

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

**FOURTH AMENDMENT
TO GRANT AGREEMENT**

between

CITY AND COUNTY OF SAN FRANCISCO

and

CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO

THIS AMENDMENT of the **July 1, 2018** Grant Agreement (the "Agreement") is dated as of **March 1, 2025** and is made in the City and County of San Francisco, State of California, by and between **CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Proposals (RFP) #111, issued April 11, 2018, and this modification is consistent therewith; and

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

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. 25-002 on January 10, 2025; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. 59-25 on February 11, 2025;

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) "Agreement" shall mean the Agreement dated **July 1, 2018** between Grantee and City; and **First Amendment**, dated **September 9, 2019**, and **Second Amendment**, dated **July 1, 2021**, and **Third Amendment**, dated **July 1, 2024**.
- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
 - 2.1 Section 3.2 Duration of Term** of the Agreement currently reads as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2018** and expire on **February 28, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2018** 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 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 Seven Hundred Ninety Seven Thousand Five Hundred Three Dollars (\$9,797,503)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Hundred Thirty Five Thousand Seven Hundred Fifty Eight Dollars (\$135,758)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (c) In no event shall the amount of Grant Funds disbursed hereunder exceed **Fourteen Million Five Hundred Thirty Three Thousand Five Hundred Seventy Three Dollars (\$14,533,573)**.
- (d) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred One Thousand Three Hundred Eighty Five Dollars (\$801,385)** is included as a contingency amount and is neither to be used in the Budget attached to this

Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- 2.3 Section 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-1, Services to be Provided (dated March 1, 2025)
 Appendix A-2, Services to be Provided (dated March 1, 2025)
 Appendix B, Budget (dated March 1, 2025)
 Appendix C, Method of Payment (dated July 1, 2024)
 Appendix D, Interests in Other City Grants (dated March 1, 2025)

- 2.4 Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-1, Services to be Provided** (dated March 1, 2025) for the period of March 1, 2025 to June 30, 2026.
- 2.5 Appendix A-2, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-2, Services to be Provided** (dated March 1, 2025) for the period of March 1, 2025 to June 30, 2026.
- 2.6 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated March 1, 2025) for the period of July 1, 2018 to June 30, 2026.
- 2.7 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 March 1, 2025).

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


CITY

GRANTEE


**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**CATHOLIC CHARITIES CYO OF THE
ARCHDIOCESE OF SAN FRANCISCO**

By:  2/27/2025
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Shireen McSpadden
Executive Director

By:  2/25/2025
D600F819775A4A2...
Ellen Hammerle
Chief Executive Officer
City Supplier Number: 0000023239

Approved as to Form:
David Chiu
City Attorney

By:  2/27/2025
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Adam Radtke
Deputy City Attorney

Appendix A-1: Services to be Provided

By

Catholic Charities

SF HOME Rapid Rehousing

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

IV. Description of Services

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). RRH services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

- A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with RRH administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
 1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process.
 2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process.
 3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:
 - a. Search for and secure housing;

- b. Increase income, connect to benefits. and secure employment;
 - c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.
 5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units.
 6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services.
 7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
 8. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework.
 9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify.
 10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
 11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health.
 12. Grantee shall begin program exit planning early in the housing process. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following.
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants.
 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to

transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being.

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants.
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns.
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace.
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs.
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process.
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations.
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation).
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing.
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers).
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards.
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters.

8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed.
 9. Grantee shall communicate the following expectations with participants:
 - a. Contribution toward the rent is due on the first month and how to make the payment;
 - b. How much the participant is responsible for each month; and
 - c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
 10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements.
 11. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance.
 12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges.
 13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
 14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.
- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing.
 2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments.
 3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord.
 4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases.
 5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco.
 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation.

7. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months.
 8. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.
- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis.
 2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly.
 3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction.
 4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms.
 5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.
- F. Workforce Development Services:
1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
 2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh.
 3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
 4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews.

5. Grantee shall collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships.
6. Grantee shall provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries.
7. Grantee shall match tenants with employment opportunities and coach them through the job search process.
8. Grantee shall provide training and support to employers and tenants to ensure job retention after placement.

V. Location and Time of Services

Grantee shall provide services at 1641 La Salle Avenue, San Francisco, 94124, Monday through Friday, from 9 a.m. to 5 p.m. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH family units.
- B. 1:14 Case Manager Ratio: Grantee shall maintain a 1:14 ratio of Case Manager to HSH family units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution.
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- 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. Grievance Procedure:

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

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

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

J. 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 level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

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

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

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

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

- O. Data Standards:
 - 1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 - 2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.
 - 3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be

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

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. 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 clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. 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 client-centered, low-barrier access to housing and services.

VII. Service Objectives

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

- A. Housing Location Services
 1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
 1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
 1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
 2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
 1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
 2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and

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

E. Workforce Development Services

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

F. Landlord Liaison Services

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

VIII. Outcome Objectives

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

A. Housing Coordination and Housing Location Services:

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

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:

1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and
3. At least 75 percent of participants will be referred to community resources.

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.

1. At least 75 percent of tenants shall obtain employment or increase their income by the first annual tenant assessment compared to their status at program enrollment.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
 - 2. The total number of new placements during the quarter not including relocations; and
 - 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 - 1. The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination;
 - 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 - 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 - 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any

final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (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 HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

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

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

- B. 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 memoranda of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-2: Services to be Provided
by
Catholic Charities
SF HOME - Flexible Housing Subsidy Pool**

I. Purpose of Grant

The purpose of the grant is to administer all service components of the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing, and to facilitate moves to other appropriate housing, as needed.

II. Served Population

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

III. Referral and Prioritization

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

IV. Description of Services

Grantee shall provide support services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). FHSP services are voluntary and shall be available to all participants. Support services shall include, but are not limited to, the following:

- A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
 - 1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process.
 - 2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process.
 - 3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain

housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:

- a. Search for and secure housing;
 - b. Increase income, connect to benefits, and secure employment;
 - c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assist with housing coordination services to support a successful transition into permanent housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units.
 5. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services.
 6. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
 7. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework.
 8. Grantee shall assess need for public benefits. If needed, Grantee will sign participants up for all public benefits for which they qualify.
 9. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
 10. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health.
 11. If the participant is exiting the program, Grantee shall engage participant in exit planning to support the participant's successful transition out of the program. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited to, the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants.
 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to

transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being.

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants.
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns.
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace.
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs.
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with FHSP resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process.
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations.
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation).
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing.
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers).
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards.
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters.

8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed.
 9. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements.
 10. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance.
 11. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges.
 12. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing.
 2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments.
 3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord.
 4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases.
 5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco.
 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation.
 7. The participant portion of the rent shall equal no more than thirty percent of the participant's monthly adjusted income. Adjustment factors include number of people in household; age of household members; anticipated income; expenses; allowances; and utilities paid by the household.
- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis.

2. Grantee shall regularly collaborate with FHSP case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly.
3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction.
4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms.
5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

V. Location and Time of Services

Grantee shall provide services at 1641 La Salle Avenue, San Francisco, 94124, Monday through Friday, from 9 a.m. to 5 p.m. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH family units.
- B. 1:14 Case Manager Ratio: Grantee shall maintain a 1:14 ratio of Case Manager to HSH family units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution.
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- 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. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.
- I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for domestic violence providers) at program termination.
- J. 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 level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the

program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

K. City Communications and Policies

Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

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

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

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

O. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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 CDQI Process standard.

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

3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. 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 clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. 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 client-centered, low-barrier access to housing and services.

VII. Service Objectives

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

- A. Housing Location Services
 1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
 1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
 1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
 2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services

1. Grantee shall offer 100 percent of participants with Housing-Focused Case Management Services;
2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Landlord Liaison Services

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

VIII. Outcome Objectives

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

A. Housing Coordination and Housing Location Services:

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

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:

1. At least 90 percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements; and
2. At least 75 percent of participants will be referred to community resources.

IX. Reporting Requirements

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

B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:

1. The total number of unduplicated households receiving a subsidy or case management services during that quarter;
2. The total number of new placements during the quarter not including relocations; and

3. The total number of program exits and destinations.
-
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
 - D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
 - E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 4. The number and percentage of households referred to community resources.
 - F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
 - G. Grantee shall participate, as required by HSH, 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 30 working days of receipt of any evaluation report and such response will become part of the official report.
 - H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
 - I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (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 HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

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|----|---|--|---------------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|------|--------------|--------------|----------------|--------------|----------------|----|----|--------------|
| | A | B | C | D | E | H | K | N | Q | T | W | X | Y | Z | AA | AB | AI | AJ | AK |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | | |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2025 | | | | | | | | | | | | | | | | | Page 1 of 18 |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | | | | | |
| 5 | Current Term | 7/1/2018 | 2/28/2025 | 7 | | | | | | | | | | | | | | | |
| 6 | Amended Term | 7/1/2018 | 6/30/2026 | 8 | | | | | | | | | | | | | | | |
| 7 | Provider Name | Catholic Charities | | | | | | | | | | | | | | | | | |
| 8 | Program | SF HOME Rapid Rehousing | | | | | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | 1000012571 | | | | | | | | | | | | | | | | | |
| 10 | Action (select) | Amendment | | | | | | | | | | | | | | | | | |
| 11 | Effective Date | 3/1/2025 | | | | | | | | | | | | | | | | | |
| 12 | Budget Names | General Fund - Rapid Rehousing, General Fund - FHSP (MOHCD Work Order), Prop C - Family Rapid Rehousing (RRH), Prop C - One-time Bonus Pay, General Fund - FEPCO Homelessness Prevention, CalWORKS - HSA Work Order, Prop C - Safer Families RRH | | | | | | | | | | | | | | | | | |
| 13 | | Current | New | | | | | | | | | | | | | | | | |
| 14 | Term Budget | \$ 9,620,834 | \$ 13,732,188 | | | | | | | | | | | | | | | | |
| 15 | Contingency | \$ 176,669 | \$ 801,385 | 15% | | | | | | | | | | | | | | | |
| 16 | Not-To-Exceed | \$ 9,797,503 | \$ 14,533,573 | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | |
| 21 | Expenditures | | | | | | | | | | | | | | | | | | |
| 22 | Salaries & Benefits | \$ 472,102 | \$ 606,303 | \$ 667,113 | \$ 270,529 | \$ 328,314 | \$ 295,823 | \$ 238,342 | \$ 178,258 | \$ 416,600 | \$ - | \$ 534,670 | \$ 534,670 | \$ 2,878,527 | \$ 712,929 | \$ 3,591,455 | | | |
| 23 | Operating Expense | \$ 107,884 | \$ 184,032 | \$ 211,668 | \$ 110,944 | \$ 114,331 | \$ 54,839 | \$ 54,785 | \$ 65,815 | \$ 120,601 | \$ - | \$ 137,285 | \$ 137,285 | \$ 838,484 | \$ 203,100 | \$ 1,041,584 | | | |
| 24 | Subtotal | \$ 579,986 | \$ 790,335 | \$ 878,782 | \$ 381,473 | \$ 442,645 | \$ 350,662 | \$ 293,127 | \$ 244,074 | \$ 537,201 | \$ - | \$ 671,955 | \$ 671,955 | \$ 3,717,011 | \$ 916,029 | \$ 4,633,040 | | | |
| 25 | Indirect Percentage | | | | | | | | | | | | | | | | | | |
| 26 | Indirect Cost (Line 24 X Line 25) | \$ 97,547 | \$ 133,999 | \$ 148,938 | \$ 62,360 | \$ 71,690 | \$ 57,308 | \$ 47,577 | \$ 39,048 | \$ 86,626 | \$ - | \$ 105,251 | \$ 105,251 | \$ 619,419 | \$ 144,300 | \$ 763,719 | | | |
| 27 | Other Expenses (Not subject to indirect %) | \$ 793,384 | \$ 916,593 | \$ 982,409 | \$ 217,772 | \$ 463,003 | \$ 1,020,729 | \$ 890,512 | \$ 732,589 | \$ 1,623,101 | \$ - | \$ 2,318,436 | \$ 2,318,436 | \$ 5,284,402 | \$ 3,051,026 | \$ 8,335,428 | | | |
| 28 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 30 | Total Expenditures | \$ 1,470,918 | \$ 1,840,928 | \$ 2,010,129 | \$ 661,604 | \$ 977,337 | \$ 1,428,699 | \$ 1,231,217 | \$ 1,015,711 | \$ 2,246,928 | \$ - | \$ 3,095,643 | \$ 3,095,643 | \$ 9,620,832 | \$ 4,111,355 | \$ 13,732,187 | | | |
| 31 | | | | | | | | | | | | | | | | | | | |
| 32 | HSH Revenues (select)* | | | | | | | | | | | | | | | | | | |
| 33 | General Fund - Ongoing | \$ 1,541,501 | \$ 1,742,229 | \$ 1,721,621 | \$ 938,760 | \$ 956,692 | \$ 981,096 | \$ 660,895 | \$ 330,448 | \$ 991,343 | \$ - | \$ 991,343 | \$ 991,343 | \$ 8,542,794 | \$ 1,321,791 | \$ 9,864,585 | | | |
| 34 | General Fund - CODB | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 35 | Adjustment to Actuals | \$ (70,583) | \$ (756,638) | \$ (125,598) | \$ (278,445) | \$ (572,196) | \$ (191,797) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (1,995,258) | \$ - | \$ (1,995,258) | | | |
| 36 | General Fund - MOHCD Work Order | \$ - | \$ - | \$ - | \$ - | \$ 300,000 | \$ 300,000 | \$ 200,000 | \$ 100,000 | \$ 300,000 | \$ - | \$ 300,000 | \$ 300,000 | \$ 800,000 | \$ 400,000 | \$ 1,200,000 | | | |
| 37 | Prop C - Family RRH | \$ - | \$ - | \$ - | \$ - | \$ 292,843 | \$ 339,400 | \$ 226,267 | \$ 113,133 | \$ 339,400 | \$ - | \$ 339,400 | \$ 339,400 | \$ 858,510 | \$ 452,533 | \$ 1,311,043 | | | |
| 38 | Prop C - One-time COVID-19 Bonus Pay | \$ - | \$ - | \$ - | \$ 1,290 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,290 | \$ - | \$ 1,290 | | | |
| 39 | CalWORKs - HSA Work Order | \$ - | \$ 855,337 | \$ 414,106 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,269,443 | \$ - | \$ 1,269,443 | | | |
| 40 | Prop C - Safer Families RRH | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 144,055 | \$ 472,130 | \$ 616,185 | \$ - | \$ 1,464,899 | \$ 1,464,899 | \$ 144,055 | \$ 1,937,030 | \$ 2,081,085 | | | |
| 41 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 42 | Total HSH Revenues* | \$ 1,470,918 | \$ 1,840,928 | \$ 2,010,129 | \$ 661,605 | \$ 977,339 | \$ 1,428,699 | \$ 1,231,217 | \$ 1,015,712 | \$ 2,246,928 | \$ - | \$ 3,095,642 | \$ 3,095,642 | \$ 9,620,834 | \$ 4,111,354 | \$ 13,732,188 | | | |
| 52 | Rev-Exp (Budget Match Check) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 54 | Total Adjusted Salary FTE (All Budgets) | | | | | | | | | 5.93 | | | | 5.82 | | | | | |
| 55 | | | | | | | | | | | | | | | | | | | |
| 56 | Prepared by | Colleen McCarthy | | | | | | | | | | | | | | | | | |
| 57 | Phone | 415 972 1211 | | | | | | | | | | | | | | | | | |
| 58 | Email | CMccarthy@catholiccharitiesf.org | | | | | | | | | | | | | | | | | |
| 59 | | | | | | | | | | | | | | | | | | | |
| 60 | Template last modified | 7/26/2022 | | | | | | | | | | | | | | | | | |

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

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Page 2 of 18 | | | | | | |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Document Date | | 3/1/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Contract Term | | Begin Date | | End Date | | Duration (Years) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Current Term | | 7/1/2018 | | 2/28/2025 | | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Amended Term | | 7/1/2018 | | 6/30/2026 | | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Provider Name | | Catholic Charities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Program | | SF HOME Rapid Rehousing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | | 1000012571 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Action (select) | | Amendment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Effective Date | | 3/1/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Budget Name | | General Fund - Rapid Rehousing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Term Budget | | \$ 5,689,054 | | \$ 7,010,845 | | 15% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Contingency | | \$ 176,669 | | \$ 801,385 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Not-To-Exceed | | \$ 9,797,503 | | \$ 14,533,573 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | A | F | M | T | AA | AH | AO | AR | AS | AT | AU | AV | AW | AX | BE | BT | BU | BV | | | |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | | | | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2025 | | | | | | | | | | | | | | | | | | | |
| 4 | Provider Name | Catholic Charities | | | | | | | | | | | | | | | | | | | |
| 5 | Program | SF HOME Rapid Rehousing | | | | | | | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000012571 | | | | | | | | | | | | | | | | | | | |
| 7 | Budget Name | General Fund - Rapid Rehousing | | | | | | | | | | | | | | | | | | | |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | | | | | | Year 8 | 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 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | Agency Totals | | For HSH Funded Program | | 7/1/2024 - 2/28/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2018 - 2/28/2025 | 7/1/2018 - 6/30/2026 | 7/1/2018 - 6/30/2026 | | | |
| 10 | | Actuals | Actuals | Actuals | Actuals | Actuals | Actuals | | | | | Current | Amendment | New | New | Current | Amendment | New | | | |
| | | Budgeted Salary | Budgeted Salary | 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 | Change | Budgeted Salary | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | |
| 12 | Sr. Program Director | \$ 23,614 | \$ 11,906 | | | | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ 35,520 | \$ - | \$ 35,520 | | | |
| 13 | Case Manager | \$ 48,713 | \$ 8,567 | \$ 10,585 | \$ 11,713 | \$ 12,298 | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ 91,877 | \$ - | \$ 91,877 | | | |
| 14 | Program Coordinator | \$ 56,635 | \$ 9,785 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ 66,419 | \$ - | \$ 66,419 | | | |
| 15 | Case Manager / Housing Locator | \$ 11,189 | \$ 45,329 | \$ - | \$ - | \$ - | \$ 61,320 | \$ 61,320 | 1.00 | 100% | 1.00 | \$ 40,880 | \$ 20,440 | \$ 61,320 | \$ 61,320 | \$ 158,718 | \$ 81,760 | \$ 240,478 | | | |
| 16 | Program Director | | \$ 50,717 | \$ 47,840 | \$ 53,572 | \$ 58,822 | \$ 69,898 | \$ 86,501 | 1.00 | 65% | 0.65 | \$ 37,599 | \$ 18,800 | \$ 56,399 | \$ 69,898 | \$ 318,448 | \$ 88,698 | \$ 407,146 | | | |
| 17 | Clinical Dir./Training Mgr. | | \$ 2,650 | \$ 60,602 | \$ 64,325 | \$ 60,525 | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ 188,102 | \$ - | \$ 188,102 | | | |
| 18 | Program Administrator (Bilingual) | | \$ - | \$ 2,653 | \$ 2,653 | \$ 2,786 | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ 8,092 | \$ - | \$ 8,092 | | | |
| 19 | Rapid Re-Housing Case Manager | | \$ 16,834 | \$ - | \$ - | \$ - | \$ 61,320 | \$ 61,320 | 1.00 | 100% | 1.00 | \$ 40,880 | \$ 20,440 | \$ 61,320 | \$ 61,320 | \$ 119,034 | \$ 81,760 | \$ 200,794 | | | |
| 20 | Program Coordinator 2 | | \$ 8,061 | \$ 47,840 | \$ 53,572 | \$ 58,822 | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ 168,295 | \$ - | \$ 168,295 | | | |
| 21 | Program Manager | | | \$ 7,870 | \$ - | \$ - | \$ 13,651 | \$ 78,113 | 1.00 | 33% | 0.33 | \$ 16,987 | \$ 8,493 | \$ 25,480 | \$ 13,651 | \$ 38,508 | \$ 22,144 | \$ 60,652 | | | |
| 22 | Director of Client Services | | | | \$ 10,828 | \$ 11,794 | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ 22,622 | \$ - | \$ 22,622 | | | |
| 23 | Assistant Deputy Director | | | | \$ 9,848 | \$ 11,373 | \$ 19,630 | \$ 96,096 | 1.00 | 20% | 0.20 | \$ 13,087 | \$ 6,543 | \$ 19,630 | \$ 19,630 | \$ 53,938 | \$ 26,173 | \$ 80,111 | | | |
| 24 | | | | | | | | \$ - | - | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 55 | | \$ 140,150 | \$ 153,849 | \$ 177,390 | \$ 206,511 | \$ 216,420 | \$ 225,819 | TOTAL SALARIES | | | | \$ 149,433 | \$ 74,716 | \$ 224,149 | \$ 225,819 | \$ 1,269,573 | \$ 300,535 | \$ 1,570,108 | | | |
| 56 | | | | | | | | TOTAL FTE | | 3.18 | | | | | | | | | | | |
| 57 | | 31.67% | 35.34% | 34.00% | 31.00% | 31.00% | 31.00% | FRINGE BENEFIT RATE | | | | 31.00% | | 31.00% | 31.00% | | | | | | |
| 58 | | \$ 44,385 | \$ 54,376 | \$ 60,313 | \$ 64,018 | \$ 67,090 | \$ 70,004 | EMPLOYEE FRINGE BENEFITS | | \$ 46,324 | \$ 23,162 | \$ 69,486 | \$ 70,004 | \$ 406,510 | \$ 93,166 | \$ 499,676 | | | | | |
| 59 | | \$ 184,535 | \$ 208,225 | \$ 237,703 | \$ 270,529 | \$ 283,511 | \$ 295,823 | TOTAL SALARIES & BENEFITS | | \$ 195,757 | \$ 97,879 | \$ 293,635 | \$ 295,823 | \$ 1,676,083 | \$ 393,701 | \$ 2,069,784 | | | | | |
| 60 | | | | | | | | | | | | | | | | | | | | | |
| 61 | | | | | | | | | | | | | | | | | | | | | |
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| | A | B | E | H | K | N | Q | T | U | V | W | X | Y | AF | AG | AH |
|-----|---|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | Page 4 of 18 |
| 2 | OPERATING DETAIL | | | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2025 | | | | | | | | | | | | | | |
| 4 | Provider Name | Catholic Charities | | | | | | | | | | | | | | |
| 5 | Program | SF HOME Rapid Rehousing | | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000012571 | | | | | | | | | | | | | | |
| 7 | Budget Name | General Fund - Rapid Rehousing | | | | | | | | | | | | | | |
| 8 | | EXTENSION YEAR | | | | | | | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | | | Year 8 | | | 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 - 6/30/2024 | 7/1/2024 - 2/28/2025 | 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 | 7/1/2018 - 2/28/2025 | 7/1/2018 - 6/30/2026 | 7/1/2018 - 6/30/2026 |
| 11 | | Actuals | Actuals | Actuals | Actuals | Actuals | Actuals | Current | Amendment | New | Current | Amendment | New | Current | Amendment | New |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 13 | Rental of Property | \$ 21,707 | \$ 50,191 | \$ 48,893 | \$ 56,745 | \$ 55,220 | \$ 24,147 | \$ 16,098 | \$ 8,049 | \$ 24,147 | | \$ 24,147 | \$ 24,147 | \$ 273,001 | \$ 32,196 | \$ 305,197 |
| 14 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 5,265 | \$ 10,499 | \$ 10,028 | \$ 11,028 | \$ 11,028 | \$ 6,901 | \$ 5,934 | \$ 2,967 | \$ 8,901 | | \$ 8,901 | \$ 8,901 | \$ 60,682 | \$ 11,868 | \$ 72,550 |
| 15 | Office Supplies, Postage | \$ 257 | \$ 1,812 | \$ 1,647 | \$ 2,647 | \$ 2,647 | \$ 2,000 | \$ 2,667 | \$ 1,333 | \$ 4,000 | | \$ 4,000 | \$ 4,000 | \$ 13,676 | \$ 5,333 | \$ 19,010 |
| 16 | Building Maintenance Supplies and Repair | \$ 34 | \$ 1,295 | \$ 2,200 | \$ 3,200 | \$ 3,200 | \$ 5,450 | \$ 4,422 | \$ 2,211 | \$ 6,633 | | \$ 6,633 | \$ 6,633 | \$ 19,801 | \$ 8,844 | \$ 28,645 |
| 17 | Printing and Reproduction | \$ - | \$ 246 | \$ 820 | \$ 820 | \$ 820 | \$ 500 | \$ 333 | \$ 167 | \$ 500 | | \$ 500 | \$ 500 | \$ 3,540 | \$ 667 | \$ 4,206 |
| 18 | Insurance | \$ 1,778 | \$ 2,752 | \$ 2,752 | \$ 4,744 | \$ 4,744 | \$ 4,809 | \$ 3,206 | \$ 1,603 | \$ 4,809 | | \$ 4,809 | \$ 4,809 | \$ 24,785 | \$ 6,412 | \$ 31,197 |
| 19 | Staff Training | \$ - | \$ 128 | \$ 1,265 | \$ 1,965 | \$ 1,965 | \$ 1,300 | \$ 867 | \$ 433 | \$ 1,300 | | \$ 1,300 | \$ 1,300 | \$ 7,490 | \$ 1,733 | \$ 9,223 |
| 20 | Staff Travel-(Local & Out of Town) | \$ 4,349 | \$ 2,072 | \$ 5,189 | \$ 5,189 | \$ 5,189 | \$ 3,550 | \$ 3,033 | \$ 1,517 | \$ 4,550 | | \$ 4,550 | \$ 4,550 | \$ 28,571 | \$ 6,067 | \$ 34,638 |
| 21 | Rental of Equipment | \$ 1,396 | \$ 1,537 | \$ 1,635 | \$ 1,635 | \$ 1,635 | \$ 1,000 | \$ 667 | \$ 333 | \$ 1,000 | | \$ 1,000 | \$ 1,000 | \$ 9,504 | \$ 1,333 | \$ 10,838 |
| 22 | Staff Related: Recruitment, Fingerprinting | \$ 438 | \$ 681 | \$ 1,518 | \$ 1,518 | \$ 1,518 | \$ 542 | \$ 361 | \$ 181 | \$ 542 | | \$ 542 | \$ 542 | \$ 6,576 | \$ 723 | \$ 7,299 |
| 23 | Vehicle Expenses (Fuel, Maintenance & Licensing) | \$ - | \$ 1,236 | \$ 3,000 | \$ 5,850 | \$ 5,850 | \$ 3,500 | \$ 2,333 | \$ 1,169 | \$ 3,502 | | \$ 3,502 | \$ 3,502 | \$ 21,769 | \$ 4,671 | \$ 26,440 |
| 24 | Program Activities | | | | | | | \$ 1,113 | \$ 557 | \$ 1,670 | | \$ 1,670 | \$ 1,670 | \$ 1,113 | \$ 2,227 | \$ 3,340 |
| 25 | Program Supplies | | | | | | | \$ 992 | \$ 496 | \$ 1,488 | | \$ 1,488 | \$ 1,488 | \$ 992 | \$ 1,984 | \$ 2,976 |
| 26 | Computer Related | | | | | | | \$ 2,933 | \$ 1,467 | \$ 4,400 | | \$ 4,400 | \$ 4,400 | \$ 2,933 | \$ 5,867 | \$ 8,800 |
| 27 | | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 45 | Consultants | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 46 | JSCO Property Management Fee of Family Service Spa | \$ 130 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 130 | \$ - | \$ 130 |
| 47 | Janitorial Services - Commercial Cleaning Pros/ David | \$ 4,184 | \$ 7,713 | \$ 9,900 | \$ 9,900 | \$ 9,900 | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 41,597 | \$ - | \$ 41,597 |
| 48 | Temp Help (Receptionist) THE JOB SHOP | \$ - | \$ 6,288 | \$ 4,801 | \$ 5,703 | \$ 5,703 | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 22,495 | \$ - | \$ 22,495 |
| 49 | | | \$ - | \$ - | | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 57 | Subcontractors (First \$25k Only) | | | | | | | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 58 | | | | | | | | \$ - | \$ - | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 70 | | | | | | | | | | | | | | | | |
| 71 | TOTAL OPERATING EXPENSES | \$ 39,537 | \$ 86,450 | \$ 93,648 | \$ 110,944 | \$ 109,419 | \$ 53,699 | \$ 44,960 | \$ 22,482 | \$ 67,442 | \$ - | \$ 67,442 | \$ 67,442 | \$ 538,656 | \$ 89,924 | \$ 628,580 |
| 72 | | | | | | | | | | | | | | | | |
| 73 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | | | | | | |
| 74 | Program Activities | \$ - | \$ 414 | \$ 1,800 | \$ 1,800 | \$ 4,000 | \$ 1,000 | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 9,014 | \$ - | \$ 9,014 |
| 75 | Program Supplies | \$ 1,234 | \$ 562 | \$ 500 | \$ 1,469 | \$ 3,871 | \$ 1,001 | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 8,637 | \$ - | \$ 8,637 |
| 76 | Computer Related | \$ 1,276 | \$ 7,167 | \$ 1,100 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 13,143 | \$ - | \$ 13,143 |
| 77 | Rental Subsidies | \$ 471,842 | \$ 471,700 | \$ 442,943 | \$ 442,943 | \$ 426,943 | \$ 511,558 | \$ 341,039 | \$ 170,519 | \$ 511,558 | | \$ 511,558 | \$ 511,558 | \$ 3,108,968 | \$ 682,078 | \$ 3,791,046 |
| 78 | Direct Assistance For Families | \$ 42,120 | \$ 46,233 | \$ 47,515 | \$ 47,515 | \$ 47,515 | \$ 56,178 | \$ 37,452 | \$ 18,726 | \$ 56,178 | | \$ 56,178 | \$ 56,178 | \$ 324,528 | \$ 74,904 | \$ 399,432 |
| 79 | One-Time CODB (FY 2020-21) | | | \$ 26,546 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 26,546 | \$ - | \$ 26,546 |
| 80 | Rental Bonus | | | | \$ 16,000 | \$ 3,500 | \$ 2,333 | \$ 1,167 | \$ 3,500 | | | \$ 3,500 | \$ 3,500 | \$ 21,833 | \$ 4,667 | \$ 26,500 |
| 81 | Adjustment to Actuals | | | | \$ (278,445) | \$ (107,219.47) | \$ (29,424) | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ (415,088) | \$ - | \$ (415,088) |
| 82 | FY24-25 CODB placeholder - do not bill | | | | | | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 87 | TOTAL OTHER EXPENSES | \$ 516,473 | \$ 526,075 | \$ 520,404 | \$ 216,482 | \$ 392,309 | \$ 545,013 | \$ 380,824 | \$ 190,412 | \$ 571,236 | \$ - | \$ 571,236 | \$ 571,236 | \$ 3,097,581 | \$ 761,649 | \$ 3,859,230 |
| 88 | | | | | | | | | | | | | | | | |
| 99 | | | | | | | | | | | | | | | | |
| 100 | HS# #3 | | | | | | | | | | | | | | | Template last modified 7/26/2022 |

| BUDGET NARRATIVE | | Fiscal Year | | | | |
|--------------------------------|-----------------------|-----------------|---|--|-------------------------|--|
| General Fund - Rapid Rehousing | | FY24-25 | | <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective | | |
| | Adjusted Budgeted FTE | Budgeted Salary | Justification | Calculation | Employee Name | |
| Case Manager / Housing Locator | 1.00 | \$ 61,320 | Provide housing placement, help families access mainstream resources, work with families toward educational and vocational attainment and housing stability to ensure successful transition off the subsidy | \$29,4807 per hour X 2080 = \$61,320.00 annually | Anieka Membreno Sanchez | |
| Program Director | 0.65 | \$ 56,399 | Monitor and direct daily operations, supervise and support staff, problem resolution, prepares reports, monitor program budget and provide some case management and family services | \$86,501 annually * 0.65 FTE | Noemy Membreno Martinez | |
| Rapid Re-Housing Case Manager | 1.00 | \$ 61,320 | Provide housing placement, help families access mainstream resources, work with families toward educational and vocational attainment and housing stability to ensure successful transition off the subsidy | \$29,4807 per hour X 2080 = \$61,320.00 annually | Jennifer Lam | |
| Program Manager | 0.33 | \$ 25,480 | Oversight of program staff and services. | \$78,113 annually * 0.33 FTE | Leidy Fernandez | |
| Assistant Deputy Director | 0.20 | \$ 19,630 | Oversee all of Family Housing Assistance Program and Homelessness Prevention Program. Works closely with the Program Directors to adhere to all contract and budget obligations. | \$46,20 per hour X 2080 = \$96,096.04 X .204275 FTE = \$19,630.00 | Jose Guadalupe | |
| | | \$ - | | | | |
| | | \$ - | | | | |
| TOTAL | 3.18 | \$ 224,149 | | | | |
| Employee Fringe Benefits | | | Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries. | | | |
| | | \$ 69,486 | | | | |
| Salaries & Benefits Total | | \$ 293,635 | | | | |

| Operating Expenses | Budgeted Expense | Justification | Calculation: Estimated monthly cost |
|--|------------------|---|-------------------------------------|
| Rental of Property | \$ 24,147 | Share of office space based on square footage and # of program staff for two buildings | \$2,012.25 |
| Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 8,901 | Share of cost for electricity, water, garbage, telephone for two buildings | \$742.00 |
| Office Supplies, Postage | \$ 4,000 | To purchase folders, paper, and everything needed for office use | \$333.00 |
| Building Maintenance Supplies and Repair | \$ 6,633 | Share of cost for building maintenance facilities and supplies | \$553.00 |
| Printing and Reproduction | \$ 500 | To pay for pamphlets and building signs for our program outreach and engagement; staff business cards. | \$41.67 |
| Insurance | \$ 4,809 | Commercial General Liability Insurance, excluding van insurance | \$417.42 |
| Staff Training | \$ 1,300 | Ongoing staff training to help staff build skills. | \$108.33 |
| Staff Travel-(Local & Out of Town) | \$ 4,550 | To pay for mileage, parking and tolls when traveling for home visits, to view units or going to trainings. | \$379.00 |
| Rental of Equipment | \$ 1,000 | Share of cost for copy and scan machine lease and shredder for two offices | \$83.33 |
| Staff Related: Recruitment, Fingerprinting | \$ 542 | Recruitment expenses for hiring new staff. | \$45.10 |
| Vehicle Expenses (Fuel, Maintenance & Licensing) | \$ 3,502 | Van fuel and maintenance to bring families to view units, move families, visit landlords. Also used for home visits, recertifications, rent delivery. | \$291.67 |
| Program Activities | \$ 1,670 | Events for clients. | \$139.00 |
| Program Supplies | \$ 1,488 | To purchase items required for program office to serve clients | \$124.00 |
| Computer Related | \$ 4,400 | Expected cost of maintenance, equipment replacement, software licenses. IT support | \$367.00 |
| | \$ - | | |
| TOTAL OPERATING EXPENSES | \$ 67,442 | | |
| Indirect Cost | 16.35% | \$ 59,029 | |

| Other Expenses (not subject to indirect cost %) | Amount | Justification | Calculation: Estimated monthly cost |
|---|------------|---|-------------------------------------|
| Rental Subsidies | \$ 511,558 | Subsidies for rent, based on expected number served. | \$42,629.83 |
| Direct Assistance For Families | \$ 56,178 | Help for families related to keeping their housing and jobs. For example, help for paying utilities, transportation for job related purposes, or paying for books for a training related to employment. | \$4,681.50 |
| Rental Bonus | \$ 3,500 | Funds to provide landlord bonuses for leasing units. | 291.67 |
| TOTAL OTHER EXPENSES | \$ 571,236 | | |

EXTENSION YEAR

| | | | | | | | | | | | | | | | | |
|----|---|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|
| | A | B | E | H | K | N | Q | T | U | V | W | X | Y | AF | AG | AH |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | Page 7 of 18 |
| 2 | OPERATING DETAIL | | | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2025 | | | | | | | | | | | | | | |
| 4 | Provider Name | Catholic Charities | | | | | | | | | | | | | | |
| 5 | Program | SF HOME Rapid Rehousing | | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000012571 | | | | | | | | | | | | | | |
| 7 | Budget Name | General Fund - FHSP (MOHCD Work Order) | | | | | | | | | | | | | | |
| 8 | | EXTENSION YEAR | | | | | | | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | | | Year 8 | | | 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 - 6/30/2024 | 7/1/2024 - 2/28/2025 | 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 | 7/1/2018 - 2/28/2025 | 7/1/2018 - 6/30/2026 | 7/1/2018 - 6/30/2026 |
| 11 | | Actuals | Actuals | Actuals | Actuals | Actuals | Actuals | Current | Amendment | New | Current | Amendment | New | Current | Amendment | New |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 13 | Rental of Property | | | | | \$ 2,689 | \$ - | \$ - | \$ 5,651 | \$ 5,651 | | \$ 5,651 | \$ 5,651 | \$ 2,689 | \$ 11,302 | \$ 13,991 |
| 14 | Utilities(Elec, Water, Gas, Phone, Scavenger) | | | | | \$ 500 | \$ - | \$ - | \$ 598 | \$ 598 | | \$ 598 | \$ 598 | \$ 500 | \$ 1,196 | \$ 1,696 |
| 15 | Office Supplies, Postage | | | | | \$ 123 | \$ 540 | \$ 360 | \$ 180 | \$ 540 | | \$ 540 | \$ 540 | \$ 1,023 | \$ 720 | \$ 1,743 |
| 16 | Building Maintenance Supplies and Repair | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17 | Printing and Reproduction | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 18 | Insurance | | | | | \$ 400 | \$ - | \$ - | \$ 444 | \$ 444 | | \$ 444 | \$ 444 | \$ 400 | \$ 888 | \$ 1,288 |
| 19 | Staff Training | | | | | \$ 400 | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 400 | \$ - | \$ 400 |
| 20 | Staff Travel-(Local & Out of Town) | | | | | \$ 500 | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 500 | \$ - | \$ 500 |
| 21 | Rental of Equipment | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 22 | Computer Related | | | | | \$ 300 | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 300 | \$ - | \$ 300 |
| 23 | Barrier Removal | | | | | \$ - | \$ 600 | \$ 400 | \$ 200 | \$ 600 | | \$ 600 | \$ 600 | \$ 1,000 | \$ 800 | \$ 1,800 |
| 24 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 43 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors (First \$25k Only) | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 68 | TOTAL OPERATING EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ 4,912 | \$ 1,140 | \$ 760 | \$ 7,073 | \$ 7,833 | \$ - | \$ 7,833 | \$ 7,833 | \$ 6,812 | \$ 14,906 | \$ 21,718 |
| 69 | | | | | | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | | | | | | |
| 71 | Direct client assistance | | | | | \$ 251,103 | \$ 298,689 | \$ 199,126 | \$ 91,866 | \$ 290,992 | | \$ 290,992 | \$ 290,992 | \$ 748,918 | \$ 382,858 | \$ 1,131,776 |
| 72 | Adjustment to Actuals | | | | | \$ (195,459) | \$ (12,462) | | \$ - | \$ - | | \$ - | \$ - | \$ (207,921) | \$ - | \$ (207,921) |
| 73 | | | | | | | | | \$ - | | | \$ - | | \$ - | \$ - | \$ - |
| 84 | TOTAL OTHER EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ 55,644 | \$ 286,227 | \$ 199,126 | \$ 91,866 | \$ 290,992 | \$ - | \$ 290,992 | \$ 290,992 | \$ 540,997 | \$ 382,858 | \$ 923,855 |
| 85 | | | | | | | | | | | | | | | | |
| 96 | | | | | | | | | | | | | | | | |
| 97 | HSH #3 | | | | | | | | | | | | | | Template last modified | 7/26/2022 |

BUDGET NARRATIVE**Fiscal Year****General Fund - FHSP (MOHCD
Work Order)****FY24-25**

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

| <u>Operating Expenses</u> | <u>Budgeted Expense</u> | <u>Justification</u> | <u>Calculation</u> |
|---|-----------------------------|---|-----------------------|
| Rental of Property | \$ 5,651 | Sharing office space based on square footage with other programs in two locations | Share of total cost |
| Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 598 | Estimated cost for utilities at location | Estimated cost |
| Office Supplies, Postage | \$ 540 | Estimated additional basic supplies for desks, including PPE, copier paper, postage and ongoing replacement needs | Estimated cost |
| Insurance | \$ 444 | Commercial General Liability Insurance, excluding van insurance | Share of agency total |
| Barrier Removal | \$ 600 | E.g., immigration-related fees and other assistance to help clients enter housing. | Estimated cost |
| TOTAL OPERATING EXPENSES | \$ 7,833 | | |
| Indirect Cost | 15.0% \$ 1,175 | | |

| <u>Other Expenses (not subject to indirect cost %)</u> | <u>Amount</u> | <u>Justification</u> | <u>Calculation</u> |
|--|-------------------|--|--------------------|
| Direct client assistance | \$ 290,992 | Direct client assistance includes rental subsidies, landlord incentives, move in costs (security deposits, furniture, moving costs, relocation costs, damage mitigation) | 5 households |
| Adjustment to Actuals | \$ - | | |
| TOTAL OTHER EXPENSES | \$ 290,992 | | |

EXTENSION YEAR

| | | | | | | | | | | | | | | |
|----|---|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|----------------------|----------------------|
| | A | B | E | H | K | N | Q | T | U | V | Y | AF | AG | AH |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | Page 10 of 18 |
| 2 | OPERATING DETAIL | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2025 | | | | | | | | | | | | |
| 4 | Provider Name | Catholic Charities | | | | | | | | | | | | |
| 5 | Program | SF HOME Rapid Rehousing | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000012571 | | | | | | | | | | | | |
| 7 | Budget Name | Prop C - Family Rapid Rehousing (RRH) | | | | | | | | | | | | |
| 8 | | EXTENSION YEAR | | | | | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | | | Year 8 | 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 - 6/30/2024 | 7/1/2024 - 2/28/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2018 - 2/28/2025 | 7/1/2018 - 6/30/2026 | 7/1/2018 - 6/30/2026 |
| 11 | | Actuals | Actuals | Actuals | Actuals | Actuals | Actuals | Current | Amendment | New | New | Current | Amendment | New |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 69 | | | | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | | | | |
| 71 | Rental Subsidies | | | | | \$ 57,600 | | \$ - | \$ - | \$ - | \$ - | \$ 57,600 | \$ - | \$ 57,600 |
| 72 | Subsidy Extension | | | | | \$ 223,967 | \$ 292,400 | \$ 194,933 | \$ 97,467 | \$ 292,400 | \$ 292,400 | \$ 711,300 | \$ 389,867 | \$ 1,101,167 |
| 73 | Incentives/Barrier Removal | | | | | \$ 3,000 | \$ 5,600 | \$ 3,733 | \$ 1,867 | \$ 5,600 | \$ 5,600 | \$ 490,333 | \$ 7,467 | \$ 593,400 |
| 74 | Move-in Assistance | | | | | | \$ 41,400 | \$ 27,600 | \$ 13,800 | \$ 41,400 | \$ 41,400 | \$ 9,333 | \$ 55,200 | \$ 52,600 |
| 75 | Adjustment to Actuals | | | | | \$ (269,518) | \$ (149,912) | | \$ - | | \$ - | \$ (200,518) | \$ - | \$ (186,718) |
| 76 | | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| 84 | TOTAL OTHER EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ 15,049 | \$ 189,488 | \$ 226,267 | \$ 113,133 | \$ 339,400 | \$ 339,400 | \$ 1,068,049 | \$ 452,533 | \$ 1,618,049 |
| 96 | | | | | | | | | | | | | | |
| 97 | HSH #3 | | | | | | | | | | | Template last modified 7/26/2022 | | |

BUDGET NARRATIVE

Fiscal Year

Prop C - Family Rapid Rehousing

FY24-25

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

| Other Expenses (not subject to indirect cost %) | Amount | Justification | Calculation |
|---|------------|--|-------------|
| Rental Subsidies | \$ - | | |
| Subsidy Extension | \$ 292,400 | Extensions to provide an extra 12 months of subsidy for participants exiting in FY24-25. | |
| Incentives/Barrier Removal | \$ 5,600 | Incentives for participants to encourage engagement with program supports - attending check-ins, interviewing for jobs, self-searching for units, etc. | |
| Move-in Assistance | \$ 41,400 | Move-in costs for FY24-25. | |
| Adjustment to Actuals | \$ - | | |
| | \$ - | | |
| TOTAL OTHER EXPENSES | \$ 339,400 | | |

EXTENSION YEAR

| | | | | | | | | | | | | | | | | |
|----|---|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|----------------------|----------------------|
| | A | B | E | H | K | N | Q | T | U | V | W | X | Y | AF | AG | AH |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | Page 13 of 18 |
| 2 | OPERATING DETAIL | | | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2025 | | | | | | | | | | | | | | |
| 4 | Provider Name | Catholic Charities | | | | | | | | | | | | | | |
| 5 | Program | SF HOME Rapid Rehousing | | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000012571 | | | | | | | | | | | | | | |
| 7 | Budget Name | Prop C - Safer Families RRH | | | | | | | | | | | | | | |
| 8 | | EXTENSION YEAR | | | | | | | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | | | Year 8 | | | 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 - 6/30/2024 | 7/1/2024 - 2/28/2025 | 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 | 7/1/2018 - 2/28/2025 | 7/1/2018 - 6/30/2026 | 7/1/2018 - 6/30/2026 |
| 11 | | Actuals | Actuals | Actuals | Actuals | Actuals | Actuals | Current | Amendment | New | Current | Amendment | New | Current | Amendment | New |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 13 | Rental of Property | | | | | | | \$ 1,800 | \$ 7,200 | \$ 9,000 | | \$ 18,000 | \$ 18,000 | \$ 1,800 | \$ 25,200 | \$ 27,000 |
| 14 | Utilities(Elec, Water, Gas, Phone, Scavenger) | | | | | | | \$ 1,000 | \$ 4,000 | \$ 5,000 | | \$ 10,000 | \$ 10,000 | \$ 1,000 | \$ 14,000 | \$ 15,000 |
| 15 | Office Supplies, Postage | | | | | | | \$ 400 | \$ 1,600 | \$ 2,000 | | \$ 4,000 | \$ 4,000 | \$ 400 | \$ 5,600 | \$ 6,000 |
| 16 | Building Maintenance Supplies and Repair | | | | | | | \$ 700 | \$ 2,800 | \$ 3,500 | | \$ 6,000 | \$ 6,000 | \$ 700 | \$ 8,800 | \$ 9,500 |
| 17 | Printing and Reproduction | | | | | | | \$ 140 | \$ 560 | \$ 700 | | \$ 1,400 | \$ 1,400 | \$ 140 | \$ 1,960 | \$ 2,100 |
| 18 | Insurance | | | | | | | \$ 485 | \$ 1,940 | \$ 2,426 | | \$ 4,500 | \$ 4,500 | \$ 485 | \$ 6,440 | \$ 6,926 |
| 19 | Staff Training | | | | | | | \$ 400 | \$ 1,600 | \$ 2,000 | | \$ 4,000 | \$ 4,000 | \$ 400 | \$ 5,600 | \$ 6,000 |
| 20 | Staff Travel-(Local & Out of Town) | | | | | | | \$ 1,000 | \$ 4,000 | \$ 5,000 | | \$ 10,210 | \$ 10,210 | \$ 1,000 | \$ 14,210 | \$ 15,210 |
| 21 | Rental of Equipment | | | | | | | \$ 140 | \$ 560 | \$ 700 | | \$ 1,400 | \$ 1,400 | \$ 140 | \$ 1,960 | \$ 2,100 |
| 22 | Recruitment Cost | | | | | | | \$ 300 | \$ 1,200 | \$ 1,500 | | \$ 500 | \$ 500 | \$ 300 | \$ 1,700 | \$ 2,000 |
| 23 | Start Up: Computer workstations(3 staff) Hardware, Licensing, IT set up | | | | | | | \$ 2,400 | \$ 9,600 | \$ 12,000 | | \$ - | \$ - | \$ 2,400 | \$ 9,600 | \$ 12,000 |
| 24 | Small Equipment Desk-1, 3 chairs | | | | | | | \$ 300 | \$ 1,200 | \$ 1,500 | | \$ - | \$ - | \$ 300 | \$ 1,200 | \$ 1,500 |
| 25 | Computer Related (IT Troubleshooting) | | | | | | | | \$ - | \$ - | | \$ 2,000 | \$ 2,000 | \$ - | \$ 2,000 | \$ 2,000 |
| 26 | | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 43 | Janitorial Services | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 44 | | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors (First \$25k Only) | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 68 | TOTAL OPERATING EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,065 | \$ 36,260 | \$ 45,326 | \$ - | \$ 62,010 | \$ 62,010 | \$ 9,065 | \$ 98,270 | \$ 107,336 |
| 69 | | | | | | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | | | | | | |
| 71 | Direct Assistance - Rent (15 Families) | | | | | | | \$ 63,595 | \$ 254,378 | \$ 317,973 | | \$ 1,044,000 | \$ 1,044,000 | \$ 63,595 | \$ 1,298,378 | \$ 1,361,973 |
| 72 | Direct Assistance - Basic Needs | | | | | | | \$ 20,700 | \$ 82,800 | \$ 103,500 | | \$ 72,808 | \$ 72,808 | \$ 20,700 | \$ 155,608 | \$ 176,308 |
| 73 | | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 84 | TOTAL OTHER EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 84,295 | \$ 337,178 | \$ 421,473 | \$ - | \$ 1,116,808 | \$ 1,116,808 | \$ 84,295 | \$ 1,453,986 | \$ 1,538,281 |
| 85 | | | | | | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | | | | | | |
| 87 | | | | | | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 96 | | | | | | | | | | | | | | | | |
| 97 | HSH #3 | | | | | | | | | | | | | Template last modified 7/26/2022 | | |

| BUDGET NARRATIVE | | Fiscal Year | | | | |
|-----------------------------|--|-----------------------------|--------------------|---|--|----------------|
| Prop C - Safer Families RRH | | FY24-25 | | <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective | | |
| Salaries & Benefits | | Adjusted Budgeted FTE | Budgeted Salary | Justification | Calculation | Employee Name |
| Case Manager | | 1.00 | \$ 30,295 | Provide housing placement, help families access mainstream resources, work with families toward educational and vocational attainment and housing stability to ensure successful transition off the subsidy | \$29.13 X 2080 = \$60,590 for approximately 6 months | TBD |
| Program Director | | 0.25 | \$ 12,615 | Monitor and direct daily operations, supervise and support staff, problem resolution, prepares reports, monitor program budget and provide some case management and family services | \$86,501.00 X 0.25 FTE, prorated for 7 months | Noemy Martinez |
| Program Manager | | 0.50 | \$ 19,250 | Oversight of program staff and services. | \$37.0192 X 2080 = \$77,000 X .25 = \$19,250 | TBD |
| Case Manager | | 1.00 | \$ 30,295 | Provide housing placement, help families access mainstream resources, work with families toward educational and vocational attainment and housing stability to ensure successful transition off the subsidy | \$29.13 X 2080 = \$60,590 for approximately 6 months | TBD |
| TOTAL | | 2.75 | \$ 92,455 | | | |
| Employee Fringe Benefits | | \$ 30,510 | | Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries. | | |
| Salaries & Benefits Total | | \$ 122,965 | | | | |

| Operating Expenses | | Budgeted Expense | Justification | Calculation |
|--|--|---------------------|--|--|
| Rental of Property | | \$ 9,000 | Share of office space based on square footage and # of program staff for two buildings | \$1,800.00 monthly for 5 months (Feb. to Jun.) |
| Utilities(Elec, Water, Gas, Phone, Scavenger) | | \$ 5,000 | Share of cost for electricity, water, garbage, telephone for two buildings | \$1,000.00 monthly |
| Office Supplies, Postage | | \$ 2,000 | To purchase folders, paper, and everything needed for office use | \$400.00 monthly |
| Building Maintenance Supplies and Repair | | \$ 3,500 | Share of cost for building maintenance facilities and supplies | \$700.00 monthly |
| Printing and Reproduction | | \$ 700 | To pay for pamphlets and building signs for our program outreach and engagement; staff business cards. | \$140.00 monthly |
| Insurance | | \$ 2,426 | Commercial General Liability Insurance, excluding van insurance | \$485.20 monthly |
| Staff Training | | \$ 2,000 | Ongoing staff training to help staff build skills. | \$400.00 monthly |
| Staff Travel-Local & Out of Town) | | \$ 5,000 | To pay for mileage, parking and tolls when traveling for home visits, to view units or going to trainings. | \$1,000.00 monthly |
| Rental of Equipment | | \$ 700 | Share of cost for copy and scan machine lease and shredder for two offices | \$140.00 monthly |
| Recruitment Cost | | \$ 1,500 | Recruitment expenses for hiring new staff. | \$500 each for 3 staff |
| Start Up: Computer workstations(3 staff) Hardware, Licensi | | \$ 12,000 | Including computer for 3 staff, hardware, licensing, consulting | \$4,000 each for 3 staff |
| Small Equipment Desk-1, 3 chairs | | \$ 1,500 | Desk for 1 staff | ask for 1 staff \$500, plus additional chairs |
| | | \$ - | | |
| TOTAL OPERATING EXPENSES | | \$ 45,326 | | |
| Indirect Cost | | 15.7% \$ 26,422 | | |

| Other Expenses (not subject to indirect cost %) | Amount | Justification | Calculation |
|---|------------|---|--|
| Direct Assistance - Rent (15 Families) | \$ 317,973 | Monthly subsidy covering a portion of the household's rent, paid to the landlord, facilitating immediate access to stable housing | Estimated amount to serve 15 families during the second half of FY24-25. |
| Direct Assistance - Basic Needs | \$ 103,500 | Security Deposit and Other Needs for clients | \$20,700.00/month |
| | \$ - | | |
| TOTAL OTHER EXPENSES | \$ 421,473 | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK |
| 2 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Page 14 of 18 | | | | | | |
| 3 | Document Date | | 3/1/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Contract Term | | Begin Date | | End Date | | Duration (Years) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Current Term | | 7/1/2018 | | 2/28/2025 | | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Amended Term | | 7/1/2018 | | 6/30/2026 | | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Provider Name | | Catholic Charities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Program | | SF HOME Rapid Rehousing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | | 1000012571 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Action (select) | | Amendment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Effective Date | | 3/1/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Budget Name | | Prop C - One-time Bonus Pay | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | Current | | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Term Budget | | \$ 1,290 | | \$ 1,290 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Contingency | | \$ 176,669 | | \$ 801,385 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Not-To-Exceed | | \$ 9,797,503 | | \$ 14,533,573 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Page 15 of 18 | | | | | |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Document Date | | 3/1/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Contract Term | | Begin Date | | End Date | | Duration (Years) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Current Term | | 7/1/2018 | | 2/28/2025 | | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Amended Term | | 7/1/2018 | | 6/30/2026 | | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Provider Name | | Catholic Charities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Program | | SF HOME Rapid Rehousing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | | 1000012571 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Action (select) | | Amendment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Effective Date | | 3/1/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Budget Name | | General Fund - FEPCO Homelessness Prevention | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | Current | | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Term Budget | | \$ | 2,041,498 | \$ | 2,041,498 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Contingency | | \$ | 176,669 | \$ | 801,385 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Not-To-Exceed | | \$ | 9,797,503 | \$ | 14,533,573 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | A | B | C | D | E | H | K | N | Q | T | W | X | Y | AB | AI | AJ | AK | |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | Page 16 of 18 |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2025 | | | | | | | | | | | | | | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | | | | |
| 5 | Current Term | 7/1/2018 | 2/28/2025 | 7 | | | | | | | | | | | | | | |
| 6 | Amended Term | 7/1/2018 | 6/30/2026 | 8 | | | | | | | | | | | | | | |
| 7 | Provider Name | Catholic Charities | | | | | | | | | | | | | | | | |
| 8 | Program | SF HOME Rapid Rehousing | | | | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | 1000012571 | | | | | | | | | | | | | | | | |
| 10 | Action (select) | Amendment | | | | | | | | | | | | | | | | |
| 11 | Effective Date | 3/1/2025 | | | | | | | | | | | | | | | | |
| 12 | Budget Name | CalWORKs - HSA Work Order | | | | | | | | | | | | | | | | |
| 13 | | Current | New | 15.0% | | | | | | | | | | | | | | |
| 14 | Term Budget | \$ 713,777 | \$ 713,777 | | | | | | | | | | | | | | | |
| 15 | Contingency | \$ 176,669 | \$ 801,385 | | | | | | | | | | | | | | | |
| 16 | Not-To-Exceed | \$ 9,797,503 | \$ 14,533,573 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | |
| 18 | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | | | EXTENSION YEAR Year 8 | | All Years | | |
| 19 | | | | | 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 - 6/30/2024 | 7/1/2024 - 2/28/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2018 - 2/28/2025 | 7/1/2018 - 6/30/2026 | 7/1/2018 - 6/30/2026 | |
| 20 | | | | | Actuals | Actuals | Actuals | Actuals | Actuals | Actuals | Current | Amendment | New | New | Current | Amendment | New | |
| 21 | Expenditures | | | | | | | | | | | | | | | | | |
| 22 | Salaries & Benefits | \$ - | \$ 106,138 | \$ 80,315 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 186,453 | \$ - | \$ 186,453 | |
| 23 | Operating Expense | \$ - | \$ 17,780 | \$ 13,797 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,577 | \$ - | \$ 31,577 | |
| 24 | Subtotal | \$ - | \$ 123,918 | \$ 94,112 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 218,030 | \$ - | \$ 218,030 | |
| 25 | Indirect Percentage | | 15.00% | 15.00% | | | | | 0.00% | 0.00% | | | 0.00% | 0.00% | | | | |
| 26 | Indirect Cost (Line 24 X Line 25) | \$ - | \$ 18,588 | \$ 14,117 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 32,704 | \$ - | \$ 32,704 | |
| 27 | Other Expenses (Not subject to indirect %) | \$ - | \$ 157,165 | \$ 305,878 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 463,043 | \$ - | \$ 463,043 | |
| 30 | Total Expenditures | \$ - | \$ 299,671 | \$ 414,106 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 713,777 | \$ - | \$ 713,777 | |
| 31 | | | | | | | | | | | | | | | | | | |
| 32 | HSH Revenues (select) | | | | | | | | | | | | | | | | | |
| 35 | Adjustment to Actuals | | \$ (555,666) | | | | | | | | | | \$ - | \$ - | \$ (555,666) | \$ - | \$ (555,666) | |
| 39 | CalWORKs - HSA Work Order | | \$ 855,337 | \$ 414,106 | | | | | | | | | \$ - | \$ - | \$ 1,269,443 | \$ - | \$ 1,269,443 | |
| 40 | Prop C - Safer Families RRH | | | | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 41 | | | | | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Total HSH Revenues | \$ - | \$ 299,671 | \$ 414,106 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 713,777 | \$ - | \$ 713,777 | |
| 52 | Rev-Exp (Budget Match Check) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | | | | | | | | | | | | | | | | | | |

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| | A | B | C | D | E |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | Page 18 of 18 |
| 2 | APPENDIX B, BUDGET | | | | |
| 3 | Document Date | 3/1/2025 | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | |
| 5 | Current Term | 7/1/2018 | 2/28/2025 | 7 | |
| 6 | Amended Term | 7/1/2018 | 6/30/2026 | 8 | |
| 7 | Program | SF HOME Rapid Rehousing | | | |
| 9 | Approved Subcontractors | | | | |
| 10 | None. | | | | |
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Appendix D - Interests In Other City Grants

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

| City Department or Commission | Program Name | Dates of Grant Term | Not-To-Exceed Amount |
|---|--|-----------------------------------|----------------------|
| Department of Homelessness and Supportive Housing | 10 th & Mission LOSP – Support Services | January 1, 2021 – June 30, 2027 | \$4,003,231 |
| Human Services Agency | Adult Day Program (ADP) for Older Adults and Adults with Disabilities | July 1, 2024 – June 30, 2028 | \$896,294 |
| Human Services Agency | Alzheimer’s Day Care Resource Centers (ADCRCs) for Older Adults & Adults with Disabilities | July 1, 2024 – June 30, 2028 | \$712,653 |
| Department of Homelessness and Supportive Housing | Bayview Family Access Point | July 1, 2022 – June 30, 2026 | \$4,012,287 |
| Human Services Agency | CalWorks Housing Locator, Housing Connector, and Case Management Services | July 1, 2022 – June 30, 2025 | \$8,014,038 |
| Human Services Agency | Case Management | July 1, 2023 – June 30, 2027 | \$1,256,780 |
| Department of Homelessness and Supportive Housing | COC Housing Plus (COC – Rental Assistance & General Fund) | July 1, 2022 – August 31, 2025 | \$2,645,764 |
| Human Services Agency | Community Services | January 1, 2023 – June 30, 2027 | \$3,081,280 |
| Department of Homelessness and Supportive Housing | Edith Witt Senior Community LOSP | July 1, 2019 – June 30, 2025 | \$1,085,154 |
| Department of Homelessness and Supportive Housing | Emergency Housing Voucher | December 15, 2021 – June 30, 2026 | \$2,098,750 |
| Department of Homelessness and Supportive Housing | ESG Homelessness Prevention | July 1, 2020 – June 30, 2025 | \$1,277,658 |
| Department of Homelessness and Supportive Housing | FEPCO Homelessness Prevention | July 1, 2021 – June 30, 2025 | \$9,786,606 |
| Human Services Agency | Housing Subsidies to Seniors and Adults with Disabilities | July 1, 2024 – June 30, 2028 | \$4,472,638 |
| Department of Homelessness and Supportive Housing | Mission Family Access Point | July 1, 2018 – June 30, 2026 | \$7,331,673 |
| Department of Homelessness and Supportive Housing | Rita da Cascia (COC Support Services and Leasing, General Fund/Prop C) | July 1, 2020 – October 31, 2027 | \$3,477,381 |
| Department of Homelessness and Supportive Housing | Scattered Sites (General Fund/Prop C, COC Rental Assistance) | July 1, 2023 – July 31, 2026 | \$7,119,725 |
| Department of Homelessness and Supportive Housing | St. Joseph’s Family Center | July 1, 2021 – June 30, 2027 | \$8,791,043 |

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|---|---|-----------------------------------|-------------|
| Department of Homelessness and Supportive Housing | Treasure Island (General Fund/Prop C, CoC Rental Assistance) | July 1, 2023 – March 31, 2026 | \$8,812,214 |
| Department of Children, Youth and Their Families | San Francisco Boys' and Girls' Homes (STRTP) | July 1, 2024 – June 30, 2029 | \$4,247,300 |
| Mayor's Office of Housing and Community Development | Assisted Housing and Health – Tenant Based Rental Subsidies | July 1, 2023 – June 30, 2025 | \$627,082 |
| Mayor's Office of Housing and Community Development | Peter Claver Community RCFCI | July 1, 2023 – June 30, 2025 | \$1,534,950 |
| Mayor's Office of Housing and Community Development | Locally Funded Emergency Rental Assistance Program | July 1, 2024 – June 30, 2025 | \$3,300,000 |
| Mayor's Office of Housing and Community Development | Anti Displacement Tenant-Based Rental Subsidy Program | October 1, 2024 – June 30, 2025 | \$1,074,347 |
| Mayor's Office of Housing and Community Development | Older Adults/Adults with Disabilities Tenant-Based Rental Subsidy Program | March 1, 2022 – June 30, 2025 | \$5,052,604 |
| Mayor's Office of Housing and Community Development | Persons with HIV/AIDS Tenant-Based Rental Subsidy Program | July 1, 2023 – June 30, 2025 | \$6,753,790 |
| Mayor's Office of Housing and Community Development | Partial Rental Subsidy Program for People with HIV/Aids - Competitive | June 1, 2023 – May 31, 2026 | \$1,465,375 |
| Mayor's Office of Housing and Community Development | Partial Rental Subsidy Program for People with HIV/Aids - Formula | June 1, 2023 – May 31, 2026 | \$300,000 |
| Department of Public Health | Rita da Cascia / Hazel Betsey | March 1, 2021 – February 28, 2026 | \$1,005,271 |
| Department of Public Health | Derek Silva Community | March 1, 2021 – February 28, 2026 | \$2,246,905 |
| Department of Public Health | HIV Facility-based Care - Peter Claver | March 1, 2020 – June 30, 2025 | \$3,991,806 |
| Department of Public Health | HIV Assisted Housing Subsidies | July 1, 2021 – June 30, 2026 | \$6,178,065 |