

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

**FIRST AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
ABODE SERVICES**

THIS AMENDMENT of the **March 24, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **ABODE SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

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

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
  - (a) Agreement. The term "Agreement" shall mean the Agreement dated March 24, 2021 between Grantee and City.
  - (b) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
  - (c) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.

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

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

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

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**ARTICLE 3 TERM**

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

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 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.

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

**4.2 Grantee's Personnel.**

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

(b) **Grantor Vaccination Policy.**

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination

Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

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

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

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

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

**2.3 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Thousand Dollars (\$9,900,00)**.

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Five Million Four**

**Hundred Fifty Thousand Nine Hundred Dollars (\$5,450,900)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendices A and A-1, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

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

**5.4 Reserved. (State or Federal Funds).**

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

**ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

**5.1 Maximum Amount of Grant Funds.**

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

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

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

**5.4 Reserved. (State or Federal Funds).**

**2.4 Section 6.7 Submitting False Claims** of the Agreement hereby deleted and replaced in its entirety with:

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

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

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

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

If to Grantee: Abode Services  
40849 Fremont Blvd.  
Fremont, CA 94538  
Attn: Louis Chicoine  
lchicoine@abodeservices.org

Any notice of default must be sent by registered mail.

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

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

**2.6 Section 16.24 Contractor Vaccination Policy** of the Agreement is hereby deleted and replaced with the following:

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

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

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

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

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

**2.9 Section 17.14 Services During a City-Declared Emergency** of the Agreement is hereby deleted and replaced with the following:

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

- 2.10 **Appendix A, Services to be Provided** and **Appendix A-1, Services to be Provided**, of the Agreement are hereby replaced in entirety by **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2023 to June 30, 2025.
- 2.11 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of February 15, 2021 to June 30, 2025.
- 2.12 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2023).
- 2.13 **Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2023).
- 2.14 **Appendix E, Permitted Subgrantees**, of the Agreement is hereby deleted.



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

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**ABODE SERVICES**

DocuSigned by:  
*Shireen McSpadden*  
By: \_\_\_\_\_  
CAD7B781896B449...  
Shireen McSpadden  
Executive Director

DocuSigned by:  
*[Signature]*  
By: \_\_\_\_\_  
E3B7D1891CE1417...  
Louis Chicoine  
Chief Executive Officer  
City Supplier Number: 40774

Approved as to Form:  
David Chiu  
City Attorney

DocuSigned by:  
*Adam Radtke*  
By: \_\_\_\_\_  
1A4A0F0A...  
Adam Radtke  
Deputy City Attorney

**Appendix A, Services to be Provided  
by  
Abode Services  
Flexible Housing Subsidy Pool**

**I. Purpose of Grant**

The purpose of the grant is to administer the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time that tenants spend experiencing homelessness, and to ensure that tenants retain housing once established.

**II. Served Population**

Grantee shall serve adult tenants:

- A. Aged 60 years or older, without custody of minor children; and
- B. Aged 18 to 59, without custody of minor children.

**III. Referral and Prioritization**

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

**IV. Description of Services**

Grantee shall provide services to the total number of tenants as described in the Appendix B, Budget. Grantee shall provide the following FHSP services during the term of this grant:

- A. Housing Location Services: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units:
  - 1. Grantee shall conduct comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, near transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
  - 2. Grantee shall utilize their real estate expertise to secure appropriate housing units for the served population that may include, but are not limited to a single unit in multi-unit buildings, blocks of units in multi-unit buildings, shared housing, and other options that help tenants achieve residential stability and overall health and well-being.
  - 3. Grantee shall employ skilled staff with experience in real estate, brokerage, sales, or other related fields, who are capable of establishing and maintaining successful relationships with landlords. Grantee staff shall have excellent communication skills, build clear expectations for landlords and tenants, serve as a liaison, and respond quickly and appropriately to any concerns or problems.
  - 4. 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, secure real estate, or otherwise expand the housing inventory supported with FHSP resources.

- B. Housing Coordination Services: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
1. Communication and coordination with Coordinated Entry Access Points and FHSP case management partners to remove any barriers to the housing referral process;
  2. Lease negotiation and rental subsidy administration on behalf of tenants placed into housing and lease review to ensure compliance with all local and State laws;
  3. Support to prospective tenants to secure units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Ensuring that case management providers collect all necessary documents to support tenants to successfully move into housing;
  5. Elimination of barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
  6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
  7. Assessment and completion of minor repairs necessary to improve accessibility or other functional improvements;
  8. Payment for items needed during housing search and move-in (e.g. application fees, security deposit, furniture, and moving costs); and
  9. Income verification and rent calculation upon tenant move-in and annually thereafter, or sooner if a tenant's income changes.
- C. Housing-Focused Case Management Services: Grantee shall provide all necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting tenants with securing needed documentation to move into housing, housing navigation services, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement.
1. Grantee shall provide wrap-around case management services within a harm reduction model to ensure tenants' long-term housing retention and improved well-being. These services shall include, but are not limited to:
    - a. Engagement with all tenants referred for housing placement to determine preferred housing options, required services, and needed documentation;
    - b. Housing Navigation services to assist successful transition into permanent housing, including unit viewings and selection, accompaniment during move-in process, and orientation to neighborhood and surrounding services;
    - c. Arranging for necessary services after housing placement, such as In-Home Support Services (IHSS), or care by a medical or behavior health provider;
    - d. Provision of targeted services and/or referrals to another appropriate agency for tenants whose behavior indicates a substance abuse, mental health or another issue that is jeopardizing the tenant's housing retention and/or health;

- e. Linkages to community resources, case management, and crisis intervention within a Housing First, trauma-informed, and harm reduction modality should the tenants' needs exceed the capacity of the Grantee;
- f. Education on tenancy requirements and support to address barriers to housing retention;
- g. Support with completing any required processes for housing provider's income certification and re-certification processes; and
- h. Ongoing coordination with FHSP partners who are serving the tenant, through meetings, calls, and other communication, as needed.

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:

- 1. Initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;
- 2. Timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
- 3. Timely and accurate payment of flexible funding to eliminate other barriers to housing; and
- 4. The completion of regular income verification and rent calculation for each tenant receiving a subsidy and timely notices to tenants for any changes in rent, and reflecting rent changes in subsidy payments.

E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:

- 1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;
- 2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;
- 3. Regular communications with landlords to identify and address concerns on a proactive basis;
- 4. Collaboration with FHSP case management provider partners to ensure that tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
- 5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and

6. Ensuring that landlords fulfil their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms,

**V. Location and Time of Services**

Grantee shall provide services at Abode Services, 40849 Fremont Blvd, Fremont, CA 94538 on Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

**VI. Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. 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>.
- D. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- E. 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.
- F. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
  1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
  2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding

completion of the survey if the written format presents any problem.

G. City Communications and Policies

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

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
3. Attendance of trainings, as requested.

H. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.

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

J. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
  - a. Entering all client data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
  - c. Running monthly data quality reports and correcting errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be

---

<sup>1</sup> 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.

**K. Record Keeping and Files:**

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

**L. Harm Reduction:**

Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.

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

**VII. Service Objectives**

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

**A. Housing Location Services**

1. Grantee shall provide 100 percent of tenants with Housing Location Services.

**B. Housing Coordination Services**

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

---

<sup>2</sup> HSH will provide annual Housing Quality Standards (HQS) inspections, tenant eligibility determinations, and rent calculations as outlined herein and further governed by the CoC Interim Rule (24 CFR Part 578) and subsequent guidance from HUD

C. Subsidy Administration Services

1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant, or at the orientation of lease.

D. Housing-Focused Case Management Services

1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services.
2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.
3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.

**VIII. Outcome Objectives**

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

A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:

1. At least 90 percent of tenants enrolled in the program will successfully move into housing as verified via their housing move-in date.

B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:

1. The average length of time that tenants spend homeless, from referral to housing move-in, shall be less than or equal to 75 days, as calculated by  $[\text{Housing Move-in Date}] - [\text{Referral Start Date}] / \text{Count of tenants with a } [\text{Housing Move-In Date}]$ .

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:

1. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.

**IX. Reporting Requirements**

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

B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the



Department in writing and shall specify the number of underutilized units of service.

- C. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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 not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	G	J	M	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2023														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/15/2021	6/30/2023	3												
6	Amended Term	2/15/2021	6/30/2025	5												
7	Provider Name	Abode Services														
8	Program	apid Rehousing & Flexible Housing Subsidy Po														
9	FSP Contract ID#	1000021176														
10	Action (select)	Amendment														
11	Effective Date	7/1/2023														
12	Budget Names	Prop C - RRH , Prop C - FHSP, Prop C - EHV														
13		Current	New													
14	Term Budget	\$ 7,369,926	\$ 9,900,000													
15	Contingency	\$ 2,530,074	\$ -	0%												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000													
17					EXTENSION YEAR			EXTENSION YEAR			All Years					
18		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2025			
19	Expenditures	Actuals	Actuals	Current	New	Amendment	New	New	Amendment	New	Actuals	Amendment	Actuals			
20	Salaries & Benefits	\$ 193,715	\$ 1,873,353	\$ 2,476,026	\$ -	\$ 671,370	\$ 671,370	\$ -	\$ 698,225	\$ 698,225	\$ 4,543,094	\$ 1,369,595	\$ 5,912,690			
21	Operating Expense	\$ 83,136	\$ 347,840	\$ 271,274	\$ -	\$ 89,760	\$ 89,760	\$ -	\$ 89,760	\$ 89,760	\$ 702,250	\$ 179,520	\$ 881,770			
22	Subtotal	\$ 276,851	\$ 2,221,193	\$ 2,747,300	\$ -	\$ 761,130	\$ 761,130	\$ -	\$ 787,985	\$ 787,985	\$ 5,245,344	\$ 1,549,115	\$ 6,794,460			
23	Indirect Percentage															
24	Indirect Cost (Line 21 X Line 22)	\$ 41,528	\$ 333,179	\$ 412,095	\$ -	\$ 114,170	\$ 114,170	\$ -	\$ 118,194	\$ 118,194	\$ 786,802	\$ 232,363	\$ 1,019,165			
25	Other Expenses (Not subject to indirect %)	\$ (190,600)	\$ 370,208	\$ 1,148,171	\$ -	\$ 1,654,774	\$ 1,654,774	\$ -	\$ (906,179)	\$ (906,179)	\$ 1,327,779	\$ 748,595	\$ 2,076,374			
26	Capital Expenditure	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000			
28	Total Expenditures	\$ 127,780	\$ 2,924,580	\$ 4,317,566	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ (0)	\$ (0)	\$ 7,369,925	\$ 2,530,073	\$ 9,900,000			
29																
30	HSH Revenues (select)															
31	Prop C	\$ 742,277	\$ 4,214,051	\$ 9,138,636	\$ -	\$ 2,994,600	\$ 2,994,600	\$ -	\$ 3,177,049	\$ 3,177,049	\$ 14,094,964	\$ 6,171,649	\$ 20,266,613			
33	Above NTE - Pending Amendment	\$ -	\$ -	\$ -	\$ -	\$ (464,526)	\$ (464,526)	\$ -	\$ (3,177,049)	\$ (3,177,049)	\$ -	\$ (3,641,575)	\$ (3,641,575)			
34		\$ (614,497)	\$ (4,180,671)	\$ (4,821,070)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,616,238)	\$ -	\$ (9,616,238)			
35		\$ -	\$ 2,891,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,891,200	\$ -	\$ 2,891,200			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 127,780	\$ 2,924,580	\$ 4,317,566	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ 0	\$ 0	\$ 7,369,926	\$ 2,530,074	\$ 9,900,000			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																
49	Total HSH + Other Revenues	\$ 127,780	\$ 2,924,580	\$ 4,317,566	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ 0	\$ 0	\$ 7,369,926	\$ 2,530,074	\$ 9,900,000			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)	1.26	20.74	25.08			6.54			6.54						
53																
54	Prepared by	Lauryn Young														
55	Phone	510-657-7409														
56	Email	Lyoung@abodeservices.org														

	A	B	C	D	G	J	M	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2023														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/15/2021	6/30/2023	3												
6	Amended Term	2/15/2021	6/30/2025	5												
7	Provider Name	Abode Services														
8	Program	apid Rehousing & Flexible Housing Subsidy Po														
9	FSP Contract ID#	1000021176														
10	Action (select)	Amendment														
11	Effective Date	7/1/2023														
12	Budget Name	Prop C - FHSP														
13		Current	New													
14	Term Budget	\$ 4,209,831	\$ 6,739,905													
15	Contingency	\$ 2,530,074	\$ -	0%												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000													
					Year 1	Year 2	Year 3	Year 4			Year 5			All Years		
17		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2025		
18		Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures															
20	Salaries & Benefits	\$ 76,906	\$ 423,896	\$ 650,623	\$ -	\$ 671,370	\$ 671,370	\$ -	\$ 698,225	\$ 698,225	\$ 1,151,425	\$ 1,369,595	\$ 2,521,020			
21	Operating Expense	\$ 41,568	\$ 100,913	\$ 88,560	\$ -	\$ 89,760	\$ 89,760	\$ -	\$ 89,760	\$ 89,760	\$ 231,041	\$ 179,520	\$ 410,561			
22	Subtotal	\$ 118,474	\$ 524,809	\$ 739,183	\$ -	\$ 761,130	\$ 761,130	\$ -	\$ 787,985	\$ 787,985	\$ 1,382,465	\$ 1,549,115	\$ 2,931,581			
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%			15.00%			15.00%					
24	Indirect Cost (Line 22 X Line 23)	\$ 17,771	\$ 78,721	\$ 110,877	\$ -	\$ 114,170	\$ 114,170	\$ -	\$ 118,194	\$ 118,194	\$ 207,370	\$ 232,363	\$ 439,733			
25	Other Expenses (Not subject to indirect %)	\$ (73,618)	\$ 738,546	\$ 1,955,068	\$ -	\$ 1,654,774	\$ 1,654,774	\$ -	\$ (906,179)	\$ (906,179)	\$ 2,619,995	\$ 748,595	\$ 3,368,590			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ (0)	\$ (0)	\$ 4,209,831	\$ 2,530,073	\$ 6,739,905			
29																
30	HSH Revenues (select)															
31	Prop C	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ -	\$ 2,994,600	\$ 2,994,600	\$ -	\$ 3,177,049	\$ 3,177,049	\$ 4,209,831	\$ 6,171,649	\$ 10,381,480			
33	Above NTE - Pending Amendment	\$ -	\$ -	\$ -	\$ -	\$ (464,526)	\$ (464,526)	\$ -	\$ (3,177,049)	\$ (3,177,049)	\$ -	\$ (3,641,575)	\$ (3,641,575)			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ 0	\$ 0	\$ 4,209,831	\$ 2,530,074	\$ 6,739,905			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																
49	Total HSH + Other Revenues	\$ 62,627	\$ 1,342,076	\$ 2,805,128	\$ -	\$ 2,530,074	\$ 2,530,074	\$ -	\$ 0	\$ 0	\$ 4,209,831	\$ 2,530,074	\$ 6,739,905			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52																
53	Prepared by	Lauryn Young														
54	Phone	510-657-7409														
55	Email	lyoung@abodeservices.org														

1	2 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																									3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100	
	1 SALARY & BENEFIT DETAIL		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100																						
	1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100																						
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100																							
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100																							
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100																							

	A	D	E	G	J	K	L	M	N	O	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	OPERATING DETAIL													
3	Document Date	7/1/2023												
4	Provider Name	Abode Services												
5	Program	Rapid Rehousing & Flexible Housing Subsidy Pool												
6	FSP Contract ID#	1000021176												
7	Budget Name	Prop C - FHSP												
8					EXTENSION YEAR			EXTENSION YEAR						
9		Year 1	Year 2	Year 3	Year 4			Year 5			All Years			
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2025
11		Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	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	\$ 11,000	\$ 23,625	\$ 23,625	\$ 54,000		\$ 55,200	\$ 55,200		\$ 55,200	\$ 55,200	\$ 88,625	\$ 110,400	\$ 199,025
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 5,400	\$ 5,400	\$ 4,000		\$ 4,000	\$ 4,000		\$ 4,000	\$ 4,000	\$ 9,400	\$ 8,000	\$ 17,400
15	Office Supplies, Postage	\$ 2,400	\$ 8,100	\$ 8,100	\$ 5,760		\$ 5,760	\$ 5,760		\$ 5,760	\$ 5,760	\$ 16,260	\$ 11,520	\$ 26,020
16	Building Maintenance Supplies and Repair	\$ -	\$ 8,100	\$ 8,100	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000	\$ 9,100	\$ 2,000	\$ 11,100
17	Printing and Reproduction	\$ 6,000	\$ 4,050	\$ 4,050	\$ 500		\$ 500	\$ 500		\$ 500	\$ 500	\$ 10,550	\$ 1,000	\$ 11,550
19	Staff Training	\$ 10,000	\$ 9,788	\$ 9,788	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000	\$ 20,788	\$ 2,000	\$ 22,788
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ 27,000	\$ 27,000	\$ 9,600		\$ 9,600	\$ 9,600		\$ 9,600	\$ 9,600	\$ 43,768	\$ 19,200	\$ 62,968
21	Rental of Equipment	\$ -	\$ 1,350	\$ 1,350	\$ 2,000		\$ 2,000	\$ 2,000		\$ 2,000	\$ 2,000	\$ 3,350	\$ 4,000	\$ 7,350
22	Start Up Expenses	\$ 5,000	\$ 13,500	\$ 13,500	\$ 10,700		\$ 10,700	\$ 10,700		\$ 10,700	\$ 10,700	\$ 29,200	\$ 21,400	\$ 50,600
67														
68	TOTAL OPERATING EXPENSES	\$ 41,568	\$ 100,913	\$ 100,913	\$ 88,560	\$ -	\$ 89,760	\$ 89,760	\$ -	\$ 89,760	\$ 89,760	\$ 231,041	\$ 179,520	\$ 408,801
69														
70	Other Expenses (not subject to indirect cost %)													
71	Direct Client Assistance	\$ 202,752	\$ 1,259,431	\$ 1,259,431	\$ 1,295,833	\$ -	\$ 1,883,822	\$ 1,883,822	\$ -	\$ 2,018,551	\$ 2,018,551	\$ 2,758,016	\$ 3,902,373	\$ 6,660,389
72	Subsidy Admin Fee.	\$ 22,303	\$ 157,429	\$ 157,429	\$ 175,984		\$ 235,478	\$ 235,478		\$ 252,319	\$ 252,319	\$ 355,716	\$ 487,797	\$ 843,512
73	Flexible Housing Subsidy Pool				\$ 483,251		\$ -	\$ -		\$ -	\$ -	\$ 483,251	\$ -	\$ 483,251
74	Above NTE - Pending Amendment					\$ -	\$ (464,526)	\$ (464,526)	\$ -	\$ (3,177,049)	\$ (3,177,049)	\$ -	\$ (3,641,575)	\$ (3,641,575)
75	Adjustment to Actuals	\$ (298,673)	\$ (678,314)	\$ (678,314)			\$ -	\$ -		\$ -	\$ -	\$ (976,987)	\$ -	\$ (976,987)
76							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
77							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
78							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
79							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
80							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
81					\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
82					\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
83							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (73,618)	\$ 738,546	\$ 738,546	\$ 1,955,068	\$ -	\$ 1,654,774	\$ 1,654,774	\$ -	\$ (906,179)	\$ (906,179)	\$ 2,619,995	\$ 748,595	\$ 3,368,590
85														
86	Capital Expenses													
87							\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
88														
89														
90														
91														
92														
93														
94														
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96														
97	HSH #3													Template last modified 9/1/2021

**BUDGET NARRATIVE**

Fiscal Year

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

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

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
Director of Housing & Services - SF	0.02	\$ 2,427	Direct support to program, to ramp up and build partnerships.	.5 X \$117,000 annualized- shared between EHV/FHSP	Kate Dettmer
Program Manager	0.80	\$ 75,027	program manager responsible for staff supervision, reporting, workflow, program operations. For Services Manager & Housing Manager	.8 X \$90,177 annualized- shared between EHV/FHSP	Julia Parmer (Services), Myron Jordan (Housing)
Lead Real Estate Specialist	0.25	\$ 24,825	real estate specialist brokering high level relationships with property management companies-- multiple unit acquisitions (prorated as not staffed up the full year)	.15 X \$95,481 annualized- shared between EHV/FHSP	TBD
Housing Specialist	2.00	\$ 150,462	Supporting smaller single/ double unit acquisition, move ins and landlord engagement.	2 X \$68,959 annualized- shared between EHV/FHSP	Mareo Newell, 1 TBD
Data/ Compliance Specialist	0.22	\$ 15,228	To support timely, accurate HMIS entry, and other required systems (WMAT/ salesforce),and to manage compliance functions.	1 X \$63,654 annualized- shared between EHV/FHSP	Melody Miranda, Matthew Rodriguez
Service Coordinators	3.00	\$ 225,693	Intake and service coordination staff. Active caseload at any point in time	4 X \$68,959 annualized- shared between EHV/ FHSP	Irene Conales- Wong,Cornelia Hall, Sofala Mayfield (all shared FHSP/EHV)
<b>TOTAL</b>	<b>6.54</b>	<b>\$ 520,442</b>			
<u>Employee Fringe Benefits</u>		<u>\$ 150,928</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 29% of total salaries.</u>		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 671,370</b>			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 55,200	Represents "rental" of shared "co-working" space, a rental of Abode office space.	\$4,500 X 12 months.
Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 4,000	Represents cell phones, phones plus utilities of an office space.	\$337/ mo
Office Supplies, Postage	\$ 5,760	Office supplies to operate and provide oversight to programs.	\$60 X 12 months X FTE
Building Maintenance Supplies and Repair	\$ 1,000	Maintenance/ security/ cleaning costs for office space starting	\$1,000/ yr
Printing and Reproduction	\$ 500	Costs for making copies and mailing checks, etc.	\$500/yr
Staff Training	\$ 1,000	Training to support staff in evidence based practices and other core competencies.	1000 training
Staff Travel-(Local & Out of Town)	\$ 9,600	Staff mileage to office, landlord sites, meeting with participants, etc.	\$100/mo X FTE
Rental of Equipment	\$ 2,000	Cost for rental of copy machine starting	\$150/mo
Start Up Expenses	\$ 10,700	Cost to secure necessary computers and equipment and office set up, and/or computers	Start up \$2500 X 4 FTE+ July Actual
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 89,760</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 114,170</b>	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Client Assistance	\$ 1,883,822	Eligible financial assistance for EHV1 households needing housing location assistance by Abode Services (security deposits, moving, furniture, etc).	Average (but will vary greatly due to ramp up) of annually expenditure of \$30k/HH
Subsidy Admin Fee.	\$ 235,478	Cost to cut, process, account for and support subsidy administration.	Based on approximately admin rate of 12.5%, but admin cost calculated Yearly based on actual expenses.
Flexible Housing Subsidy Pool	\$ -	Sept and Oct 2022 Hope House and Hope House for Vets Rent Roll	
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 1,654,774</b>		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>		

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2023						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	2/15/2021	6/30/2023	3				
6	Amended Term	2/15/2021	6/30/2025	5				
7	Provider Name	Abode Services						
8	Program	apid Rehousing & Flexible Housing Subsidy Pod						
9	FSP Contract ID#	1000021176						
10	Action (select)	Amendment						
11	Effective Date	7/1/2023						
12	Budget Name	Prop C - RRH						
13		Current	New					
14	Term Budget	\$ 2,647,126	\$ 2,647,126					
15	Contingency	\$ 2,530,074	\$ -	0%				
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000		Year 1	Year 2	Year 3	All Years
17					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025
18					Actuals	Actuals	Actuals	Actuals
19	Expenditures							
20	Salaries & Benefits	\$ 116,810	\$ 1,043,862	\$ 999,426	\$ 2,160,097			
21	Operating Expense	\$ 41,568	\$ 180,200	\$ 89,514	\$ 311,282			
22	Subtotal	\$ 158,378	\$ 1,224,062	\$ 1,088,940	\$ 2,471,379			
23	Indirect Percentage	15.00%	15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ 23,757	\$ 183,609	\$ 163,341	\$ 370,707			
25	Other Expenses (Not subject to indirect %)	\$ (116,982)	\$ 61,082	\$ (139,060)	\$ (194,960)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 65,152</b>	<b>\$ 1,468,752</b>	<b>\$ 1,113,221</b>	<b>\$ 2,647,126</b>			
29								
30	HSH Revenues (select)							
31	Prop C	\$ 679,650	\$ 1,359,300	\$ 3,105,497	\$ 5,144,447			
34	Adjustment to Actuals	\$ (614,497)	\$ (2,781,749)	\$ (1,992,275)	\$ (5,388,521)			
35	Prop C - One-time	\$ -	\$ 2,891,200	\$ -	\$ 2,891,200			
36		\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -			
39	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSH Revenues</b>	<b>\$ 65,153</b>	<b>\$ 1,468,751</b>	<b>\$ 1,113,222</b>	<b>\$ 2,647,126</b>			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
42		\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
48								
49	<b>Total HSH + Other Revenues</b>	<b>\$ 65,153</b>	<b>\$ 1,468,751</b>	<b>\$ 1,113,222</b>	<b>\$ 2,647,126</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			
52								
53	Prepared by	Lauryn Young						
54	Phone	510-657-7409						
55	Email	<a href="mailto:Lyoung@abodeservices.org">Lyoung@abodeservices.org</a>						



A		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	BV
1 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2 SALARY & BENEFIT DETAIL																							
3 Document Date 7/1/2023																							
4 Provider Name Abode Services																							
5 Program Rapid Rehousing & Flexible Housing Subsidy Pool																							
6 FSP Contract ID# 1000021176																							
7 Budget Name Prop C - RRH																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
15																							
16																							
17																							
18																							
19																							
20																							
21																							
22																							
23																							
24																							
25																							
26																							
27																							
28																							
29																							
30																							
31																							
32																							
33																							
34																							
35																							
36																							
37																							
38																							
39																							
40																							
41																							
42																							
43																							
44																							
45																							
46																							
47																							
48																							
49																							
50																							
51																							
52																							
53																							
54																							
55																							
56																							
57																							
58																							
59																							
60																							
61																							
62																							
63																							

	A	B	C	D	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date	7/1/2023											
4	Provider Name	Abode Services											
5	Program	Rapid Rehousing & Flexible Housing Subsidy Pool											
6	FSP Contract ID#	1000021176											
7	Budget Name	Prop C - RRH											
8													
9		Year 1			Year 2			Year 3			All Years		
10		2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	7/1/2022 - 12/31/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2025
11		Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Amendment	Actuals	Actuals	Modification	Actuals
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 11,000	\$ -	\$ 11,000	\$ 60,000	\$ -	\$ 60,000	\$ 45,814	\$ -	\$ 45,814	\$ 116,814	\$ -	\$ 116,814
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 500	\$ -	\$ 500	\$ 15,000	\$ -	\$ 15,000	\$ 9,000	\$ -	\$ 9,000	\$ 24,500	\$ -	\$ 24,500
15	Office Supplies, Postage	\$ 2,400	\$ -	\$ 2,400	\$ 10,800	\$ -	\$ 10,800	\$ 7,200	\$ -	\$ 7,200	\$ 20,400	\$ -	\$ 20,400
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 1,000	\$ -	\$ 1,000	\$ 13,000	\$ -	\$ 13,000
17	Printing and Reproduction	\$ 5,500	\$ -	\$ 5,500	\$ 6,000	\$ -	\$ 6,000	\$ 1,000	\$ -	\$ 1,000	\$ 12,500	\$ -	\$ 12,500
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 10,000	\$ -	\$ 10,000	\$ 3,800	\$ -	\$ 3,800	\$ 1,500	\$ -	\$ 1,500	\$ 15,300	\$ -	\$ 15,300
20	Staff Travel-(Local & Out of Town)	\$ 7,168	\$ -	\$ 7,168	\$ 57,600	\$ -	\$ 57,600	\$ 12,000	\$ -	\$ 12,000	\$ 76,768	\$ -	\$ 76,768
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
22	Start Up Expenses	\$ 5,000	\$ -	\$ 5,000	\$ 15,000	\$ -	\$ 15,000	\$ 11,000	\$ -	\$ 11,000	\$ 31,000	\$ -	\$ 31,000
67													
68	TOTAL OPERATING EXPENSES	\$ 41,568	\$ -	\$ 41,568	\$ 180,200	\$ -	\$ 180,200	\$ 89,514	\$ -	\$ 89,514	\$ 311,282	\$ -	\$ 311,282
69													
70	Other Expenses (not subject to indirect cost %)												
71	Direct Client Assistance & Landlord Incentives (Security	\$ 448,212	\$ -	\$ 448,212	\$ 3,073,180	\$ -	\$ 3,073,180	\$ 1,647,302	\$ -	\$ 1,647,302	\$ 5,168,694	\$ -	\$ 5,168,694
72	Subsidy Admin Fees	\$ 49,303	\$ -	\$ 49,303	\$ 384,148	\$ -	\$ 384,148	\$ 205,913	\$ -	\$ 205,913	\$ 639,364	\$ -	\$ 639,364
73	Funds moved to new agreement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,985,817)	\$ -	\$ (1,985,817)	\$ (1,985,817)	\$ -	\$ (1,985,817)
81	Adjustment to Actuals	\$ (614,497)	\$ -	\$ (614,497)	\$ (2,781,749)	\$ -	\$ (2,781,749)	\$ (6,458)	\$ -	\$ (6,458)	\$ (3,402,704)	\$ -	\$ (3,402,704)
82	Carryforward	\$ -	\$ -	\$ -	\$ (614,497)	\$ -	\$ (614,497)	\$ -	\$ -	\$ -	\$ (614,497)	\$ -	\$ (614,497)
83													
84	TOTAL OTHER EXPENSES	\$ (116,982)	\$ -	\$ (116,982)	\$ 61,082	\$ -	\$ 61,082	\$ (139,060)	\$ -	\$ (139,060)	\$ (194,960)	\$ -	\$ (194,960)
85													
86	Capital Expenses												
87	Laptops/ Docking Stations/Monitors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94													
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96													
97	HSH #3										Template last modified	9/1/2021	

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2023						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	2/15/2021	6/30/2023	3				
6	Amended Term	2/15/2021	6/30/2025	5				
7	Provider Name	Abode Services						
8	Program	apid Rehousing & Flexible Housing Subsidy Pod						
9	FSP Contract ID#	1000021176						
10	Action (select)	Amendment						
11	Effective Date	7/1/2023						
12	Budget Name	Prop C - EHV						
13		Current	New					
14	Term Budget	\$ 512,969	\$ 512,969	0%				
15	Contingency	\$ 2,530,074	\$ -	0%				
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000					
				Year 1	Year 2	Year 3	All Years	
17				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025	
18				Actuals	Actuals	Actuals	Actuals	
19	Expenditures							
20	Salaries & Benefits	\$ -	\$ 405,595	\$ 825,977	\$ 1,231,572			
21	Operating Expense	\$ -	\$ 66,728	\$ 93,200	\$ 159,928			
22	Subtotal	\$ -	\$ 472,323	\$ 919,177	\$ 1,391,500			
23	Indirect Percentage	0.00%	15.00%	15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ 70,848	\$ 137,877	\$ 208,725			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ (429,419)	\$ (667,837)	\$ (1,097,256)			
26	Capital Expenditure	\$ -	\$ -	\$ 10,000	\$ 10,000			
28	Total Expenditures	\$ -	\$ 113,753	\$ 399,217	\$ 512,968			
29								
30	HSH Revenues (select)							
31	Prop C	\$ -	\$ 1,512,675	\$ 3,228,011	\$ 4,740,686			
34	Adjustment to Actuals	\$ -	\$ (1,398,922)	\$ (2,828,795)	\$ (4,227,717)			
35		\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -			
39	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 113,753	\$ 399,216	\$ 512,969			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
46		\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -			
48								
49	Total HSH + Other Revenues	\$ -	\$ 113,753	\$ 399,216	\$ 512,969			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			
52								
53	Prepared by	Laurn Youngue						
54	Phone	510-657-7409						
55	Email	Lyounge@abodeservices.org						

	A	F	I	J	K	L	O	P	Q	R	S	V	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL													
3	Document Date	7/1/2023												
4	Provider Name	Abode Services												
5	Program	Rapid Rehousing & Flexible Housing Subsidy Pool												
6	FSP Contract ID#	1000021176												
7	Budget Name	Prop C - EHV												
8		Year 1				Year 2				Year 3				All Years
9	POSITION TITLE	2/15/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025	
10		Actuals					Actuals					Actuals	Actuals	
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	
12	Director of Housing & Services - SF	\$ -	\$ 113,300	1.00	10%	0.06	\$ 6,609	\$ 116,699	1.00	0%	0.00	\$ -	\$ 6,609	
13	Associate Director of Housing & Services	\$ -						\$ 103,000	1.00	20%	0.20	\$ 20,600	\$ 20,600	
14	Program Manager	\$ -	\$ 87,550	2.00	50%	0.58	\$ 51,071	\$ 90,177	2.00	65%	1.30	\$ 117,230	\$ 168,301	
15	Lead Real Estate Specialist	\$ -	\$ 92,700	1.00	20%	0.12	\$ 10,815	\$ 95,481	1.00	15%	0.15	\$ 14,322	\$ 25,137	
16	Housing Specialist	\$ -	\$ 66,950	2.00	100%	1.17	\$ 78,108	\$ 72,337	2.00	100%	2.00	\$ 144,675	\$ 222,783	
17	Data/ Compliance Specialist	\$ -	\$ 61,800	1.00	65%	0.38	\$ 23,433	\$ 66,554	2.00	95%	1.90	\$ 126,453	\$ 149,886	
18	Service Coordinators	\$ -	\$ 66,950	3.00	83%	1.46	\$ 97,714	\$ 72,337	4.00	75%	3.00	\$ 217,012	\$ 314,726	
19	Administrative Coordinator	\$ -	\$ 60,000	1.00	25%	0.15	\$ 8,750	\$ 61,800	1.00	0%	0.00	\$ -	\$ 8,750	
20	EHV Enrollment Specialist (Liaison w/ HA)	\$ -	\$ 65,000	1.00	100%	0.58	\$ 37,917	\$ 66,950	1.00	0%	0.00	\$ -	\$ 37,917	
56		\$ -	TOTAL SALARIES				\$ 314,417	TOTAL SALARIES				\$ 640,292	\$ 954,709	
57			TOTAL FTE				4.49	TOTAL FTE				8.55		
58		0.00%	FRINGE BENEFIT RATE				29.00%	FRINGE BENEFIT RATE				29.00%		
59		\$ -	EMPLOYEE FRINGE BENEFITS				\$ 91,178	EMPLOYEE FRINGE BENEFITS				\$ 185,685	\$ 276,863	
60		\$ -	TOTAL SALARIES & BENEFITS				\$ 405,595	TOTAL SALARIES & BENEFITS				\$ 825,977	\$ 1,231,572	
61														
62														
63														

	A	D	G	J	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>				
4	<b>Provider Name</b>				
5	<b>Program</b>				
6	<b>FSP Contract ID#</b>				
7	<b>Budget Name</b>				
8					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	2/15/2021 - 6/30/2025
11		Actuals	Actuals	Actuals	Actuals
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property		\$ 11,375	\$ 50,000	\$ 61,375
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 2,600	\$ 4,000	\$ 6,600
15	Office Supplies, Postage		\$ 3,900	\$ 11,000	\$ 14,900
16	Building Maintenance Supplies and Repair		\$ 3,900	\$ 2,000	\$ 5,900
17	Printing and Reproduction		\$ 1,950	\$ 1,200	\$ 3,150
18	Insurance		\$ -	\$ 500	\$ 500
19	Staff Training		\$ 4,713	\$ 5,000	\$ 9,713
20	Staff Travel-(Local & Out of Town)		\$ 19,440	\$ 6,000	\$ 25,440
21	Rental of Equipment		\$ 1,350	\$ 1,000	\$ 2,350
22	Start Up Expenses		\$ 17,500	\$ 12,500	\$ 30,000
68	<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ 66,728	\$ 93,200	\$ 159,928
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Direct Client Assistance		\$ 861,780	\$ 1,960,958	\$ 2,822,738
72	Subsidy Admin Fee		\$ 107,723	\$ 200,000	
73	Fudning moved to new agreement			\$ (2,828,795)	
74	Carry Forward to FY 22-23		\$ (1,074,022)	\$ -	\$ (1,074,022)
82	Adjustment to Actuals		\$ (324,900)	\$ -	\$ (324,900)
83					
84	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ (429,419)	\$ (667,837)	\$ 1,423,816
85					
86	<u>Capital Expenses</u>				
87	Computers			\$ 10,000	\$ 10,000
94					
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ 10,000	\$ 10,000
96					
97	<b>HSH #3</b>				<b>9/1/2021</b>

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	6/30/2023	3
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5
7				
8	<b>Approved Subcontractors</b>			
10	None.			
11				
12				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																		
2	<b>APPENDIX B, BUDGET</b>																		
3	<b>Document Date</b>	7/1/2023																	
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>															
5	<b>Current Term</b>	2/15/2021	6/30/2023	3															
6	<b>Amended Term</b>	2/15/2021	6/30/2025	5															
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>										
8	<b>Service Component</b>				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 12/31/2022	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025										
16	<b>RRH</b>																		
17	Housing Location				40	120	120	*	*										
18	Housing Coordination				40	120	120	*	*										

## Appendix C, Method of Payment

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

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

**B. Invoicing System:**

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



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

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

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

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

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

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

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

**A. Advance Requirements:**

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

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

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

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

### Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Human Services Agency	CalWORKS Housing Locator, Housing Connector, and Case Management Services	7/1/22 – 6/30/25	\$9,171,138
Department of Homelessness and Supportive Housing	Adult EHV	1/1/23 – 6/30/25	\$5,320,468
Department of Homelessness and Supportive Housing	Adult RRH	1/1/23 – 6/30/25	\$9,891,605
Department of Homelessness and Supportive Housing	City Gardens	12/1/22 – 6/30/26	\$9,729,009
Department of Homelessness and Supportive Housing	Problem Solving - Fiscal Agent	8/1/22 – 6/30/24	\$4,642,764
Department of Homelessness and Supportive Housing	Problem Solving – Housing Location Assistance	12/1/20 – 6/30/24	\$4,994,224
Department of Homelessness and Supportive Housing	TAY Emergency Housing Vouchers (EHV)	3/1/22 – 6/30/24	\$5,641,097
Department of Homelessness and Supportive Housing	Verona Hotel	12/1/20 – 6/30/25	\$9,354,001