

**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
BRILLIANT CORNERS**

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

RECITALS

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

WHEREAS, the City's Board of Supervisors approved this First Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution <insert Resolution number> on <Month Date, Year> to extend the grant term by two years and increase the grant amount by up to \$17,409,425; and

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City;
- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

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

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 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, 2021** and expire on **June 30, 2026**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

4.2 Grantee's Personnel.

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

(b) **Grantor Vaccination Policy.**

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at:

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

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

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

5.1 Maximum Amount of Grant Funds.

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

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Million Five Hundred Eleven Thousand Nine Hundred Seven Dollars (\$6,511,907)** 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 Seven Million Three Hundred Nine Thousand Four Hundred Two Dollars (\$27,309,402)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million Ninety Five Thousand Nine Hundred Eight Dollars (\$3,095,908)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

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

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

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

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
440 Turk Street
San Francisco, CA 94102
hshcontracts@sfgov.org

If to Grantee: Brilliant Corners
1360 Mission Street, Suite 300
San Francisco, CA 94103
Attn: Bill Pickel
BPickel@BrilliantCorners.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 16.24 Contractor Vaccination Policy of the Agreement is hereby deleted and replaced with the following:

2.7 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.

2.8 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 October 1, 2023)

Appendix B, Budget (dated October 1, 2023)

Appendix C, Method of Payment (dated October 1, 2023)

Appendix D, Interests in Other City Grants (dated October 1, 2023)

2.9 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 October 1, 2023), for the period of July 1, 2021 to June 30, 2026.

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

- 2.11 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated October 1, 2023).
- 2.12 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 October 1, 2023).
- 2.13 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**

BRILLIANT CORNERS

By: _____
Shireen McSpadden
Executive Director

By: _____
Bill Pickel
Chief Executive Officer
City Supplier Number: 78059

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

Appendix A, Services to be Provided
by
Brilliant Corners
TAY Rapid Rehousing

I. Purpose of Grant

The purpose of the grant is to provide Housing Locator, Landlord Liaison, Rental Assistance and Housing Coordination services to the served population. The goal of these Rapid Rehousing services is to reduce homelessness and improve connections to housing, employment, education, support services, and public benefits.

II. Served Population

Grantee shall serve Transition Age Youth (TAY) aged 18 to 24, who are experiencing homelessness and meet the criteria of income below 50 percent of Area Median Income (AMI), as verified and documented by Housing-Focused Case Management provider(s).

III. Referral and Prioritization

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

IV. Description of Services

Grantee shall provide the following services to the number of participants listed on the Appendix B, Budget at any given time:

A. Housing Locator Services:

Grantee shall work closely with Housing-Focused Case Management provider(s) to provide seamless Housing Locator Services through the following activities designed to identify and secure housing units for participants:

1. Grantee shall conduct comprehensive housing search and property provider recruitment to establish a portfolio of housing units that meet the needs of participants. Units should be reasonable in size, in close proximity to transportation and other amenities, consistent with client preferences to the greatest degree possible, and accessible to any participants with disabilities.
2. Grantee shall obtain a mix of housing units that includes both single units in multi-unit buildings and blocks of units in multi-unit buildings.
3. Grantee shall enlist skilled housing staff with experience in real estate, brokerage, sales, or other related fields, who are capable of establishing and maintaining successful relationships with landlords. Staff shall work with landlords and participants to build clear expectations, serve as a liaison, and respond quickly and appropriately to any concerns or problems.
4. Grantee shall partner with HSH to identify and secure units. This may consist of presentations, planning, and other activities needed to engage new partners, secure real estate, or otherwise expand the housing inventory. HSH is not

responsible for providing housing acquisition leads to the Grantee in order to accomplish the goals outlined herein.

5. Grantee shall partner with property providers to implement electronic payment methods to process participants' monthly rent payments.
6. Grantee shall develop and utilize an apartment inspection checklist to ensure that units meet safety guidelines, and ensure that any sub-standard housing issues are addressed prior to participant move-in.

B. Housing Coordination Services

Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate any barriers to housing placement, and ensure rapid placement into housing.

1. Grantee shall ensure that all participants are document-ready during their first intake. Grantee shall communicate any need for further documentation to the Housing-Focused Case Management provider(s) in order to support participants with successfully executing a lease.
2. Grantee shall support participants with tasks to secure units, such as completing housing applications, scheduling unit viewing appointments, helping participants resolve or mitigate screening barriers, and understanding lease and supporting documentation.
3. Grantee shall negotiate leases with property providers. However, Grantee shall not be obligated to guarantee any lease obligations.
4. Grantee shall work with Housing-Focused Case Management provider(s) to manage participant expectations about the program, including helping participants locate and select housing with the lowest possible rents that can be expected to be covered by the participant once Rapid Rehousing Rental Assistance is no longer being provided.
5. Grantee shall provide assistance to participants 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 to obtain necessary identification or other documents.
6. Grantee shall provide participant transportation assistance during the housing search, as needed.
7. Grantee shall provide, in coordination with Housing-Focused Case Management providers, assistance to participants in making an informed housing choice,

including discussing housing options in the San Francisco Bay Area rental market.

C. Rental Assistance:

Grantee shall provide Rental Assistance and associated administrative, financial, and record-keeping functions:

1. Grantee shall provide time-limited Rental Assistance for a term not to exceed thirty-six months.
2. Grantee shall issue initial payments associated with client move-in, including security deposits, first-month's rent, and furniture.
3. Grantee shall administer timely and accurate payment of Rental Assistance to landlords and property management, in accordance with negotiated leases.
4. Grantee shall determine the time-limited Rental Assistance amount by working closely with the participant and the Housing-Focused Case Management provider(s). Grantee may adjust the assistance amount up or down, within the limits of the grant funding source, depending on the needs of the participant at the time. Grantee will work with Housing-Focused Case Management partner(s) to establish an initial twelve-month Rental Assistance term. Grantee shall use HSH-approved guidance for calculating the monthly Rental Assistance amount.
5. Grantee shall set Rental Assistance amounts at the lowest possible amount needed to obtain housing for the participant. The participant portion of the rent cannot exceed 50 percent of the net monthly income upon enrollment in the program.
6. Grantee shall share the following expectations with participants:
 - a. For participants with an income, contribution toward the rent shall begin at the first month of move-in and be submitted subsequently on the first of each month; and
 - b. Participants are expected to take over the full rent as quickly as possible.
7. Grantee shall recertify participant eligibility to receive Rental Assistance every three months, at minimum, and more frequently if the participant's income reaches 175 percent of the rent amount.
8. Grantee shall maintain complete client/unit files, which include leases, subsidy agreements, unit inspection forms, income documentation and rent calculation forms, copies of all client notices (including lease violations), and other housing documentation.
9. Grantee may provide Rental Assistance for units outside of San Francisco if every effort to find housing within San Francisco has been exhausted, or if a household requests to move outside the city.

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

D. Landlord Liaison Services:

Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants.

1. Grantee shall conduct home visits once every three months to support participant and property provider relationships, to monitor the condition of housing, and ensure participant is building skills to report issues in their unit to property providers through a courteous approach.
2. Grantee shall communicate regularly via phone or e-mail with property providers to identify and address concerns on a proactive basis.
3. Grantee shall work closely with Housing-Focused Case Management provider(s) to ensure that participants pay rent on time directly to the property provider, cultivate healthy relationships with neighbors and property providers, maintain connection to public benefits, as needed, and resolve any tenancy issues.
4. Grantee shall respond to Housing-Focused Case Management provider(s) within three business days of becoming aware of any lease violations or other complaints, with the goal of resolution that does not jeopardize housing stability. If lease violations cannot be resolved, the Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction.
5. Grantee shall ensure that landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights and Fair Housing, and adhering to lease terms; provided, however Grantee has no liability for acts or omission of property provider.

V. Location and Time of Services

Grantee shall provide services at 1360 Mission Street, Suite 300, San Francisco, CA 94103, on Monday through Friday from 9:00 am to 5:00 pm, except holidays. Services may be provided at additional times and locations as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to address any crises or incidents that occur outside of regular business hours.

VI. Service Requirements

- A. Income Verification and Eligibility: Grantee shall verify income after receipt of referral from the Housing-Focused Case Management partner(s) to ensure eligibility,

and recertify that participants receiving services have income below fifty percent of Area Median Income (AMI). In determining eligibility, Grantee shall take into account a participant's total household income and expenses and shall review employment check statement, benefits statements, bank account statements, and credit reports.

- 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 guests and households who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- C. 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.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. 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.
- G. 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 repairs/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.

H. City Communications and Policies

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

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed; and
3. Attendance of trainings, as requested.

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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

J. 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 ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here:

<https://hsh.sfgov.org/get-information/one-system/>

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.

K. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System² and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

VII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall secure housing units for at least 150 participants at any given time.
- B. Grantee shall provide 100 percent of households with Housing Coordination services as verified by sampling client files during annual program monitoring site visits.
- C. Grantee shall provide 100 percent of households with minimally one home visit per month for the first three months to support their landlord relationship as verified by sampling client files during annual program monitoring site visits.
- D. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within 2 business days as verified by reviewing grantee documentation during annual program monitoring site visits.
- E. Grantee shall issue 100 percent of Rental Assistance payments on or before the 5th of the month every month for each participant, subject to the terms and conditions of the Grantee's standard Participant Agreement, as verified by reviewing the rent roll for the sample of participant files to be reviewed during annual program monitoring site visits.
- F. Grantee shall re-certify eligibility for Rental Assistance every three months, at minimum, as verified by sampling participant files during annual program monitoring site visits.
- H. Grantee shall track eligibility for the assigned funding source for all participants.

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

- A. Grantee shall successfully resolve at least 95 percent of lease violations/eviction notices that participants receive.
- B. 90 percent of participants shall remain housed for at least one year, or exit to other permanent housing.
- C. 85 percent of participants shall remain housed for at least two years, or exit to other permanent housing.
- D. 80 percent of participants shall remain housed for three years, or exit to other permanent housing.

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 provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- D. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- E. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- F. 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.

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

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, 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.
- 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 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.

	A	B	C	D	G	J	K	L	M	N	O	P	Q	R	S	AI	AJ	AK			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				
2	APPENDIX B, BUDGET																				
3	Document Date	10/1/2023																			
4	Contract Term	Begin Date	End Date	Duration (Years)																	
5	Current Term	7/1/2021	6/30/2024	3																	
6	Amended Term	7/1/2021	6/30/2026	5																	
7	Provider Name	Brilliant Corners																			
8	Program	TAY Rapid Rehousing																			
9	FSP Contract ID#	1000021388																			
10	Action (select)	Amendment																			
11	Effective Date	10/1/2023																			
12	Budget Names	Prop C - Rapid Rehousing, Prop C - One-Time Carryforward (HL&RA)																			
13		Current	New																		
14	Term Budget	\$ 9,900,000	\$ 24,213,494																		
15	Contingency	\$ -	\$ 3,095,908	20%																	
16	Not-To-Exceed	\$ 9,900,000	\$ 27,309,402																		
17				Year 1			Year 2			Year 3			Year 4			Year 5			All Years		
18		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2024	7/1/2023 - 9/30/2024	7/1/2023 - 9/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026						
19		New	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
20	Expenditures																				
21	Salaries & Benefits	\$ 930,001.93	\$ 998,287.61	\$ 250,435.74	\$ 751,307	\$ 1,001,743	\$ -	\$ 1,031,795	\$ 1,031,795	\$ -	\$ 1,062,749	\$ 1,062,749	\$ 2,178,725	\$ 2,845,852	\$ 5,024,578						
22	Operating Expense	\$ 154,916.00	\$ 159,470.65	\$ 29,771.04	\$ 88,855	\$ 118,626	\$ -	\$ 124,201	\$ 124,201	\$ -	\$ 130,161	\$ 130,161	\$ 344,158	\$ 343,216	\$ 687,373						
23	Subtotal	\$ 1,084,917.93	\$ 1,157,758.26	\$ 280,206.78	\$ 840,162	\$ 1,120,369	\$ -	\$ 1,155,996	\$ 1,155,996	\$ -	\$ 1,192,910	\$ 1,192,910	\$ 2,522,883	\$ 3,189,068	\$ 5,711,951						
24	Indirect Percentage																				
25	Indirect Cost (Line 21 X Line 22)	\$ 162,737.69	\$ 173,663.74	\$ 42,031.02	\$ 126,024	\$ 168,055	\$ -	\$ 173,399	\$ 173,399	\$ -	\$ 178,936	\$ 178,936	\$ 378,432	\$ 478,360	\$ 856,793						
26	Other Expenses (Not subject to indirect %)	\$ 3,084,727.37	\$ 3,070,151.00	\$ 843,806.03	\$ 3,361,037	\$ 4,204,843	\$ -	\$ 3,663,739	\$ 3,663,739	\$ -	\$ 3,621,289	\$ 3,621,289	\$ 6,998,684	\$ 10,646,066	\$ 17,644,750						
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
28	Total Expenditures	\$ 4,332,383.00	\$ 4,401,573.00	\$ 1,166,043.82	\$ 4,327,224	\$ 5,493,267	\$ -	\$ 4,993,135	\$ 4,993,135	\$ -	\$ 4,993,136	\$ 4,993,136	\$ 9,900,000	\$ 14,313,494	\$ 24,213,494						
29																					
30	HSH Revenues (select)																				
31	Prop C - Housing Expansion	\$ 4,700,000.00	\$ 4,033,956.00	\$ 1,166,044.00	\$ 4,327,224	\$ 5,493,268	\$ -	\$ 4,993,135	\$ 4,993,135	\$ -	\$ 4,993,135	\$ 4,993,135	\$ 9,900,000	\$ 14,313,494	\$ 24,213,494						
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
33	Prop C - One-Time Carryforward	\$ (367,617.00)	\$ 367,617.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
40	Total HSH Revenues	\$ 4,332,383.00	\$ 4,401,573.00	\$ 1,166,044.00	\$ 4,327,224	\$ 5,493,268	\$ -	\$ 4,993,135	\$ 4,993,135	\$ -	\$ 4,993,135	\$ 4,993,135	\$ 9,900,000	\$ 14,313,494	\$ 24,213,494						
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	\$ 4,332,383.00	\$ 4,401,573.00	\$ 1,166,044.00	\$ 4,327,224	\$ 5,493,268	\$ -	\$ 4,993,135	\$ 4,993,135	\$ -	\$ 4,993,135	\$ 4,993,135	\$ 9,900,000	\$ 14,313,494	\$ 24,213,494						
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
51	Total Adjusted Salary FTE (All Budgets)	11.56		11.56		10.94		10.94		10.94		10.94									
52																					
53																					
54	Prepared by	Tehrleigh Martin (Brilliant Corners)																			
55	Phone	415-579-7637																			
56	Email	tmartin@brilliantcorners.org																			

*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 Mayor / Board of Supervisors discretion and funding availability.

	A	B	C	D	G	J	K	L	M	N	O	P	Q	R	S	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	10/1/2023																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	7/1/2021	6/30/2024	3															
6	Amended Term	7/1/2021	6/30/2026	5															
7	Provider Name	Brilliant Corners																	
8	Program	TAY Rapid Rehousing																	
9	FSP Contract ID#	1000021388																	
10	Action (select)	Amendment																	
11	Effective Date	10/1/2023																	
12	Budget Name	Prop C - Rapid Rehousing																	
13		Current	New																
14	Term Budget	\$ 9,532,383	\$ 23,845,877																
15	Contingency	\$ -	\$ 3,095,908	20%															
16	Not-To-Exceed	\$ 9,900,000	\$ 27,309,402																
					Year 1	Year 2	Year 3			Year 4			Year 5			All Years			
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 9/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
18					New	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	
19	Expenditures																		
20	Salaries & Benefits	\$ 930,001.93	\$ 998,287.61	\$ 250,436	\$ 751,307	\$ 1,001,743	\$ -	\$ 1,031,795	\$ 1,031,795	\$ -	\$ 1,062,749	\$ 1,062,749	\$ 2,178,725.28	\$ 2,845,852.31	\$ 5,024,577.59				
21	Operating Expense	\$ 154,916.00	\$ 159,470.65	\$ 29,771	\$ 88,855	\$ 118,626	\$ -	\$ 124,201	\$ 124,201	\$ -	\$ 130,161	\$ 130,161	\$ 344,157.69	\$ 343,215.74	\$ 687,373.43				
22	Subtotal	\$ 1,084,917.93	\$ 1,157,758.26	\$ 280,207	\$ 840,162	\$ 1,120,369	\$ -	\$ 1,155,996	\$ 1,155,996	\$ -	\$ 1,192,910	\$ 1,192,910	\$ 2,522,882.97	\$ 3,189,068.05	\$ 5,711,951.02				
23	Indirect Percentage	0.15	15.00%	15.00%		15.00%		15.00%		15.00%		15.00%		15.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ 162,737.69	\$ 173,663.74	\$ 42,031	\$ 126,024	\$ 168,055	\$ -	\$ 173,399	\$ 173,399	\$ -	\$ 178,936	\$ 178,936	\$ 378,432.45	\$ 478,360.21	\$ 856,792.65				
25	Other Expenses (Not subject to indirect %)	\$ 3,084,727.37	\$ 2,702,534.00	\$ 843,806	\$ 3,361,037	\$ 4,204,843	\$ -	\$ 3,663,739	\$ 3,663,739	\$ -	\$ 3,621,289	\$ 3,621,289	\$ 6,631,067.40	\$ 10,646,065.87	\$ 17,277,133.27				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
28	Total Expenditures	\$ 4,332,383.00	\$ 4,033,956.00	\$ 1,166,044	\$ 4,327,224	\$ 5,493,267	\$ -	\$ 4,993,135	\$ 4,993,135	\$ -	\$ 4,993,136	\$ 4,993,136	\$ 9,532,382.82	\$ 14,313,494.13	\$ 23,845,876.94				
29																			
30	HSH Revenues (select)																		
31	Prop C - Housing Expansion	\$ 4,700,000.00	\$ 4,033,956.00	\$ 1,166,044	\$ 4,327,224	\$ 5,493,268	\$ -	\$ 4,993,135	\$ 4,993,135	\$ -	\$ 4,993,135	\$ 4,993,135	\$ 9,900,000.00	\$ 14,313,494.18	\$ 24,213,494.18				
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
34	Prop C - One-Time Carryforward	\$ (367,617.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (367,617.00)	\$ -	\$ (367,617.00)				
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
40	Total HSH Revenues	\$ 4,332,383.00	\$ 4,033,956.00	\$ 1,166,044	\$ 4,327,224	\$ 5,493,268	\$ -	\$ 4,993,135	\$ 4,993,135	\$ -	\$ 4,993,135	\$ 4,993,135	\$ 9,532,383.00	\$ 14,313,494.18	\$ 23,845,877.18				
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	\$ 4,332,383.00	\$ 4,033,956.00	\$ 1,166,044	\$ 4,327,224	\$ 5,493,268	\$ -	\$ 4,993,135	\$ 4,993,135	\$ -	\$ 4,993,135	\$ 4,993,135	\$ 9,532,383.00	\$ 14,313,494.18	\$ 23,845,877.18				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
52																			
53	Prepared by	Tehraleigh Martin (Brilliant Corners)		*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															
54	Phone	415-579-7637																	
55	Email	tmartin@brilliantcorners.org																	

A		B		C		D		E		H		I		J		K		L		O		P		Q		R		S		T		U		V		W		X		Y		Z		AA		AB		AC		AD		AE		AF		AG		AH		AI		AJ		BT		BU		BV	
1 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																																																					
2 SALARY & BENEFIT DETAIL																																																																					
3 Document Date 10/1/2023																																																																					
4 Provider Name Brilliant Corners																																																																					
5 Program TAY Rapid Rehousing																																																																					
6 FSP Contract ID# 100021388																																																																					
7 Budget Name Prop C - Rapid																																																																					
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1. Dir., NorCal Housing Services																																																																					
2. Program Manager																																																																					
3. Program Supervisor (1)																																																																					
4. Program Supervisor (2)																																																																					
5. Housing Acquisitions Manager																																																																					
6. Housing Acquisitions Specialist																																																																					
6. Senior Housing Coordinator																																																																					
7. Housing Coordinator (1)																																																																					
8. Housing Coordinator (2)																																																																					
9. Housing Coordinator (3)																																																																					
10. Housing Coordinator (4)																																																																					
11. Housing Coordinator (5)																																																																					
12. Housing Coordinator (6)																																																																					
13. Housing Coordinator (7)																																																																					
14. Associate Director - Operations																																																																					
16. Contracts Manager																																																																					
17. Contracts Specialist																																																																					
18. Northern California Housing Services Associate Director																																																																					
19. Northern California Housing Services Associate Director																																																																					
20. Occupancy Specialist																																																																					
TOTAL SALARIES																																																																					
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TOTAL SALARIES & BENEFITS																																																																					

	A	D	G	H	I	J	K	L	M	N	O	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	OPERATING DETAIL														
3	Document Date														
4	Provider Name														
5	Program														
6	FSP Contract ID#														
7	Budget Name														
8															
9															
10															
11															
12	Operating Expenses														
13	Rental of Property	\$ 6,358.00	\$ 23,407.86	\$ 2,500	\$ 7,500	\$ 10,000	\$ 10,500	\$ 10,500	\$ 11,025	\$ 11,025	\$ 32,265.86	\$ 29,025.00	\$ 61,290.86		
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 1,156.00	\$ 1,445.00	\$ 267	\$ 3,738	\$ 4,005	\$ 4,206	\$ 4,206	\$ 4,416	\$ 4,416	\$ 2,868.37	\$ 12,359.69	\$ 15,228.06		
15	Office Supplies, Postage	\$ 13,872.00	\$ 3,294.60	\$ 536	\$ 1,589	\$ 2,125	\$ 2,231	\$ 2,231	\$ 2,342	\$ 2,342	\$ 17,702.61	\$ 6,161.76	\$ 23,864.37		
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
17	Printing and Reproduction	\$ 10,404.00	\$ 2,312.00	\$ 290	\$ 859	\$ 1,148	\$ 1,206	\$ 1,206	\$ 1,266	\$ 1,266	\$ 13,005.73	\$ 3,330.69	\$ 16,336.43		
18	Insurance	\$ 7,225.00	\$ 7,687.40	\$ 1,927	\$ 5,710	\$ 7,637	\$ 8,019	\$ 8,019	\$ 8,420	\$ 8,420	\$ 16,839.12	\$ 22,149.05	\$ 38,988.17		
19	Staff Training	\$ 11,560.00	\$ 11,560.00	\$ 2,801	\$ 8,303	\$ 11,104	\$ 11,659	\$ 11,659	\$ 12,242	\$ 12,242	\$ 25,921.43	\$ 32,204.56	\$ 58,125.99		
20	Staff Travel-Local & Out of Town)	\$ 27,744.00	\$ 27,744.00	\$ 6,070	\$ 17,991	\$ 24,062	\$ 25,265	\$ 25,265	\$ 26,528	\$ 26,528	\$ 61,558.43	\$ 69,784.20	\$ 131,342.64		
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
22	Office Furniture and Equipment	\$ 40,460.00	\$ 23,282.87	\$ 2,032	\$ 5,930	\$ 7,961	\$ 8,359	\$ 8,359	\$ 8,777	\$ 8,777	\$ 65,774.37	\$ 23,065.55	\$ 88,839.92		
23	Software	\$ 23,120.00	\$ 39,361.80	\$ 9,696	\$ 28,729	\$ 38,425	\$ 40,346	\$ 40,346	\$ 42,364	\$ 42,364	\$ 72,178.16	\$ 111,438.33	\$ 183,616.49		
24	Staff Telephone	\$ 8,323.20	\$ 7,629.60	\$ 1,500	\$ 1,500	\$ 3,000	\$ 3,150	\$ 3,150	\$ 3,308	\$ 3,308	\$ 17,452.80	\$ 7,957.50	\$ 25,410.30		
25	Background Checks for Clients	\$ 1,800.00	\$ 5,625.00	\$ 480	\$ 2,020	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 7,904.99	\$ 7,020.01	\$ 14,925.00		
26	Mineral Tree Transaction Fees	\$ 2,893.80	\$ 3,120.00	\$ 250	\$ 750	\$ 1,000	\$ 1,050	\$ 1,050	\$ 1,103	\$ 1,103	\$ 6,263.80	\$ 2,902.50	\$ 9,166.30		
27	Dues and Memberships		\$ 809.20	\$ 174	\$ 515	\$ 689	\$ 724	\$ 724	\$ 760	\$ 760	\$ 983.04	\$ 1,998.42	\$ 2,981.46		
28	Fees & Permits		\$ 157.80	\$ 15	\$ 42	\$ 57	\$ 60	\$ 60	\$ 63	\$ 63	\$ 172.79	\$ 166.03	\$ 338.82		
29	Legal		\$ -	\$ 625	\$ 1,875	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 625	\$ 6,875	\$ 7,500		
30	Hiring and Recruiting		\$ -	\$ 72	\$ 215	\$ 287	\$ 301	\$ 301	\$ 317	\$ 317	\$ 72	\$ 833	\$ 905		
41			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
42	Consultants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
43	Jones Psychological Services	\$ -	\$ 272.34	\$ 225	\$ 669	\$ 894	\$ 894	\$ 894	\$ 938	\$ 938	\$ 497	\$ 2,500	\$ 2,998		
44	COMPLIANCELINE, LLC		\$ 72.93	\$ 200	\$ 594	\$ 794	\$ 794	\$ 794	\$ 834	\$ 834	\$ 273	\$ 2,222	\$ 2,495		
45	Solar Art		\$ 887.61	\$ 50	\$ 149	\$ 199	\$ 199	\$ 199	\$ 208	\$ 208	\$ 938	\$ 556	\$ 1,493		
46	Yerba Buena Builders, Inc.		\$ 751.20	\$ 35	\$ 104	\$ 139	\$ 139	\$ 139	\$ 146	\$ 146	\$ 786	\$ 389	\$ 1,175		
47	Tasker by Taskrabit		\$ 22.40	\$ 25	\$ 74	\$ 99	\$ 99	\$ 99	\$ 104	\$ 104	\$ 47	\$ 278	\$ 325		
48			\$ 27.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27	\$ -	\$ 27		
49			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
54	Subcontractors		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
55	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
67	TOTAL OPERATING EXPENSES	\$ 154,916.00	\$ 159,470.65	\$ 29,771	\$ 88,855	\$ 118,626	\$ -	\$ 124,201	\$ 124,201	\$ -	\$ 130,161	\$ 130,161	\$ 344,158	\$ 343,216	\$ 687,373
69															
70	Other Expenses (not subject to indirect cost %)														
71	Direct Client Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Actual Subsidy Costs	\$ 2,842,114.93	\$ 1,833,479.91	\$ 659,776.13	\$ 2,784,483.87	\$ 3,444,260.00	\$ 2,903,156.00	\$ 2,903,156.00	\$ 2,860,706.00	\$ 2,860,706.00	\$ 5,335,370.97	\$ 8,548,345.87	\$ 13,883,716.84		
73	Actual Security Deposits	\$ 144,720.00	\$ 219,343.94	\$ 21,276.28	\$ 66,223.72	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 385,340.22	\$ 241,223.72	\$ 626,563.94		
74	Actual Furniture Costs	\$ 68,033.61	\$ 218,288.21	\$ 14,501.55	\$ 60,498.45	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 300,823.37	\$ 210,498.45	\$ 511,321.82		
75	Actual Relocation costs	\$ 99,240.00	\$ 124,050.00	\$ 5,520.33	\$ 19,079.67	\$ 24,600.00	\$ 24,600.00	\$ 24,600.00	\$ 24,600.00	\$ 24,600.00	\$ 228,810.33	\$ 68,279.67	\$ 297,090.00		
76	Actual Damage Mitigation Funds	\$ 75,000.00	\$ 75,000.00	\$ 5,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 155,000.00	\$ 55,000.00	\$ 210,000.00		
77	Actual Vacant Unit costs	\$ 144,000.00	\$ 504,890.00	\$ 13,892.17	\$ 36,107.84	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 662,782.17	\$ 136,107.84	\$ 798,890.00		
78	Actual Client Utilities & Misc.	\$ 40,000.00	\$ 40,000.00	\$ 2,500.00	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 82,500.00	\$ 27,500.00	\$ 110,000.00		
79	Actual Extensions	\$ 39,235.83	\$ 471,397.94	\$ 120,714.58	\$ 362,143.73	\$ 482,858.30	\$ 482,858.30	\$ 482,858.30	\$ 482,858.30	\$ 482,858.30	\$ 631,348.35	\$ 1,327,860.33	\$ 1,959,208.67		
80	Carry Forward to FY22-23	\$ (367,617.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (367,617.00)	\$ -	\$ (367,617.00)		
81	Landlord Incentive	\$ 18,500.00	\$ 18,500.00	\$ 625.00	\$ 10,000.00	\$ 10,625.00	\$ 10,625.00	\$ 10,625.00	\$ 10,625.00	\$ 10,625.00	\$ 19,125.00	\$ 31,250.00	\$ 50,375.00		
82	Adjust for Actuals		\$ (802,416.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (802,416.00)	\$ -	\$ (802,416.00)		
83															
84	TOTAL OTHER EXPENSES	\$ 3,084,727.37	\$ 2,702,534.00	\$ 843,806.03	\$ 3,361,037.27	\$ 4,204,843.30	\$ -	\$ 3,663,739.30	\$ 3,663,739.30	\$ -	\$ 3,621,289.30	\$ 3,621,289.30	\$ 6,631,067.40	\$ 10,646,065.87	\$ 17,277,133.27
85															
86	Capital Expenses														
87	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88															
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96															
97	HSH #3														

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	10/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2024	3
6	Amended Term	7/1/2021	6/30/2026	5
7				
8	Approved Subcontractors			
10	None.			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start 7/1/2023 Fiscal Term End 6/30/2024

Prop C - Rapid Rehousing

FY23-24 FY23-24

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

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted FTE	Budgeted Salary			
1. Dir., NorCal Housing Services	0.14	\$ 19,521.00	Leader for Northern California Housing Services programs.	FTE * Annual salary=%allocated per program	MALVOUX, JENNIFER R
2. Program Manager	1.00	\$ 86,100.00	With guidance and support from the Northern California Housing Services Team	FTE * Annual salary=%allocated per program	DABKOWSKI, MEGAN T
3. Program Supervisor (1)	1.00	\$ 84,586.32	Primarily responsible for managing & supervising Housing Services	FTE * Annual salary=%allocated per program	CLAY, JAMILA
5. Housing Acquisitions Manager	0.20	\$ 17,755.75	Develops, maintains, and implement an outreach strategy for housing	FTE * Annual salary=%allocated per program	SYLOS, SYLVIA
6. Housing Acquisitions Specialist	0.80	\$ 54,163.20	Specializes in acquiring market-rate rental units by providing outreach	FTE * Annual salary=%allocated per program	REESE, MELANY
6. Senior Housing Coordinator	1.00	\$ 69,582.24	Provides onboarding support to new hires and provides add-on support	FTE * Annual salary=%allocated per program	MURRAY, DANIELLE A
7. Housing Coordinator (1)	1.00	\$ 59,470.32	The Housing Coordinator will provide housing locator and referrals	FTE * Annual salary=%allocated per program	ALBARRAN, ANA NICOLE
8. Housing Coordinator (2)	1.00	\$ 57,744.96	The Housing Coordinator will provide housing locator and referrals	FTE * Annual salary=%allocated per program	GRANT, HENRY FRANKLIN
9. Housing Coordinator (3)	1.00	\$ 59,470.32	The Housing Coordinator will provide housing locator and referrals	FTE * Annual salary=%allocated per program	HARRIS, JHANE
10. Housing Coordinator (4)	1.00	\$ 57,744.96	The Housing Coordinator will provide housing locator and referrals	FTE * Annual salary=%allocated per program	JACKSON, ANGELA S
11. Housing Coordinator (5)	1.00	\$ 60,060.00	The Housing Coordinator will provide housing locator and referrals	FTE * Annual salary=%allocated per program	NAVARRO, BIANCA DINA
12. Housing Coordinator (6)	1.00	\$ 59,470.32	The Housing Coordinator will provide housing locator and referrals	FTE * Annual salary=%allocated per program	SWEDI, FERDINAND VENAS
14. Associate Director - Operations	0.05	\$ 5,512.50	Monitoring and analyzing the organization's budget and financial performance	FTE * Annual salary=%allocated per program	VACANT
16. Contracts Manager	0.05	\$ 4,305.00	Manages grant administration duties include negotiations, awarding	FTE * Annual salary=%allocated per program	MARTIN, TEHRALEIGH
17. Contracts Specialist	0.20	\$ 15,012.82	Manages grant administration duties include negotiations, awarding	FTE * Annual salary=%allocated per program	PALMER, LAUREN
18. Northern California Housing Services Associate Director	0.05	\$ 5,651.10	"Second in command" for all of Norcal Housing Services programs	FTE * Annual salary=%allocated per program	KLINGELBERG, TRAVIS W
19. Northern California Housing Services Associate Director	0.20	\$ 21,702.43	"Second in command" for all of Norcal Housing Services programs	FTE * Annual salary=%allocated per program	LANE, SHARON
20. Occupancy Specialist	0.25	\$ 15,337.14	The Occupancy Specialist manages all housing assignment and move-in	FTE * Annual salary=%allocated per program	HARRIS, RACKIE
		\$ -	- Meets with program leaders, onboarding follow ups, superintendents	FTE * Annual salary=%allocated per program	PULIZAANO, DANIELLE
TOTAL	10.94	\$ 753,190.37			
Employee Fringe Benefits		\$ 248,552.82	Includes FICA, SSUI, Workers Compensation and Medical (32.00% x 751,027.91 = \$240,329.93)		
Salaries & Benefits Total		\$ 1,001,743.20			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 10,000.00	Allocated annual rental cost and lease expenses for our office	Expected per FTE 10.94*914=total
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 4,005.41	Flat amount estimated by Contracts Team at B.C.	Expected per FTE 10.94*366=total
Office Supplies, Postage	\$ 2,124.59	Anticipated office supply includes desk supplies, paper products	Expected per FTE 10.94*194=total
Building Maintenance Supplies and Repair	\$ -	N/A	NA
Printing and Reproduction	\$ 1,148.43	Anticipated printing needs include outreach flyers, copies of reports	Expected per FTE 10.94*105=total
Insurance	\$ 7,637.04	Insurance costs include but are not limited to General Liability, Workers Compensation	Expected per FTE 10.94*698=total
Staff Training	\$ 11,104.20	Training expenses help cover both internal and externally led training	Expected per FTE 10.94*1015=total
Staff Travel-(Local & Out of Town)	\$ 24,061.74	Staff travel primarily covers mileage reimbursement and rides	Expected per FTE 10.94*2199=total
Rental of Equipment	\$ -	N/A	NA
Office Furniture and Equipment	\$ 7,961.00	Anticipated office furniture & equipment costs for allocated FTE	Expected per FTE 10.94*727.=total
Software	\$ 38,424.96	Cost for various software expenses which include Salesforce, Microsoft Office	Expected per FTE 10.94*3513=total
Staff Telephone	\$ 3,000.00	Telephone costs primarily covers cellphone service for all staff	Expected per FTE 10.94*274=total
Background Checks for Clients	\$ 2,500.00	~\$75/per client x 75 clients = \$5,625.00	Expected per FTE 10.94*228=total
Mineral Tree Transaction Fees	\$ 1,000.00	Processing of ~200 monthly subsidy payments x 12 months	Expected per FTE 10.94*91=total
Dues and Memberships	\$ 689.06	Anticipated costs for dues for several housing services & housing	Expected per FTE 10.94*63=total
Fees & Permits	\$ 57.42	Anticipated costs for various county and state level fees for	Expected per FTE 10.94*5250=total
Legal	\$ 2,500.00	Legal fees	Flat rate 2500 Annually
Hiring and Recruiting	\$ 287.11	Provides support to meet hiring demands & attract high quality	Expected per FTE 10.94*26=total
Consultants	\$ -		
Jones Psychological Services	\$ 893.52	contractual service provided to BC employees who face client	Expected per FTE (10.94*194)/42% (%based on prior year)
COMPLIANCELINE, LLC	\$ 794.24	Contracted experts provide accounting and analysts to BC's	Expected per FTE (10.94*194)/37% (%based on prior year)
Solar Art	\$ 198.56	Solar Art is an industry leader in window film installation. For	Expected per FTE (10.94*194)/9% (%based on prior year)
Yerba Buena Builders, Inc.	\$ 138.99	Operates, manages, and elevates the programs properties &	Expected per FTE (10.94*194)/7% (%based on prior year)
Tasker by Taskrabit	\$ 99.28	Contracted same-day service platform instantly connects skilled	Expected per FTE (10.94*194)/5% (%based on prior year)
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 118,625.55		
Indirect Cost	15.0%	\$ 168,055.31	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Direct Client Assistance	\$ -		
Actual Subsidy Costs	\$ 3,444,260	Avg. rental subsidy as of July 2023 to Oct 23 with expected CF @ 1968 instances	Expected 1968*1750=3444260 (CF support to meet FMR)
Actual Security Deposits	\$ 87,500	Security Deposits for 25 new participants at \$3,500.00 per client	Expected 25*3500=87500
Actual Furniture Costs	\$ 75,000	Expenses cover essential furnishing needed to house new participants	Expected 25*3000=75000
Actual Relocation costs	\$ 24,600	Assumes no more than 20% of 25 placement for FY23-24 relocations. Up to 3*8200 each (per FY)	
Actual Damage Mitigation Funds	\$ 20,000	This fixed amount is intended to cover repair costs to units that are damaged	Flat rate
Actual Vacant Unit costs	\$ 50,000	Unit Holds for 25 new participants at \$2,000.00 per client.	Expected 25*2000 per client
Actual Client Utilities & Misc.	\$ 10,000	Fixed amount is intended to support clients with one-time move-in costs	Flat rate
Actual Extensions	\$ 482,858	Fixed amount is intended to support clients with rental payments	Expected 300*1610=482858
Carry Forward to FY22-23	\$ -		
Landlord Incentive	\$ 10,625	Fixed amount is intended to incentive new property owners that are	Flat rate
Adjust for Actuals	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 4,204,843.30		

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.

Proposition 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). Grantee shall provide documentation, as requested by HSH. Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,</p>

Proposition C	
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.
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.

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
SF-Dept. Disability & Aging Services (under Human Service Agency)	Scattered Site Housing & Rental Subsidy Administration (SSHRSA) (FSP ID 1000010837)	July 1, 2023 – June 30, 2027	\$15,934,897
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool & Housing Ladder (FSP ID 1000022893)	July 1, 2021 – June 30, 2024	\$9,000,000
Department of Homelessness and Supportive Housing	Emergency Housing Vouchers (FSP ID 1000024537)	March 1, 2022 – June 30, 2024	\$3,595,380
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool (FSP ID 1000021034)	February 15, 2021 - June 30, 2024	\$40,161,603