

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

**SECOND AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
COMPASS FAMILY SERVICES**

THIS AMENDMENT of the **February 1, 2023** Grant Agreement (the "Agreement") is dated as of **January 1, 2025** and is made in the City and County of San Francisco, State of California, by and between **COMPASS FAMILY 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 San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

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

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. 24-093 on December 5, 2024; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. 611-24 on December 10, 2024; and

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 **February 1, 2023** between Grantee and City; and **First 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 **February 1, 2023** and expire on **December 31, 2024**, unless earlier terminated

as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **February 1, 2023** 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 **Eight Million One Hundred Forty One Thousand Three Hundred Seventy Dollars (\$8,141,370).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement **Nine Hundred Fifteen Thousand Four Hundred Seventy Nine Dollars (\$915,479)** 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.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Seventeen Million Eight Hundred One Thousand Five Hundred Seventy Dollars (\$17,801,570).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Nine Hundred Forty Nine Thousand Eighty Four Dollars (\$1,949,084)** 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 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is 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
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If to Grantee:	Compass Family Services 37 Grove Street San Francisco, CA 94102 Attn: Erica Kisch Ekisch@Compass-SF.org
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Any notice of default must be sent by certified mail or other trackable written communication.

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.

2.4 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 January 1, 2025)
Appendix B, Budget (dated January 1, 2025)
Appendix C, Method of Payment (dated July 1, 2024)
Appendix D, Interests in Other City Grants (dated January 1, 2025)

- 2.5 Appendix A, Services to be Provided** (dated July 1, 2024) of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated January 1, 2025), for the period of January 1, 2025 to June 30, 2026.
- 2.6 Appendix B, Budget** (dated July 1, 2024) of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated January 1, 2025), for the period of February 1, 2023 to June 30, 2026.
- 2.7 Appendix D, Interests in Other City Grants** (dated July 1, 2024) of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated January 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.

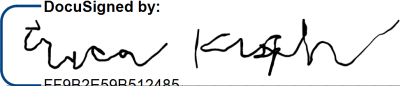
CITY

GRANTEE

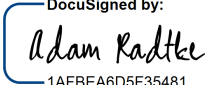
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

COMPASS FAMILY SERVICES

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
FF9B2E59B612485...
Erica Kisch
Chief Executive Officer
City Supplier Number: 22446

Approved as to Form:
David Chiu
City Attorney

By: 
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Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Compass Family Services
Urgent Accommodation Vouchers Program for Families and Pregnant People**

I. Purpose of Grant

The purpose of the Urgent Accommodation Vouchers for Families and Pregnant People (UAV) Program is to provide emergency short-term hotel stays and Support Services to the served population.

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

Grantee shall provide services to the served population and utilize any referral system required by the City. The Department of Homelessness and Supportive Housing (HSH) intends to use Coordinated Entry, Homeless Outreach Team(s), City partner agencies, HSH-approved community partners, and self-referral methods as the primary source of referrals.

IV. Description of Services

Grantee shall provide emergency placements, temporary shelter placements, and Support Services, as described below.

A. Emergency Hotel Placement and Temporary Shelter Placement Operations:

1. **Hotel Site Identification:** Grantee shall seek appropriate hotel locations to temporarily shelter families and pregnant persons. Grantee shall ensure that the hotels provide an appropriate standard of care, including but not limited to a clean, safe, and pest-free environment, per all applicable building, fire and health codes; linens and housekeeping; adequate and functioning furniture, fixtures, and equipment; and secure entry into the building.
2. **Referral and Screening:** Grantee shall utilize any referral system required by the City which may include direct referrals as well as ONE System management to accept referrals from the Shelter Queue. Grantee shall respond to after hour referrals when there is program vacancy and accept 24/7 emergency referrals when directed by HSH leadership.
3. **Reservations:** Grantee shall facilitate emergency hotel reservations via phone, in accordance with the hotel facility's hours of operation, for families who meet the program eligibility criteria upon phone screening.
4. **Facility Maintenance:** Grantee shall report in a timely manner to hotel management any repairs, maintenance, and/or room turnover needed in the guest hotel rooms.

5. Meals: Grantee shall supply vouchers for emergency meals and/or groceries to families as needed when connections to community food resources are unavailable. Grantee shall provide information about meal resources available in the surrounding community.
 6. Room Inspections: Grantee shall perform weekly room inspections to ensure room habitability and safety.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. On-call Services: Grantee shall respond to guest emergencies as needed via phone.
- B. Support Services: Grantee shall provide Support Services to the total number of households listed in Appendix B, Budget (“Number Served” tab). Support Services are voluntary. Services shall include, but are not limited to, the following:
1. Outreach: Grantee shall engage with households to provide information about available Support Services and invite them to participate.
 2. Intake and Assessment: Grantee shall conduct an intake with each household to determine and document household identification and stay information. Grantee shall upload vital documents in the Online Navigation and Entry (ONE) System, including identification for each adult member of the household, birth certificates or proof of legal relationship between each parent and child, and social security numbers for all household members (including children). If one or more family members do not have a social security card, Grantee shall note this in ONE. The intake shall also include established consent forms and participant agreement forms. Grantee shall also conduct a support services assessment to document household needs and strengths. Grantee shall create a customized Family Success Plan based on identified needs that emphasizes household stability, connections to Coordinated Entry, and linkages to shelter and housing opportunities.
 3. Problem-Solving: Grantee shall engage in problem solving conversations with participants, including exploring housing options outside of the HRS such as relocation, advocating on behalf of participants with landlords, and/or conflict mediation.
 4. Case Management: Grantee shall provide ongoing meetings and counseling services with families to establish goals, support Family Success Plans, and track progress toward meeting the goals. Case managers must inform clients of UAV Program rules and policies and enforce these policies under the guidance of HSH. For participants referred by Black Infant Health, case managers must coordinate care with the Black Infant Health clinicians linked to these participants. Grantee must document case management meetings, engagement, and status of households

at least weekly to ensure the guests are doing well and are receiving the support they need to maintain their program stay.

5. **Benefits Advocacy and Assistance:** Grantee shall assist guests with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing household enrollment in county, state and federal benefits programs. Grantee may help guests identify, apply for and establish appointments for available services such as cash aid, food programs, medical clinics and/or in-home support.
6. **Referrals and Coordination of Services:** Grantee shall help guests identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers and mental health clinics to support existing linkages that guests may have.
7. **Wellness and Emergency Safety Checks:** Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a household's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
8. **Stability Support:** Grantee shall outreach to and offer on-site services and/or referrals to all guests who display indications of instability. Such indications include, but are not limited to, discontinuance from benefits or services, rule violations or warnings, and conflicts with staff or other guests. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
9. **Exit Planning Support:** Grantee shall provide exit planning to guests preparing to exit the program for any number of reasons, including but not limited to guests moving into shelter or permanent supportive housing, guests who have reached the end of their program length of stay, and guests who are talking about leaving the program. Grantee shall engage guests in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.

V. Location and Time of Services

Grantee shall provide Support Services at scattered hotel sites, at least Monday to Friday, during posted business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve households.

Grantee shall provide on-call services, referral screening, and initial program placement coordination during business hours. Grantee shall operate a referral phone line that is staffed during extended hours which may include evenings and weekends as determined

by HSH. Grantee shall also be responsive to emergency requests from HSH outside of normal business hours. Grantee shall screen all referrals for program eligibility.

VI. Service Requirements

- A. 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>.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding household's progress.
- D. Complaint and Grievance Procedure:
 1. Grantee shall establish and maintain a written Grievance Procedure for households, which 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 household 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 household and obtain a signed copy of the form from the household, which must be maintained in the household's file. Additionally, Grantee shall post the policy at all times in a location visible to households, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

- E. Good Neighbor Policies: Grantee shall maintain a good relationship with the hotel and neighborhood, including:
 - 1. In partnership with the hotel management, collaborating with neighbors and relevant city agencies to ensure that hotel residents and neighborhood concerns are heard and addressed;
 - 2. Have a representative of the Grantee attend all appropriate neighborhood meetings;
 - 3. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
 - 4. Grantee shall create and offer a “good neighbor” onboarding for households as they move in that outlines community resources, community norms, and expectations.

- F. Feedback 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.

- G. City Communications and Policies
 Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:
 - 1. Regular communication to HSH about the implementation of the program;
 - 2. Attendance of HSH meetings and trainings, as required;
 - 3. Attendance of a bi-annual training on the Americans with Disabilities Act (ADA) and mental disabilities through interdepartmental work orders with the Mayor's Office on Disability and the City Attorney's Office; and
 - 4. Adherence to the City service or companion animals policy.

- H. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- I. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and

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

- J. 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 families will participate in annual trainings on harm reduction, overdose recognition, and response.
- K. Staff Training: Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues. Grantee shall maintain records on staff training completed and report to HSH annually.
- L. Record Keeping and Files: Grantee shall maintain confidential household files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
 - 1. Grantee shall maintain program participant enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 - 2. Grantee shall maintain a program roster of all current households in the ONE System.
 - 3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
 - 4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- M. 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.
 - 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,

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

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.

N. Coordination with Other Service Providers:

1. Grantee shall maintain a good working relationship with other service providers, HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.
2. When required by HSH, Grantee shall establish written Memoranda of Understanding (MOUs) with Property Management and Subcontractors.

- O. 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 participant-centered, low-barrier access to housing and services.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall offer at least 90 percent of guests a Family Success Plan that includes clear goals, objectives, and identified barriers within three business days of receiving a UAV.
- B. Grantee shall ensure at least 90 percent of guests are referred to problem-solving and/or assessment via Coordinated Entry within three business days of receiving a UAV, unless there is an active assessment in the ONE System.
- C. Grantee shall assist at least 90 percent of guests with case management and referral needs to access program benefits, employment services, health services, and related transportation support, if needed.
- D. Grantee shall offer Support Services to 100 percent of all guests who showed stay instability at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, that includes referrals for

case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.

- F. Grantee shall administer a quarterly satisfaction survey and achieve at least a 50 percent response rate for families enrolled in the program.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

- A. A minimum of 75 percent of UAV participants will exit to a destination other than the street.
- B. A minimum of 75 percent of families shall have a completed shelter and/or housing CE assessment in ONE before the end of their stay.
- C. A minimum of 75 percent of guests participating in a Satisfaction Survey will rate the UAV program services as good or excellent.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as the ONE system and CARBON.

- A. When required by HSH, Grantee shall enter household data in the ONE system.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- D. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- E. 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.

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

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, which may include review of materials including, but not limited, to the following: household files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and backup 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 policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the ADA, subcontracts and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
7/1/2023	Modification	One-Time	\$ 300,000	N/A	One-time Mod to add \$300,000 DPH Work Order
7/1/2023	Modification	One-Time	\$ 1,000,000	https://app.asana.com	Adding \$1,000,000 in one-time General Funds to increase number of vouchers from 20 to 50 for FY23-24 only, effective 5/1/2024.
7/1/2024	Amendment	Ongoing	\$ 4,557,396	https://app.asana.com	Adding \$4,557,396 in additional funding to extend term by six months. This amount does not include contingency in the amount of \$915,479 for a total agreement NTE amount of \$8,141,370
7/1/2024	Modification	One-Time	\$ (1,118,826.56)	N/A	FY 23-24 Adjustment to actuals
7/1/2024	Amendment	Ongoing	\$ 9,745,421.00	PENDING	Amending to add 18 additional months of vouchers, no change to FTE or numbers served. Additional amount includes \$600k in carry forward funds from FY23-24 and \$75k in a DPH work order for FY-24-25

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	1/1/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	2/1/2023	12/31/2024	2
6	Amended Term	2/1/2023	6/30/2026	4
7				
8	Approved Subcontractors			
10	None			
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	1/1/2025														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/1/2023	12/31/2024	2												
6	Amended Term	2/1/2023	6/30/2026	4												
7					Year 1		Year 2		Year 3		Year 4					
8	Service Component				2/1/2023 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026					
10	Families served at any given time				15		50		130		130					

	A	B	C	D	E	H	K	L	M	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	1/1/2025												
4	Contract Term	Begin Date	End Date											
5	Current Term	2/1/2023	12/31/2024											
6	Amended Term	2/1/2023	6/30/2026											
7	Provider Name	Compass Family Services												
8	Program	Urgent Accommodation Vouchers Program for Families and Pregnant People												
9	F\$P Contract ID#	1000028113												
10	Action (select)	Amendment												
11	Effective Date	1/1/2025												
12	Budget Names	Prop C & General Fund - Shelter & Support Services, Work Order - DPH - UAV												
13		Current	New											
14	Term Budget	\$ 6,107,064	\$ 15,852,485	20%										
15	Contingency	\$ 2,034,306	\$ 1,949,084											
16	Not-To-Exceed	\$8,141,370	\$ 17,801,570											
					Year 1	Year 2	Year 3		Year 4		All Years			
17					2/1/2023 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 12/31/2024	1/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/1/2023 - 12/31/2024	2/1/2023 - 6/30/2026	2/1/2023 - 6/30/2026
18					Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures													
20	Salaries & Benefits				\$ 130,898	\$ 654,714	\$ 691,567	\$ 165,809	\$ 857,375	\$ 1,306,984	\$ 1,306,984	\$ 1,477,178	\$ 1,472,793	\$ 2,949,971
21	Operating Expense				\$ 201,208	\$ 87,645	\$ 220,111	\$ (22,985)	\$ 197,126	\$ 197,126	\$ 197,126	\$ 508,963	\$ 174,142	\$ 683,105
22	Subtotal				\$ 332,106	\$ 742,359	\$ 911,677	\$ 142,824	\$ 1,054,501	\$ 1,504,110	\$ 1,504,110	\$ 1,986,141	\$ 1,646,934	\$ 3,633,076
23	Indirect Percentage													
24	Indirect Cost (Line 22 X Line 23)				\$ 49,816	\$ 111,354	\$ 136,753	\$ 21,423	\$ 158,175	\$ 225,616	\$ 225,617	\$ 297,922	\$ 247,040	\$ 544,961
25	Other Expenses (Not subject to indirect %)				\$ (72,024)	\$ 366,059	\$ 3,528,967	\$ 2,757,568	\$ 6,286,535	\$ 5,093,880	\$ 5,093,880	\$ 3,823,001	\$ 7,851,447	\$ 11,674,448
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 309,897	\$ 1,219,771	\$ 4,577,396	\$ 2,921,815	\$ 7,499,211	\$ 6,823,606	\$ 6,823,606	\$ 6,107,064	\$ 9,745,421	\$ 15,852,485
29														
30	HSH Revenues (select)*													
31	Prop C				\$ 965,144	\$ 988,598	\$ 508,378	\$ 508,378	\$ 1,016,756	\$ 1,016,756	\$ 1,016,756	\$ 2,462,120	\$ 1,525,134	\$ 3,987,254
33	Work Order - DPH				\$ 300,000	\$ 300,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 600,000	\$ 75,000	\$ 675,000
34	Prop C - One-Time Addback				\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
35	Adjustment to Actuals				\$ (955,247)	\$ (1,118,827)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,074,074)	\$ -	\$ (2,074,074)
36	General Fund - One-Time				\$ -	\$ 1,000,000	\$ 1,456,850	\$ 600,605	\$ 2,057,455	\$ 1,456,850	\$ 1,456,850	\$ 2,456,850	\$ 2,057,455	\$ 4,514,305
37	Prop C - One-Time				\$ -	\$ -	\$ 2,612,168	\$ 1,737,832	\$ 4,350,000	\$ 4,350,000	\$ 4,350,000	\$ 2,612,168	\$ 6,087,832	\$ 8,700,000
40	Total HSH Revenues				\$ 309,897	\$ 1,219,771	\$ 4,577,396	\$ 2,921,815	\$ 7,499,211	\$ 6,823,606	\$ 6,823,606	\$ 6,107,064	\$ 9,745,421	\$ 15,852,485
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -		\$ -		\$ -	\$ -		\$ -
52	Total Adjusted Salary FTE (All Budgets)								9.03		14.20			
53														
54	Prepared by	Joua Lee-Jagoda			*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.									
55	Phone	209-628-8448												
56	Email	jlee-jagoda@compass-sf.org												

	A	B	C	D	E	H	K	L	M	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	1/1/2025												
4	Contract Term	Begin Date	End Date											
5	Current Term	2/1/2023	12/31/2024											
6	Amended Term	2/1/2023	6/30/2026											
7	Provider Name	Compass Family Services												
8	Program	Urgent Accommodation Vouchers Program for Families and Pregnant People												
9	F\$P Contract ID#	1000028113												
10	Action (select)	Amendment												
11	Effective Date	1/1/2025												
12	Budget Name	Prop C & General Fund - Shelter & Support Services												
13		Current	New		EXTENSION YEAREXTENSION YEAR									
14	Term Budget	\$ 5,863,341	\$ 15,533,762	20%										
15	Contingency	\$ 2,034,306	\$ 1,949,084											
16	Not-To-Exceed	\$ 8,141,370	\$ 17,801,570											
17					Year 1	Year 2	Year 3		Year 4		All Years			
18					2/1/2023 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 12/31/2024	1/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/1/2023 - 12/31/2024	2/1/2023 - 6/30/2026	2/1/2023 - 6/30/2026
					Current	Current	Current	Amendment	New	Amendment	New	Current	Amendment	New
19	Expenditures													
20	Salaries & Benefits				\$ 130,898	\$ 654,714	\$ 691,567	\$ 165,809	\$ 857,375	\$ 1,306,984	\$ 1,306,984	\$ 1,477,178	\$ 1,472,793	\$ 2,949,971
21	Operating Expense				\$ 201,208	\$ 87,645	\$ 220,111	\$ (22,985)	\$ 197,126	\$ 197,126	\$ 197,126	\$ 508,963	\$ 174,142	\$ 683,105
22	Subtotal				\$ 332,106	\$ 742,359	\$ 911,677	\$ 142,824	\$ 1,054,501	\$ 1,504,110	\$ 1,504,110	\$ 1,986,141	\$ 1,646,934	\$ 3,633,076
23	Indirect Percentage				15.00%	15.00%	15.00%		15.00%		15.00%			
24	Indirect Cost (Line 22 X Line 23)				\$ 49,816	\$ 111,354	\$ 136,752	\$ 21,423	\$ 158,175	\$ 225,616	\$ 225,617	\$ 297,921	\$ 247,040	\$ 544,961
25	Other Expenses (Not subject to indirect %)				\$ (301,751)	\$ 352,062	\$ 3,528,967	\$ 2,682,568	\$ 6,211,535	\$ 5,093,880	\$ 5,093,880	\$ 3,579,278	\$ 7,776,447	\$ 11,355,725
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 80,171	\$ 1,205,774	\$ 4,577,396	\$ 2,846,815	\$ 7,424,211	\$ 6,823,606	\$ 6,823,606.16	\$ 5,863,341	\$ 9,670,421	\$ 15,533,762
29														
30	HSH Revenues (select)													
31	Prop C				\$ 965,144	\$ 988,598	\$ 508,378	\$ 508,378	\$ 1,016,756	\$ 1,016,756	\$ 1,016,756	\$ 2,462,120	\$ 1,525,134	\$ 3,987,254
34	Prop C - One-Time Addback					\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
35	Adjustment to Actuals				\$ (884,973)	\$ (832,824)	\$ -		\$ -	\$ -	\$ -	\$ (1,717,797)	\$ -	\$ (1,717,797)
36	General Fund - One-Time					\$ 1,000,000	\$ 1,456,850	\$ 600,605	\$ 2,057,455	\$ 1,456,850	\$ 1,456,850	\$ 2,456,850	\$ 2,057,455	\$ 4,514,305
37	Prop C - One-Time						\$ 2,612,168	\$ 1,737,832	\$ 4,350,000	\$ 4,350,000	\$ 4,350,000	\$ 2,612,168	\$ 6,087,832	\$ 8,700,000
49	Total HSH + Other Revenues				\$ 80,171	\$ 1,205,774	\$ 4,577,396	\$ 2,846,815	\$ 7,424,211	\$ 6,823,606	\$ 6,823,606	\$ 5,863,341	\$ 9,670,421	\$ 15,533,762
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -		\$ -		\$ -	\$ -		\$ -
52														
53	Prepared by	Joua Lee-Jagoda												
54	Phone	209-628-8448												
55	Email	jlee-jagoda@compass-sf.org												

	A	F	M	P	Q	R	S	T	U	V	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	1/1/2025									
4	Provider Name	Compass Family Services									
5	Program	Urgent Accommodation Vouchers Program for Families and Pregnant People									
6	F\$P Contract ID#	1000028113									
7	Budget Name	Prop C & General Fund - Shelter & Support Services									
8		Year 1	Year 2	Year 3							
9	POSITION TITLE	2/1/2023 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Progarm		7/1/2024 - 12/31/2024	1/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	Agency To
10		Current	Current					Current	Amendment	New	
11			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
12	Director of Shelter Programs	\$ 11,700	\$ 19,031	\$131,325	1.00	20%	0.20	\$ 13,648	\$ 12,618	\$ 26,265	\$131,325
13	Program Director	\$ 42,500	\$ 84,346	\$99,960	1.00	100%	1.00	\$ 51,105	\$ 48,855	\$ 99,960	\$99,960
14	Case Manager (Bilingual)	\$ 30,625	\$ 234,067	\$65,637	4.33	100%	4.33	\$ 272,844	\$ 11,583	\$ 284,427	\$65,637
15	After Hours Coordinator (was Coordinator)	\$ 20,625	\$ 56,908	\$69,615	2.00	100%	2.00	\$ 108,518	\$ 30,713	\$ 139,230	\$69,615
16	On Call After Hours Coordinator		\$ 28,275	\$ -				\$ -	\$ -	\$ -	\$ -
17	Assistant Program Director		\$ 81,000	\$ 76,500	1.50	100%	1.50	\$ 85,860	\$ 28,890	\$ 114,750	\$ 76,500
18									\$ -	\$ -	
55		\$ 105,450	\$ 503,626	TOTAL SALARIES				\$ 531,974	\$ 132,658	\$ 664,632	
56				TOTAL FTE			9.03				E
57		30.00%	30.00%	FRINGE BENEFIT RATE			30.00%	-1.00%	29.00%		
58		\$ 25,448	\$ 151,088	EMPLOYEE FRINGE BENEFITS			\$ 159,592	\$ 33,151	\$ 192,743		
59		\$ 130,898	\$ 654,714	TOTAL SALARIES & BENEFITS			\$ 691,567	\$ 165,809	\$ 857,375	TC	
60											
61											
62											

	A	X	Y	Z	AA	AB	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date									
4	Provider Name									
5	Program									
6	F\$P Contract ID#									
7	Budget Name									
8	Year 4						All Years			
9	POSITION TITLE	Totals	For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/1/2023 - 12/31/2024	2/1/2023 - 6/30/2026	2/1/2023 - 6/30/2026
10					Current	Amendment	New	Current	Amendment	New
11		Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Director of Shelter Programs	1.00	20%	0.20		\$ 26,265	\$ 26,265	\$ 44,379	\$ 38,883	\$ 83,261
13	Program Director	1.00	100%	1.00		\$ 99,960	\$ 99,960	\$ 177,951	\$ 148,815	\$ 326,766
14	Case Manager (Bilingual)	8.00	100%	8.00		\$ 525,096	\$ 525,096	\$ 537,536	\$ 536,679	\$ 1,074,215
15	After Hours Coordinator (was Coordinator)	3.00	100%	3.00		\$ 208,845	\$ 208,845	\$ 186,050	\$ 239,558	\$ 425,608
16	On Call After Hours Coordinator					\$ -	\$ -	\$ 28,275	\$ -	\$ 28,275
17	Assistant Program Director	2.00	100%	2.00		\$ 153,000	\$ 153,000	\$ 166,860	\$ 181,890	\$ 348,750
18						\$ -	\$ -	\$ -	\$ -	\$ -
55	TOTAL SALARIES				\$ -	\$ 1,013,166	\$ 1,013,166	\$ 1,141,050	\$ 1,145,824	\$ 2,286,874
56	TOTAL FTE			14.20						
57	FRINGE BENEFIT RATE				30.00%	-1.00%	29.00%			
58	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 293,818	\$ 293,818	\$ 336,128	\$ 326,969	\$ 663,097
59	TOTAL SALARIES & BENEFITS				\$ -	\$ 1,306,984	\$ 1,306,984	\$ 1,477,178	\$ 1,472,793	\$ 2,949,971
60										
61										
62										

	A	B	E	H	I	J	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	1/1/2025								
4	Provider Name	Compass Family Services								
5	Program	Urgent Accommodation Vouchers Program for Families and Pregnant People								
6	F\$P Contract ID#	1000028113								
7	Budget Name	Prop C & General Fund - Shelter & Support Services								
8		EXTENSION YEAR				EXTENSION YEAR				
9		Year 1	Year 2	Year 3		Year 4	All Years			
10		2/1/2023 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 12/31/2024	1/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	2/1/2023 - 12/31/2024	2/1/2023 - 6/30/2026	2/1/2023 - 6/30/2026
11		Current	Current	Current	Amendment	New	New	Current	Amendment	New
12		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 13,275	\$ 13,140	\$ 27,500	\$ (4,000)	\$ 23,500	\$ 23,500	\$ 53,915	\$ 19,500	\$ 73,415
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,991	\$ 5,678	\$ 4,054	\$ 4,054	\$ 8,108	\$ 8,108	\$ 12,723	\$ 12,162	\$ 24,885
15	Office Supplies, Postage	\$ 1,027	\$ 5,699	\$ 1,500	\$ 600	\$ 2,100	\$ 2,100	\$ 8,226	\$ 2,700	\$ 10,926
16	Printing and Reproduction	\$ 1,080	\$ 2,050	\$ 1,025	\$ -	\$ 1,025	\$ 1,025	\$ 4,155	\$ 1,025	\$ 5,180
17	Insurance	\$ 1,186	\$ 2,251	\$ 4,047	\$ 4,047	\$ 8,094	\$ 8,094	\$ 7,484	\$ 12,141	\$ 19,625
18	Staff Training	\$ 885	\$ 1,680	\$ 1,000	\$ 6,000	\$ 7,000	\$ 2,000	\$ 3,565	\$ 8,000	\$ 11,565
19	Staff Travel-(Local & Out of Town)	\$ 15,340	\$ 6,346	\$ 14,560	\$ 5,440	\$ 20,000	\$ 20,000	\$ 36,246	\$ 25,440	\$ 61,686
20	One-time start up supplies	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000
21	Hotel Maintenance & Janitorial Supplies	\$ 151,034	\$ 36,500	\$ 100,410	\$ (25,410)	\$ 75,000	\$ 75,000	\$ 287,944	\$ 49,590	\$ 337,534
22	Equipment/Furniture	\$ -	\$ 5,931	\$ 47,036	\$ (17,036)	\$ 30,000	\$ 30,000	\$ 52,967	\$ 12,964	\$ 65,931
23	Licenses/Technology Fees	\$ -	\$ 3,089	\$ 7,299	\$ -	\$ 7,299	\$ 7,299	\$ 10,388	\$ 7,299	\$ 17,687
24		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
42	Consultants				\$ -			\$ -	\$ -	\$ -
43	IT Services	\$ 2,390	\$ 5,280	\$ 11,680	\$ 3,321	\$ 15,000	\$ 20,000	\$ 19,350	\$ 23,321	\$ 42,670
44		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -			\$ -			\$ -	\$ -	\$ -
55		\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 201,208	\$ 87,645	\$ 220,111	\$ (22,985)	\$ 197,126	\$ 197,126	\$ 508,963	\$ 174,142	\$ 683,105
69										
70	Other Expenses (not subject to indirect cost %)									
71	Hotel Room Expenses	\$ 337,924	\$ 1,134,267	\$ 3,377,000	\$ 2,696,398	\$ 6,073,398	\$ 5,003,880	\$ 4,849,191	\$ 7,700,277	\$ 12,549,468
72	Hotel parking	\$ 80,300	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 83,800	\$ -	\$ 83,800
73	Direct Client Assistance	\$ 165,000	\$ 47,119	\$ 146,750	\$ (8,613)	\$ 138,137	\$ 90,000	\$ 358,869	\$ 81,387	\$ 440,256
74	Adjustment to actuals	\$ (884,975)	\$ (832,824)		\$ -	\$ -	\$ -	\$ (1,717,799)	\$ -	\$ (1,717,799)
75	CODB to allocate		\$ -	\$ 5,217	\$ (5,217)	\$ -	\$ -	\$ 5,217	\$ (5,217)	\$ -
76					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (301,751)	\$ 352,062	\$ 3,528,967	\$ 2,682,568	\$ 6,211,535	\$ 5,093,880	\$ 3,579,278	\$ 7,776,447	\$ 11,355,725
96										
97	HSH #3							Template last modified 7/26/2022		

BUDGET NARRATIVE		Fiscal Year		
Prop C & General Fund - Shelter &		FY24-25		
<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Director of Shelter Programs	0.20	\$ 26,265	Supports program oversight to ensure that the program provides the full scope of services and meets service and outcome objective goals. Supports coordination between HSH and hotel management, and providers making or receiving referrals to the program. Support the Program Manager in hiring, training & supervision of staff	\$131,325 annual X .20 FTE = \$26,265
Program Director	1.00	\$ 99,960	Oversees program to ensure that the program provides the full scope of services and meets service and outcome objective goals. Hire, train & supervise staff. Acts and a liaison and coordinates between HSH and hotel management, and providers making or receiving referrals to the program. Facilitates referrals to the program, collect vital documents and other paperwork needed for eligibility, screening for eligibility, liaison with hotel to coordinate referrals and placement – triaging issues or concerns with hotel management, manage entries and exits, including issuing DOS, provide on-call support. May include on-call hours for weekend & night coverage	\$99,960 annual X 1.0 FTE = \$99,960
Case Manager (Bilingual)	4.33	\$ 284,427	Provides intensive wraparound case management to families including developing a housing stabilization plan and following up to support progress on achieving those goals through daily to weekly meetings, as needed, Supports connections to Access Points for Family Coordinated Entry so families can access shelter and housing problem resources. Triages issues or concerns with hotel management. May include on-call hours for weekend & night coverage. The remaining vacant positions are estimated to be hired on a rolling basis	\$65,637 annual X 1.0 FTE = \$65,637; \$65,637 annual X 2.0 FTE X (8/12) = \$87,516; \$65,637 annual X 3.0 FTE X (6/12) = \$98,455; \$65,637 X 2.0 FTE X (3/12) = \$32,818
After Hours Coordinator (was Coordinator)	2.00	\$ 139,230	Responsible for screening phone calls, schedule & booking hotel rooms for clients after hours, triages issues or concerns with hotel management. May include on-call hours for weekend & night coverage. The remaining vacant positions are estimated to be hired on a rolling basis	\$69,615 annual X 1.0 FTE = \$69,615; \$69,615 annual X 2.0 X (6/12) = \$69,615
On Call After Hours Coordinator		\$ -		
Assistant Program Director	1.50	\$ 114,750	Assistant Program Director will support the Program Director in program delivery. When on duty, they will coordinate moves between hotels and any other emergencies. They will also support the CMs from Thursday through Sunday. The remaining vacant position is estimated to be hired on a rolling basis	\$76,500 annual X 1.0 FTE X 12 mos = \$76,500; \$76,500 annual X 1.0 X (6/12) = \$38,250
TOTAL	9.03	\$ 664,632		
<u>Employee Fringe Benefits</u>		<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 29% of total salaries.</u>		
		\$ 192,743		
Salaries & Benefits Total		\$ 857,375		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 23,500	Office rent space	\$1958/mo X 12 mos = \$23,500
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 8,108	Telephone & Internet, Gas & electric, water, garbage, security, alarm & safety	\$676/mo X 12 mos = \$8,108
Office Supplies, Postage	\$ 2,100	Office supplies and postage, approx. \$474.92/mo	\$175/mo X 12 mos = \$2100
Printing and Reproduction	\$ 1,025	Printing, reproduction & copier/printer leasing	\$85/mo X 12 mos = \$1025
Insurance	\$ 8,094	Business & professional liability, auto, and property replacement insurance	\$675/mos X 12 mos = \$8094
Staff Training	\$ 7,000	Staff training, hiring, meetings & morale. Includes \$5000 for managerial coaching	\$167/mo X 12 mos = \$2000
Staff Travel-(Local & Out of Town)	\$ 20,000	Staff travel (local & out of town)	\$1667/mo X 12 mos =\$20,000

Hotel Maintenance & Janitorial Supplies	\$	75,000	Hotel maintenance, janitorial supplies, repair, cleaning, hotel trash removal, etc.)	Approx. 1.0% of hotel costs: \$6,073,398 X 0.01% = \$75,000
Equipment/Furniture	\$	30,000	Program furniture, computer/IT equipment	\$666/mo X 12 mos = \$8,000; Additional \$2000/new hire for computer & equipment \$2000 X 11 FTE = \$22,000
Licenses/Technology Fees	\$	7,299	Computer & technology licenses	\$608/mo X 12 mos = \$7,299
	\$	-		
Consultants	\$	-		
IT Services	\$	15,000	Computer & database support. Allocation based on FTEs and actual time spent on program	\$1250/mo X 12 mos. = \$15,000
	\$	-		
TOTAL OPERATING EXPENSES				
	\$	197,126		
Indirect Cost				
	15.0%	\$	158,175	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Hotel Room Expenses	\$ 6,073,398	Hotel room rate: between \$100.00 - \$128/night for 130 rooms X 365 nights Cost of hotel rooms and other hotel expenses such as parking.	\$128/night X 365 nights X 130 rooms = \$6,073,398
Direct Client Assistance	\$ 138,137	Direct client assistance: hygiene, food, food vouchers, clipper cards, etc.	approx. \$11,511/mo X 12 mos = \$138,137
TOTAL OTHER EXPENSES			
	\$	6,211,535	

	A	B	C	D	E	H	K	L	M	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	1/1/2025											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	2/1/2023	12/31/2024	2									
6	Amended Term	2/1/2023	6/30/2026	4									
7	Provider Name	Compass Family Services											
8	Program	modation Vouchers Program for Families and P											
9	F\$P Contract ID#	1000028113											
10	Action (select)	Amendment											
11	Effective Date	1/1/2025											
12	Budget Name	Work Order - DPH - UAV											
13		Current	New										
14	Term Budget	\$ 243,723	\$ 318,723	20%									
15	Contingency	\$ 2,034,306	\$ 1,949,084		EXTENSION YEAR EXTENSION YEAR								
16	Not-To-Exceed	\$ 8,141,370	\$ 17,801,570		Year 1	Year 2	Year 3		Year 4	All Years			
17					2/1/2023 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 12/31/2024	1/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	2/1/2023 - 12/31/2024	2/1/2023 - 6/30/2026	2/1/2023 - 6/30/2026
18					Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	New	Current/Actuals	Amendment	New
19	Expenditures												
25	Other Expenses (Not subject to indirect %)				\$ 229,726	\$ 13,997	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 243,723	\$ 75,000	\$ 318,723
28	Total Expenditures				\$ 229,726	\$ 13,997	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 243,723	\$ 75,000	\$ 318,723
29													
30	HSH Revenues (select)												
33	Work Order - DPH				\$ 300,000	\$ 300,000		\$ 75,000	\$ 75,000	\$ -	\$ 600,000	\$ 75,000	\$ 675,000
35	Adjustment to Actuals				\$ (70,274)	\$ (286,003)			\$ -	\$ -	\$ (356,277)	\$ -	\$ (356,277)
40	Total HSH Revenues				\$ 229,726	\$ 13,997	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 243,723	\$ 75,000	\$ 318,723
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
52													
53	Prepared by	Joua Lee-Jagoda											
54	Phone	209-628-8448											
55	Email	jlee-jagoda@compass-sf.org											

	A	B	E	I	J	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	1/1/2025								
4	Provider Name	Compass Family Services								
5	Program	Urgent Accommodation Vouchers Program for Families and Pregnant People								
6	F\$P Contract ID#	1000028113								
7	Budget Name	Work Order - DPH - UAV								
8	EXTENSION YEAREXTENSION YEAR									
9	Operating Expenses	Year 1	Year 2	Year 3		Year 4		All Years		
10		2/1/2023 - 6/30/2023	7/1/2023 - 6/30/2024	1/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/1/2023 - 12/31/2024	2/1/2023 - 6/30/2026	2/1/2023 - 6/30/2026
11		Current/Actuals	Current/Actuals	Amendment	New	Amendment	New	Current/Actuals	Modification	New
12		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
69										
70	Other Expenses (not subject to indirect cost %)									
71	Hotel Rooms	\$ 300,000	\$ 300,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 600,000	\$ 75,000	\$ 675,000
72	Actuals Adjustment	\$ (70,274)	\$ (286,003)	\$ -	\$ -	\$ -	\$ -	\$ (356,277)	\$ -	\$ (356,277)
84	TOTAL OTHER EXPENSES	\$ 229,726	\$ 13,997	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 243,723	\$ 75,000	\$ 318,723

BUDGET NARRATIVE

Fiscal Year

Work Order - DPH - UAV

FY24-25

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Hotel Rooms	\$ 75,000	As part of the City's Dream Keeper Initiative, funds will support community priorities around health and wellness, specifically focused on Black Maternal Health.	Amount determined by DPH
TOTAL OTHER EXPENSES	\$ 75,000		

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 & Supportive Housing	Behavioral Health Services	March 1, 2020 – June 30, 2026	\$8,284,104
Department of Homelessness & Supportive Housing	Compass Family Shelter	July 1, 2020 – June 30, 2025	\$7,483,014
Department of Homelessness & Supportive Housing	Compass Clara House	July 1, 2019 – June 30, 2028	\$7,530,105
Department of Homelessness & Supportive Housing	SF Home CoC Rapid Rehousing	December 1, 2022 – November 30, 2027	\$5,386,071
Department of Homelessness & Supportive Housing	Homelessness Prevention	July 1, 2021 – June 30, 2025	\$6,511,622
Department of Homelessness & Supportive Housing	Central City Access Point	July 1, 2022 – June 30, 2026	\$5,053,690
Department of Homelessness & Supportive Housing	SF HOME - Flexible Housing Subsidy Pool	October 1, 2022 – June 30, 2026	\$29,151,597
Department of Homelessness & Supportive Housing	SF HOME - Housing Ladder	October 1, 2022 – June 30, 2026	\$12,474,758
Department of Homelessness & Supportive Housing	SF HOME – RRH Only	July 1, 2024 – June 30, 2027	\$10,547,074
Department of Early Childhood ELS Vouchers	Compass Children's Center, Compass Clara House	July 1, 2024 – June 30, 2025	\$415,195
Department of Early Childhood Early Educator Salary Support Grant	Compass Children's Center, Compass Clara House	July 1, 2024 – June 30, 2025	\$739,604
Department of Early Childhood	Homeless ECE Case Management	July 1, 2021 – June 30, 2025	\$2,849,210
Department of Early Childhood	ECE Workforce Pathways Grant	July 1, 2024 – June 30, 2026	\$1,000,000
Department of Early Childhood	Compass Family Resource Center (FRC)	July 1, 2024 – June 30, 2027	\$1,250,982

From: [BOS Legislation, \(BOS\)](#)
To: [Board of Supervisors \(BOS\)](#)
Cc: [BOS Legislation, \(BOS\)](#)
Subject: FW: Final Executed Grant Amendment - File No. 241075
Date: Tuesday, January 7, 2025 9:32:58 AM
Attachments: [Compass Family Services - UAV - Amend 2 - G-150 - 2.23-6.26- FINAL.pdf](#)

For 241075. Thank you.

Jocelyn Wong

Legislative Clerk

San Francisco Board of Supervisors

1 Dr. Carlton B. Goodlett Place, Room 244

San Francisco, CA 94102

T: 415.554.7702 | F: 415.554.5163

jocelyn.wong@sfgov.org | www.sfbos.org

(VIRTUAL APPOINTMENTS) To schedule a “virtual” meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.

Click [HERE](#) to complete a Board of Supervisors Customer Service Satisfaction form.

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From: Gil, Hailey (HOM) <hailey.gil@sfgov.org>
Sent: Tuesday, January 7, 2025 9:26 AM
To: BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Cc: Schneider, Dylan (HOM) <dylan.schneider@sfgov.org>
Subject: Final Executed Grant Amendment - File No. 241075

Good afternoon,

Please find attached the finally executed second amendment to the grant agreement between HSH and Compass Family Services for the provision of Urgent Accommodation Vouchers. Please add this executed agreement to [File No. 241075](#).

Thank you,
Hailey



Hailey Gil (she/her)

Senior Legislative Analyst

San Francisco Department of Homelessness and Supportive Housing

hailey.gil@sfgov.org | P: 628.652.7925 C: 415.926.9264

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