

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

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

THIS AMENDMENT of the **July 1, 2018** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **HOMELESS PRENATAL PROGRAM** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Proposal #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, 2018 between Grantee and City; and **First Amendment**, dated July 1, 2021.
 - (b) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided, and Appendix B, Budget.
 - (c) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.

3. 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 **July 1, 2018** and expire on **June 30, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2018** and expire on **September 30, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (b) The City has options to renew the Agreement for up to four additional years and nine months. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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

4.2 Grantee's Personnel.

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

(b) **Grantor Vaccination Policy.**

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

(2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

(3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:

A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or

obtain from Grantee an exemption based on medical or religious grounds; and

- B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

2.3 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 Thousand Dollars (\$9,900,000)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Seven Hundred Seven Thousand Seven Hundred Sixteen Dollars (\$1,707,716)** 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 Appendices A and A-1, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the

Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

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

5.4 Reserved (State or Federal Funds).

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Thousand Dollars (\$9,900,000)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eighty Nine Thousand Nine Hundred Thirty Dollars (\$89,930)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

5.4 Reserved (State or Federal Funds)

2.4 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.

2.5 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.

2.10 Section 16.13 Working with Minors is hereby added to this Agreement.

16.13 Working with Minors. In accordance with California Public Resources Code Section 5164, if Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach, Contractor

shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Grantee, or any subgrantee, is providing services to the City involving the supervision or discipline of minors or where Grantee, or any subgrantee, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Grantee and any subgrantee shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this section and Section 16.16, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

2.11 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.

2.12 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 (July 1, 2023)
Appendix B, Budget (July 1, 2023)
Appendix C, Method of Payment (July 1, 2023)
Appendix D, Interests in Other City Grants (July 1, 2023)

- 2.13 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.

- 2.14 Appendix A, Services to be Provided and Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in their entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2023 to September 30, 2023.
- 2.15 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of July 1, 2018 to September 30, 2023.
- 2.16 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2023).
- 2.17 Appendix D, Interest is Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants**, (dated July 1, 2023).
- 2.18 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

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

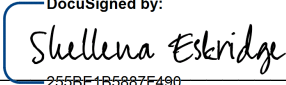
CITY

GRANTEE

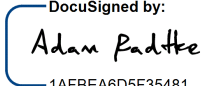
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

HOMELESS PRENATAL PROGRAM

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
255BE1B5887F490...
Shellena Eskridge
Executive Director
City Supplier Number: 45703

Approved as to Form:
David Chiu
City Attorney

By: 
1AFBEA6D5E35481...
Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Homeless Prenatal Program
Homelessness Prevention Assistance
July 1, 2023 to September 30, 2023**

I. Purpose of Grant

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

II. Served Population

Grantee shall serve households who are at the highest risk of becoming homeless, as defined by HSH’s vulnerability assessment questionnaire. ¹

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

III. Referral and Prioritization

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

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

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

IV. Description of Services

Grantee shall provide services to the total number of households as described in Appendix B, Budget (“Number Served” tab). Grantee shall provide the following services:

A. Problem Solving Conversation:

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

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

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

support network. Problem Solving can offer a range of flexible, financial, and non-financial assistance to support a housing resolution.

B. Homelessness Prevention Platform (HPP):

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

C. Flexible Financial Assistance:

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

1. Grantee shall issue flexible financial assistance in line with the following listed in the Guide:
 - a. Allowable expenditure categories
 - b. Allowable payment types
 - c. Allowable limits/frequency
 - d. Allowable and required documentation
2. Grantee shall issue flexible financial assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.

C. Housing-Focused Case Management:

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

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

V. Location and Time of Services

Grantee shall provide services at 2500 18th Street, San Francisco, CA, Monday through Friday from 9:00 a.m. to 5:00 p.m., with the exception of holidays. Services may be provided at additional times and locations, as needed.

VI. Service Requirements

- A. Translation and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services 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>.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- D. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance of HSH meetings, as requested; and
 3. Attendance of trainings, as requested.
- E. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and

emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

G. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards¹.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 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.

H. Record Keeping, Documentation, and Files:

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

I. Homelessness Prevention Platform: Grantee shall enter into a “User Participation, Data Sharing and Confidentiality Agreement” with Bay Area Community Services

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

(BACS) for access to the “Homelessness Prevention Platform” (HPP) and must remain in compliance with BACS Agreement terms in order to have continued access and use of the HPP.

- J. Vulnerability Assessment: Grantee shall use HSH’s vulnerability assessment questionnaire to determine eligibility and assess households seeking targeted Homelessness Prevention Assistance services. The vulnerability assessment questionnaire is subject to ongoing system analysis that will be used to evaluate outcomes and guide necessary changes in assessment criteria.
- K. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the ongoing development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional strategy to homelessness prevention and includes a focus on best practices and evidence-based programming.
- L. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- M. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

VII. Service Objectives

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

- A. Grantee shall have an initial Problem Solving conversation with 100 percent of households seeking services.
- B. Grantee shall complete a vulnerability assessment with a minimum of 270 households.
- C. Grantee shall provide targeted Homelessness Prevention Assistance to a minimum of 280 households.
- D. Grantee shall refer 100 percent of households not eligible for targeted Homelessness Prevention Assistance to an Access Point or other type of financial or housing assistance, as appropriate.

- E. Grantee shall refer and connect 100 percent of households in need of mediation or legal services and advocacy to relevant services, as appropriate.
- F. Grantee shall issue 100 percent of Flexible Financial Assistance within five business days from application approval and in accordance to the HSH Homelessness Prevention Guide.
- G. Grantee shall provide Housing Focused Case Management to 100 percent of eligible and interested households.
- H. Grantee shall complete a Housing Stability plan, including a basic household budget, for 100 percent of households receiving Housing Focused Case Management services.

VIII. Outcome Objectives

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

- A. 65 percent of households remain stably housed from program enrollment to program exit;
- B. 75 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 6 months after assistance ends;
- C. 60 percent of households who received targeted Homelessness Prevention Assistance did not access services from the Homelessness Response System 12 months after assistance ends;
- D. At least 30 percent of households who received Housing Focused Case Management will increase their monthly income (earned and/or unearned income) from program enrollment to program exit; and
- E. At least 65 percent of households who received Housing Focused Case Management will have a successful connection to one or more community resources like legal services, mediation, public benefits, and/or behavioral health services from program enrollment to program exit.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, including but not limited to the ONE system and CARBON.

- B. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- C. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- D. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, at any time, such as, but not limited to, review of the following, served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency

Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	K	N	S	T	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														Page 1 of 11
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2023													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2018	6/30/2023	5											
6	Amended Term	7/1/2018	9/30/2023	6											
7	Provider Name	Homeless Prenatal Program													
8	Program	Homelessness Prevention													
9	FSP Contract ID#	1000012859													
10	Action (select)	Amendment													
11	Effective Date	7/1/2023													
12	Budget Names	General Fund - Homelessness Prevention, Prop C - Homelessness Prevention, One-Time - Prop C - Bonus Pay													
13		Current	New												
14	Term Budget	\$ 9,079,693	\$ 9,810,070												
15	Contingency	\$ 820,307	\$ 89,930												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000												
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years			
17				7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023	
18				Current	Current	Current	Current	New	Current	Amendment	New	Current	Amendment	New	
19	Expenditures														
20	Salaries & Benefits	\$ 322,461	\$ 352,076	\$ 381,550	\$ 889,695	\$ 966,630	\$ -	\$ 238,336	\$ 238,336	\$ 2,912,412	\$ 238,336	\$ 2,912,412	\$ 238,336	\$ 3,150,748	
21	Operating Expense	\$ 28,770	\$ 24,370	\$ 1,201	\$ 45,344	\$ 33,348	\$ -	\$ 8,337	\$ 8,337	\$ 133,033	\$ 8,337	\$ 133,033	\$ 8,337	\$ 141,370	
22	Subtotal	\$ 351,231	\$ 376,446	\$ 382,751	\$ 935,039	\$ 999,978	\$ -	\$ 246,673	\$ 246,673	\$ 3,045,445	\$ 246,673	\$ 3,045,445	\$ 246,673	\$ 3,292,118	
23	Indirect Percentage														
24	Indirect Cost (Line 22 X Line 23)	\$ 52,685	\$ 58,467	\$ 57,413	\$ 140,256	\$ 149,997	\$ -	\$ 37,001	\$ 37,001	\$ 458,816	\$ 37,001	\$ 458,816	\$ 37,001	\$ 495,817	
25	Other Expenses (Not subject to indirect %)	\$ 396,972	\$ 390,020	\$ 385,469	\$ 1,750,239	\$ 2,651,531	\$ -	\$ 446,703	\$ 446,703	\$ 5,574,231	\$ 446,703	\$ 5,574,231	\$ 446,703	\$ 6,020,935	
26	Capital Expenditure	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures	\$ 801,488	\$ 825,533	\$ 825,633	\$ 2,825,533	\$ 3,801,506	\$ -	\$ 730,377	\$ 730,377	\$ 9,079,693	\$ 730,377	\$ 9,079,693	\$ 730,377	\$ 9,810,070	
29															
30	HSH Revenues* (select)														
31	General Fund - Ongoing	\$ 801,488	\$ 825,533	\$ 825,533	\$ 825,533	\$ 897,840	\$ -	\$ 224,460	\$ 224,460	\$ 4,175,927	\$ 224,460	\$ 4,175,927	\$ 224,460	\$ 4,400,387	
35	Prop C - Ongoing	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,023,666	\$ -	\$ 505,917	\$ 505,917	\$ 4,023,666	\$ 505,917	\$ 4,023,666	\$ 505,917	\$ 4,529,583	
37	Prop C - One Time	\$ -	\$ -	\$ -	\$ -	\$ 880,000	\$ -	\$ -	\$ -	\$ 880,000	\$ -	\$ 880,000	\$ -	\$ 880,000	
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues	\$ 801,488	\$ 825,533	\$ 825,633	\$ 2,825,533	\$ 3,801,506	\$ -	\$ 730,377	\$ 730,377	\$ 9,079,693	\$ 730,377	\$ 9,079,693	\$ 730,377	\$ 9,810,070.00	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52	Total Adjusted Salary FTE (All Budgets)							11.77				2.87			
53															
54	Prepared by	Beverly Ashworth													
55	Phone	415-546-6756 ext. 328													
56	Email	beverlyashworth@homelessprenatal.org													

	A	B	C	D	E	H	K	N	Q	R	S	T	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																Page 2 of 11
2	APPENDIX B, BUDGET																
3	Document Date	7/1/2023		Duration													
4	Contract Term	Begin Date	End Date	(Years)													
5	Current Term	7/1/2018	6/30/2023	5													
6	Amended Term	7/1/2018	9/30/2023	6													
7	Provider Name	Homeless Prenatal Program															
8	Program	Homelessness Prevention															
9	FSP Contract ID#	1000012859															
10	Action (select)	Amendment															
11	Effective Date	7/1/2023															
12	Budget Name	General Fund - Homelessness Prevention															
13		Current	New														
14	Term Budget	\$ 4,175,927	\$ 4,400,387														
15	Contingency	\$ 820,307	\$ 89,930														
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000														
				Year 1	Year 2	Year 3	Year 4	Year 5			Year 6			All Years			
17				7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023	
18				Current	Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	
19	Expenditures																
20	Salaries & Benefits	\$ 322,461	\$ 352,076	\$ 381,550	\$ 370,019	\$ 428,929	\$ -	\$ 428,929	\$ -	\$ 103,910.30	\$ 103,910.30	\$ 1,855,035	\$ 103,910	\$ 1,958,945			
21	Operating Expense	\$ 28,770	\$ 24,370	\$ 1,201	\$ 20,800	\$ 4,548	\$ -	\$ 4,548	\$ -	\$ 1,137.00	\$ 1,137.00	\$ 79,689	\$ 1,137	\$ 80,826			
22	Subtotal	\$ 351,231	\$ 376,446	\$ 382,751	\$ 390,819	\$ 433,477	\$ -	\$ 433,477	\$ -	\$ 105,047.30	\$ 105,047.30	\$ 1,934,724	\$ 105,047	\$ 2,039,771			
23	Indirect Percentage	15.00%	15.53%	15.00%	15.00%	15.00%		\$ 0	0.00%		15.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 52,685	\$ 58,467	\$ 57,413	\$ 58,623	\$ 65,021	\$ (0)	\$ 65,021	\$ -	\$ 15,757	\$ 15,757	\$ 292,208	\$ 15,757	\$ 307,965			
25	Other Expenses (Not subject to indirect %)	\$ 396,972	\$ 390,020	\$ 385,369	\$ 376,092	\$ 399,342	\$ -	\$ 399,342	\$ -	\$ 103,656	\$ 103,656	\$ 1,947,795	\$ 103,656	\$ 2,051,451			
26	Capital Expenditure	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200			
28	Total Expenditures	\$ 801,488	\$ 825,533	\$ 825,533	\$ 825,533	\$ 897,840	\$ (0)	\$ 897,840	\$ -	\$ 224,460	\$ 224,460	\$ 4,175,927	\$ 224,460	\$ 4,400,387			
29																	
30	HSH Revenues (select)																
31	General Fund - Ongoing	\$ 801,488	\$ 825,533	\$ 825,533	\$ 825,533	\$ 897,840	\$ -	\$ 897,840	\$ -	\$ 224,460	\$ 224,460	\$ 4,175,927	\$ 224,460	\$ 4,400,387			
38								\$ -			\$ -	\$ -	\$ -	\$ -			
39								\$ -			\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 801,488.00	\$ 825,533.00	\$ 825,533.00	\$ 825,533.00	\$ 897,840.00	\$ -	\$ 897,840	\$ -	\$ 224,460	\$ 224,460	\$ 4,175,927.00	\$ 224,460.00	\$ 4,400,387.00			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52																	

		A	F	M	T	AA	AD	AE	AF	AG	AH	AK	AL	AM	AN	AO	AP	AQ	BT	BU	BV												
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				Page 3 of 11	Page 3 of 11											
2	SALARY & BENEFIT DETAIL																																
3	Document Date	7/1/2023																															
4	Provider Name	Homeless Prenatal Program																															
5	Program	Homelessness Prevention																															
6	FSP Contract ID#	1000012859																															
7	Budget Name	General Fund - Homelessness Prevention																															
8		Year 1				Year 2				Year 3				Year 4				Year 5				EXTENSION YEAR				Year 6				All Years			
9	POSITION TITLE	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	Agency Totals				For HSH Funded Program				Agency Totals				For HSH Funded Program				7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023						
10		Current	Current	Current	Current	Current				Current				Current				Amendment	New	Current	Modification	New											
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary													
12	Housing Associate	\$ 44,000	\$ 50,000	\$ 51,500	\$ 53,812	\$ 59,008.00	\$ 1.00	59%	0.59	\$ 35,000.00	\$ 59,008.00	1.00	15%	0.15	\$ 8,750	\$ 8,750	\$ 234,312	\$ 8,750	\$ 243,062														
13	Housing Associate	\$ 23,320	\$ 24,019	\$ 51,500	\$ 26,394	\$ 59,008.00	\$ 1.00	59%	0.59	\$ 35,000.00	\$ 59,008.00	1.00	15%	0.15	\$ 8,750	\$ 8,750	\$ 160,233	\$ 8,750	\$ 168,983														
14	Housing Associate	\$ 22,000	\$ 22,660	\$ 30,160	\$ 26,394	\$ 59,008.00	\$ 1.00	59%	0.59	\$ 35,000.00	\$ 59,008.00	1.00	15%	0.15	\$ 8,750	\$ 8,750	\$ 136,214	\$ 8,750	\$ 144,964														
15	Housing Associate	\$ -	\$ -	\$ -	\$ 26,523	\$ 59,008.00	\$ 1.00	59%	0.59	\$ 35,000.00	\$ 59,008.00	1.00	15%	0.15	\$ 8,750	\$ 8,750	\$ 61,523	\$ 8,750	\$ 70,273														
16	Client Services Case Manager	\$ 50,155	\$ 50,000	\$ 34,100	\$ 53,812	\$ 59,008.00	\$ 1.00	100%	1.00	\$ 59,008.00	\$ 59,008.00	1.00	25%	0.25	\$ 14,752	\$ 14,752	\$ 247,075	\$ 14,752	\$ 261,827														
17	Client Services Case Manager	\$ 46,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -			\$ -	\$ -	\$ 146,000	\$ -	\$ 146,000														
18	Housing Services Program Director	\$ 38,978	\$ 40,147	\$ 64,955	\$ 54,075	\$ 81,660.00	\$ 1.00	84%	1.00	\$ 53,187.00	\$ 81,660.00	1.00	16%	0.16	\$ 13,297	\$ 13,297	\$ 251,342	\$ 13,297	\$ 264,639														
19	Director of Housing and Partnerships	\$ 9,476	\$ 13,845	\$ 13,845	\$ 29,417	\$ 143,813.00	\$ 1.00	13%	0.13	\$ 19,305.00	\$ 143,813.00	1.00	3%	0.03	\$ 4,826	\$ 4,826	\$ 85,888	\$ 4,826	\$ 90,714														
20	Housing Services Team Lead	\$ 4,320	\$ 4,800	\$ 1,180	\$ -	\$ 62,000.00	\$ 1.00	35%	0.35	\$ 21,700.00	\$ 62,000.00	1.00	9%	0.09	\$ 5,425	\$ 5,425	\$ 32,000	\$ 5,425	\$ 37,425														
21	Evaluation & Implementation Manager	\$ 6,800	\$ 8,000	\$ 8,000	\$ 8,186	\$ 95,200.00	\$ 1.00	10%	0.10	\$ 9,520.00	\$ 95,200.00	1.00	3%	0.03	\$ 2,380	\$ 2,380	\$ 40,506	\$ 2,380	\$ 42,886														
22	Housing Intern (No fringe for this position)	\$ 13,700	\$ 13,700	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -			\$ -	\$ -	\$ 27,400	\$ -	\$ 27,400														
23	Housing Services Assistant Program Manager	\$ -	\$ -	\$ -	\$ 4,785	\$ -	\$ -			\$ -	\$ -	\$ -			\$ -	\$ -	\$ 4,785	\$ -	\$ 4,785														
24	Deputy Director	\$ -	\$ -	\$ -	\$ 12,618	\$ 186,437.00	\$ 1.00	9%	0.09	\$ 16,779.50	\$ 186,437.00	1.00	2%	0.02	\$ 4,195	\$ 4,195	\$ 29,397	\$ 4,195	\$ 33,591														
25	Client Services Program Asst Director	\$ -	\$ -	\$ -	\$ -	\$ 70,635.00	\$ 1.00	30%	0.30	\$ 21,190.50	\$ 70,635.00	1.00	8%	0.08	\$ 5,298	\$ 5,298	\$ 21,191	\$ 5,298	\$ 26,488														
26		\$ 258,749	\$ 277,171	\$ 305,240	\$ 296,015	TOTAL SALARIES				\$ 340,689.50	TOTAL SALARIES				\$ -	\$ 85,172.38	\$ 85,172.38	\$ 1,477,864	\$ 85,172	\$ 1,563,037													
27						TOTAL FTE				\$ 5.33	TOTAL FTE				1.25																		
28		24.62%	27.02%	25.00%	25.00%	FRINGE BENEFIT RATE				\$ 0.259	FRINGE BENEFIT RATE				22.00%	22.00%																	
29		\$ 63,712	\$ 74,905	\$ 76,310	\$ 74,004	EMPLOYEE FRINGE BENEFITS				\$ 88,239.14	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 18,737.92	\$ 18,737.92	\$ 377,170	\$ 18,738	\$ 395,908													
30		\$ 322,461	\$ 352,076	\$ 381,550	\$ 370,019	TOTAL SALARIES & BENEFITS				\$ 428,928.64	TOTAL SALARIES & BENEFITS				\$ -	\$ 103,910	\$ 103,910	\$ 1,855,035	\$ 103,910	\$ 1,958,945													
31																																	
32																																	

	A	B	E	H	K	N	Q	R	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 4 of 11
2	OPERATING DETAIL											
3	Document Date	7/1/2023										
4	Provider Name	Homeless Prenatal Program										
5	Program	Homelessness Prevention										
6	FSP Contract ID#	1000012859										
7	Budget Name	General Fund - Homelessness Prevention										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities (Elec. Water, Gas, Phone, Scavenger)	\$ 7,062	\$ 7,062					\$ -	\$ -	\$ 14,124	\$ -	\$ 14,124
15	Office Supplies, Postage	\$ 1,622	\$ 1,622					\$ -	\$ -	\$ 3,244	\$ -	\$ 3,244
16	Building Maintenance Supplies and Repair	\$ 6,027	\$ 6,027					\$ -	\$ -	\$ 12,054	\$ -	\$ 12,054
17	Printing and Reproduction	\$ 1,045	\$ 1,045					\$ -	\$ -	\$ 2,090	\$ -	\$ 2,090
18	Insurance	\$ 3,060	\$ 2,560					\$ -	\$ -	\$ 5,620	\$ -	\$ 5,620
19	Staff Training	\$ 5,213	\$ 2,713	\$ 1,201	\$ 3,000	\$ 4,000		\$ 1,000	\$ 1,000	\$ 16,127	\$ 1,000	\$ 17,127
20	Staff Travel (Local & Out of Town)	\$ 1,836	\$ 1,036		\$ 1,000	\$ 548		\$ 137	\$ 137	\$ 4,420	\$ 137	\$ 4,557
21	Rental of Equipment	\$ 2,905	\$ 2,305					\$ -	\$ -	\$ 5,210	\$ -	\$ 5,210
42	Consultants							\$ -	\$ -	\$ -	\$ -	\$ -
43	Mennonite Intern				\$ 16,800			\$ -	\$ -	\$ 16,800	\$ -	\$ 16,800
54	Subcontractors (First \$25k Only)							\$ -	\$ -	\$ -	\$ -	\$ -
55								\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 28,770	\$ 24,370	\$ 1,201	\$ 20,800	\$ 4,548	\$ -	\$ 1,137	\$ 1,137	\$ 79,689	\$ 1,137	\$ 80,826
69												
70	Other Expenses (not subject to indirect cost %)											
71	Client Emergency Services	\$ 10,634	\$ 10,634	\$ 10,634	\$ 16,092	\$ 15,390		\$ 5,500	\$ 5,500	\$ 63,384	\$ 5,500	\$ 68,884
72	Client Move-In Beds and Home Goods	\$ 60,799	\$ 53,847	\$ 50,596	\$ 35,000	\$ 35,000		\$ 16,906	\$ 16,906	\$ 235,243	\$ 16,906	\$ 252,149
73	Rental Assistance & Shelter Diversion	\$ 325,539	\$ 325,539	\$ 324,139	\$ 325,000	\$ 348,952.00		\$ 81,250	\$ 81,250	\$ 1,649,169	\$ 81,250	\$ 1,730,419
84	TOTAL OTHER EXPENSES	\$ 396,972	\$ 390,020	\$ 385,369	\$ 376,092	\$ 399,342	\$ -	\$ 103,656	\$ 103,656	\$ 1,947,795	\$ 103,656	\$ 2,051,451
85												
86	Capital Expenses											
87	Computer and Monitor	\$ 600	\$ 600	\$ -				\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
95	TOTAL CAPITAL EXPENSES	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
97	HS#3											Template last modified 9/1/2021

BUDGET NARRATIVE Fiscal Year **FY23-24** Fiscal Term Start 7/1/2023 Fiscal Term End 6/30/2024
 General Fund - Homelessness Pr - 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
Housing Associate	0.15	\$ 8,750	HPP's housing programs identify vulnerable families who are homeless or in danger of losing their housing. The Housing Team/Associate works to help these clients to secure or maintain housing through the use of homelessness prevention funds, MOHCD Back Rent funds, and other city wide back rent and rental assistance programs, and financial assistance, in house or externally collaborating with community partners and city agencies. In addition to the financial assistance, we provide Housing Workshops to facilitate housing search and applications. The Housing Associates play a pivotal role in assessing the needs of clients' housing retention to avoid evictions through connecting them to appropriate services within and outside of HPP. Comprehensive and individual Housing Counseling services include: - Thorough analysis of housing situation/history Development of an action plan based on client's priorities, strengths and growth areas, including specific, time-sensitive tasks. Plans are logged into HPP's Salesforce database and referred to in subsequent sessions. - Budgeting (households should pay ideally 30%, but no more than 60% of net income towards rent). Search via Craigslist, DAHLIA, etc. Role playing/shadowing of landlord interactions Lease-up support (post-lottery applications, appeals, deposit assistance, tenant counseling). -Back rent assistance including past back rent and future rent -All other housing case management services	Annualized salary * Adjusted FTE
Housing Associate	0.15	\$ 8,750	See above	Annualized salary * Adjusted FTE
Housing Associate	0.15	\$ 8,750	See above	Annualized salary * Adjusted FTE
Housing Associate	0.15	\$ 8,750	See above	Annualized salary * Adjusted FTE
Client Services Case Manager	0.25	\$ 14,750	HPP welcomes new clients through a triage service model. The Client Services Manager oversees the triage of new clients and ensures that the appropriate referrals are provided to clients when they first engage with HPP. The manager maintains ongoing communication with the housing team to make sure that clients are connected to housing assistance and prevention services on a timely basis and that all other relevant referrals are provided to clients.	Annualized salary * Adjusted FTE
Client Services Case Manager		\$ -	See above	Annualized salary * Adjusted FTE
Housing Services Program Director	0.16	\$ 13,297	Supervises, Trains, Coordinates and Evaluates Housing Associates Team	Annualized salary * Adjusted FTE
Director of Housing and Partnerships	0.03	\$ 4,820	Directs All Programs of the Housing Services and Housing Prevention Teams, Supervises Directors of the Teams, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Housing Services Team Lead	0.09	\$ 5,425		
Evaluation & Implementation Manager	0.03	\$ 2,380	Supports with managing the processes for tracking client progress through Homeless Prevention, including referral, application, intake for homeless prevention assistance, ongoing program compliance, and exits after assistance.	Annualized salary * Adjusted FTE
Housing Intern (No fringe for this position)		\$ -		
Housing Services Assistant Program Mtn Deputy Director	0.02	\$ 4,195	Supervises and Mentors Director of Housing and Partnerships, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Client Services Program Asst Director	0.08	\$ 5,290		
		\$ -		
		\$ -		
		\$ -		
TOTAL	1.25	\$ 86,172		
Employee Fringe Benefits		\$ -	Includes FICA, SSUI, Workers Compensation and Medical calculated at 20% of total salaries.	
		\$ 18,738		
Salaries & Benefits Total		\$ 103,910		

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	\$ 1,000	Training for Team Members In Areas including but not exclusive to Mandated Reporting for Child Abuse, Domestic Violence, Fair Housing, Management Reporting with Clients to Housing Appointments, Help With Move-ins, Travel to Conference, Gas for HPP Van, Tolls.	
Staff Travel (Local & Out of Town)	\$ 137		
Rental of Equipment	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
Consultants	\$ -		
Mennonite Intern	\$ -	An Intern from the Mennonite Volunteer Program will work with the staff in assisting clients with gathering information and filling out applications	
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 1,137		
Indirect Cost	15.0%	\$ 15,757	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Client Emergency Services	\$ 6,500	Provide rental assistance grants for back rent and/or to prevent homelessness, and/or move-in assistance to minimum 200 households/year	Average \$1625 * 200
Client Move-in Beds and Home Goods	\$ 16,906	Provide beds for all children and additional family members when possible. Basic Household goods, kitchen tables and dressers.	Approx. 35% of this programs actual move-in budget of \$100,000.
Rental Assistance & Shelter Diversion	\$ 81,250	Basic Family Needs (Food, Transportation, Identification Cards, Medical, Uniforms)	Approx. 25% of this programs actual emergency needs budget of \$84,000.
	\$ -	Equal to 3% CODB increase on FY 20-21 General Fund budget amount, originally awarded as one-time and subsequently baselined; to be incorporated into FY 22-22 baseline budget amount.	3%* \$825,533 = \$24,766 (rounded)
	\$ -	Equal to 3% CODB increase on FY 21-22 General Fund budget, compounded on FY 20-21 CODB increase; represents previous year CODB owed to this program	3%* \$850,299= \$25,509 (rounded)
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 103,656		

Capital Expenses	Amount	Justification	Calculation
Computer and Monitor	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

		A	F	M	T	AA	AD	AE	AF	AG	AH	AK	AL	AM	AN	AO	AP	AQ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				
2	SALARY & BENEFIT DETAIL																				
3	Document Date	7/1/2023																			
4	Provider Name	Homeless Prenatal Program																			
5	Program	Homelessness Prevention																			
6	FSP Contract ID#	1000012859																			
7	Budget Name	Prop C - Homelessness Prevention																			
8		EXTENSION YEAR																			
9	POSITION TITLE	Year 1	Year 2	Year 3	Year 4	Year 5				Year 6				All Years							
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023	
11		Current	Current	Current	Current	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	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Housing Associate				\$ 53,812	\$ 59,008	1.00	50%	0.50	\$ 35,000	\$ 59,008	1.00	15%	0.15		\$ 8,750	\$ 8,750	\$ 88,812	\$ 8,750	\$ 97,562	
13	Housing Associate				\$ 53,812	\$ 59,008	1.00	100%	1.00	\$ 59,008	\$ 59,008	1.00	25%	0.25		\$ 14,752	\$ 14,752	\$ 112,820	\$ 14,752	\$ 127,572	
14	Evaluation & Implementation Manager				\$ 16,372	\$ 95,200	1.00	12%	0.12	\$ 11,424	\$ 95,200	1.00	3%	0.03		\$ 2,856	\$ 2,856	\$ 27,796	\$ 2,856	\$ 30,652	
15	Accounting Associate				\$ 19,684	\$ 86,961	1.00	15%	0.15	\$ 13,044	\$ 86,961	1.00	4%	0.04		\$ 3,261	\$ 3,261	\$ 32,728	\$ 3,261	\$ 35,989	
16	Director of Housing and Partnerships				\$ 24,514	\$ 143,813	1.00	10%	0.10	\$ 14,381	\$ 143,813	1.00	3%	0.03		\$ 3,595	\$ 3,595	\$ 38,895	\$ 3,595	\$ 42,491	
17	Deputy Director				\$ 14,420	\$ 186,437	1.00	8%	0.08	\$ 14,915	\$ 186,437	1.00	2%	0.02		\$ 3,729	\$ 3,729	\$ 29,335	\$ 3,729	\$ 33,064	
18	Client Services Case Manager				\$ 110,315	\$ 60,545	2.00	100%	2.00	\$ 121,090	\$ 60,545	2.00	25%	0.50		\$ 30,273	\$ 30,273	\$ 231,405	\$ 30,273	\$ 261,678	
19	Housing Services Program Director				\$ -	\$ 81,660	1.00	15%	0.15	\$ 12,249	\$ 81,660	1.00	4%	0.04		\$ 3,062	\$ 3,062	\$ 12,249	\$ 3,062	\$ 15,311	
20	Housing Associate - Bilingual				\$ 53,812	\$ 59,008	1.00	100%	1.00	\$ 55,125	\$ 59,008	1.00	23%	0.23		\$ 13,781	\$ 13,781	\$ 108,937	\$ 13,781	\$ 122,718	
21	Housing Services Assistant Program Manager				\$ 69,000	\$ 72,450	1.00	69%	0.69	\$ 50,340	\$ 72,450	1.00	17%	0.17		\$ 12,585	\$ 12,585	\$ 119,340	\$ 12,585	\$ 131,925	
22	Housing Services Team Lead	\$ -	\$ -	\$ -	\$ -	\$ 62,000	1.00	65%	0.65	\$ 40,300	\$ 62,000	1.00	16%	0.16		\$ 10,075	\$ 10,075	\$ 40,300		\$ 50,375	
56		\$ -	\$ -	\$ -	\$ 415,741	TOTAL SALARIES				\$ 426,876	TOTAL SALARIES				\$ -	\$ 106,719	\$ 106,719	\$ 842,618	\$ 96,644	\$ 949,337	
57						TOTAL FTE				6.44	TOTAL FTE				1.62						
58						FRINGE BENEFIT RATE				25.00%	FRINGE BENEFIT RATE				25.96%	25.96%					
59		\$ -	\$ -	\$ -	\$ 103,935	EMPLOYEE FRINGE BENEFITS				\$ 110,825	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 27,706	\$ 27,706	\$ 214,760	\$ 27,706	\$ 242,466	
60		\$ -	\$ -	\$ -	\$ 519,676	TOTAL SALARIES & BENEFITS				\$ 537,702	TOTAL SALARIES & BENEFITS				\$ -	\$ 134,426	\$ 134,426	\$ 1,057,378	\$ (5,701)	\$ 1,191,803	

	A	B	E	H	K	N	Q	R	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 7 of 11	
2	OPERATING DETAIL											
3	Document Date	7/1/2023										
4	Provider Name	Homeless Prenatal Program										
5	Program	Homelessness Prevention										
6	FSP Contract ID#	1000012859										
7	Budget Name	Prop C - Homelessness Preventiv										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2023 - 9/30/2023	7/1/2018 - 6/30/2023	7/1/2018 - 9/30/2023	7/1/2018 - 9/30/2023
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property							\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)							\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage							\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair							\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction							\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance							\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training				\$ 5,364	\$ 4,000		\$ 1,000	\$ 1,000	\$ 9,364	\$ 1,000	\$ 10,364
20	Staff Travel-(Local & Out of Town)				\$ 1,500	\$ 1,500		\$ 375	\$ 375	\$ 3,000	\$ 375	\$ 3,375
21	Rental of Equipment							\$ -	\$ -	\$ -	\$ -	\$ -
22	Data Licenses				\$ 6,000	\$ 6,000		\$ 1,500	\$ 1,500	\$ 12,000	\$ 1,500	\$ 13,500
23	Computer and Monitor				\$ 6,680			\$ -	\$ -	\$ 6,680	\$ -	\$ 6,680
24	Desks and Chairs				\$ 5,000			\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
42	Consultants							\$ -	\$ -	\$ -	\$ -	\$ -
43	Mennonite Intern					\$ 17,300		\$ 4,325	\$ 4,325	\$ 17,300	\$ 4,325	\$ 21,625
54	Subcontractors (First \$25k Only)							\$ -	\$ -	\$ -	\$ -	\$ -
55								\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 24,544	\$ 28,800	\$ -	\$ 7,200	\$ 7,200	\$ 53,344	\$ 7,200	\$ 60,544
69												
70	Other Expenses (not subject to indirect cost %)											
71	Direct Client Assistance				\$ 1,211,147	\$ 2,119,198		\$ 309,800	\$ 309,800	\$ 3,330,345	\$ 309,800	\$ 3,640,145
72	Client Beds and Homegoods				\$ 125,000	\$ 100,000		\$ 25,000	\$ 25,000	\$ 225,000	\$ 25,000	\$ 250,000
73	Client Emergency				\$ 38,000	\$ 32,991		\$ 8,248	\$ 8,248	\$ 70,991	\$ 8,248	\$ 79,239
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 1,374,147	\$ 2,252,189	\$ -	\$ 343,047	\$ 343,047	\$ 3,626,336	\$ 343,047	\$ 3,969,383
85												
86	Capital Expenses											
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96												
97	HSH #3									Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start

Fiscal Term End

Prop C - Homelessness Preventi

FY23-24

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

7/1/2023

6/30/2024

Salaries & Benefits	Adjusted	Budgeted	Justification	Calculation
	FTE	Salary		
Housing Associate	0.15	\$ 8,750	Assists Client in All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Housing Associate	0.25	\$ 14,752	Assists Client in All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Evaluation & Implementation Manager	0.03	\$ 2,856	Supervises Evaluation of All Programs, Ensuring Compliance with Contracts	Annualized salary * Adjusted FTE
Accounting Associate	0.04	\$ 3,261	Calculating, Tracking, Processing, and Reporting \$1.5M in checks for housing clients	Annualized salary * Adjusted FTE
Director of Housing and Partnerships	0.03	\$ 3,595	Directs All Programs of the Housing Services and Housing Prevention Teams, Supervises Directors of the Teams, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Deputy Director	0.02	\$ 3,729	Supervises and Mentors Director of Housing and Partnerships, Liaison in External Partnerships	Annualized salary * Adjusted FTE
Client Services Case Manager	0.50	\$ 30,273	Front Line Staff Informing Clients of All Housing Services and What Information and Papers are Necessary In Preparation for Assignment to Housing Associate	Annualized salary * Adjusted FTE
Housing Services Program Director	0.04	\$ 3,062	Assists Client in All Aspects of Housing Search, Paperwork, Landlord Negotiations, Move-In, Budgeting and Money Management	Annualized salary * Adjusted FTE
Housing Associate - Bilingual	0.23	\$ 13,781	Provides administrative support for HPP's Housing Services Programs, including reviewing incoming new referrals from the BACS/HPP platform, new HSH policies, client tracking, reporting, contract compliance and data integrity. Will have the ability to analyze data, track and report on program requirements, communicate contract needs to staff and provide recommendations to management for service delivery improvements. Assists Director for Housing & Partnerships and Housing Program Manager with managing processes for tracking client progress including back rent and deposit applications, vital documents and after care via additional referrals.	Annualized salary * Adjusted FTE
Housing Services Assistant Program Manag	0.17	\$ 12,585		Annualized salary * Adjusted FTE
Housing Services Team Lead	0.16	\$ 10,075		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL	1.62	\$ 106,719		
Employee Fringe Benefits		\$ 27,706	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.	
Salaries & Benefits Total		\$ 134,426		

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	\$ 1,000	Training for Team Members In Areas Including but not exclusive to Mandated Reporting for Child Abuse, Domestic Violence, Fair Housing, Management	.36 or teams training budget =1684. + Additional 3860 for training of 5 new members of the team
Staff Travel-Local & Out of Town	\$ 375	Traveling with Clients to Housing Appointments, Help With Move-Ins, Travel to Conference, Gas for HPP Van, Tolls	.33 of Actual Agency Budget of \$5,000.
Rental of Equipment	\$ -		
Data Licenses	\$ 1,500	Sales Force Annual Licenses for Data Collection	\$1,200 for 5 FTE
Computer and Monitor	\$ -	Computer and Monitor	1336. * 5 FTE
Desks and Chairs	\$ -	Stand Up Desks, Office Chairs	1,000. * 5 FTE
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
Consultants	\$ -		
Mennonite Intern	\$ 4,325		
	\$ -		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 7,200		
Indirect Cost	15.0%	\$ 21,244	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Direct Client Assistance	\$ 309,800	Provide rental assistance grants for back rent and/or to prevent homelessness, and/or move-in assistance to minimum 200 households/year	Average \$7500 * 200
Client Beds and Homegoods	\$ 25,000	Provide beds for all children and additional family members when possible. Basic Household goods, kitchen tables and dressers.	Average Move-In \$2,950 costs for 20% of families
Client Emergency	\$ 8,248	Basic Family Needs (Food, Transportation, Identification Cards, Medical, Uniforms)	59% of this programs actual emergency needs budget of \$64,000.
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 343,047		

Capital Expenses	Amount	Justification	Calculation
	\$ -		
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									Page 8 of 11
2	APPENDIX B, BUDGET									
3	Document Date	1/25/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2018	6/30/2023	5						
7	Provider Name	Homeless Prenatal Program								
8	Program	Homelessness Prevention								
9	F\$P Contract ID#	1000012859								
10	Action (select)	Modification								
11	Effective Date	7/1/2023								
12	Budget Name	One-Time - Prop C - Bonus Pay								
13		Current	New							
14	Term Budget	\$ 100	\$ 100							
15	Contingency	\$ 820,307	\$ 89,930							
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000	Year 1	Year 2	Year 3	Year 4	Year 5	All Years	
17				7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2018 - 6/30/2023	
18				Actuals	Actuals	Actuals	Actuals	Current	Actuals	
19	Expenditures									
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	Indirect Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Agreements Only)								\$ -	
28	Total Expenditures	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	
29										
30	HSH Revenues (select)									
34	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ 100	\$ -				\$ 100	

	A	B	E	H	K	N	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						Page 9 of 11
2	OPERATING DETAIL						
3	Document Date	1/25/2023					
4	Provider Name	Homeless Prenatal Program					
5	Program	Homelessness Prevention					
6	F\$P Contract ID#	1000012859					
7	Budget Name	One-Time - Prop C - Bonus Pay					
8							
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2018 - 6/30/2023
11		Actuals	Actuals	Actuals	Actuals	Current	Actuals
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property						\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)						\$ -
15	Office Supplies, Postage						\$ -
16	Building Maintenance Supplies and Repair						\$ -
17	Printing and Reproduction						\$ -
18	Insurance						\$ -
19	Staff Training						\$ -
20	Staff Travel-(Local & Out of Town)						\$ -
21	Rental of Equipment						\$ -
22							\$ -
42	<u>Consultants</u>						\$ -
43							\$ -
54	<u>Subcontractors (First \$25k Only)</u>						\$ -
55							\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69							
70	<u>Other Expenses (not subject to indirect cost %)</u>						
71	One-Time Prop C Bonus Pay			\$ 100	\$ -	\$ -	\$ 100
72	Direct Client Assistance						\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
85							
97	HSH #3						

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 11 of 11
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2023			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2018	6/30/2023	5	
6	Amended Term	7/1/2018	9/30/2023	6	
8	Approved Subcontractors				
10	None.				
11					
12					
17					

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. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

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

B. Invoicing System:

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

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

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

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

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

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

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

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

A. Advance Requirements:

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);

2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

**Subgrantees must also list their interests in other City Grants
Homeless Prenatal Program Fiscal Year 2022 - 2024

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Human Services Agency	Bringing Families Home	7/1/2023 – 6/30/2025	\$6,466,762.
San Francisco Human Services Agency	Bringing Families Home	7/1/2018 – 6/30/2023	\$8,076,828.
San Francisco Human Services Agency	KFT/FTC/New Beginnings	7/1/2022 – 6/30/2026	\$5,016,110.
Dept of Homelessness and Supportive Housing	SHARE	7/1/2021 – 6/30/2024	\$8,911,828.
Dept of Homelessness and Supportive Housing	Homelessness Prevention	7/1/2018 – 6/30/2023	\$9,900,000.
Dept of Homelessness and Supportive Housing	Path	7/1/2022 – 6/30/2024	\$ 1,907,127.
Dept of Homelessness and Supportive Housing	Jelani House	11/1/2019 – 6/30/2024	\$7,898,776.
Department of Public Health	Solid Start	07/01/2023 – 06/30/2024	\$ 493,429.
Mayor’s Office of Housing and Community Development	Housing	7/1/2021 – 6/30/2023	\$ 625,000.
Mayor’s Office of Housing and Community Development	Community Legal Navigation	7/1/2021 – 6/30/2023	\$ 375,000.
Office of Economic and Workforce Development	Community Health Worker Program	7/1/2023 – 6/30/2025	\$ 500,000