is no longer being provided.
14) Grantee shall assist participants with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease.
15) Grantee shall assist participants with setting up utilities and making moving arrangements.

1. Rapid Rehousing[8]:
   In addition to Housing-Focused Case Management, under Rapid Rehousing, Grantee shall provide Rapid Rehousing services to transition households from the assistance as quickly as possible while having a reasonable expectation that participants will be able to remain housed so that more participants may be served.

   A participant may be eligible to utilize rental assistance outside San Francisco if the participant prefers and if Grantee can guarantee continued delivery of services in that community.

   a. Grantee shall provide Housing Search and Placement services, as necessary, throughout the housing search process, including assistance with locating, obtaining, and retaining suitable permanent housing.
      1) Grantee shall assess housing barriers, needs, and preferences.
      2) Grantee shall develop an action plan for locating housing.
      3) Grantee shall assist participants in navigating the leasing process, including helping participants resolve or mitigate participant screening barriers, such as rental and utility arrears or multiple evictions.
      4) Grantee shall recruit and retain landlord partners in the communities and neighborhoods where program participants want to live.
      5) Grantee shall provide assistance with identifying available units.
      6) Grantee shall provide transportation to housing-related appointments, as needed.
      7) Grantee shall assist participants to obtain necessary identification or other documents.
      8) Grantee shall assist participants in submitting housing applications.
      9) Grantee shall assess housing for compliance with ESG requirements for habitability[12], lead-based paint, and rent reasonableness.
      10) Grantee shall ensure that 100 percent of housing units pass Habitability Standards or Housing Quality Standards (HQS) inspections prior to issuance of ESG funded Rental Assistance.
      11) Grantee shall negotiate with landlords to help participants gain access to housing.
      12) Grantee shall discuss housing options and assist participants in making an informed housing choice.
      13) Grantee shall help participants locate and select housing with the lowest possible rents that can be expected to be covered by the household once assistance is no longer being provided.
      14) Grantee shall assist participants with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease.
      15) Grantee shall assist participants with obtaining utilities and making moving arrangements.

   b. Grantee shall provide Short-term and Medium-Term Rental Assistance.
      1) Grantee shall provide short-term (for the duration of up to three months of rent) or medium-term (for more than three months, but not more than 24 months in a three year period) rental assistance**Error! Bookmark not defined.** in which the rent does not exceed the Fair Market Rent

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[8] See 24 CFR 576.104.

(FMR) established by the federal HUD and complies with HUD's standard of rent reasonableness; or

2) One-time payment of rental arrears for up to six months of rent in arrears, including any late fees on those arrears.

3. Emergency Shelter[9]:
Emergency Shelter services provide opportunities for providers to expand and enhance the essential services provided to Emergency Shelter participants. ESG may be used to provide a range of essential services or shelter operations[10].

a. In addition to Housing-Focused Case Management, Grantee may provide the following Essential Services:
1) Child care for participants, including meals and snacks, with appropriate development activities[11];
2) Education services to improve knowledge and literacy;
3) Employment assistance and job training, including employment screening or testing, job skills training, and financial assistance for the acquisition of vocational licensing/certifications;
4) Outpatient health services and medical treatment by licensed professionals;
5) Legal services by licensed attorneys regarding matters that interfere with the participant's ability to obtain and retain housing;
6) Life skills training including, but not limited to budgeting and managing money, managing a household, resolving conflict, shopping for food, and parenting;
7) Mental health and substance abuse treatment services to prevent, reduce, eliminate, or deter relapse of behavioral health issues provided by licensed or certified professionals;
8) Transportation to emergency shelters or other service facilities; and
9) Services for special populations, such as youth experiencing homelessness, victim services, and people living with HIV/AIDS, in accordance with 24 CFR 576.102.

b. Grantee may provide Shelter Operations, including:
i. Maintenance, including minor and routine repairs;
ii. Rental of shelter location;
iii. Security for shelter location;
iv. Insurance associated with shelter location;
v. Utilities at shelter location;
vi. Food served to program participants at shelter location; and
vii. Shelter furnishings.

D. Service Requirements

A. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.

B. Critical Incidents: Grantee shall report critical incidents in accordance with HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire,

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[9] See 24 CFR §576.102, §576.2.

[10] Grantee may also use utilize funding for the cost of shelter renovations including labor, materials, tools and other costs associated with major rehabilitation or conversion of a building into an emergency shelter.

[11] The childcare center must be licensed by the jurisdiction in which it operates. Children must be under the age of 13, unless they are disabled; disabled children must be under the age of 18.

acts of violence, or any other incidents which require the involvement of emergency services or Child Protective Services (CPS).

C. <u>Admission Policy</u>: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.

D. <u>Feedback, Complaint and Follow-up Policie</u>s: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess tenant satisfaction, and evaluate 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.

E. <u>Grievance Procedure</u>: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population, which shall include the following elements, as well as others that may be appropriate to the services:
   1. The name or title of the person or persons authorized to make a determination regarding the grievance;
   2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
   3. The amount of time required for each step, including when a participant can expect a response; and
   4. The HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

   Grantee shall provide a copy of this procedure, and any amendments thereto, to each participant over the age of 18 and obtain a signed copy of the form from participants which must be maintained in participant files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

F. <u>City Communications, Trainings and Meetings</u>
   Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:
   1. Regular communication to HSH about the implementation of the program;
   2. Attendance of quarterly HSH meetings, as needed; and
   3. Attendance of trainings, as requested.

G. <u>Data Standards</u>:
   1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (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.
   2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

3. 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 applicable Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

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

J. ESG Habitability and/or HQS Standards and Documentation:
   1. Grantee shall adhere to Habitability Standards or HQS standards and maintain documentation in each program participant's files.
   2. Grantee shall utilize habitability or HQS standards checklist in accordance with HUD requirements.[12]

K. ESG Income Verification and Eligibility:
   1. Grantee shall verify participant income after receipt of Access Point or self-referral, in the case of Homelessness Prevention, to ensure eligibility.
   2. Grantee shall recertify income eligibility for participants receiving rental assistance every three months at minimum, and more frequently when the participant's income reaches 25 percent of AMI.
   3. Grantee may renew the rental assistance if a participant demonstrates a need for further rental assistance during the recertification process.

L. ESG Rental Assistance Calculation: Grantee shall comply with 24 CFR 5.609 to determine rental assistance calculation.

M. ESG Match[13]: Grantee shall make matching contributions of 100 percent of the annual ESG funding to supplement ESG. Sources of match funds include any federal source other than ESG programs, as well as state, local and private sources. If matching funds are from a federal source, the funds must not be prohibited from matching ESG funds. If ESG funds are used as a source of matching funds for another federal program, that federal program funds cannot be used as a source of ESG match funds. Grantees shall provide match documentation at the time of grant execution, per HSH Program Manager instructions. Documentation shall indicate the fiscal year grant for which the matching contribution is being used. Records shall show how the value of noncash contributions was calculated.

For more information about the matching requirement, see 24 CFR 576.201. For more information about recordkeeping requirements, see 24 CFR 576.500.

E. Service and Outcome Objectives

1. Service Objectives

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[12] See 24 CFR part 576.403 (b).
[13] See 24 CFR 576.201.

Grantee shall report on the following objectives annually and meet the service objectives that align with the system-wide performance measures:

a. Number of individuals receiving rapid rehousing services, including case management, and housing placement;
b. Number of individuals receiving short-term rental assistance;
c. Number of individuals receiving financial assistance, including moving costs, security deposits, utilities, last month's rent;
d. Number of individuals and families receiving shelter services;
e. Number of individuals receiving tenant education and counseling;
f. Number of individuals receiving legal representation;
g. Number of individuals receiving assistance in accessing housing, including preparing for successful rental application; and
h. Number of households submitting an online application for Below Market Rate (BMR) rental housing.

2. Outcome Objectives
    Grantee shall report on the following objectives annually and meet the service objectives that align with the system-wide performance measures:

    a. Number of individuals whose evictions have been prevented;
    b. Number of individuals moved into more stable housing; and
    c. Number of households placed in BMR and affordable rental housing.

F. Reporting Requirements
Grantee shall submit all data and reports as required by HSH and HUD, in a timely and accurate manner.

A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.

B. Match Funds: Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs, per HSH instructions.

C. ONE System: Grantee shall input and track all performance measures in the ONE system, San Francisco's Homeless Management Information System (HMIS).
    1. Grantee shall use the ONE System to post program openings, to accept referrals, and to document notes in the ONE System so that the Access Points are able to update participants that have been referred.
    2. Grantee shall use the ONE System to enroll participants, complete annual assessments, and allow for program reporting.

D. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.

3. Pre-Application Information

A. Pre-Application Conference Attendance and Registration
In-person attendance is recommended. To register, please email **HSHProcurements@sfgov.org** with the organization name and number of attendees by December 10, 2019 by 5:00 pm.

At the Pre-Application Conference, the HSH will provide an overview of the RFQ package, submission requirements, and collect and answer questions about the RFQ.

B. Pre-Application Conference Time and Location
The Pre-Application Conference will be held at the date and time specified below:

December 12, 2019 at 1:30 pm
Department of Homelessness and Supportive Housing
1360 Mission Street, 2nd Floor
San Francisco, CA 94103

Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Application Conference shall not excuse the successful Applicant from any obligations of the RFQ or any subsequent agreement.

C. RFQ Questions Deadline
Upon conclusion of the Pre-Application Conference, questions or requests for interpretation will only be accepted by email to **HSHProcurements@sfgov.org** until the RFQ Questions Deadline, **December 16, 2019 by 5:00 pm**.

Applicant-specific questions about compliance with the City's vendor requirements in section 9. Standard City Vendor Forms, are not subject to the above deadline and may still be asked and answered by the contact designated in this RFQ.

D. RFQ Answers and Clarifications
A summary of the clarifications, questions and answers pertaining to this RFQ will be posted on the San Francisco City Partner website: https://sfcitypartner.sfgov.org/pages/index.aspx.

It is the responsibility of each Applicant to check for any RFQ Addenda, Question and Answer postings, and other updates posted regarding this RFQ.

4. Application Submission Requirements

A. Time and Place for Submission of Applications
Applications, including all related materials, both in electronic and hard copy format as detailed below, must be received by January 7, 2020, by 12:00 pm.

1. Electronic PDF Applications
   Applicants shall submit one completed electronic PDF file of the Appendix1: Application Template with requested attachments to **HSHProcurements@sfgov.org**. The electronic file title should include the RFQ number, the Applicant name, and service component (e.g. Homelessness Prevention, Rapid Rehousing, and Emergency Shelter Services).

2. Hard Copy Applications
   Applicants shall deliver or mail five hard copies of applications to:

   c/o Rachael McNamara
   Department of Homelessness and Supportive Housing
   1360 Mission Street, 2nd Floor
   San Francisco, CA 94103

Postmarks will not be considered in judging the timeliness of submissions. Applications submitted by email will not be accepted. Applications submitted by fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Supplemental documents or revisions submitted after the Applications Deadline will not be accepted.

B. Application Submission Format

Applicants must submit one Appendix 1: Application Template for each service category (e.g. Homelessness Prevention, Rapid Rehousing, and Emergency Shelter Services) and submit requested attachments in the format specified. This is necessary so that all applications can receive fair and consistent evaluation. Applications that do not follow the required format will not be considered. Information must be at a level of detail that enables effective evaluation by the Evaluation Panel. All Applicants must ensure that the application addresses the Grantee Selection criteria in Section 5.

Applicants must print double-sided to the extent possible and bind application copies with a binder clip or single staple. Application packages **must not** be bound with spiral binding, glued binding, or anything similar. It is preferred that text is unjustified (i.e., with a ragged-right margin) with Times New Roman 12 font.

C. Application Contents

The Applicant must submit one Appendix 1: Application Template for each service category for which it is applying (e.g. Homelessness Prevention, Rapid Rehousing, and Emergency Shelter Services):

Appendix 1: Application Template

1. Cover Page:
    1.1 Applicant Information: Organization Name, Address, Director and Contact Name, Email and Phone, Federal ID Number, Proposed Service Component, Requested Annual Budget Amount, and Description of Funding Use
    1.2 Certifications

2. Minimum Qualifications:
    The Applicant must demonstrate that it meets all of the Minimum Qualifications (MQs):
    2.1 Applicant must be a nonprofit organization *with* a minimum of five years of experience providing services to people experiencing homelessness or who are at imminent risk of homelessness; and
    2.2 Applicant must have at least two years of experience operating the proposed service category (e.g. Homelessness Prevention, Rapid Rehousing, or Emergency Shelter Services) within the past five years; and
    2.3 Applicant must demonstrate that it has matching contributions to supplement the ESG award in an amount that equals or exceeds 100 percent of the total requested annual ESG budget amount.[13]

5. Grantee Selection

This section describes the guidelines used for analyzing and evaluating Applications. It is the City's intent to qualify Applicant(s) that qualify applicants for the services in this RFQ. Qualified Applicants that provide the best overall service package to the City may be selected for agreement negotiations as funding becomes available. Applicant(s) who are qualified are not guaranteed an agreement. Applicant(s) selected for negotiations are not guaranteed an agreement. This RFQ does not in any way limit the City's right to solicit similar or identical services. The City may at a future date, should additional funding become available, elect to fund additional Applicants not originally selected for funding, or increase grant amounts to awarded Applicants.

A. Additional Information

In some instances, the City may request additional information from qualified Applicants prior to making a determination about qualification and/or agreement awards.

B. Minimum Qualifications

The Applicant must clearly demonstrate that it meets the Minimum Qualifications to be considered for qualification. The Applicant's responses to Minimum Qualifications in RFQ Appendix 1 will be reviewed on a pass/fail to determine eligibility for award.

The Minimum Qualifications determination will be solely based on the information submitted by the Applicant in Appendix 1: Application Template and required attachments. Insufficient or incomplete information will result in an Application being considered non-responsive. Responses of "To be provided upon request" or "To be determined" or "Confidential" or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable. Any Application that does not demonstrate that the Applicant meets the Minimum Qualifications for which it is applying will be issued a notice of non-responsiveness and will not be evaluated or eligible for grant award under this RFQ.

The City reserves the right to request clarifications from Applicants prior to rejecting an application for failure to meet the Minimum Qualifications. Clarifications are limited exchanges between the City and Applicant and will not provide an Applicant the opportunity to revise or modify its application.

6. Terms and Conditions for Receipt of Applications

A. Errors and Omissions in RFQ

Applicants are responsible for reviewing all portions of this RFQ. Applicants are to promptly notify the Department, in writing, if the Applicant discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the Department promptly after discovery, but in no event later than 72 hours prior to the Applications Deadline.

B. Inquiries Regarding RFQ

Applicants shall submit all questions concerning this RFQ, scope of services or requirements in writing by email only before the RFQ Questions Deadline and directed to: **HSHProcurements@sfgov.org**. All Applicant questions concerning the RFQ process shall be submitted no later than 72 hours prior to the Applications Deadline. Applicants who fail to do so will waive all further rights to protest based on these specifications and conditions.

C. Objections to RFQ Terms

Should an Applicant object on any ground to any provision or legal requirement set forth in this RFQ, the Applicant must, not less than 72 hours prior to the Applications Deadline, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of an Applicant to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFQ, prior to the Applications Deadline, by issuing Addenda to the RFQ, which will be posted at https://sfcitypartner.sfgov.org/pages/index.aspx. The Applicant shall be responsible for ensuring that its Application reflects any and all Addenda issued by the Department prior to the Applications Deadline regardless of when the application is submitted. Therefore, the City recommends that the Applicant consult the website frequently, including shortly before the Applications Deadline, to determine if the Applicant has downloaded all RFQ Addenda. It is the responsibility of the Applicant to check for any Addenda, Questions and Answers, and updates, which will be posted on the San Francisco City Partner website: https://sfcitypartner.sfgov.org/pages/index.aspx.

E. Term of Application

Submission of an application signifies that the proposed services and prices are valid for the duration of this RFQ and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Application

An Applicant may revise an application on the Applicant's own initiative at any time before the Application Deadline. The Applicant must submit the revised application in the same manner as the original. A revised application must be received on or before, but no later than the Application Deadline.

In no case will a statement of intent to submit a revised application, or commencement of a revision process, extend the Application Deadline for any Applicant. At any time during the application evaluation process, the Department may require an Applicant to provide oral or written clarification of its application. The Department reserves the right to make an award without further clarifications of applications received.

G. Errors and Omissions in Application

Failure by the Department to object to an error, omission, or deviation in the application will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any grant awarded pursuant to the RFQ.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

I. Applicant's Obligations under the Campaign Reform Ordinance

Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If an Applicant is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Applicant is prohibited from making contributions to:
• The officer's re-election campaign
• A candidate for that officer's office
• A committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2)

a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Qualification, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:
- Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to $5,000 and a jail term of not more than six months, or both.
- Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to $5,000.
- Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to $5,000 for each violation.

For further information, Applicants should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance
In accordance with San Francisco Administrative Code Section 67.24(e), contractors' bids, responses to RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records
If an Applicant is a non-profit entity that receives a cumulative total per year of at least $250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Applicant must comply with Chapter 12L. The Applicant must include in its application (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Applicant's meetings and records, and (2) a summary of all complaints concerning the Applicant's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Applicant shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Applicant's Chapter 12L submissions shall be grounds for rejection of the application and/or termination of any subsequent Agreement reached on the basis of the application.

L. Reservations of Rights by the City
The issuance of this RFQ does not constitute an agreement by the City that any grant will actually be entered into by the City. The City expressly reserves the right at any time to:
1. Waive or correct any defect or informality in any response, application, or application procedure;
2. Reject any or all applications;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the applications;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by an Applicant to observe any provision of this RFQ.

N. Local Business Enterprise Goals and Outreach
Due to federal funding for these services, LBE bid discounts will not be used in this RFQ.

O. Compliance with Previous Grant and Contract Requirements
Agencies submitting applications that have previously been granted by the City and County of San Francisco and/or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFQ. Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/grants may result in agency disqualification to participate in this RFQ.

P. Other Terms and Conditions
The selection of any Applicant for grant agreement negotiations shall not imply acceptance by the City of all terms of any application or response to this RFQ, which may be subject to further negotiation and approvals by the City.

If a satisfactory grant agreement cannot be negotiated in a reasonable time with the selected Applicant, then the City, in its sole discretion, may terminate negotiations and begin grant agreement negotiations with the next highest scoring Applicant or may continue competition among remaining Applicants without reinitiating the RFQ process.

The City reserves the right at any time to approve, disapprove, or modify proposed staffing, plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFQ.

This RFQ does not in any way limit the City's right to solicit grant agreements/contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the applications submitted in response to this RFQ are inadequate to satisfy its needs.

7. City Agreement Requirements

A. Standard Agreement Provisions
Grantee will be required to enter into a grant agreement. Failure to timely execute the agreement, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the agreement, shall be deemed an abandonment of a grant offer. The City, in its sole discretion, may select another Applicant.

Please see HSH's standard grant for more a sample agreement: http://hsh.sfgov.org/wp-content/uploads/G-100-Grant-Template-4-19-for-posting.pdf.

B. Nondiscrimination in Contracts and Benefits
Grantee will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available at http://sfgov.org/cmd/.

C. Companies Headquartered in Certain States

Grantee will be required to comply with San Francisco Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract agreement will be performed in any of those states. Applicants are hereby advised that Applicants which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract agreement will be performed in a state on the Covered State List may not enter into contract agreements with the City. A list of states on the Covered State List is available at the website of the City Administrator.

D. Minimum Compensation Ordinance (MCO)

Grantee will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

E. Health Care Accountability Ordinance (HCAO)

Grantee will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q. Grantees should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

F. First Source Hiring Program (FSHP)

If the contract is for more than $50,000, then the First Source Hiring Program, per the San Francisco Administrative Code Chapter 83 may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Grantee should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at http://oewd.org/first-source and from the First Source Hiring Administrator, at 415.701.4848.

G. Conflicts of Interest

The successful Applicant will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful Applicant will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful Applicant might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful Applicant that the City has selected the Applicant.

H. Insurance Requirements

Upon award, Grantee shall provide a copy of current insurance certificate naming the City as Additional Insured in a separate endorsement page, or submit evidence that it can obtain the following coverage and name the City as Additional Insured: (1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than $1,000,000 each accident, injury or illness; (2) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; Policy must include Abuse and Molestation coverage (3) Commercial Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and (4) Professional Liability Insurance for negligent acts, errors or omission with respect to professional or technical services with limits not less than $1,000,000 for each claim.

I. **Compliance with Municipal Codes**
Grantees that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into an agreement with the City. Some of the laws are included in this RFQ.

J. **Compliance with Laws and Regulations**
Grantee shall comply with all applicable federal, state, and local laws. In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on its Application prior to their delivery, it shall be the responsibility of the Awarded Provider to notify the City at once, indicating in its letter the specific regulation which required such alterations. The City reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Agreement.

K. **City's Approval Rights over Subcontractors and Subcontractor Payments**
The City has approval rights over the use of all Subcontractors. Applicants must identify all current Subcontractors in their Application. All current and future Subcontractors must conform to all City policies regarding Subcontractors. Furthermore, each Applicant, and subsequent Grantee, understands, acknowledges, and agrees that if it subcontracts with a third party for services, the Applicant accepts responsibility for full and prompt payment to the third party. Any dispute between the Applicant and the third party, including any payment dispute, will be promptly remedied by the Applicant. Failure to promptly remedy or to make prompt payment to a third party (Subcontractor) may result in the City's withholding of payment to the Grantee.

L. **Companies Headquartered in Certain States**
This RFQ is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the grant agreement will be performed in any of those states. Applicants are hereby advised that Applicants which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the grant agreement will be performed in a state on the Covered State List may not enter into grant agreements with the City. A list of states on the Covered State List is available at the website of the City Administrator: https://sfgsa.org/chapter-12x-state-ban-list.

8. Protest Procedures

The City reserves the right to proceed with its Grantee selection and/or negotiation process during any protest period. The City will cease its Grantee selection process only if and when it receives a notification of decision that is in favor of the protester.

A. **Protest of Non-Responsiveness Determination**

Within five business days of the City's issuance of a notice of non-responsiveness, any Applicant that has submitted an application and believes that the City has incorrectly determined that its application is non-responsive may submit a written notice of protest by email (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Applicant, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Grant Award

Within five business days of the City's issuance of a notice of intent to award grant(s) under this RFQ, any Applicant that has submitted a responsive application, and believes that the City has incorrectly selected another Applicant for award, may submit a written notice of protest by email (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) business day after the City's issuance of the notice of intent to award a grant(s).

C. Protest Submittal

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Applicant, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

All protests must be received by the due date. Protests **must** be submitted by email addressed to Gigi Whitley, Deputy Director for Administration and Finance for the Department of Homelessness and Supportive Housing at Gigi.Whitley@sfgov.org. Protests or notice of protests made by mail, orally (e.g., by telephone) or by FAX will not be considered.

9. Standard City Vendor Forms

A. How to Become Eligible to Do Business with the City

Proposer must fulfill the City's administrative requirements for doing business with the City and become a compliant supplier prior to contract award. Fulfillment is defined as completion, submission and approval by applicable City agencies of the forms and requirements referenced below.

Before the City can award any agreement to a Contractor, all vendors must become a City Vendor by meeting the requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

B. Mandatory Forms

In order to become eligible to do business with the City, vendors must first become an Approved Supplier by following the instructions on the San Francisco City Partner Become a Supplier page: https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx.

At a minimum, vendors will be required to complete the following steps:
1. Register to become a "Registered Bidder"
2. Complete a San Francisco Business Tax Registration
3. Complete a 12B Equal Benefits Declaration

To view step-by-step directions on how to become an Approved Supplier, visit
https://sfcitypartnersupport.sfgov.org/support/solutions/articles/11000022936-bidder-a-step-by-step-guide-to-becoming-an-approved-supplier.

Vendors must have:
1. A City-issued vendor/supplier number;
2. Have all compliance paperwork submitted and approved by the City; and
3. Have an executed agreement or purchase order before payments can be made.

Once a vendor/supplier number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's vendor/supplier portal.

The City and County of San Francisco requires vendors/suppliers to comply with multiple ordinances and provide proof of insurance coverage, including compliance with the below. Please visit https://sfgov.org/oca/qualify-do-business for a list of the forms and when they are required.

- Minimum Compensation Ordinance
- Health Care Accountability Ordinance
- Insurance Requirements
- Payment (Labor and Material Bond)
- Performance Bond
- Local Business Enterprise Program
- Sweatfree Contracting Ordinance
- Nondiscrimination in Contracts

San Francisco Ethics Commission

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

Received On:

File #: 240340

Bid/RFP #:

Notification of Contract Approval

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

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

1. FILING INFORMATION

TYPE OF FILING	DATE OF ORIGINAL FILING (*for amendment only*)
Original	

AMENDMENT DESCRIPTION – Explain reason for amendment

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

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

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Dylan Schneider	628-652-7742
FULL DEPARTMENT NAME	**DEPARTMENT CONTACT EMAIL**
HOM Homelessness and Supportive Housing	dylan.schneider@sfgov.org

5. CONTRACTOR	
NAME OF CONTRACTOR Hamilton Families	**TELEPHONE NUMBER** 415-321-2612
STREET ADDRESS (including City, State and Zip Code) 2567 Mission Street, San Francisco CA 94110	**EMAIL**

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	**ORIGINAL BID/RFP NUMBER**	**FILE NUMBER (*If applicable*)** 240340

DESCRIPTION OF AMOUNT OF CONTRACT

$21,903,359

NATURE OF THE CONTRACT *(Please describe)*

The 2nd amendment to the grant agreement between Hamilton Families and the Department of Homelessness and Supportive Housing ("HSH") for family rapid re-housing services through the Housing Solutions program; extending the grant term by 72 months from June 30, 2024, for a total term of July 1, 2020, through June 30, 2030; increasing the agreement/contract amount by $12,306,778 for a total amount not to exceed $21,903,359.

7. COMMENTS

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

9. AFFILIATES AND SUBCONTRACTORS

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Noon	Kyriell	CEO
2	Sanders	Valrie	CFO
3	Kim	Kenneth	COO
4	Buck	Paige	Board of Directors
5	Bloom	Marissa	Board of Directors
6	Jackson	Rebecca	Board of Directors
7	Bernstein	Ruth	Board of Directors
8	Boutiette	Dale	Board of Directors
9	Goldin	David	Board of Directors
10	Kurtze	DJ	Board of Directors
11	Lane	Jessica	Board of Directors
12	Maidenberg	Ted	Board of Directors
13	Moreno	Karina	Board of Directors
14	Toland	Susan	Board of Directors
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9. AFFILIATES AND SUBCONTRACTORS

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

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

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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☐ Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.

10. VERIFICATION

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

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

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

From: Trejo, Sara (MYR)
To: BOS Legislation, (BOS)
Cc: Paulino, Tom (MYR); Schneider, Dylan (HOM); Cohen, Emily (HOM); Miller, Bryn (HOM)
Subject: Mayor -- Resolution -- Hamilton Families - Housing Solutions Amendment
Date: Tuesday, April 2, 2024 2:52:53 PM
Attachments: Resolution - Hamilton Families - Housing Solutions.docx
Resolution - Hamilton Families - Housing Solutions - DocuSigned.pdf
Original Agreement - Housing Solutions.pdf
First Amendment - Housing Solutions.pdf
Proposed Second Amendment - Housing Solutions.pdf
Form 126 - Hamilton Families - 2nd Amendment.pdf
RFQ #127.pdf

Hello Clerks,

Attached is a Resolution approving the second amendment to the grant agreement between Hamilton Families and the Department of Homelessness and Supportive Housing ("HSH") for family rapid re-housing services through the Housing Solutions program; extending the grant term by 72 months from June 30, 2024, for a total term of July 1, 2020, through June 30, 2030; increasing the agreement/contract amount by $12,306,778 for a total amount not to exceed $21,903,359; and authorizing HSH to enter into any amendments or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Best regards,

Sara Trejo
Legislative Aide
Office of the Mayor
City and County of San Francisco
415.554.6141 I sara.trejo@sfgov.org