

File No. 260181

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date March 18, 2026

Board of Supervisors Meeting Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Notice of Award/Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | |
|-------------------------------------|--------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Original Agreement 6/1/2021</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Amendment No. 1 7/1/2024</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>HSH Presentation 3/18/2026</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Brent Jalipa Date March 12, 2026

Completed by: Brent Jalipa Date _____

1 [Grant Agreement Amendment - Lutheran Social Services - Money Management - Not to
2 Exceed \$15,210,535]

3 **Resolution approving the second amendment to the grant agreement between**
4 **Lutheran Social Services of Northern California and the Department of Homelessness**
5 **and Supportive Housing (“HSH”), for money management services, extending the grant**
6 **term by 24 months from June 30, 2026, for a total term of July 1, 2021, through June 30,**
7 **2028, and increasing the agreement amount by \$5,210,685 for a total amount not to**
8 **exceed \$15,210,535; and authorizing HSH to enter into any amendments or other**
9 **modifications to the Amendment that do not materially increase the obligations or**
10 **liabilities, or materially decrease the benefits to the City and are necessary or advisable**
11 **to effectuate the purposes of the Agreement.**

12
13 WHEREAS, The mission of the Department of Homelessness and Supportive Housing
14 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness
15 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the
16 provision of coordinated, compassionate, and high-quality services; and

17 WHEREAS, HSH awarded the Agreement to Lutheran Social Services of Northern
18 California (“LSS”) through the Department’s streamlined contracting authority for homeless
19 services under Administrative Code Chapter 21.B; and

20 WHEREAS, In July 2021, HSH and LSS entered into an Agreement for Money
21 Management services (“Original Agreement”); and

22 WHEREAS, The Original Agreement has a term of July 1, 2021, through June 30,
23 2024, and an amount not to exceed \$4,027,558; and

1 WHEREAS, The Original Agreement is on file with the Clerk of the Board of
2 Supervisors (“Clerk”) in File No. 260181, which is hereby declared to be part of this Resolution
3 as if set forth fully herein; and

4 WHEREAS, In July 2024, HSH and Lutheran Social Services entered into a First
5 Amendment to continue these services (“First Amendment”); and

6 WHEREAS, The First Amendment extended the term by 24 months from June 30,
7 2024, for a total term of July 1, 2021, through June 30, 2026, and increased the agreement
8 amount by \$5,972,292 for a total amount not to exceed \$9,999,850; and

9 WHEREAS, The First Amendment is on file with the Clerk in File No. 260181, which is
10 hereby declared to be part of this Resolution as if set forth fully herein; and

11 WHEREAS, HSH intends to enter into a Second Amendment to continue these
12 services, extending the term by 24 months through June 30, 2028, and increasing the
13 maximum expenditure by \$5,210,685 for a total amount not to exceed \$15,210,535 (the
14 “Amendment”); and

15 WHEREAS, The Board of Supervisors approved using Proposition C (2018) (Gross
16 Receipts Tax for Homelessness Services) (“Prop C”), passed by San Francisco voters in
17 November 2018, to fund the Our City, Our Home (“OCOH”) Fund, in order to expand and
18 complement existing funding and strategic efforts to prevent and end homelessness for San
19 Franciscans; and

20 WHEREAS, 55% of this Amendment is funded with Prop C dollars; and

21 WHEREAS, The Amendment requires Board of Supervisors approval under Charter,
22 Section 9.118; now, therefore, be it

23 RESOLVED, The proposed Amendment contained in File No. 260181, is substantially
24 in final form, with all materials terms and conditions included, and only remains to be executed
25 by the parties upon approval of this Resolution; and, be it

1 FURTHER RESOLVED, That the Board of Supervisors authorizes HSH to make any
2 modifications to the Amendment, prior to its final execution by all parties, that HSH
3 determines, in consultation with the City Attorney, are consistent with this Resolution, in the
4 best interest of the City, do not materially increase the obligations or liabilities of the City, are
5 necessary or advisable to effectuate the purposes of the Amendment, and are in compliance
6 with all applicable laws, including City’s Charter; and, be it

7 FURTHER RESOLVED, That within 30 days of the Amendment being fully executed by
8 all parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File
9 No. 260181; this requirement and obligation resides with the Department, and is for purposes
10 of having a complete file only, and in no manner affects the validity of approved Amendment.

11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

Recommended:

/s/ _____

Shireen McSpadden
Executive Director
Department of Homelessness and Supportive Housing

Item 2 File 26-0181	Department: Homelessness and Supportive Housing (HSH)
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> • The proposed resolution would approve the second amendment to the grant between HSH and Lutheran Social Services to provide money management services, extending the term by two years through June 30, 2028, and increasing the not-to-exceed amount of the grant by \$5,210,685, for a total not to exceed \$15,210,535. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> • In June 2021, under Administrative Code Chapter 21B, HSH selected and executed a grant with Lutheran Social Services for money management services based on prior performance and to ensure continuity of services. • The purpose of the grant is to help clients maintain stable housing and meet financial obligations by ensuring income is used for essential expenses such as rent and utilities. Services include third-party rent payment assistance, money management and budgeting support, financial monitoring, client screening and enrollment, and coordination with support services staff, property managers, and financial institutions. Lutheran Social Services will continue to serve an average of 2,000 clients per month. • The FY 2024-25 program monitoring report showed that the organization met or exceeded almost all service and outcome objectives, except for the outcome objective on the percentage of clients who remained housed or exited the program in good standing. Because FY 2024-25 was the first year of program expansion (which increased the average monthly client caseload goal from 1,200-1,300 to 2,000), the organization was exempt from meeting the caseload requirement that year. HSH reports that the provider served an average of 988 clients per month in FY 2024-25 and is on track to meet the 2,000 clients per month requirement in FY 2026-27. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> • The proposed second amendment would increase the not-to-exceed amount of the Lutheran Social Services grant by \$5,210,685, for a total not to exceed \$15,210,535. • Actual expenditures on the grant from FY 2021-22 to FY 2024-25 were approximately 17 percent less than the amount budgeted primarily due to salary savings resulting from staffing vacancies during the program’s ramp-up in FY 2024-25. • The proposed grant term will be funded by the City’s General Fund (45 percent) and the Proposition C, Our City, Our Home Fund (55 percent). <p style="text-align: center;">Recommendation</p> <ul style="list-style-type: none"> • Approve the proposed resolution. 	

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

Lutheran Social Services of Northern California (Lutheran Social Services), a nonprofit organization, has provided money management services to formerly homeless and unhoused individuals in San Francisco since 1993. In June 2021, the Department of Homelessness and Supportive Housing (HSH) executed a new grant with Lutheran Social Services for money management services under Administrative Code Chapter 21B, which allows procurement of homeless service providers without competitive solicitations, enacted by the Board of Supervisors to streamline contracting for homeless services. HSH selected Lutheran Social Services based on prior performance and to ensure continuity of services. The new grant had a three-year term from July 1, 2021 to June 30, 2024 and an amount not to exceed \$4,027,558. According to HSH, the department assumed responsibility for this program from the Department of Public Health (DPH) when HSH was established in FY 2016-17. The previous grant was originally awarded through a Request for Proposals (RFP) issued by DPH in 2010.

In July 2024, HSH executed the first grant amendment to extend the term by two years from June 30, 2024 to June 30, 2026 and increased the amount by \$5,972,292 for a total of \$9,999,850.

HSH now proposes to extend the grant by two years through June 2028.

Program Expansion

According to HSH, nonpayment of rent has increased across the department's permanent supportive housing portfolio since the pandemic and the temporary eviction moratorium.¹ To address this issue, HSH increased funding by \$1.5 million in FY 2024–25 to expand Lutheran Social Services' enrollment capacity to serve up to an average of 2,000 clients per month (up from 1,200 to 1,300 clients per month). As discussed below, enrollment growth has been slower than initially anticipated, in part because federal policy changes under the U.S. Department of the Treasury eliminated the requirement for most permanent supportive housing tenants to participate in these services. Further, new clients who participate voluntarily can no longer redirect benefit checks from the Social Security Administration to a third-party money management provider, such as Lutheran Social Services; however some existing clients who were enrolled before the federal policy change can continue to redirect benefit checks, and County Adult Assistance

¹ HSH states that nonpayment of rent has remained a challenge. In 2023, HSH issued Nonpayment of Rent Guidelines to housing providers, which outline best practices and structured support for addressing rent nonpayment. HSH also reports working with housing providers to address this issue through additional initiatives, including a partnership with the Mayor's Office of Housing and Community Development (MOHCD) to update San Francisco Emergency Rental Assistance Program (SF ERAP) policy to allow access to back-rent assistance through money management services.

Programs (CAAP) can send General Assistance payments directly to Lutheran Social Services.² HSH anticipates the provider will meet the enrollment capacity target of serving an average of 2,000 clients per month in FY 2026-27.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the second amendment to the grant between HSH and Lutheran Social Services to provide money management services, extending the term by two years through June 30, 2028, and increasing the not-to-exceed amount of the grant by \$5,210,685, for a total not to exceed \$15,210,535. The proposed resolution would also authorize HSH to make further immaterial amendments to the grant.

According to HSH, the term extension is needed to align with the department's Multiyear Procurement Plan for money management services. HSH's current timeline for the procurement of Money Management Programs is to release a solicitation by May 2027, with a new agreement tentatively beginning in January 2028, prior to the proposed end date of June 2028. According to HSH, the overlap is intentional to prevent service disruption during re-procurement. The grant includes a Termination for Convenience clause, which HSH may invoke if the grant is reprocured prior to the agreement's termination.

Services

Under the proposed amendment, Lutheran Social Services will continue the provision of money management services for formerly homeless adults, seniors, families and transitional aged youth (TAY) living in permanent supportive housing units in San Francisco, including legacy tenants.

The purpose of the grant is to help clients maintain stable housing and meet basic financial obligations by ensuring that income (e.g., government assistance, wages, social security) is used for essential needs such as rent, utilities, and other necessary expenses. Services include providing third-party rental payment assistance on behalf of clients, money management coaching and budget planning, monitoring of client finances, screening and enrolling clients, and case coordination with support services staff, property managers, and financial institutions, amongst others. Clients receiving money management services are required to participate in the rental payment component.

Participation in the Representative Payee program is mandatory for certain clients, including individuals under conservatorship and a small subset of beneficiaries of Supplemental Social Security Income (SSI/SSA) or Veterans Affairs (VA) benefits, who must have a designated "Representative Payee" to manage their benefits. Participation is voluntary for all other clients.

Under the proposed amendment, Lutheran Social Services will continue serving an average of 2,000 clients per month. The agency conducts outreach by conducting on-site visits at permanent supportive housing sites, participating in community events, and partnering with property

² According to HSH, Lutheran Social Services and other third-party money management providers report a decline in rental payments since Social Security checks began being issued directly to tenants. Previously, providers received the checks, issued rent payments, and then distributed the remaining funds to tenants. With tenants now responsible for bringing their checks to the provider, LSS reports exploring options to streamline the payment process, such as offering swipeable bank cards.

management providers to increase referrals. Additionally, HSH and MOHCD are working on updates to the SF ERAP policy that will include an option for tenants to agree to money management enrollment for third party rent payment as one of the avenues to access back rent assistance. Client services are provided at the Lutheran Social Services office located at 191 Golden Gate Avenue. All residents of HSH's permanent supporting housing sites are eligible for money management services.

Performance and Fiscal Monitoring

HSH staff completed program monitoring on the Lutheran Social Services grant for FY 2024-25 in November 2025, which included a site visit. As reflected in Exhibit 1 below, the program monitoring report showed that the organization met or exceeded almost all service and outcome objectives, except for the outcome objective on the percentage of clients who remained housed or exited the program in good standing. HSH is considering adjusting this objective for future grants, as clients' housing outcomes may be influenced by factors beyond the effectiveness of money management services, such as client behavior. As required by HSH, Lutheran Social Services submitted a plan in January 2026 on improving the performance of this outcome objective; the plan focused on continued partnership with property management support staff and other relevant stakeholders, increased outreach efforts, and development of monthly rent reports for sites that do not receive them.

Because FY 2024-25 was the first year of program expansion (which increased the average monthly client caseload goal from 1,200-1,300 to 2,000), the organization was exempt from meeting the caseload requirement that year. HSH stated that the average number of active clients per month in FY 2024-25 was 988. Enrollment growth has been slower than initially anticipated, in part because federal policy changes under the U.S. Department of the Treasury eliminated the requirement for most permanent supportive housing tenants to participate in these services. However, based on Lutheran Social Services' outreach plan for incoming permanent supportive housing residents and expanded efforts at four new permanent supportive housing sites³, HSH expects the organization to meet the goal for this service objective in FY 2026-27.

The proposed amendment maintains the existing service and outcome objectives.

³ According to HSH, the sites are located at 272 Folsom Street, 1633 Valencia Street, 730 Stanyan Street, and 78 Haight Street

Exhibit 1: FY 2024-25 Service and Outcome Objective Performance

Objective	Target	Performance
Service Objectives		
1. Percent of budget plans updated at least once annually.	80%	96%
2. Administration of annual written Client Satisfaction Survey	100% (Administer to all clients)	100%
3. Percentage of clients who had an individualized service plan in place within 90 days of service enrollment	100%	100%
4. Number of average clients served per month	2,000	Exempt in FY 24-25
5. Percent of new clients scheduled for intake within seven business days of referral	100%	100%
Outcome Objectives		
6. Percent of clients who accomplish at least one goal on their budget plan	85%	86%
7. Percent of clients who remained housed or exited the program in good standing	85%	80%
8. Percent of clients who completed the annual Client Satisfaction Survey and reported being satisfied with program services	80%	89%

Source: HSH

Fiscal and Compliance Monitoring

HSH staff reviewed Lutheran Social Services financial documents in May 2025 as part of the FY 2024-25 Citywide Fiscal and Compliance Monitoring program and identified no findings.

FISCAL IMPACT

The proposed second amendment would increase the not-to-exceed amount of the Lutheran Social Services grant by \$5,210,685, for a total not to exceed \$15,210,535. Actual and projected grant expenditures are shown in Exhibit 2 below.

Exhibit 2: Actual and Projected Grant Expenditures

Expenditures	Amount
FY 2021-22 (Actual)	\$1,114,749
FY 2022-23 (Actual)	1,222,768
FY 2023-24 (Actual)	1,375,013
FY 2024-25 (Actual)	2,161,685
July 2025 to November 2025 (Actual)	875,886
December 2025 to June 2026 (Projected)	2,145,004
FY 2026-27 (Projected)	2,745,840
FY 2027-28 (Projected)	2,745,840
<i>Subtotal – Actual & Projected Expenditures</i>	<i>\$14,386,783</i>
Contingency (15% of FY2026-27 and FY 2027-28 Expenditures)	823,752
Total Not to Exceed	\$15,210,535

Source: HSH
Note: Totals may not add due to rounding.

The annual budget remains flat for the proposed grant period from FY 2026-27 through FY 2027-28. The proposed FY 2026-27 budget is approximately nine percent less than the FY 2025-26 budget due to decreased capital costs previously allocated for Lutheran Social Services’ office remodel to accommodate additional staff for expanded client enrollment. A breakdown of FY 2026-27 grant expenditures is shown in Exhibit 3 below.

Exhibit 3: Breakdown of FY 2026-27 Grant Expenditures

Expenditures	Amount
Salaries & Benefits	\$1,495,832
Operating Expenses	891,855
<i>Subtotal</i>	<i>2,387,687</i>
Indirect Costs (15%)	\$358,153
Total Expenditures	\$2,745,840

Source: Proposed Grant Amendment

The grant funds salaries and fringe benefits for a total of 16.73 FTE program staff. For FY 2026-27 through FY 2027-28, annual operating expenses reflect approximately 32.5 percent of the total budget and include costs such as rent, building maintenance supplies and repair, bank fees, program materials and supplies such as check stock, landlines/cell phones, insurance, office supplies, and other expenses.

Underspending

Actual expenditures on the grant from FY 2021-22 to FY 2024-25 were approximately 17 percent less than the amount budgeted. The primary driver for this was salary savings resulting from staffing vacancies during the program’s ramp-up in FY 2024-25. According to HSH, the program has been fully staffed since January 2026, and remaining FY 2025-26 funds are projected to be fully expended. Additionally, as previously mentioned, Lutheran Social Services continues to expand outreach efforts at four new permanent supportive housing sites to increase client enrollment.

Sources of Funds

Expenditures over the proposed grant term would be funded approximately 45 percent by the City’s General Fund and 55 percent by the Proposition C, Our City, Our Home Fund.⁴

RECOMMENDATION

Approve the proposed resolution.

⁴ In November 2018, San Francisco voters approved Proposition C, which imposed additional business taxes to create a dedicated fund (Our City, Our Home Fund) to support services for people experiencing homelessness and to prevent homelessness.

**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

LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA

THIS AMENDMENT of the **June 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2026** and is made in the City and County of San Francisco, State of California, by and between **LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA** ("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 increase the grant amount, extend the agreement term and update the scope of the grant plan; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. **[Insert Resolution Number]** on **[Insert Date of Commission Action]**; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. **<insert Resolution number>** on **<Month Date, Year>**; 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 **June 1, 2021** 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 **July 1, 2021** and expire on **June 30, 2026**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2028**, 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 Qualified Personnel. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

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

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Nine Thousand Eight Hundred Fifty Dollars (\$9,999,850)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Hundred Seventy Eight Thousand Three Hundred Sixty Four Dollars (\$278,364)** 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 **Fifteen Million Two Hundred Ten Thousand Five Hundred Thirty Five Dollars (\$15,210,535)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred Twenty Three Thousand Seven Hundred Fifty Two Dollars (\$823,752)** 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.

2.4 Section 16.19 Distribution of Beverages and Water of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.19 Distribution of Beverages and Water.

- (a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
- (b) **Packaged Water Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance of this Agreement.

2.5 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, 2026)
- Appendix B, Budget (dated July 1, 2026)
- Appendix C, Method of Payment (dated July 1, 2026)
- Appendix D, Interests in Other City Grants (dated July 1, 2026)

- 2.6 **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 July 1, 2026), for the period of July 1, 2026 to June 30, 2028.
- 2.7 **Appendix B, Budget** (dated July 1, 2024), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2026), for the period of July 1, 2021 to June 30, 2028.
- 2.8 **Appendix C, Method of Payment** (dated July 1, 2024), of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2026).
- 2.9 **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 July 1, 2026).

Appendix A, Services to be Provided
by
Lutheran Social Services of Northern California
Money Management Services

I. Purpose of Grant

The purpose of the grant is to provide Money Management services including Third Party Rent Payment or Representative Payee options to the served population. The goal of these services is to help clients make rental payments and meet other financial obligations that are required to maintain their housing stability.

II. Definitions

A. Money Management (MM): an umbrella term that encompasses the services provided to clients enrolled with this provider.

B. Third Party Rent Payment Program (TPRP): provides third-party rent payment services to residents of permanent supportive housing.

C. Representative Payee Program (RPP): provides benefit payment management to beneficiaries of Social Security or Supplemental Security Income (SSI/SSA) payments or VA clients.

1. Additionally, the Representative Payees advocate on behalf of clients applying for or receiving benefits from the Social Security Administration. This includes requests for re-determination of benefits, managing overpayments, and other matters involving participants' fiscal needs.

III. Served Population

Grantee shall serve formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in permanent supportive housing (PSH) units. The served population shall also include PSH households that are not managed by Grantee, including legacy tenants, and continue to serve clients who are currently enrolled in these services.

IV. Referral and Prioritization

New clients shall be referred from PSH housing sites eligible for MM services that are approved by the Department of Homelessness and Supportive Housing (HSH). HSH reserves the right to expand the list of sites based on program requirements and/or extend program services to clients who may benefit from MM, TPRP, and/or RPP services.

Grantee shall accept referrals from PSH housing and service providers via a referral process approved by HSH. All new clients referred will be PSH residents and/or new move-ins into PSH programs.

V. Description of Services

Grantee shall provide services to an average number of clients per month as listed in Appendix B, Budget ("Number Served" tab). HSH may expand the list of PSH sites eligible for referrals to serve clients up to the average monthly caseload. Services shall include, but are not limited to the following:

- A. Grantee shall schedule and complete client intakes and enrollments.
- B. Grantee shall arrange for clients' benefit checks to be deposited into Grantee's Client Trust account, when possible.
- C. Grantee shall offer a variety of methods for clients to pay their rent, including but not limited to: having benefits directly deposited into Grantee's Client Trust account; enabling clients to transfer funds from their Direct Express card to Grantee's Client Trust Account; allowing clients to swipe their Direct Express card in person at Grantee office; enabling clients to do remote pay where they authorize Grantee to key in rent payment using clients' Direct Express card information.
- D. Grantee shall disburse, at minimum monthly, the rent check directly to each client's landlord, and when applicable, one check directly to client for other expenses.
 - 1. All disbursements, including rent, bill payments and clients' personal funds, shall be issued in the form of payments drawn on Grantee's Client Trust account.
 - 2. Grantee shall process rent payments on the first business day following the third of each month.
- E. Grantee shall issue payments according to the budget agreed upon by the client.
- F. Grantee shall provide clients with budget planning and money management coaching, as appropriate.
- G. Grantee shall assist with follow-up with the income source regarding clients' continuing eligibility (e.g. public benefits).
- H. Grantee shall send monthly reports to Property Management that detail client income changes.
- I. Grantee shall send monthly proposed rent payment reports to Property Management.
- J. Grantee shall perform client account reconciliation.
- K. Grantee shall provide referrals to eviction prevention resources, as needed.
- L. Grantee shall perform ongoing case coordination with property managers, support services staff, community-based service providers, vendors, financial institutes, and income sources.
- M. Grantee shall support clients in applying for and maintaining benefits in coordination with the PSH support services provider.
- N. Grantee shall participate in operations or coordination meetings with PSH Property Management and Support Services, when appropriate, to support housing retention for clients enrolled in MM services.

VI. Location and Time of Services

Grantee shall provide services Monday to Friday from 9:30 am to 12:30 pm, and 1:30 pm to 4:30 pm, excluding agency holidays. Services shall be provided at 191 Golden Gate Avenue, San Francisco, CA 94102.

VII. Service Requirements

- A. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee/Contractor shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee/Contractor under the Grant Plan/Services, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to: the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.
- B. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- C. Supervision: Grantee shall provide program staff with supervision to ensure appropriate services are provided to clients.
- D. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to services.
- E. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- F. 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>.

- G. 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.
- H. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for clients, 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 participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each client and obtain a signed copy of the form from the client, which must be maintained in the client's file. Additionally, Grantee shall post the policy at all times in a location visible to clients and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy (i.e., Grievance Procedure) informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- J. City Communications, Trainings and Meetings:
Grantee shall keep HSH informed of program operations, comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;

2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g. overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 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.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan which will contain 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 plan as needed and Grantee shall train all employees regarding the provisions of the plan.
- N. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- O. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
 2. Data entered in the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards.
 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 quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

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

P. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VIII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average caseload of 2,000 clients per month.
- B. Ninety-five percent of new clients will have been scheduled for intake within seven business days of referral.

- C. One hundred percent of clients will be offered a budget plan and all RPP clients will have a budget plan in place within 90 days of service enrollment.
- D. Eighty percent of budget plans will have been updated at least once annually.
- E. Grantee shall administer an annual written anonymous Client Satisfaction Survey to obtain feedback on the type and quality of program services. Grantee shall offer all clients the opportunity to take this survey.

IX. Outcome Objectives

Grantee shall achieve the following Outcome Objectives on an annual basis:

- A. Eighty-five percent of clients who have a budget plan will have accomplished one or more goals.
- B. Eighty-five percent of clients will have remained in the housing associated with the rent payments made by the MM service or have exited the program in good standing.

Grantee shall also determine which of the following outcomes applies to each tracked client:

1. Eighty-five percent will remain a tenant in the building where MM paid rent for the client throughout the program year;
 2. Eighty-five percent of those who exited housing and the MM program will be in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and/or leaving with notice and with a rent debt of less than one month’s rent; or
 3. Fifteen percent or less of those that have exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
- C. Eighty percent of clients who complete the annual Client Satisfaction Survey will report being satisfied or very satisfied with program services (based on a four-point scale: 1= very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

X. Reporting Requirements

Grantee shall meet the following Reporting Requirements for this grant:

- A. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
 1. Number of active clients as of the last day of the quarter;
 2. Number of Unduplicated Clients (UDC) year to date;
 3. Number and percentage of clients who had a budget plan in place within 90 days of service enrollment;
 4. Number of new client referrals for the quarter, and percentage of new clients that had intakes scheduled within seven business days of referral; and

5. Number and percentage of clients that exited during the quarter who:
 - a. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - b. Exited housing and the MM program to any destination with a rent debt of more than one month’s rent.

- B. Grantee shall provide an annual report summarizing program activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year, including:
 1. Average monthly caseload for the program year;
 2. Number of new clients for the program year;
 3. Number of Unduplicated Clients (UDC) served in the program year;
 4. Number and percentage of budget plans that were updated at least once annually;
 5. Number and percentage of clients with a budget plan that accomplished one or more goals;
 6. Number and percentage of clients who completed a Client Satisfaction Survey;
 7. Number and percentage of survey respondents who reported being satisfied or very satisfied with program services; and
 8. Number and percentage of clients who have remained in the housing associated with the rent payments made by MM or have exited the program in good standing, as defined below. Grantee shall provide aggregate data for clients based on the following outcomes:
 - a. Still a tenant in the building where the MM program paid rent for the client throughout the program year;
 - b. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - c. Exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.

- C. 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.

- D. 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.

XI. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: client files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, 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 is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								
2	APPENDIX B, BUDGET																								
3	Document Date	7/1/2026																							
4	Contract Term	Begin Date	End Date	Duration (Years)																					
5	Current Term	7/1/2021	6/30/2026	5																					
6	Amended Term	7/1/2021	6/30/2028	7																					
7	Program	Money Management Services																							
9					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7														
10	Service Component				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028														
11	Number of Units Eligible for Service				1200-1300	1200-1300	1200-1300	2000	2000	2000	2000														
12																									
13																									

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2026	5
6	Amended Term	7/1/2021	6/30/2028	7
7	Program	Money Management Services		
9	Approved Subcontractors			
10	None			
11				
12				

	A	B	C	D	E	H	K	N	Q	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	7/1/2026												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	7/1/2021	6/30/2026	5										
6	Amended Term	7/1/2021	6/30/2028	7										
7	Provider Name	Lutheran Social Services of Northern CA												
8	Program	Money Management Services												
9	FSP Contract ID#	1000021449												
10	Action (select)	Amendment												
11	Effective Date	7/1/2026												
12	Budget Names	General Fund & Prop C - Money Management , One-Time Prop C Bonus Pay												
13		Current	New											
14	Term Budget	\$ 8,895,104	\$ 14,386,783	15%										
15	Contingency	\$ 1,104,746	\$ 823,752											
16	Not-To-Exceed	\$ 9,999,850	\$ 15,210,535											
17		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	All Years					
18		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028			
19	Expenditures	Current	Current	Current	Current	Current	New	New	Current	Amendment	New			
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 812,104	\$ 1,379,870	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 5,214,990	\$ 2,991,663	\$ 8,206,653			
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 452,464	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675			
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,568	\$ 2,350,252	\$ 2,377,943	\$ 2,387,687	\$ 2,387,687	\$ 8,212,955	\$ 4,775,373	\$ 12,988,328			
23	Indirect Percentage													
24	Indirect Cost	\$ 157,609	\$ 187,833	\$ 196,755	\$ 365,678	\$ 369,986	\$ 358,153	\$ 358,153	\$ 1,277,862	\$ 716,306	\$ 1,994,168			
25	Other Expenses (Not subject to indirect %)	\$ (85,829)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,173,724)	\$ -	\$ (1,173,724)			
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010			
28	Total Expenditures	\$ 1,114,749	\$ 1,222,768	\$ 1,375,013	\$ 2,161,685	\$ 3,020,890	\$ 2,745,840	\$ 2,745,840	\$ 8,895,104	\$ 5,491,679	\$ 14,386,783			
29														
30	HSH Revenues (select)													
31	General Fund - Ongoing	\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ 1,490,980	\$ 1,505,890	\$ 1,230,840	\$ 1,230,840	\$ 7,023,828	\$ 2,461,679	\$ 9,485,507			
33	Prop C - One-time Bonus Pay	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	\$ -	\$ 4,900			
35	General Fund - One-Time	\$ 62,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,891	\$ -	\$ 62,891			
38	General Fund Adjustment to Actuals	\$ (123,620)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)			
39	Prop C Fund - Ongoing	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 3,015,000	\$ 3,030,000	\$ 6,045,000			
42	Total HSH Revenues	\$ 1,114,749	\$ 1,222,768	\$ 1,375,013	\$ 2,161,685	\$ 3,020,890	\$ 2,745,840	\$ 2,745,840	\$ 8,895,104	\$ 5,491,679	\$ 14,386,783			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
54	Total Adjusted Salary FTE (All Budgets)						16.73	16.73						
56	Prepared by	John Paul Soto, Deputy Director			*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.									
58	Email	JPSoto@Lssnocal.org												
60	Template last modified	10/19/2023												

	A	B	C	D	E	H	K	N	Q	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	7/1/2026												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	7/1/2021	6/30/2026	5										
6	Amended Term	7/1/2021	6/30/2028	7										
7	Provider Name	Lutheran Social Services of Northern CA												
8	Program	Money Management Services												
9	F\$P Contract ID#	1000021449												
10	Action (select)	Amendment												
11	Effective Date	7/1/2026												
12	Budget Name	General Fund & Prop C - Money Management												
13		Current	New											
14	Term Budget	\$ 8,890,204	\$ 14,381,883	15%										
15	Contingency	\$ 1,104,746	\$ 823,752											
16	Not-To-Exceed	\$ 9,999,850	\$ 15,210,535											
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	All Years		
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
18					Current	Current	Current	Current	Current	New	New	Current	Amendment	New
19	Expenditures													
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 812,103.58	\$ 1,379,870	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 5,214,990	\$ 2,991,663	\$ 8,206,653
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 452,464.08	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 891,855	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,568	\$ 2,350,252	\$ 2,377,943	\$ 2,387,687	\$ 2,387,687	\$ 2,387,687	\$ 2,387,687	\$ 2,387,687	\$ 8,212,955	\$ 4,775,373	\$ 12,988,328
23	Indirect Percentage	15.56%	15.56%	15.56%	15.56%	15.56%	15.00%	15.00%	15.00%	15.00%	15.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ 157,609	\$ 187,833	\$ 196,755	\$ 365,678	\$ 369,986	\$ 358,153	\$ 358,153	\$ 358,153	\$ 358,153	\$ 358,153	\$ 1,277,862	\$ 716,306	\$ 1,994,168
25	Other Expenses (Not subject to indirect %)	\$ (90,729)	\$ (172,290.09)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,178,624)	\$ -	\$ (1,178,624)
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010
28	Total Expenditures	\$ 1,109,849	\$ 1,222,768	\$ 1,375,013	\$ 2,161,685	\$ 3,020,890	\$ 2,745,840	\$ 2,745,840	\$ 2,745,840	\$ 2,745,840	\$ 2,745,840	\$ 8,890,204	\$ 5,491,679	\$ 14,381,883
30	HSH Revenues (select)													
31	General Fund - Ongoing	\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ 1,490,980	\$ 1,505,890	\$ 1,230,840	1,230,840	1,230,840	1,230,840	1,230,840	7,023,828	2,461,679	9,485,507
35	General Fund - One-Time	\$ 62,891.45	\$ -				\$ -	-	-	-	-	62,891	-	62,891
38	General Fund Adjustment to Actuals	\$ (123,620.11)	\$ (172,290.09)	\$ (86,310)	\$ (829,295.27)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)
39	Prop C Fund - Ongoing				\$ 1,500,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	3,015,000	3,030,000	6,045,000
42	Total HSH Revenues	\$ 1,109,849	\$ 1,222,768	\$ 1,375,013	\$ 2,161,685	\$ 3,020,890	\$ 2,745,840	\$ 2,745,840	\$ 2,745,840	\$ 2,745,840	\$ 2,745,840	\$ 8,890,204	\$ 5,491,679	\$ 14,381,883
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Prepared by	John Paul Soto, Deputy Director			*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.									
56	Phone	415.218.9509												
57	Email	JPSoto@Lssnocal.org												

	A	F	O	T	AA	AH	AK	AL	AM	AN	AO	AP	AQ	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL													
3	Document Date	7/1/2026												
4	Provider Name	Lutheran Social Services of Northern CA												
5	Program	Money Management Services												
6	FSP Contract ID#	1000021449												
7	Budget Name	General Fund & Prop C - Money Management					EXTENSION YEAR							
8		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6							
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	
10		Current	New	Current	Current	Current					Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	
12	Lead Case Worker - L.F.	\$ 29,311	\$ 34,172	\$ 28,476	\$ 55,999	\$ 30,915	\$ 65,953	0.94	50%	0.47		\$ 30,915	\$ 30,915	
13	Case Worker - B.L.	\$ 42,760	\$ 52,753	\$ 35,419	\$ 58,369	\$ 56,157	\$ -					\$ -	\$ -	
14	Case Worker - A.I.	\$ 44,950	\$ 50,700	\$ 49,415	\$ 52,969	\$ 27,844	\$ -					\$ -	\$ -	
15	Case Worker - L.Fo.	\$ 46,611	\$ 56,645	\$ 53,387	\$ 54,464	\$ 54,596	\$ -					\$ -	\$ -	
16	Case Worker - S.B.	\$ 40,311	\$ 49,725	\$ 50,155	\$ 52,445	\$ 59,237	\$ -					\$ -	\$ -	
17	Case Worker - K.M.	\$ 40,311	\$ 51,217	\$ 51,670	\$ 26,384	\$ 29,083	\$ -					\$ -	\$ -	
18	Case Worker - Y.M.C	\$ 13,470	\$ 16,300	\$ 16,360	\$ 19,045	\$ 55,571	\$ -					\$ -	\$ -	
19	Program Associate	\$ 25,105	\$ 30,245	\$ 30,056	\$ 31,564	\$ 33,226	\$ 54,525	0.94	65%	0.61		\$ 33,226	\$ 33,226	
20	Program Office Manager	\$ 35,002	\$ 39,834	\$ 40,179	\$ 46,419	\$ 49,821	\$ 88,571	0.94	60%	0.56		\$ 49,821	\$ 49,821	
21	Project Manager/Systems Development	\$ 28,445	\$ 29,278	\$ 29,967	\$ 35,575	\$ 38,533	\$ 91,337	0.94	45%	0.42		\$ 38,533	\$ 38,533	
22	Deputy Director	\$ 23,608	\$ 24,788	\$ 25,537	\$ 33,587	\$ 35,030	\$ 120,533	0.94	31%	0.29		\$ 35,030	\$ 35,030	
23	Program Manager	\$ 62,830	\$ 64,145	\$ 62,842	\$ 69,848	\$ 72,141	\$ 85,500	0.94	90%	0.84		\$ 72,141	\$ 72,141	
24	Financial Systems Manager	\$ 39,638	\$ 40,827	\$ 41,790	\$ 43,044	\$ 44,042	\$ 106,768	0.94	44%	0.41		\$ 44,042	\$ 44,042	
25	Staff Accountant	\$ 46,979	\$ 51,675	\$ 52,902	\$ 52,902	\$ 61,313	\$ 65,400	0.94	100%	0.94		\$ 61,313	\$ 61,313	
26	Case Worker - S.M.		\$ 49,725	\$ 49,415	\$ 49,725	\$ 78,161	\$ -					\$ -	\$ -	
27	Program Manager - B.W.		\$ -		\$ 70,197	\$ 75,478	\$ 80,510	0.94	100%	0.94		\$ 75,478	\$ 75,478	
28	Lead Case Worker - J.H.		\$ -		\$ 53,625	\$ 63,367	\$ 67,592	0.94	100%	0.94		\$ 63,367	\$ 63,367	
29	Case Workers - Aggregate		\$ -		\$ 243,171	\$ 273,000	\$ 61,445	11.25	92%	10.31		\$ 633,649	\$ 633,649	
55		\$ 519,330	\$ 642,028	\$ 617,569	\$ 1,049,330	\$ 1,137,514	TOTAL SALARIES				\$ -	\$ 1,137,514	\$ 1,137,514	
56							TOTAL FTE		16.73					
57		31.50%	31.50%	31.50%	31.50%	31.50%	FRINGE BENEFIT RATE			31.50%	31.50%			
58		\$ 163,589	\$ 202,239	\$ 194,534	\$ 330,539	\$ 358,317	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 358,317	\$ 358,317			
59		\$ 682,918	\$ 844,267	\$ 812,104	\$ 1,379,870	\$ 1,495,832	TOTAL SALARIES & BENEFITS		\$ -	\$ 1,495,832	\$ 1,495,832			

	A	AX	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND S				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name	EXTENSION YEAR			
8		Year 7	All Years		
9	POSITION TITLE	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
10		New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Lead Case Worker - L.F.	\$ 30,915	\$ 178,872	\$ 61,831	\$ 240,703
13	Case Worker - B.L.	\$ -	\$ 245,459	\$ -	\$ 245,459
14	Case Worker - A.I.	\$ -	\$ 225,878	\$ -	\$ 225,878
15	Case Worker - L.Fo.	\$ -	\$ 265,703	\$ -	\$ 265,703
16	Case Worker - S.B.	\$ -	\$ 251,873	\$ -	\$ 251,873
17	Case Worker - K.M.	\$ -	\$ 198,664	\$ -	\$ 198,664
18	Case Worker - Y.M.C	\$ -	\$ 120,746	\$ -	\$ 120,746
19	Program Associate	\$ 33,226	\$ 150,195	\$ 66,452	\$ 216,648
20	Program Office Manager	\$ 49,821	\$ 211,255	\$ 99,642	\$ 310,897
21	Project Manager/Systems Development	\$ 38,533	\$ 161,798	\$ 77,065	\$ 238,863
22	Deputy Director	\$ 35,030	\$ 142,549	\$ 70,060	\$ 212,609
23	Program Manager	\$ 72,141	\$ 331,806	\$ 144,281	\$ 476,087
24	Financial Systems Manager	\$ 44,042	\$ 209,339	\$ 88,084	\$ 297,423
25	Staff Accountant	\$ 61,313	\$ 265,771	\$ 122,625	\$ 388,396
26	Case Worker - S.M.	\$ -	\$ 227,025	\$ -	\$ 227,025
27	Program Manager - B.W.	\$ 75,478	\$ 145,675	\$ 150,955	\$ 296,630
28	Lead Case Worker - J.H.	\$ 63,367	\$ 116,993	\$ 126,735	\$ 243,728
29	Case Workers - Aggregate	\$ 633,649	\$ 516,171	\$ 1,267,298	\$ 1,783,469
55		\$ 1,137,514	\$ 3,965,772	\$ 2,275,029	\$ 6,240,801
56					
57		31.50%			
58		\$ 358,317	\$ 1,249,218	\$ 716,634	\$ 1,965,852
59		\$ 1,495,832	\$ 5,214,990	\$ 2,991,663	\$ 8,206,653

	A	B	E	H	K	N	S	V	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	7/1/2026										
4	Provider Name	Lutheran Social Services of Northern CA										
5	Program	Money Management Services										
6	F\$P Contract ID#	1000021449										
7	Budget Name	General Fund & Prop C - Money Management					EXTENSION YEAR					
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	All Years			
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028	
11		Current	Current	Current	Current	Current	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 114,265	\$ 115,496	\$ 167,858	\$ 298,932	\$ 298,932	\$ 298,932	\$ 298,932	\$ 995,483	\$ 597,864	\$ 1,593,347	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,306	\$ 19,306	\$ 19,306	\$ 28,959	\$ 28,959	\$ 28,959	\$ 28,959	\$ 115,836	\$ 57,918	\$ 173,754	
15	Office Supplies, Postage	\$ 18,635	\$ 27,595	\$ 30,293	\$ 58,393	\$ 58,393	\$ 58,393	\$ 58,393	\$ 193,309	\$ 116,786	\$ 310,095	
16	Building Maintenance Supplies and Repair	\$ 35,990	\$ 41,990	\$ 55,710	\$ 234,841	\$ 143,070	\$ 152,814	\$ 152,814	\$ 511,601	\$ 305,628	\$ 817,229	
17	Printing and Reproduction	\$ 4,966	\$ 5,187	\$ 5,187	\$ 10,325	\$ 10,325	\$ 10,325	\$ 10,325	\$ 35,990	\$ 20,650	\$ 56,640	
18	Insurance	\$ 7,494	\$ 8,491	\$ 8,491	\$ 56,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 136,476	\$ 112,000	\$ 248,476	
19	Staff Training	\$ 4,641	\$ 6,975	\$ 10,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 57,616	\$ 36,000	\$ 93,616	
20	Staff Travel-(Local & Out of Town)	\$ 1,436	\$ 2,500	\$ 3,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 20,436	\$ 13,000	\$ 33,436	
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Computer Hardware & Software	\$ 5,000	\$ 8,000	\$ 8,000	\$ 16,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 55,000	\$ 36,000	\$ 91,000	
23	Bank Fees	\$ 45,697	\$ 45,697	\$ 45,697	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 267,091	\$ 130,000	\$ 397,091	
24	IT/Technology Support	\$ 13,700	\$ 15,400	\$ 15,400	\$ 30,400	\$ 30,400	\$ 30,400	\$ 30,400	\$ 105,300	\$ 60,800	\$ 166,100	
25	Postage	\$ 5,140	\$ 5,140	\$ 6,140	\$ 12,140	\$ 12,140	\$ 12,140	\$ 12,140	\$ 40,700	\$ 24,280	\$ 64,980	
26	Temporary Personnel	\$ 7,470	\$ 9,900	\$ 12,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 69,370	\$ 40,000	\$ 109,370	
27	Audit	\$ 3,446	\$ 3,446	\$ 4,046	\$ 6,892	\$ 6,892	\$ 6,892	\$ 6,892	\$ 24,722	\$ 13,784	\$ 38,506	
28	Landlines/Cell phones	\$ 15,439	\$ 15,439	\$ 15,439	\$ 28,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 109,817	\$ 70,000	\$ 179,817	
29	Cell Phones/Pagers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
30	Other Occupancy: Security	\$ 12,196	\$ 12,196	\$ 12,196	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500	\$ 75,588	\$ 39,000	\$ 114,588	
31	Program Materials/Supplies - Check stock	\$ 15,229	\$ 20,200	\$ 33,201	\$ 60,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 183,630	\$ 110,000	\$ 293,630	
42	Consultants					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 330,050	\$ 362,958	\$ 452,464	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675	
70	Other Expenses (not subject to indirect cost %)											
71	One-Time CODB FY 20-21	\$ 32,891					\$ -	\$ -	\$ 32,891	\$ -	\$ 32,891	
74	Adjustment to Actuals	\$ (123,620)	\$ (172,290)	\$ (86,310)	\$ (829,295)		\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)	
84	TOTAL OTHER EXPENSES	\$ (90,729)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,178,624)	\$ -	\$ (1,178,624)	
86	Capital Expenses											
90	Program Expansion				\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 548,010	\$ -	\$ 548,010	
95	TOTAL CAPITAL EXPENSES	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010	

BUDGET NARRATIVE
General Fund & Prop C
Money Management

Fiscal Year

FY26-27

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>
	<u>Budgeted</u>	<u>Budgeted</u>		
	<u>FTE</u>	<u>Salary</u>		
Lead Case Worker - L.F.	0.47	\$ 30,915	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Associate	0.61	\$ 33,226	First point of contact for clients and others visiting the office. Provides practical support for Caseworkers. Assists with satisfactions surveys and file reviews. Provides support to Program Office Manager. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Office Manager	0.56	\$ 49,821	Oversees all administrative functions for the Money Management Services program. Supports report documentation; back-up for reception functions; program support for Deputy Director and Program Managers; office coordination. Supervises Program Associate. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Project Manager/Systems Development	0.42	\$ 38,533	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Deputy Director	0.29	\$ 35,030	Supervises and supports Program Managers, oversees contract compliance, cultural competency, quality assurance and reporting functions. Oversees all administrative functions for contracts in San Francisco. Reviews and responds to all client grievances. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Manager	0.84	\$ 72,141	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Financial Systems Manager	0.41	\$ 44,042	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Staff Accountant	0.94	\$ 61,313	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Manager - B.W.	0.94	\$ 75,478	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Lead Case Worker - J.H.	0.94	\$ 63,367	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Case Workers - Aggregate	10.31	\$ 633,649	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
TOTAL	16.73	\$1,137,514		
Employee Fringe Benefits		\$ 358,317	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.5% of total salaries.	
Salaries & Benefits Total		\$1,495,832		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 298,932	Rent is allocated based on staffing and client caseload	Estimated cost based on similar operating costs in other money management programs
Utilities(Elec, Water, Gas, Phone, Scavenger	\$ 28,959	Electric, water, gas, scavenger, pest control, etc.	Estimated cost based on similar operating costs in other money management programs
Office Supplies, Postage	\$ 58,393	Office supplies and purchase expenses related to the overall support of the program	Estimated cost based on similar operating costs in other money management programs
Building Maintenance Supplies and Repair	\$ 152,814	Janitorial services, hazardous waste clean-up, fire extinguisher maintenance, routine building maintenance and repairs, etc.	Estimated cost based on similar operating costs in other money management programs
Printing and Reproduction	\$ 10,325	Expenses related to printing and copying program related materials, including monthly rental of equipment	Estimated cost based on similar operating costs in other money management programs
Insurance	\$ 56,000	Agency program related liability insurance costs	Estimated cost based on similar operating costs in other money management programs
Staff Training	\$ 18,000	Trainings, workshops, educational related expenses for all program staff on agency and program relevant topics/issues	Estimated cost based on similar operating costs in other money management programs
Staff Travel-(Local & Out of Town)	\$ 6,500	Program related travel expenses	Estimated cost based on similar operating costs in other money management programs
Computer Hardware & Software	\$ 18,000	Computer and electronic hardware/software related program costs	Estimated cost based on similar operating costs in other money management programs
Bank Fees	\$ 65,000	Account operating related program costs - including bank fees and bank related expenses	Estimated cost based on similar operating costs in other money management programs
IT/Technology Support	\$ 30,400	Informational Technology costs directly related to the support of the program	Estimated cost based on similar operating costs in other money management programs
Postage	\$ 12,140	Costs related to mailing checks, bill payments, and correspondence on behalf of clients; Courier services	Estimated cost based on similar operating costs in other money management programs
Temporary Personnel	\$ 20,000	Expenses related to the support of the program by temporary/short-term professional staff	Estimated cost based on similar operating costs in other money management programs
Audit	\$ 6,892	Agency audit related program expenses	Estimated cost based on similar operating costs in other money management programs
Landlines/Cell phones	\$ 35,000	Costs related to the operation of phones and internet as related to the program for the purpose of communication and the sharing of information/resources.	Estimated cost based on similar operating costs in other money management programs
Other Occupancy: Security	\$ 19,500	Professional expenses related to crowd control and client safety for the program site, especially on check distribution days	Estimated cost based on similar operating costs in other money management programs
Program Materials/Supplies - Check stock	\$ 55,000	Program costs related to the overall support of the program, including check stock and envelopes	Estimated cost based on similar operating costs in other money management programs
TOTAL OPERATING EXPENSES	\$ 891,855		
Indirect Cost	15.0% \$ 358,153		

	A	B	C	D	E	H	K	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	6/30/2028	7				
7	Provider Name	Lutheran Social Services of Northern CA						
8	Program	Money Management Services						
9	FSP Contract ID#	1000021449						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Name	One-Time Prop C Bonus Pay						
13		Current	New					
14	Term Budget	\$ 4,900	\$ 4,900					
16	Not-To-Exceed	\$ 9,999,850	\$ 15,210,535	Year 1	Year 2	Year 3	All Years	
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2026	
18				Current	Current	Current	Current	
19	Expenditures							
25	Other Expenses (Not subject to indirect %)	\$ 4,900	\$ -	\$ -	\$ 4,900			
28	Total Expenditures	\$ 4,900	\$ -	\$ -	\$ 4,900			
29								
30	HSH Revenues (select)							
33	Prop C - One-time Bonus Pay	\$ 4,900			\$ 4,900			
40	Total HSH Revenues	\$ 4,900	\$ -	\$ -	\$ 4,900			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			

BUDGET NARRATIVE

Fiscal Year

One-Time Prop C Bonus Pay

FY26-27

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
One-Time Prop C Bonus Pay (carried forward)	\$ -	Remaining unspent FY 20-21 One-Time Prop C Bonus Pay, carried forward from Contract ID# 1000002498	\$60,021.00 - \$46,759.35 = \$13,261.65
TOTAL OTHER EXPENSES	\$ -		

Appendix C, Method of Payment

I. Reimbursement for 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, paid by the Grantee, 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 the Appendix B, Budget(s) of the Agreement.

II. General Instructions for Invoice Submittal:

Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.

- A. Grantee shall submit all invoices and any related documentation required in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
- B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
- C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
- D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

E. 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.

F. 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 more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, Indirect and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. 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 Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. 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) and summarized in Excel;
 - 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));
 - 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;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
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. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

General Fund/ Our City, Our Home (Prop C)	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in Excel format that itemizes all payroll costs included in the invoice, 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 single expense within the Operating budget category that exceeds \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, 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.</p>
Operating - Direct Assistance	<p>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.</p> <p>Documentation shall include a detailed summary report in Excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>

General Fund/ Our City, Our Home (Prop C)	
Type	Instructions and Examples of Documentation
Capital and/or One-Time Funding	<p>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.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

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 to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully

describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.

2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing fiscal year General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing fiscal year budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment. HSH will track advance recoupment on a monthly basis using internal tools in order to avoid any overpayment and prevent further loss of City funds.
2. All advance repayments must be recovered within the fiscal year for which they were made but no later than April invoices submitted in May.
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 wire transfer or by 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 monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding 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
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Integrated Services Network (ISN) Money Management Program and Representative Payee Services	January 1, 2021 to December 31, 2026	\$1,288,419
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Bernal Gateway Apartments Supportive Housing/ Support Services	January 1, 2021 - June 30, 2026	\$1,571,220
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Folsom Dore Apts. Supportive Housing/Support Services	July 1, 2021 - June 30, 2029	\$2,740,239
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Kinney Hotel (Emergency Stabilization)/ Shelter and Support Services	July 1, 2021 - June 30, 2026	\$5,668,346 (combined Kinney Hotel contract)
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Kinney Hotel (Property Management)/ Property Management	July 1, 2021 - June 30, 2026	\$5,668,346 (combined Kinney Hotel contract)
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	La Fenix 1950 Mission Street/ Support Services	September 1, 2020 - June 30, 2029	\$2,768,404
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Mosaica Family Apartments Supportive Housing/ Support Services	January 1, 2021 - June 30, 2026	\$2,361,084
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Mosaica Senior Apartments/ Support Services	July 1, 2021 - June 30, 2029	\$778,116
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	735 Davis/ Support Services	December 1, 2020 - June 30, 2029	\$881,570
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	990 Polk Senior Housing/ Support Services	July 1, 2021 - June 30, 2029	3,194,761
San Francisco Department of Public Health (SF DPH) HIV Health Services (HHS)	AIDS Financial Services– Money Management/ Rep Payee Services	March 1, 2016 - February 28, 2026	\$5,576,288



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Lutheran Social Services: Money Management Grant Agreement 2nd Amendment

Budget and Finance Committee | March 18, 2026



Proposed Amendment Details

- **Resolution:** Approve the **second amendment** to the grant agreement between HSH and **Lutheran Social Services** for **Money Management** services.
- **Term:**
 - Current Term: July 1, 2021 – June 30, 2026
 - Amended Term: **July 1, 2021 – June 30, 2028**
- **Amount:** Increases not-to-exceed amount by **\$5,491,679** for a total not-to-exceed amount of **\$15,210,535**.
- **Commission approval:** **March 5, 2026**

Grant Agreement Overview

- **Money Management services** help residents of permanent supportive housing (PSH) manage their income, guaranteeing that rent and other critical financial obligations are met.
- **Lutheran Social Services (LSS) Money Management services** include:
 - Personal budget planning
 - Representative Payee services
 - Benefits advocacy
- In Fiscal Year 2024-25, Lutheran Social Services served an average of **988 clients per month**.
 - 89% of clients report being very satisfied with services.
 - 86% of clients with a budget plan accomplish one or more of their stated financial goals.
 - 80% of clients remain stably housed or exit the program in good standing.



*LSS Money Management Office -
191 Golden Gate Ave*

Program Context

- Money Management addresses a trend of nonpayment of rent since the COVID-19 pandemic.
- The Office of the Controller authored a [report on Money Management in 2023](#), recommending expansion of the program.
- HSH funded LSS to expand its service capacity to 2,000 PSH residents.





DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Questions?

Thank you!

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

**GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA**

THIS GRANT AGREEMENT (“Agreement”) is made as of **June 1, 2021** in the City and County of San Francisco, State of California, by and between **LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA** (“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 has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Money Management Services; and

WHEREAS, Ordinance No. 61-19 authorizes the Department to enter into grants and 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

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

**ARTICLE 1
DEFINITIONS**

1.1 Specific Terms. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

- (a) “ADA” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
- (b) “Application Documents” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or

supplements to any of the foregoing approved in writing by City.

- (c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.
- (d) "Charter" shall mean the Charter of City.
- (e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) "Controller" shall mean the Controller of City.
- (g) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
- (h) "Event of Default" shall have the meaning set forth in Section 11.1.
- (i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
- (k) "Funding Request" shall have the meaning set forth in Section 5.3(a).
- (l) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
- (m) "Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (n) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
- (o) "Indemnified Parties" shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or

unfounded, of whatsoever kind and nature.

- (q) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

1.2 Additional Terms. The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

1.3 References to this Agreement. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," "herein" or "hereto" refer to this Agreement as a whole.

ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

2.2 Certification of Controller. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance

authorization.

2.3 Automatic Termination for Non-Appropriation of Funds. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

2.4 SUPERSEDURE OF CONFLICTING PROVISIONS. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

2.5 Maximum Costs. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

ARTICLE 3 TERM

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30,**

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.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

- 4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- 4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- 4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.
- 4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other

persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

4.5 Publications and Work Product.

- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.
- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third

parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

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 **Four Million Twenty Seven Thousand Five Hundred Fifty Eight Dollars (\$4,027,558)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Seventy One Thousand Two Hundred Sixty Dollars (\$671,260)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

5.4 Reserved. (State or Federal Funds).

**ARTICLE 6
REPORTING REQUIREMENTS; AUDITS;
PENALTIES FOR FALSE CLAIMS**

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at

any time during the term of this Agreement.

- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims.** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City;

(d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

6.8 Grantee's Board of Directors. Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

ARTICLE 7 TAXES

7.1 Grantee to Pay All Taxes. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

7.2 Use of City Real Property. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
- (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.
- (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

7.3 Withholding. Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement.

Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
 - (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For

purposes of this subsection, “immediate family” shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.
- 8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.
- 8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

- 9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.
- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or

potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and

Completed Operations.

(c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

(a) Name as Additional Insured City and its officers, agents and employees.

(b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default. The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:

- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
- (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
- (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
- (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
- (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property,

(ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

11.2 Remedies upon Event of Default. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

11.3 Termination for Convenience. City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;

- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

- 11.4 Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

- 12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such

projections and financial statements shall be public records that must be disclosed.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E, Permitted Subgrantees, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E, Permitted Subgrantees, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.
- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E, Permitted Subgrantees without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

13.4 Grantee Retains Responsibility. Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

14.1 Nature of Agreement. Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

14.2 Direction. Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 Consequences of Recharacterization.

- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
- (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
- (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15

NOTICES AND OTHER COMMUNICATIONS

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
P.O. Box 427400
San Francisco, CA 94142-7400
hshcontracts@sfgov.org

If to Grantee: Lutheran Social Services of Northern California
1465 Civic Court, Building D, Suite 810
Concord, CA 94520
Attn: Carol Roberts
croberts@lssnorcal.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.

ARTICLE 16 COMPLIANCE

16.1 Reserved.

16.2 Nondiscrimination; Penalties.

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 Reserved.

16.4 Tropical Hardwood and Virgin Redwood Ban. Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

16.5 Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act

and the rules and regulations promulgated thereunder.

- 16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.
- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee

certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

16.10 First Source Hiring Program. Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

16.11 Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, “Political Activity”). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.12 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term “preservative-treated wood containing arsenic” shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 Reserved. (Working with Minors).

16.14 Protection of Private Information. Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

16.15 Public Access to Meetings and Records. If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.
- (b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the

application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.18 Reserved. (Slavery Era Disclosure).

16.19 Distribution of Beverages and Water.

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) **Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).**

16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data. Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation

and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

16.21 Compliance with Other Laws. Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).

16.23 Reserved. (Additional Requirements for Federally-Funded Awards).

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 Modification. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

17.5 Headings. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

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
- Appendix B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grants
- Appendix E, Permitted Subgrantees

17.7 Certified Resolution of Signatory Authority. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

17.8 Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

17.9 Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3 Ownership of Results.

Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Dispute Resolution Procedure.

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions for concerns about this Dispute Resolution Procedure

should be addressed to purchasing@sfgov.org.

- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
 - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
 - (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF.
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a

concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

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.

17.15 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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**

**LUTHERAN SOCIAL SERVICES OF
NORTHERN CALIFORNIA**

DocuSigned by:
By: Shireen McSpadden 8/2/2021
Shireen McSpadden
Executive Director

DocuSigned by:
By: Carol Roberts 7/27/2021
Carol Roberts
Executive Director
City Supplier Number: 0000016037

Approved as to Form:

DocuSigned by:
By: Virginia Dario Elizondo 8/2/2021
Virginia Dario Elizondo
Deputy City Attorney

**Appendix A, Services to be Provided
by
Lutheran Social Services of Northern California
Third Party Rent Payment/Money Management Services (TPRP/MM)**

I. Purpose of Grant

The purpose of the grant is to provide Third Party Rent Payment (TPRP), including Representative Payee or Money Management (MM) services to the served population. The goal of these services is to help clients make rental payments and meet other financial obligations to maintain housing stability.

II. Served Population

Grantee shall serve formerly homeless adult tenants of Legacy Direct Access to Housing (DAH) Permanent Supportive Housing (PSH) units, including the Department of Public Health (DPH) Laguna Honda Hospital clients.

III. Referral and Prioritization

All new clients who have rent payment obligations may be referred by Property Management Providers of Legacy DAH PSH units, via a process approved by the Department of Homelessness and Supportive Housing (HSH). HSH reserves the right to expand the list of sites that are eligible to provide referrals, as long as the number of clients served remain within the contracted number for this agreement. For the Laguna Honda Hospital clients, DPH will refer clients for TPRP/MM services.

IV. Description of Services

Grantee shall provide Third Party Rent Payment, including Representative Payee or Money Management services for an average of 1,200 to 1,300 clients per month. The PSH sites with Legacy DAH units eligible for referrals are listed in the Appendix B, Budget. HSH may expand the list of referral sites to serve clients up to the average monthly caseload.

Grantee shall:

- A. Schedule and complete client intakes;
- B. Arrange for clients' benefit checks to be deposited into Grantee's Client Trust account;
- C. Offer a variety of methods for clients to pay their rent, including but not limited to: having benefits directly deposited into Grantee's Client Trust account; enabling clients to transfer funds from their Direct Express card to Grantee's Client Trust Account; allowing clients to swipe their Direct Express card in person at Grantee office; enabling clients to do remote pay where they authorize Grantee to key in rent payment using client's Direct Express card information;
- D. Disburse, at minimum monthly, the rent check directly to each client's landlord, and one check directly to client for other expenses;
 1. All disbursements, including rent, bill payments and clients' personal funds, shall be issued in the form of payments drawn on Grantee's Client Trust account;
 2. Grantee shall process rent payments on the first business day following the third of each month;
- E. Issue payments according to the budget agreed upon by the client;

- F. Provide clients with budget planning and money management education;
- G. Assist with follow up with the income source regarding clients' continuing eligibility (e.g. public benefits);
- H. Send monthly reports to property management that detail client income changes;
- I. Send monthly proposed rent payment reports to property management;
- J. Perform client account reconciliation;
- K. Provide referrals to eviction prevention resources;
- L. Perform ongoing case coordination with property managers, support services staff, community-based service providers, vendors, financial institutes, and income sources.

V. Location and Time of Services

Grantee shall provide services at 191 Golden Gate Avenue, San Francisco, CA 94102 at times that best serve client needs.

VI. Service Requirements

- A. 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.
- B. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to services.
- C. 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 clients will participate in annual trainings on harm reduction, overdose recognition and response.
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed.
- E. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for clients, 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 participant can expect a response; and

- d. In accordance with published HSH policies/procedures, the HSH Grievances email address 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 client and obtain a signed copy of the form from the client, which must be maintained in the client's file. Additionally, Grantee shall post the policy at all times in a location visible to clients, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- 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
 2. A written annual survey 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, Trainings and Meetings:
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g. overdose prevention training), when required by HSH.
- H. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers to formalize collaboration and roles and responsibilities.
- I. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and published HSH policies/procedures.
- J. 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 Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

- K. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- L. Data Standards:
 - 1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (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>.
 - 2. Grantee shall enter data into the ONE System, when applicable, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 - 3. 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 Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average caseload of 1,200 to 1,300 clients per month.
- B. Ninety-five percent of new clients will have been scheduled for intake within seven business days of referral.
- C. One hundred percent of clients will have an individualized service plan in place within 90 days of service enrollment.
- D. Eighty percent of clients' budget service plans will have been updated at least once annually.

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives on an annual basis:

- A. Seventy-five percent of clients who have an individualized service plan will have accomplished one or more goals.
- B. Eighty percent of clients who complete the Client Satisfaction Survey will report being satisfied with program services.

- C. Eighty-five percent of clients will remain in the housing associated with the rent payments made during the year or have exited the program in good standing.

Grantee shall also determine which of the following outcomes applies to each tracked client:

1. Still a tenant in the building where Grantee paid rent for the client throughout the program year.
2. Exited housing and the TPRP program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and/or leaving with notice and with a rent debt of less than one month’s rent
3. Fewer than fifteen percent of clients exited housing and the TPRP program to any destination while leaving a rent debt of more than one month’s rent

IX. Reporting Requirements

Grantee shall meet the following Reporting Requirements for this grant:

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 1. Number of active clients as of the last day of the month
 2. Number of Unduplicated Clients (UDC) Year-to-Date
 3. Number of new client referrals for the month; and the number and percentage of new clients that had intakes scheduled within seven business days of referral
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
 1. The number and percentage of clients who had an individualized service plan in place within 90 days of service enrollment.
- C. Grantee shall provide an annual report summarizing program activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year, including:
 1. The average monthly caseload for the program year
 2. The total number of new clients for the program year; and the number and percentage of new clients that had intakes scheduled within seven business days of referral
 3. The number and percentage of clients’ budget plans that were updated at least once annually.
 4. The number and percentage of clients with an individualized service plan that accomplished one or more goals.

5. The number and percentage of program clients who responded to a Client Satisfaction Survey.
 6. The number and percentage of survey respondents who reported being satisfied with program services.
 7. The number and percentage of TPRP clients that have remained in the housing associated with the rent payments made by LSS or have exited the program in good standing. Provide aggregate data for clients based on the following outcomes:
 - a. Still a tenant in the building where LSS paid rent for the client throughout the program year
 - b. Exited housing and the TPRP program in “good standing” such a reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent
 - c. Exited housing and the TPRP program to any destination while leaving a rent debt of more than one month’s rent
- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by the HSH for information in a timely manner.
- 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.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager, as listed in CARBON.

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: client 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 back-up documentation for reporting progress towards meeting Service and Outcome Objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will

include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	J	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	6/1/2021										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2021	6/30/2024	3								
6	Amended Term	7/1/2021	6/30/2024	3								
7	Provider Name	Lutheran Social Services of Northren CA										
8	Program	3rd Party Rent Payment/MM										
9	FSP Contract ID#	1000021449										
10	Action (select)	New Agreement										
11	Effective Date	7/1/2021										
12	Budget Name	General Fund - Money Management										
13		Current	New									
14	Term Budget	\$ -	\$ 3,356,298									
15	Contingency	\$ -	\$ 671,260	20%								
16	Not-To-Exceed	\$ -	\$ 4,027,558		Year 1		Year 2	Year 3	All Years			
17		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024		
18		New	New	New	New	New	New	New	New	New		
19	Expenditures											
20	Salaries & Benefits	\$ -	\$ 667,621	\$ 667,621	\$ 667,621	\$ 667,621	\$ -	\$ 2,002,862	\$ 2,002,862	\$ -	\$ 2,002,862	\$ 2,002,862
21	Operating Expense	\$ -	\$ 287,199	\$ 287,199	\$ 287,199	\$ 287,199	\$ -	\$ 861,597	\$ 861,597	\$ -	\$ 861,597	\$ 861,597
22	Subtotal	\$ -	\$ 954,820	\$ 954,820	\$ 954,820	\$ 954,820	\$ -	\$ 2,864,459	\$ 2,864,459	\$ -	\$ 2,864,459	\$ 2,864,459
23	Indirect Percentage	15.56%		15.56%	15.56%	15.56%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 148,562	\$ 148,562	\$ 148,562	\$ 148,562	\$ -	\$ 445,686	\$ 445,686	\$ -	\$ 445,686	\$ 445,686
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 46,153	\$ 46,153	\$ -	\$ -	\$ -	\$ 46,153	\$ 46,153	\$ -	\$ 46,153	\$ 46,153
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ 1,149,535	\$ 1,149,535	\$ 1,103,382	\$ 1,103,382	\$ -	\$ 3,356,298	\$ 3,356,298	\$ -	\$ 3,356,298	\$ 3,356,298
29												
30	HSH Revenues (select)											
31	General Fund - Ongoing		\$ 1,103,382	\$ 1,103,382	\$ 1,103,382	\$ 1,103,382	\$ -	\$ 3,310,145	\$ 3,310,145	\$ -	\$ 3,310,145	\$ 3,310,145
32			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Prop C - One-time COVID-19 Bonus Pay Carryforward		\$ 13,262	\$ 13,262	\$ -	\$ -	\$ -	\$ 13,262	\$ 13,262	\$ -	\$ 13,262	\$ 13,262
34	General Fund - One-time COBD Carryforward		\$ 32,891	\$ 32,891	\$ -	\$ -	\$ -	\$ 32,891	\$ 32,891	\$ -	\$ 32,891	\$ 32,891
35			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 1,149,535	\$ 1,149,535	\$ 1,103,382	\$ 1,103,382	\$ -	\$ 3,356,298	\$ 3,356,298	\$ -	\$ 3,356,298	\$ 3,356,298
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)											
42			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48												
49	Total HSH + Other Revenues	\$ -	\$ 1,149,535	\$ 1,149,535	\$ 1,103,382	\$ 1,103,382	\$ -	\$ 3,356,298	\$ 3,356,298	\$ -	\$ 3,356,298	\$ 3,356,298
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52												
53	Prepared by	Anna Gutierrez										
54	Phone	628.652.7791										
55	Email	anna.c.gutierrez@sfgov.org										

	A	B	C	D	E	F	G	H	O	V	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2021										
4	Provider Name	Lutheran Social Services of Northren CA										
5	Program	3rd Party Rent Payment/MM										
6	FSP Contract ID#	1000021449										
7	Budget Name	General Fund -										
8		Year 1					Year 2	Year 3	All Years			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	
10						New	New	New	New	New		
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
12	Lead Case Worker Gabby Avalos	\$ 45,621	1.00	100%	1.00	\$ 45,621	\$ 45,621	\$ 45,621	\$ 45,621	\$ 45,621	\$ 136,863	
14	Case Worker Dwight Bigala	\$ 39,151	1.00	100%	1.00	\$ 39,151	\$ 39,151	\$ 39,151	\$ 39,151	\$ 39,151	\$ 117,453	
15	Case Worker Leo Prada	\$ 42,390	1.00	100%	1.00	\$ 42,390	\$ 42,390	\$ 42,390	\$ 42,390	\$ 42,390	\$ 127,170	
16	Case Worker Leandro Gonzales	\$ 51,803	1.00	100%	1.00	\$ 51,803	\$ 51,803	\$ 51,803	\$ 51,803	\$ 51,803	\$ 155,409	
17	Case Worker Carmen Nin	\$ 42,384	1.00	100%	1.00	\$ 42,384	\$ 42,384	\$ 42,384	\$ 42,384	\$ 42,384	\$ 127,152	
18	Case Worker Julianna Diaz	\$ 39,273	1.00	35%	0.35	\$ 13,620	\$ 13,620	\$ 13,620	\$ 13,620	\$ 13,620	\$ 40,860	
19	Case Worker TBD	\$ 39,412	1.00	33%	0.33	\$ 12,919	\$ 12,919	\$ 12,919	\$ 12,919	\$ 12,919	\$ 38,757	
20	Program Associate Kor Thomas	\$ 35,872	1.00	55%	0.55	\$ 19,729	\$ 19,729	\$ 19,729	\$ 19,729	\$ 19,729	\$ 59,187	
21	Program Office Manager Gavin James	\$ 59,986	1.00	55%	0.55	\$ 32,992	\$ 32,992	\$ 32,992	\$ 32,992	\$ 32,992	\$ 98,976	
22	Project Manager/Systems Development Michael Knotz	\$ 66,475	1.00	39%	0.39	\$ 26,019	\$ 26,019	\$ 26,019	\$ 26,019	\$ 26,019	\$ 78,057	
23	Deputy Director Nancy Nielsen	\$ 86,100	1.00	24%	0.24	\$ 20,664	\$ 20,664	\$ 20,664	\$ 20,664	\$ 20,664	\$ 61,992	
24	Program Manager Mike Brezinski	\$ 63,058	1.00	100%	1.00	\$ 63,058	\$ 63,058	\$ 63,058	\$ 63,058	\$ 63,058	\$ 189,174	
25	Financial Systems Manager Glenn Gravlin	\$ 83,027	1.00	45%	0.45	\$ 37,362	\$ 37,362	\$ 37,362	\$ 37,362	\$ 37,362	\$ 112,086	
26	Staff Accountant Heather DeKlotz	\$ 44,997	1.00	100%	1.00	\$ 44,997	\$ 44,997	\$ 44,997	\$ 44,997	\$ 44,997	\$ 134,991	
27						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		TOTAL SALARIES					\$ -	\$ 492,709	\$ 492,709	\$ 492,709	\$ 492,709	\$ 1,478,127
56		TOTAL FTE										9.86
57		FRINGE BENEFIT RATE					35.50%		35.50%	35.50%	35.50%	
58		EMPLOYEE FRINGE BENEFITS					\$ -	\$ 174,912	\$ 174,912	\$ 174,912	\$ 174,912	\$ 524,735
59		TOTAL SALARIES & BENEFITS					\$ -	\$ 667,621	\$ 667,621	\$ 667,621	\$ 667,621	\$ 2,002,862
60												
61												
62												

	A	B	C	D	G	J	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	6/1/2021					
4	Provider Name	Lutheran Social Services of North					
5	Program	3rd Party Rent Payment/MM					
6	F\$P Contract ID#	1000021449					
7	Budget Name	General Fund - Money Manager					
8							
9		Year 1			Year 2	Year 3	All Years
10		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
11		New		New	New	New	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property		\$ 103,063	\$ 103,063	\$ 103,063	\$ 103,063	\$ 309,189
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 18,306	\$ 18,306	\$ 18,306	\$ 18,306	\$ 54,918
15	Office Supplies, Postage		\$ 18,635	\$ 18,635	\$ 18,635	\$ 18,635	\$ 55,906
16	Building Maintenance Supplies and Repair		\$ 31,635	\$ 31,635	\$ 31,635	\$ 31,635	\$ 94,905
17	Printing and Reproduction		\$ 4,966	\$ 4,966	\$ 4,966	\$ 4,966	\$ 14,898
18	Insurance		\$ 7,494	\$ 7,494	\$ 7,494	\$ 7,494	\$ 22,483
19	Staff Training		\$ 2,787	\$ 2,787	\$ 2,787	\$ 2,787	\$ 8,361
20	Staff Travel-(Local & Out of Town)		\$ 1,436	\$ 1,436	\$ 1,436	\$ 1,436	\$ 4,308
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
22	Computer Hardware & Software		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
23	Bank Fees		\$ 37,697	\$ 37,697	\$ 37,697	\$ 37,697	\$ 113,091
24	IT/Technology Support		\$ 8,991	\$ 8,991	\$ 8,991	\$ 8,991	\$ 26,973
25	Postage		\$ 3,140	\$ 3,140	\$ 3,140	\$ 3,140	\$ 9,420
26	Temporary Personnel		\$ 5,013	\$ 5,013	\$ 5,013	\$ 5,013	\$ 15,038
27	Audit		\$ 3,446	\$ 3,446	\$ 3,446	\$ 3,446	\$ 10,338
28	Landlines/Cell phones		\$ 10,165	\$ 10,165	\$ 10,165	\$ 10,165	\$ 30,495
29	Cell Phones/Pagers		\$ -	\$ -	\$ -	\$ -	\$ -
30	Other Occupancy: Security		\$ 10,196	\$ 10,196	\$ 10,196	\$ 10,196	\$ 30,588
31	Program Materials/Supplies - Check stock		\$ 15,229	\$ 15,229	\$ 15,229	\$ 15,229	\$ 45,686
32			\$ -				\$ -
41			\$ -				\$ -
42	Consultants		\$ -				\$ -
43			\$ -				\$ -
53			\$ -				\$ -
54	Subcontractors		\$ -				\$ -
55			\$ -				\$ -
66			\$ -				\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ -	\$ 287,199	\$ 287,199	\$ 287,199	\$ 287,199	\$ 861,597
69							
70	Other Expenses (not subject to indirect cost %)						
71	One-Time Prop C Bonus Pay		\$ 13,262	\$ 13,262	\$ -	\$ -	\$ 13,262
72	One-Time CODB FY 20-21		\$ 32,891	\$ 32,891	\$ -	\$ -	\$ 32,891
73			\$ -				\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ 46,153	\$ 46,153	\$ -	\$ -	\$ 46,153
85							
86	Capital Expenses						
87			\$ -				\$ -
94							
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	HS#3						1/22/2020

Site Name	Number of Legacy DAH Units
149 Mason Street Apartments	55
Ambassador Hotel	7*
Arlington	153*
Armstrong Place Senior Housing	23
Bayanihan	10
Camelot	55
Casa Quezada	52
Civic Center Residence	75
Coronet Senior Housing	25
Dalt	8
Dr. Davis Senior Community	23
Drs. Julian and Raye Richardson Apartments	120
Dudley Apartments	10*
Edith Witt Senior Community	27
Eddy Street Apartments	15
Empress	89
Folsom Dore Apartments	20
Isabel Hotel	4
Kelly Cullen Community	172
Knox Hotel	15
Le Nain	86
Mary Helen Rogers Senior Community	20
Mission Creek Senior Community	51
Mosaica Senior Apartments	11
Pacific Bay Inn	75
Parkview Terraces	20
Plaza Apartments	106
Polk Street Apartments	50
Rene Cazenave Apartments	120
Ritz	6
Star	54
Vera Haile Senior Housing	18
West Hotel	40
William Penn	10
Willie B. Kennedy Apartments	20
Windsor	91
MHSA Expansion (Cambridge, Iroquois, San Cristina, Senator)	43
Scattered Site (Brilliant Corners) – LHH Rent Subsidy Program.	50*
Total Possible	1,829

Numbers denoted with an * means the number of units are subject to change based on legacy tenants; the building is part of a group of buildings within a Housing Provider's portfolio where HSH is tracking total Legacy DAH units in the portfolio; and/or the units are not Legacy DAH (Scattered Site Program) but clients served are part of the caseload under this agreement.

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 in 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 end of the fiscal year or project period.

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

B. **Invoicing System**:

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to 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 Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, 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 authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee Executive Director or Chief Financial Officer shall immediately notify to 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** 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 questions regarding spend down funding source prioritization shall be directed 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 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 basis 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. All subcontractors must also be listed in the Permitted Subcontractors Appendix.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, 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	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each

General Fund	
Type	Instructions and Examples of Documentation
	<p>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> <p>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.</p>
Capital and/or One-Time Funding	<p>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.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>Grantee shall maintain and provide documentation for all revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.</p>

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund amounts (e.g., 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 budget amount, per the Appendix B, Budget of this Agreement. Requests over two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall be 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 an 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 contracts

City Department or Commission	Date of Grant	Amount of Grant
SF/HSH – Support Services at Folsom Dore Apartments, 990 Polk Street Senior Housing, Support Services at Mosaica Apartments, and Stabilization Program for PLWHA	7/1/11-6/30/21	\$9,341,007
SF/HSH - Bernal Gateway Apartments Supportive Housing/Case Management Services	1/1/21-6/30/23	\$572,157
SF/HSH – La Fenix Family Apartments Supportive Housing/Case Management Services	9/1/20 – 6/30/29	\$2,768,404
SF/HSH – 735 Davis Senior Apartments Supportive Housing/Case Management Services	12/1/20 – 6/30/2029	\$881,570
SF/H S H - Integrated Services Network Money Management Services	1/1/21-12/31/25	\$1,158,505
SF/HSH - Money Management/3 rd Party Rent Payments for DAH Program	7/1/11-6/30/21	\$9,252,356
SF/DPH HIV Health Services - Aids Financial Services –Money Management/Rep Payee Services	3/1/16-2/28/23	\$538,206 annually
Non-City Direct HUD Grant HUD/HOPWA Forensic Housing Program Transitional Housing and Support Services	2/21/19-2/20/22	\$425,262 annually

**Appendix E – Permitted Subcontractors
FY 20/21**

1. None

**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
LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA**

THIS AMENDMENT of the **June 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **LUTHERAN SOCIAL SERVICES OF NORTHERN CALIFORNIA** ("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 the Agreement in order to increase the grant amount, extend the agreement term and update the scope of the grant plan; and

WHEREAS, the City’s Homelessness Oversight Commission approved this Amendment by Resolution No. 24-042 on May 2, 2024;

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 **June 1, 2021** between Grantee and City.
 - (b) San Francisco Labor and Employment Code”: As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and

12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

2.2 Section 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 **Four Million Twenty Seven Thousand Five Hundred Fifty Eight Dollars (\$4,027,558)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Seventy One Thousand Two Hundred Sixty Dollars (\$671,260)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this

contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Nine Thousand Eight Hundred Fifty Dollars (\$9,999,850)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Hundred Seventy Eight Thousand Three Hundred Sixty Four Dollars (\$278,364)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

2.3 Section 5.2 Use of Grant Funds of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses 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.

2.4 Section 5.4 Reserved. (State or Federal Funds) of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.4 State or Federal Funds.

- (a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of

the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) Grant Terms. Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

2.5 Section 6.7 Submitting False Claims of the Agreement is 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. 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.

2.6 Section 10.1 Types and Amounts of Coverage of the Agreement is hereby replaced in its entirety to read as follows:

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (d) Fidelity Bond. Grantee shall maintain throughout the term of this Agreement, at no expense to City, a blanket fidelity bond or a blanket crime policy (Employee Dishonesty Coverage) covering all officers and employees in an amount of not less than \$50,000 with any deductible not to exceed \$5,000 and including City as additional obligee or loss payee as its interest may appear.

2.7 Section 10.2 Additional Requirements for General and Automobile Coverage of the Agreement is hereby replaced in its entirety to read as follows:

10.2. Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and County of San Francisco and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

2.8 Section 10.6 Evidence of Insurance of the Agreement is hereby replaced in its entirety to read as follows:

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and Additional Insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

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

13.3 Subcontracting. If the Budget lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If the

Budget specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

2.10 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is hereby replaced in its entirety 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:	Lutheran Social Services of Northern California 1465 Civic Court, Building D, Suite 810
----------------	--

Concord, CA 94520
Attn: Carol Roberts
croberts@lssnorcal.org

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.

2.11 Section 16.8 Requiring Minimum Compensation for Employees of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

2.12 Section 16.21 Compliance with Other Laws of the Agreement is hereby deleted and replaced in its entirety to read as follows:

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) 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 subcontractors/subgrantees/subrecipients 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 subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

2.13 Section 16.23 Reserved. (Additional Requirements for Federally-Funded Awards) of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.23 Additional Requirements for Federally-Funded Awards, when applicable.

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
 - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procures a commercial sex act during the period of time that the award is in effect; or
 - (3) Uses forced labor in the performance of the award or sub-awards under the award.

2.14 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, 2024)
- Appendix B, Budget (dated July 1, 2024)
- Appendix C, Method of Payment (dated July 1, 2024)
- Appendix D, Interests in Other City Grants (dated July 1, 2024)

2.15 Section 17.12 Dispute Resolution Procedure of the Agreement is hereby deleted and replaced with the following:

17.12 Reserved.

2.16 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 Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

2.17 Appendix A, Services to be Provided, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024), for the period of July 1, 2024 to June 30, 2026.

2.18 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of July 1, 2021 to June 30, 2026.

2.19 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, 2024).

2.20 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, 2024).

2.21 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**

**LUTHERAN SOCIAL SERVICES OF
NORTHERN CALIFORNIA**

DocuSigned by:
Shireen McSpadden
By: CAD7B781896B449...
Shireen McSpadden
Executive Director

DocuSigned by:
Carol Roberts
By: C8505AF6B74649B...
Carol Roberts
Executive Director
City Supplier Number: 0000016037

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
Adam Radtke
By: 1AFBEA6D5F35481...
Adam Radtke
Deputy City Attorney

Appendix A, Services to be Provided
by
Lutheran Social Services of Northern California
Money Management Services

I. Purpose of Grant

The purpose of the grant is to provide Money Management services including Third Party Rent Payment or Representative Payee options to the served population. The goal of these services is to help clients make rental payments and meet other financial obligations to maintain housing stability.

II. Definitions

A. Money Management (MM): an umbrella term that encompasses the services provided to clients enrolled with this provider.

B. Third Party Rent Payment Program (TPRP): provides third-party rent payment services to residents of permanent supportive housing.

C. Representative Payee Program (RPP): provides benefit payment management to beneficiaries of Social Security or Supplemental Security Income (SSI/SSA) payments or VA clients.

1. Additionally, the Representative Payees advocate on behalf of clients applying for or receiving benefits from the Social Security Administration. This includes requests for re-determination of benefits, managing overpayments, and other matters involving participants' fiscal needs.

III. Served Population

Grantee shall serve formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in Permanent Supportive Housing (PSH) units. The served population shall also include PSH households that are not managed by Grantee, including legacy tenants, and continue to serve clients who are currently enrolled in these services.

IV. Referral and Prioritization

New clients shall be referred from PSH housing sites eligible for MM services that are approved by the Department of Homelessness and Supportive Housing (HSH). HSH reserves the right to expand the list of sites based on program requirements and/or extend program services to clients who may benefit from MM, TPRP, and/or RPP services.

Grantee shall accept referrals from PSH housing and service providers via a referral process approved by HSH. All new clients referred will be PSH residents and/or new move-ins into PSH programs.

V. Description of Services

Grantee shall provide services to an average number of clients per month as listed in Appendix B, Budget ("Number Served" tab). HSH may expand the list of PSH sites eligible for referrals to serve clients up to the average monthly caseload. Services shall include, but are not limited to the following:

- A. Grantee shall schedule and complete client intakes and enrollments.
- B. Grantee shall arrange for clients' benefit checks to be deposited into Grantee's Client Trust account, when possible.
- C. Grantee shall offer a variety of methods for clients to pay their rent, including but not limited to: having benefits directly deposited into Grantee's Client Trust account; enabling clients to transfer funds from their Direct Express card to Grantee's Client Trust Account; allowing clients to swipe their Direct Express card in person at Grantee office; enabling clients to do remote pay where they authorize Grantee to key in rent payment using clients' Direct Express card information.
- D. Grantee shall disburse, at minimum monthly, the rent check directly to each client's landlord, and when applicable, one check directly to client for other expenses.
 - 1. All disbursements, including rent, bill payments and clients' personal funds, shall be issued in the form of payments drawn on Grantee's Client Trust account.
 - 2. Grantee shall process rent payments on the first business day following the third of each month.
- E. Grantee shall issue payments according to the budget agreed upon by the client.
- F. Grantee shall provide clients with budget planning and money management coaching, as appropriate.
- G. Grantee shall assist with follow-up with the income source regarding clients' continuing eligibility (e.g. public benefits).
- H. Grantee shall send monthly reports to Property Management that detail client income changes.
- I. Grantee shall send monthly proposed rent payment reports to Property Management.
- J. Grantee shall perform client account reconciliation.
- K. Grantee shall provide referrals to eviction prevention resources, as needed.
- L. Grantee shall perform ongoing case coordination with property managers, support services staff, community-based service providers, vendors, financial institutes, and income sources.
- M. Grantee shall support clients in applying for and maintaining benefits in coordination with the PSH support services provider.
- N. Grantee shall participate in operations or coordination meetings with PSH Property Management and Support Services, when appropriate, to support housing retention for clients enrolled in MM services.

VI. Location and Time of Services

Grantee shall provide services Monday to Friday from 9:30 am to 12:30 pm, and 1:30 pm to 4:30 pm, excluding agency holidays. Services shall be provided at 191 Golden Gate Avenue, San Francisco, CA 94102.

VII. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- B. Supervision: Grantee shall provide program staff with supervision to ensure appropriate services are provided to clients.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- E. 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>.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- G. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for clients, 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 participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each client and obtain a signed copy of the form from the client, which must be maintained in the client's file. Additionally, Grantee shall post the policy at all times in a location visible to clients and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

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

I. City Communications, Trainings and Meetings:

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

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

J. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers to formalize collaboration and roles and responsibilities.

K. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 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.

- L. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan which will contain 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 plan as needed and Grantee shall train all employees regarding the provisions of the plan.
- M. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- N. Data Standards:
 - 1. Grantee shall enter client services enrollment data into the Online Navigation and Entry (ONE) System, as instructed by HSH.
 - 2. Grantee may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
 - 3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate releases of information, consent forms, privacy guidelines, and in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
 - 4. Failure to comply with data security, storage and access requirements may result in loss of access to the Homeless Management Information System (HMIS) and other data systems.

VIII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average caseload of 2,000 clients per month.
- B. Ninety-five percent of new clients will have been scheduled for intake within seven business days of referral.
- C. One hundred percent of clients will be offered a budget plan and all RPP clients will have a budget plan in place within 90 days of service enrollment.
- D. Eighty percent of budget plans will have been updated at least once annually.
- E. Grantee shall administer an annual written anonymous Client Satisfaction Survey to obtain feedback on the type and quality of program services. Grantee shall offer all clients the opportunity to take this survey.

IX. Outcome Objectives

Grantee shall achieve the following Outcome Objectives on an annual basis:

- A. Eighty-five percent of clients who have a budget plan will have accomplished one or more goals.
- B. Eighty-five percent of clients will have remained in the housing associated with the rent payments made by the MM service or have exited the program in good standing.

Grantee shall also determine which of the following outcomes applies to each tracked client:

- 1. Eighty-five percent will remain a tenant in the building where MM paid rent for the client throughout the program year;
 - 2. Eighty-five percent of those who exited housing and the MM program will be in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and/or leaving with notice and with a rent debt of less than one month’s rent; or
 - 3. Fifteen percent or less of those that have exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
- C. Eighty percent of clients who complete the annual Client Satisfaction Survey will report being satisfied or very satisfied with program services (based on a four-point scale: 1= very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

X. Reporting Requirements

Grantee shall meet the following Reporting Requirements for this grant:

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 - 1. Number of active clients as of the last day of the month;
 - 2. Number and percentage of active clients with a budget plan;
 - 3. Number of Unduplicated Clients (UDC) Year-to-Date;
 - 4. Number of new client referrals for the month; and
 - 5. Percentage of new clients that had intakes scheduled within seven business days of referral.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
 - 1. Number and percentage of clients who had a budget plan in place within 90 days of service enrollment; and
 - 2. Number and percentage of clients that exited during the quarter who:

- a. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - b. Exited housing and the MM program to any destination with a rent debt of more than one month’s rent.

- C. Grantee shall provide an annual report summarizing program activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year, including:
 1. Average monthly caseload for the program year;
 2. Number of new clients for the program year;
 3. Number of Unduplicated Clients (UDC) served in the program year;
 4. Number and percentage of budget plans that were updated at least once annually;
 5. Number and percentage of clients with a budget plan that accomplished one or more goals;
 6. Number and percentage of clients who completed a Client Satisfaction Survey;
 7. Number and percentage of survey respondents who reported being satisfied or very satisfied with program services; and
 8. Number and percentage of clients who have remained in the housing associated with the rent payments made by MM or have exited the program in good standing, as defined below. Grantee shall provide aggregate data for clients based on the following outcomes:
 - a. Still a tenant in the building where the MM program paid rent for the client throughout the program year;
 - b. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - c. Exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.

- D. 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.

- E. 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.

XI. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: client files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, 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.

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

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2024	3
6	Amended Term	7/1/2021	6/30/2026	5
7	Program	Money Management Services		
9	Approved Subcontractors			
10	None			
11				

	A	B	C	D	E	H	K	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2021	6/30/2024	3												
6	Amended Term	7/1/2021	6/30/2026	5												
7	Provider Name	Lutheran Social Services of Northern CA														
8	Program	Money Management Services														
9	FSP Contract ID#	1000021449														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Names	General Fund & Prop C - Money Management , One-Time Prop C Bonus Pay														
13		Current	New													
14	Term Budget	\$ 3,798,840	\$ 9,721,486	4.70%												
15	Contingency	\$ 228,718	\$ 278,364													
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850													
					Year 1	Year 2	Year 3	Year 4			Year 5			All Years		
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
18					Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
19	Expenditures															
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 840,327	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 424,239	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,566	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ 3,484,760	\$ 4,649,176	\$ 8,133,936
23	Indirect Percentage															
24	Indirect Cost	\$ 157,609	\$ 187,834	\$ 196,755	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ 542,199	\$ 723,370	\$ 1,265,569
25	Other Expenses (Not subject to indirect %)	\$ (85,829)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (258,119)	\$ -	\$ (258,119)
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100
28	Total Expenditures	\$ 1,114,749	\$ 1,222,770	\$ 1,461,321	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing	\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ 4,026,959	\$ 2,922,646	\$ 6,949,605
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Prop C - One-time Bonus Pay	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	\$ -	\$ 4,900
35	General Fund - One-Time	\$ 62,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,891	\$ -	\$ 62,891
38	General Fund Adjustment to Actuals	\$ (123,620)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (295,910)	\$ -	\$ (295,910)
39	Prop C Fund - Ongoing	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 3,000,000	\$ 3,000,000
42	Total HSH Revenues	\$ 1,114,749	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
43	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
51	Total HSH + Other Revenues	\$ 1,114,749	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Total Adjusted Salary FTE (All Budgets)								18.84					18.84		
56	Prepared by	John Paul Soto, Deputy Director				*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.										
58	Email	JPSoto@Lssnorcal.org														
60	Template last modified	10/19/2023														

	A	B	C	D	E	H	K	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2021	6/30/2024	3												
6	Amended Term	7/1/2021	6/30/2026	5												
7	Provider Name	Lutheran Social Services of Northern CA														
8	Program	Money Management Services														
9	FSP Contract ID#	1000021449														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Name	General Fund & Prop C - Money Management														
13		Current	New													
14	Term Budget	\$ 3,798,840	\$ 9,716,586	4.70%	EXTENSION YEAR						EXTENSION YEAR					
15	Contingency	\$ 228,718	\$ 278,364													
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850		Year 1	Year 2	Year 3	Year 4			Year 5			All Years		
17		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026			
18		Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
19	Expenditures															
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 840,327	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869			
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 424,239	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067			
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,566	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ 3,484,760	\$ 4,649,176	\$ 8,133,936			
23	Indirect Percentage	15.56%	15.56%	15.56%	0.00%		15.56%	0.00%		15.56%						
24	Indirect Cost (Line 22 X Line 23)	\$ 157,609	\$ 187,834	\$ 196,755	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ 542,199	\$ 723,370	\$ 1,265,569			
25	Other Expenses (Not subject to indirect %)	\$ (90,729)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (263,019)	\$ -	\$ (263,019)			
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100			
28	Total Expenditures	\$ 1,109,849	\$ 1,222,770	\$ 1,461,321	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing	1,170,578	1,395,058	1,461,323		\$ 1,461,323	1,461,323		\$ 1,461,323	1,461,323	4,026,959	2,922,646	6,949,605			
35	General Fund - One-Time	62,891	-				-			-	62,891	-	62,891			
38	General Fund Adjustment to Actuals	\$ (123,620)	\$ (172,290)				\$ -			\$ -	\$ (295,910)	\$ -	\$ (295,910)			
39	Prop C Fund - Ongoing					\$ 1,500,000	1,500,000		\$ 1,500,000	1,500,000	-	3,000,000	3,000,000			
41	Prop C Fund Adjustment to Actuals						\$ -			\$ -	-	-	-			
42	Total HSH Revenues	\$ 1,109,849	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
43	Other Revenues (to offset Total Expenditures)															
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total HSH + Other Revenues	\$ 1,109,849	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			
55	Prepared by	John Paul Soto, Deputy Director				*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.										
57	Email	JPSoto@Lssnorcal.org														
59	Template last modified	10/19/2023														

	A	F	M	T	W	X	Y	Z	AC	AJ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	SALARY & BENEFIT DETAIL												
3	Document Date	7/1/2024											
4	Provider Name	Lutheran Social Services of Northern CA											
5	Program	Money Management Services											
6	FSP Contract ID#	1000021449											
7	Budget Name	General Fund & Prop C - Money Management			EXTENSION YEAR				EXTENSION YEAR				
8		Year 1	Year 2	Year 3	Year 4				Year 5	All Years			
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
10		Current	Current	Current					New	New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Lead Case Worker Leandro Gonzales	\$ 29,311	\$ 34,172	\$ 34,975	\$ 67,830	0.94	55%	0.52	\$ 34,975	\$ 34,975	\$ 98,457	\$ 69,950	\$ 168,407
13	Case Worker (Open Position)	\$ 42,760	\$ 52,753	\$ 50,383	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 145,896	\$ 99,450	\$ 245,346
14	Case Worker Alison Ignacio	\$ 44,950	\$ 50,700	\$ 49,415	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 145,065	\$ 99,450	\$ 244,515
15	Case Worker Jennifer Hinijsa	\$ 46,611	\$ 56,645	\$ 53,387	\$ 57,304	0.94	100%	0.94	\$ 53,723	\$ 53,723	\$ 156,643	\$ 107,445	\$ 264,088
16	Case Worker Shaquil Byrd	\$ 40,311	\$ 49,725	\$ 50,155	\$ 54,642	0.94	100%	0.94	\$ 51,227	\$ 51,227	\$ 140,191	\$ 102,454	\$ 242,645
17	Case Worker Lillian Froio	\$ 40,311	\$ 51,217	\$ 51,670	\$ 56,285	0.94	100%	0.94	\$ 52,767	\$ 52,767	\$ 143,198	\$ 105,534	\$ 248,732
18	Case Worker Tyler Wehle	\$ 13,470	\$ 16,300	\$ 16,360	\$ 55,127	0.94	33%	0.31	\$ 16,941	\$ 16,941	\$ 46,130	\$ 33,882	\$ 80,011
19	Program Associate Christian Gomez	\$ 25,105	\$ 30,245	\$ 30,056	\$ 48,575	0.94	66%	0.62	\$ 30,056	\$ 30,056	\$ 85,405	\$ 60,112	\$ 145,517
20	Program Office Manager Gavin James	\$ 35,002	\$ 39,834	\$ 40,179	\$ 77,924	0.94	55%	0.52	\$ 40,179	\$ 40,179	\$ 115,015	\$ 80,358	\$ 195,373
21	Project Manager/Systems Development Michael Knotz	\$ 28,445	\$ 29,278	\$ 29,967	\$ 81,667	0.94	39%	0.37	\$ 29,967	\$ 29,967	\$ 87,690	\$ 59,935	\$ 147,625
22	Deputy Director John Paul Soto	\$ 23,608	\$ 24,788	\$ 25,537	\$ 113,496	0.94	24%	0.23	\$ 25,537	\$ 25,537	\$ 73,932	\$ 51,073	\$ 125,005
23	Program Manager Gabriela Avalos	\$ 62,830	\$ 64,145	\$ 62,842	\$ 75,589	0.94	90%	0.84	\$ 63,778	\$ 63,778	\$ 189,817	\$ 127,556	\$ 317,373
24	Financial Systems Manager Glenn Gravlin	\$ 39,638	\$ 40,827	\$ 41,790	\$ 99,057	0.94	45%	0.42	\$ 41,790	\$ 41,790	\$ 122,254	\$ 83,579	\$ 205,833
25	Staff Accountant Rena Geodzhayeva	\$ 46,979	\$ 51,675	\$ 52,902	\$ 56,429	0.94	100%	0.94	\$ 52,902	\$ 52,902	\$ 151,556	\$ 105,804	\$ 257,361
26	Case Worker Zinnia Wilson		\$ 49,725	\$ 49,415	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 99,140	\$ 99,450	\$ 198,590
27	Program Manager				\$ 72,606	0.94	100%	0.94	\$ 68,250	\$ 68,250	\$ -	\$ 136,499	\$ 136,499
28	Lead Case Worker				\$ 57,048	0.94	100%	0.94	\$ 53,625	\$ 53,625	\$ -	\$ 107,250	\$ 107,250
29	Staff Accountant				\$ 54,973	0.94	100%	0.94	\$ 51,675	\$ 51,675	\$ -	\$ 103,349	\$ 103,349
30	Case Worker				\$ 53,936	0.94	100%	0.94	\$ 50,700	\$ 50,700	\$ -	\$ 101,400	\$ 101,400
31	Case Worker				\$ 53,936	0.94	100%	0.94	\$ 50,700	\$ 50,700	\$ -	\$ 101,400	\$ 101,400
32	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
33	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
34	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
35	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
55		\$ 519,330	\$ 642,028	\$ 639,032	TOTAL SALARIES				\$ 1,116,866	\$ 1,116,866	\$ 1,800,390	\$ 2,233,731	\$ 4,034,121
56					TOTAL FTE		18.84						
57		31.50%	31.50%	31.50%	FRINGE BENEFIT RATE				31.50%	31.50%			
58		\$ 163,589	\$ 202,239	\$ 201,295	EMPLOYEE FRINGE BENEFITS				\$ 351,813	\$ 351,813	\$ 567,123	\$ 703,625	\$ 1,270,748
59		\$ 682,918	\$ 844,267	\$ 840,327	TOTAL SALARIES & BENEFITS				\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869

	A	B	E	H	M	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Lutheran Social Services of Northern CA							
5	Program	Money Management Services							
6	F\$P Contract ID#	1000021449							
7	Budget Name	General Fund & Prop C - Money Management							
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 114,265	\$ 115,496	\$ 118,932	\$ 298,932	\$ 298,932	\$ 348,693	\$ 597,864	\$ 946,557
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,306	\$ 19,306	\$ 19,306	\$ 28,959	\$ 28,959	\$ 57,918	\$ 57,918	\$ 115,836
15	Office Supplies, Postage	\$ 18,635	\$ 27,595	\$ 37,595	\$ 58,393	\$ 58,393	\$ 83,825	\$ 116,786	\$ 200,611
16	Building Maintenance Supplies and Repair	\$ 35,990	\$ 41,990	\$ 62,710	\$ 84,084	\$ 84,084	\$ 140,690	\$ 168,168	\$ 308,858
17	Printing and Reproduction	\$ 4,966	\$ 5,187	\$ 5,187	\$ 10,325	\$ 10,325	\$ 15,340	\$ 20,650	\$ 35,990
18	Insurance	\$ 7,494	\$ 8,491	\$ 8,491	\$ 56,000	\$ 56,000	\$ 24,476	\$ 112,000	\$ 136,476
19	Staff Training	\$ 4,641	\$ 6,975	\$ 10,000	\$ 18,000	\$ 18,000	\$ 21,616	\$ 36,000	\$ 57,616
20	Staff Travel-(Local & Out of Town)	\$ 1,436	\$ 2,500	\$ 3,500	\$ 6,500	\$ 6,500	\$ 7,436	\$ 13,000	\$ 20,436
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Computer Hardware & Software	\$ 5,000	\$ 8,000	\$ 8,000	\$ 16,000	\$ 16,000	\$ 21,000	\$ 32,000	\$ 53,000
23	Bank Fees	\$ 45,697	\$ 45,697	\$ 45,697	\$ 81,085	\$ 81,085	\$ 137,091	\$ 162,170	\$ 299,261
24	IT/Technology Support	\$ 13,700	\$ 15,400	\$ 15,400	\$ 30,400	\$ 30,400	\$ 44,500	\$ 60,800	\$ 105,300
25	Postage	\$ 5,140	\$ 5,140	\$ 6,140	\$ 12,140	\$ 12,140	\$ 16,420	\$ 24,280	\$ 40,700
26	Temporary Personnel	\$ 7,470	\$ 9,900	\$ 12,000	\$ 20,000	\$ 20,000	\$ 29,370	\$ 40,000	\$ 69,370
27	Audit	\$ 3,446	\$ 3,446	\$ 3,446	\$ 6,892	\$ 6,892	\$ 10,338	\$ 13,784	\$ 24,122
28	Landlines/Cell phones	\$ 15,439	\$ 15,439	\$ 15,439	\$ 28,500	\$ 28,500	\$ 46,317	\$ 57,000	\$ 103,317
29	Cell Phones/Pagers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Other Occupancy: Security	\$ 12,196	\$ 12,196	\$ 12,196	\$ 19,500	\$ 19,500	\$ 36,588	\$ 39,000	\$ 75,588
31	Program Materials/Supplies - Check stock	\$ 15,229	\$ 20,200	\$ 40,200	\$ 80,200	\$ 80,200	\$ 75,629	\$ 160,400	\$ 236,029
42	Consultants						\$ -	\$ -	\$ -
54	Subcontractors						\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 330,050	\$ 362,958	\$ 424,239	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067
70	Other Expenses (not subject to indirect cost %)								
71	One-Time CODB FY 20-21	\$ 32,891			\$ -	\$ -	\$ 32,891	\$ -	\$ 32,891
74	Adjustment to Actuals	\$ (123,620)	\$ (172,290)		\$ -	\$ -	\$ (295,910)	\$ -	\$ (295,910)
84	TOTAL OTHER EXPENSES	\$ (90,729)	\$ (172,290)	\$ -	\$ -	\$ -	\$ (263,019)	\$ -	\$ (263,019)
86	Capital Expenses								
90	Program Expansion				\$ 275,050	\$ 275,050	\$ -	\$ 550,100	\$ 550,100
95	TOTAL CAPITAL EXPENSES	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100
97	HSH #3						Template last modified		10/19/2023

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - Money Management

FY24-25

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>
	<u>FTE</u>	<u>Salary</u>	
Lead Case Worker Leandro Gonzales	0.52	\$ 34,975	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)
Case Worker (Open Position)	0.94	\$ 49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Alison Ignacio	0.94	\$ 49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Jennifer Hinijosa	0.94	\$ 53,723	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Shaquil Byrd	0.94	\$ 51,227	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Lillian Froio	0.94	\$ 52,767	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Tyler Wehle	0.31	\$ 16,941	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Program Associate Christian Gomez	0.62	\$ 30,056	First point of contact for clients and others visiting the office. Provides practical support for Caseworkers. Assists with satisfactions surveys and file reviews. Provides support to Program Office Manager. (FTE adjusted based on provider's 37.5 work week)
Program Office Manager Gavin James	0.52	\$ 40,179	Oversees all administrative functions for the Money Management Services program. Supports report documentation; back-up for reception functions; program support for Deputy Director and Program Managers; office coordination. Supervises Program Associate. (FTE adjusted based on provider's 37.5 work week)
Project Manager/Systems Development Michael Knotz	0.37	\$ 29,967	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)
Deputy Director John Paul Soto	0.23	\$ 25,537	Supervises and supports Program Managers, oversees contract compliance, cultural competency, quality assurance and reporting functions. Oversees all administrative functions for contracts in San Francisco. Reviews and responds to all client grievances. (FTE adjusted based on provider's 37.5 work week)
Program Manager Gabriela Avalos	0.84	\$ 63,778	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)
Financial Systems Manager Glenn Gravlin	0.42	\$ 41,790	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)
Staff Accountant Rena Geodzhayeva	0.94	\$ 52,902	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)
Case Worker Zinnia Wilson	0.94	\$ 49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Program Manager	0.94	\$ 68,250	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)
Lead Case Worker	0.94	\$ 53,625	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)
Staff Accountant	0.94	\$ 51,675	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$ 50,700	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$ 50,700	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$ 49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$ 49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$ 49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$ 49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
TOTAL	18.84	\$ 1,116,866	
Employee Fringe Benefits		\$ 351,813	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.5% of total salaries.
Salaries & Benefits Total		\$ 1,468,678	

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>
Rental of Property	\$ 298,932	Rent is allocated based on staffing and client caseload
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 28,959	Electric, water, gas, scavenger, pest control, etc.
Office Supplies, Postage	\$ 58,393	Office supplies and purchase expenses related to the overall support of the program
Building Maintenance Supplies and Repair	\$ 84,084	Janitorial services, hazardous waste clean-up, fire extinguisher maintenance, routine building maintenance and repairs, etc.
Printing and Reproduction	\$ 10,325	Expenses related to printing and copying program related materials, including monthly rental of equipment
Insurance	\$ 56,000	Agency program related liability insurance costs
Staff Training	\$ 18,000	Trainings, workshops, educational related expenses for all program staff on agency and program relevant topics/issues
Staff Travel-(Local & Out of Town)	\$ 6,500	Program related travel expenses
Rental of Equipment	\$ -	
Computer Hardware & Software	\$ 16,000	Computer and electronic hardware/software related program costs
Bank Fees	\$ 81,085	Account operating related program costs - including bank fees and bank related expenses
IT/Technology Support	\$ 30,400	Informational Technology costs directly related to the support of the program
Postage	\$ 12,140	Costs related to mailing checks, bill payments, and correspondence on behalf of clients; Courier services
Temporary Personnel	\$ 20,000	Expenses related to the support of the program by temporary/short-term professional staff
Audit	\$ 6,892	Agency audit related program expenses
Landlines/Cell phones	\$ 28,500	Costs related to the operation of phones and internet as related to the program for the purpose of communication and the sharing of information/resources.
Cell Phones/Pagers	\$ -	
Other Occupancy: Security	\$ 19,500	Professional expenses related to crowd control and client safety for the program site, especially on check distribution days
Program Materials/Supplies - Check stock	\$ 80,200	Program costs related to the overall support of the program, including check stock and envelopes
Consultants	\$ -	
Subcontractors	\$ -	
TOTAL OPERATING EXPENSES	\$ 855,910	
Indirect Cost	15.6% \$ 361,685	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>
One-Time CODB FY 20-21	\$ -	Remaining unspent One-Time CODB from FY 20-21 Budget
	\$ -	Budget Modification approved to baseline 3% FY 20-21 CODB (\$33,101.44) and add 3% CODB for FY 21-22 (\$34,094.49).
	\$ -	
TOTAL OTHER EXPENSES	\$ -	

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>
One-Time Carry Forward: Soundproofing	\$ -	One-Time carry forward of unspent FY 20-21 funding for (1) Professional soundproofing of our client lobby area. The high ceiling and walls create an auditory environment that makes it difficult to easily communicate with clients and other providers in the lobby. We would like to get this done as soon as possible (approx. \$15,000).
One-Time Carry Forward: Security System Upgrade	\$ -	One-Time carry forward of unspent FY 20-21 funding for (2) Updating of our security camera system. We have a very old system that surveys the outside of our building and the inside client lobby area. This surveillance has been invaluable in the last few years in helping to keep our program site, our staff, and the people we serve safe (approx. \$10,000).
One-Time Carry Forward: Floorboard Repair	\$ -	One-Time carry forward of unspent FY 20-21 funding for (3) Floorboard repair in our client lobby area after the recent work we had done to make out floors even and safe for staff, clients, and visitors into our lobby area (approx. \$5,000).
Program Expansion	\$ 275,050	Build out our space to accommodate the new staff that would be necessary to expand the program
TOTAL CAPITAL EXPENSES	\$ 275,050	

	A	B	C	D	E	H	K	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2024	3				
6	Amended Term	7/1/2021	6/30/2026	5				
7	Provider Name	Lutheran Social Services of Northern CA						
8	Program	Money Management Services						
9	F\$P Contract ID#	1000021449						
10	Action (select)	Amendment						
11	Effective Date	7/1/2024						
12	Budget Name	One-Time Prop C Bonus Pay						
13		Current	New					
14	Term Budget	\$ 4,900	\$ 4,900					
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850	Year 1	Year 2	Year 3	All Years	
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	
18				Current	Current	Current	Current	
19	Expenditures							
25	Other Expenses (Not subject to indirect %)			\$ 4,900	\$ -	\$ -	\$ 4,900	
28	Total Expenditures			\$ 4,900	\$ -	\$ -	\$ 4,900	
29								
30	HSH Revenues (select)							
33	Prop C - One-time Bonus Pay			\$ 4,900			\$ 4,900	
40	Total HSH Revenues			\$ 4,900	\$ -	\$ -	\$ 4,900	
50	Rev-Exp (Budget Match Check)			\$ -	\$ -	\$ -	\$ -	
53	Prepared by	John Paul Soto, Deputy Director						
55	Email	JPSoto@Lssnorcal.org						
57	Template last modified	10/19/2023						

	A	B	E	H	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date	7/1/2024			
4	Provider Name	Lutheran Social Services of Northern CA			
5	Program	Money Management Services			
6	FSP Contract ID#	1000021449			
7	Budget Name	One-Time Prop C Bonus Pay			
8					
9		Year 1	Year 2	Year 3	All Years
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
11		Current	Current	Current	Current
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	One-Time Prop C Bonus Pay (carried forward)	\$ 4,900			\$ 4,900
83					
84	TOTAL OTHER EXPENSES	\$ 4,900	\$ -	\$ -	\$ 4,900

Appendix C, Method of Payment

I. Reimbursement for 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, paid by the Grantee, 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 the Appendix B, Budget(s) of the Agreement.

II. General Instructions for Invoice Submittal: Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.

- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
- B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
- C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
- D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee’s ability to apply for future funding or requests for additional funding.

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

E. 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.

F. 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 more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. 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 Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. 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) and summarized in excel;
 - 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));
 - 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;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
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. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

General Fund/Our City, Our Home (Prop C)	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in excel format that itemizes all payroll costs included in the invoice, 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 single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each operating invoice line, 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.</p>
Operating - Direct Assistance	<p>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.</p> <p>Documentation shall include a detailed summary report in excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>
Capital and/or One-Time Funding	<p>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.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

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 to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month 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 one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the

advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated 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 monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding 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
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	3 rd Party Money Management/Money Management Services	7/1/2021-6/30/2024	\$4,027,558.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	HUD ISN Money Management/Money Management Services	1/1/2021-12/31/2025	\$1,158,505.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Bernal Gateway Apartments Supportive Housing/ Support Services	1/1/2021-6/30/2026	\$1,571,220.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Folsom Dore Apts. Supportive Housing/Support Services	7/1/2021-6/30/2024	\$847,132.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Kinney Hotel (Emergency Stabilization)/Shelter and Support Services	7/1/2021-6/30/2024	\$3,405,935.00 (combined Kinney Hotel contract)
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Kinney Hotel (Property Management)/Property Management	7/1/2021-6/30/2024	\$3,405,935.00 (combined Kinney Hotel contract)
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	La Fenix 1950 Mission Street/Support Services	9/1/20 – 6/30/2029	\$2,768,404.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Mosaica Family Apartments Supportive Housing/ Support Services	1/1/2021-6/30/2026	\$2,361,084.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	Mosaica Senior Apartments/Support Services	7/01/2021-6/30/2024	\$231,708.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	735 Davis/Support Services	12/1/20 – 6/30/2029	\$881,570.00
San Francisco Department of Homelessness and Supportive Housing (SF HSH)	990 Polk Senior Housing/Support Services	7/01/2021-6/30/2024	\$913,731.00
San Francisco Department of Public Health (SF DPH) HIV Health Services (HHS)	AIDS Financial Services–Money Management/Rep Payee Services	3/1/16-2/28/2026	\$5,522,212.00



San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 · Fax: 415.252.3112

Filing Information

Record Number

SFEC126F0001077

Status

BOS Legislative Clerk Acceptance

SFEC126f Form Type

126f4 BOS

Type of Filing

Original

Contractor Information

Contractor Name

Lutheran Social Services of Northern California

Contractor Email

croberts@lssnorcal.org

Contractor Phone #

(925) 825-1060

International Address?

No

Contractor Address (US)

1465 Civic Court, Building D, Suite 810

Contractor City and State

Concord - CA

Contractor Zip Code

94520

Country

United States of America

Contract Information

Contract Amount

\$15,210,535.00

Description of Amount of Contract

\$15,210,535

Contract Description

The second amendment to the grant agreement between Lutheran Social Services of Northern California and the Department of Homelessness and Supportive Housing ("HSH") for Money Management services; extending the grant term by 24 months from June 30, 2026, for a total term of July 1, 2021, through June 30, 2028; increasing the agreement amount by \$5,210,685 for a total amount not to exceed \$15,210,535.

City Agency - Departmental Contact Information

Departmental Contact

Hailey Gil

Departmental Contact Phone #

(415) 926-9264

Full Department Name

HOM - Homelessness and Supportive Housing

Contract Approval

Mayoral Approval Not Required

false

Affiliates and subcontractors

Entity Type	First Name	Last Name	Entity or Sub/Contractor Name
CEO	Carol	Roberts	
CFO	Kulwant	Asthana	
COO	Victoria	Matthews	
Board of Directors	Lisa	Berg	
Board of Directors	Regina	Banks	
Board of Directors	Carolyn	Brodt	
Board of Directors	Gloria	Hernandez	
Board of Directors	Savanna	Jorgensen	
Board of Directors	Susan	Taylor	
Board of Directors	Kent	Campbell	
Board of Directors	Jose	Contreras	
Board of Directors	Mike	Oliver	
Board of Directors	Keya	Thornbar	

OFFICE OF THE MAYOR
SAN FRANCISCO



DANIEL LURIE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Dexter Darmali, Legislative & Ethics Secretary
RE: Grant Agreement Amendment - Lutheran Social Services - Money Management - Not to Exceed \$15,210,535
DATE: February 24, 2026

Resolution approving the second amendment to the grant agreement between Lutheran Social Services of Northern California and the Department of Homelessness and Supportive Housing ("HSH"), for Money Management services, extending the grant term by 24 months from June 30, 2026, for a total term of July 1, 2021, through June 30, 2028, and increasing the agreement amount by \$5,210,685, for a total amount not to exceed \$15,210,535; and authorizing HSH to enter into any amendments or other modifications to the Amendment that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the Agreement.

Should you have any questions, please contact Adam Thongsavat at adam.thongsavat@sfgov.org