

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

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

THIS AMENDMENT of the **August 1, 2022** Grant Agreement (the "Agreement") is dated as of **August 1, 2025** and is made in the City and County of San Francisco, State of California, by and between **ABODE SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

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

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. **[Insert Resolution Number]** on June 5, 2025; 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 **August 1, 2022** between Grantee and City; and **First Amendment**, dated **March 1, 2024**, and **Second Amendment**, dated **July 1, 2025**.

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 **August 1, 2022** and expire on **August 31, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **August 1, 2022** and expire on **June 30, 2027**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

5.1 Maximum Amount of Grant Funds.

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

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

5.1 Maximum Amount of Grant Funds.

(b) In no event shall the amount of Grant Funds disbursed hereunder exceed **Seventeen Million One Hundred Thirty Six Thousand Five Hundred Fourteen Dollars (\$17,136,514)**.

(c) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Ninety Five Thousand One Hundred Seventy Two Dollars (\$995,172)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or

written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A, Services to be Provided (dated August 1, 2025)

Appendix B, Budget (dated August 1, 2025)

Appendix C, Method of Payment (dated July 1, 2025)

Appendix D, Interests in Other City Grants (dated July 1, 2025)

- 2.4 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 August 1, 2025), for the period of August 1, 2025 to June 30, 2027.
- 2.5 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated August 1, 2025), for the period of August 1, 2022 to June 30, 2027.

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

ABODE SERVICES

By: _____
Shireen McSpadden Date
Executive Director

By: _____
Vivian Wan Date
Chief Executive Officer
City Supplier Number: 40774

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke Date
Deputy City Attorney

**Appendix A, Services to be Provided
by
Abode Services
Problem Solving Fiscal Agent**

I. Purpose of Grant

The purpose of the grant is to provide fiscal agent services to the Department of Homelessness and Supportive Housing (HSH)-funded grantees providing problem solving services in working with people experiencing homelessness. The goal of these services is to support problem solving resolutions outside of the homelessness response system.

II. Served Population

Grantee shall serve people experiencing homelessness in San Francisco.

III. Referral and Prioritization

All referrals shall be made by HSH-funded problem solving providers via the Online Navigation and Entry (ONE) system, in accordance with established fiscal agent processes.

IV. Description of Services

Grantee shall provide the following services:

Problem Solving Resolution Financial Assistance:

A. Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate financial assistance to support problem solving resolutions.

B. In circumstances in which Problem Solving Limited Financial Assistance is being requested by an HSH-funded problem solving provider to achieve a problem solving resolution, Grantee shall follow the guidelines and procedures included within the [HSH Problem Solving Guide](#)¹ and the [Fiscal Agent Policy and Procedures](#)² document. Grantee shall issue financial assistance in accordance with the following listed in the documents referenced above:

1. Allowable Expenditure Categories;
2. Allowable Payment Types; and
3. Allowable Limits

C. Upon receipt of documentation, Grantee shall issue financial assistance within the timeframe specified.

D. Grantee shall collect and maintain documentation supporting a problem solving fund issuance, including but not limited to the “Housing Resolution Plan” and the “Problem Solving Financial Assistance Request Form,” as well as any check, voucher or gift-card payments as specified in the HSH Problem Solving Guide.

¹ HSH Problem-Solving Guide: <https://dhsh.box.com/s/jdbkv9vaivcx318eb7dvgt70qzh2s11>

² Fiscal Agent Policy and Procedures: <https://dhsh.box.com/s/8cd7ygea6dcck106rtxo9ix7efk8mwp>

V. Location and Time of Services

Grantee shall provide services in San Francisco, CA, Monday through Friday from 9:00 am to 5:00 pm, except for holidays. Services may be provided at additional times and locations, as needed.

VI. 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 shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee the Grant Plan, 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. 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>.
- C. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- D. 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.
- E. Feedback, Complaint and Follow-up Policies:

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

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

F. City Communications, Trainings and Meetings:

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

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

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

H. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

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

J. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, 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.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

2. Data entered in the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement 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 monthly, 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 to Grantees via written notice at least one month prior to expected implementation.

K. 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.

L. Record Keeping, Documentation, and Files:

1. Grantee shall maintain all eligibility documentation in the ONE System and maintain hard copy or electronic files with eligibility, including, but not limited to, homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

VII. Service Objectives

Grantee shall achieve the following annual service objectives during the term of this grant. All service objectives will be monitored by gathering ONE system data and/or by sampling participant files during annual program monitoring visits:

A. Problem Solving Resolution Financial Assistance

1. Grantee shall issue 90 percent of problem solving financial assistance within 48 hours from request and in accordance to the “HSH problem solving Guide” and the “Fiscal Agent Policy and Procedures” document.
2. Grantee shall ensure that all problem solving direct client assistance expenditures were distributed and recorded in accordance with the problem solving Guide and Fiscal Agent policy document.
3. Grantee shall ensure that all problem solving direct client assistance expenditures include all appropriate program documentation.
4. Grantee shall ensure that all problem solving direct client assistance expenditures include all appropriate financial documentation (including but not limited a Fiscal Agent Checklist-problem solving Resolutions form, valid payee IRS form W-9s, lease agreement, applicable receipts or invoices, and gift card logs for all gift cards distributed to program participants as part of their housing resolution.

VIII. Outcome Objectives

Grantee shall achieve the following annual outcome objectives during the term of this grant. All outcome objectives will be monitored by gathering ONE system data and/or by sampling participant files during annual program monitoring visits.

- A. Grantee shall ensure that 90 percent of households utilizing problem solving fiscal agent services will be able to move into safe indoor housing in accordance with their lease agreement start date.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, such as the ONE System and CARBON. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data.
- B. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the

Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

- C. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- E. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, at any time, such as, but not limited to, review of the following, served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

- B. Fiscal and Compliance 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 Memorandum of Understanding (MOU), 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
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	8/1/2025																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	8/1/2022	6/30/2025	3															
6	Amended Term	8/1/2022	6/30/2027	5															
7					Year 1		Year 2		Year 3		Year 4		Year 5						
8	Service Component				8/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		7/1/2025 - 8/31/2025		7/1/2026 - 6/30/2027						
10	Problem Solving Resolution Financial Assistance (Households)				195		814		500		500		500						

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	8/1/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	8/1/2022	6/30/2025	3
6	Amended Term	8/1/2022	6/30/2027	5
7				
8	Approved Subcontractors			
10	None			
11				
12				
13				
14				
15				
16				
17				

1	A		B		C		D		E		H		K		N		O		P		Q		R		S		AI		AJ		AK		
2	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																
3	APPENDIX B, BUDGET																																
3	Document Date		8/1/2025																														
4	Contract Term		Begin Date		End Date		Duration (Years)																										
5	Current Term		8/1/2022		6/30/2025		3																										
6	Amended Term		8/1/2022		6/30/2027		5																										
7	Provider Name		Abode Services																														
8	Program		Problem Solving - Fiscal Agent																														
9	FSP Contract ID#		1000026120																														
10	Action (select)		Amendment																														
11	Effective Date		8/1/2025																														
	Budget Names		Problem Solving - Fiscal Agent																														
12																																	
13			Current		New																												
14	Term Budget		\$ 9,900,000		\$ 16,141,342		15%																										
15	Contingency		\$ -		\$ 995,172																												
16	Not-To-Exceed		\$ 9,900,000		\$ 17,136,514				EXTENSION YEAR						EXTENSION YEAR																		
17									Year 1		Year 2		Year 3		Year 4		Year 5		All Years														
18									8/1/2022 - 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		8/1/2022 - 6/30/2025		8/1/2025 - 6/30/2028		8/1/2028 - 6/30/2031								
19									Current/Actuals		Current/Actuals		Current/Actuals		Current/Actuals		Amendment		New		Current/Actuals		Amendment		New		Current/Actuals		Amendment		New		
20	Expenditures																																
21	Salaries & Benefits		\$ 187,175		\$ 288,241		\$ 205,868		\$ 50,403		\$ 252,017		\$ 302,420		\$ -		\$ 314,517		\$ 314,517		\$ 731,687		\$ 566,534		\$ 1,298,221								
22	Operating Expense		\$ 59,219		\$ 54,266		\$ 54,366		\$ 5,552		\$ 14,175		\$ 19,727		\$ -		\$ 19,720		\$ 19,720		\$ 173,403		\$ 33,895		\$ 207,298								
23	Subtotal		\$ 246,394		\$ 342,507		\$ 260,234		\$ 55,954		\$ 266,192		\$ 322,146		\$ -		\$ 334,237		\$ 334,237		\$ 905,090		\$ 600,429		\$ 1,505,519								
24	Indirect Percentage																																
25	Indirect Cost (Line 21 X Line 22)		\$ 36,958		\$ 51,371		\$ 39,035		\$ 8,393		\$ 39,929		\$ 48,322		\$ -		\$ 50,136		\$ 50,136		\$ 135,758		\$ 90,064		\$ 225,822								
26	Other Expenses (Not subject to indirect %)		\$ 2,857,366		\$ 3,236,380		\$ 2,436,613		\$ 328,792		\$ 2,652,981		\$ 2,981,773		\$ -		\$ 2,897,868		\$ 2,897,868		\$ 8,859,151		\$ 5,550,849		\$ 14,410,000								
27	Capital Expenditure		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -								
28	Admin Cost (HUD Only)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -								
29	Total Expenditures		\$ 3,140,719		\$ 3,630,258		\$ 2,735,883		\$ 393,140		\$ 2,959,102		\$ 3,352,241		\$ -		\$ 3,282,241		\$ 3,282,241		\$ 9,989,999		\$ 6,241,343		\$ 16,141,342								
30	HSH Revenues (select)																																
31	Prop C		\$ 3,391,907		\$ 4,652,896		\$ 2,735,883		\$ 393,140		\$ 2,959,101		\$ 3,352,241		\$ -		\$ 3,282,241		\$ 3,282,241		\$ 11,173,826		\$ 6,241,342		\$ 17,415,168								
32	Adjustment to Actuals		\$ (251,188)		\$ (1,022,638)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ (1,273,826)		\$ -		\$ (1,273,826)								
33			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -								
34	Total HSH Revenues		\$ 3,140,719		\$ 3,630,258		\$ 2,735,883		\$ 393,140		\$ 2,959,101		\$ 3,352,241		\$ -		\$ 3,282,241		\$ 3,282,241		\$ 9,900,000		\$ 6,241,342		\$ 16,141,342								
35	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																																
36	Total Other Revenues		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -								
37																																	
38	Total HSH + Other Revenues		\$ 3,140,719		\$ 3,630,258		\$ 2,735,883		\$ 393,140		\$ 2,959,101		\$ 3,352,241		\$ -		\$ 3,282,241		\$ 3,282,241		\$ 9,900,000		\$ 6,241,342		\$ 16,141,342								
39	Rev-Exp (Budget Match Check)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -								
40	Total Adjusted Salary FTE (All Budgets)																																
41																																	
42	Prepared by		Lauryn Young																														
43	Phone		510.657.7409																														
44	Email		lyoung@abode.org																														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																											
2	APPENDIX B, BUDGET																											
3	Document Date	8/1/2025																										
4	Contract Term	Begin Date	End Date	Duration (Years)																								
5	Current Term	8/1/2022	6/30/2025	3																								
6	Amended Term	8/1/2022	6/30/2027	5																								
7	Provider Name	Abode Services																										
8	Program	Problem Solving - Fiscal Agent																										
9	FSP Contract ID#	1000026120																										
10	Action (select)	Amendment																										
11	Effective Date	8/1/2025																										
12	Budget Name	Problem Solving - Fiscal Agent																										
13		Current	New																									
14	Term Budget	\$ 9,900,000	\$ 16,141,342	15%																								
15	Contingency	\$ -	\$ 995,172																									
16	Not-To-Exceed	\$ 9,900,000	\$ 17,136,514																									
17					8/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 8/31/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	8/1/2022 - 6/30/2025	8/1/2022 - 6/30/2027													
18					Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment													
19	Expenditures																											
20	Salaries & Benefits				\$ 187,175	\$ 288,241	\$ 205,868	\$ 50,403	\$ 252,017	\$ 302,420	\$ -	\$ 314,517	\$ 314,517	\$ 731,687	\$ 566,534													
21	Operating Expense				\$ 59,219	\$ 54,266	\$ 54,366	\$ 5,552	\$ 14,175	\$ 19,727	\$ -	\$ 19,720	\$ 19,720	\$ 173,403	\$ 33,895													
22	Subtotal				\$ 246,394	\$ 342,507	\$ 260,234	\$ 55,954	\$ 266,192	\$ 322,146	\$ -	\$ 334,237	\$ 334,237	\$ 905,090	\$ 600,429													
23	Indirect Percentage				15.00%	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%															
24	Indirect Cost (Line 22 X Line 23)				\$ 36,958	\$ 51,371	\$ 39,035	\$ 8,393	\$ 39,929	\$ 48,322	\$ -	\$ 50,136	\$ 50,136	\$ 135,758	\$ 90,064													
25	Other Expenses (Not subject to indirect %)				\$ 2,857,366	\$ 3,236,380	\$ 2,436,613	\$ 328,792	\$ 2,652,981	\$ 2,981,773	\$ -	\$ 2,897,868	\$ 2,897,868	\$ 8,859,151	\$ 5,550,849													
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -													
28	Total Expenditures				\$ 3,140,719	\$ 3,630,258	\$ 2,735,883	\$ 393,140	\$ 2,959,102	\$ 3,352,241	\$ -	\$ 3,282,241	\$ 3,282,241	\$ 9,899,999	\$ 6,241,343													
29																												
30	HSH Revenues (select)																											
31	Prop C				\$ 3,391,907	\$ 4,652,896	\$ 2,735,883	\$ 393,140	\$ 2,959,101	\$ 3,352,241		\$ 3,282,241	\$ 3,282,241	\$ 11,173,826	\$ 6,241,342													
33	Adjustment to Actuals				\$ (251,188)	\$ (1,022,638)							\$ -	\$ (1,273,826)	\$ -													
40	Total HSH Revenues				\$ 3,140,719.00	\$ 3,630,258	\$ 2,735,883	\$ 393,140	\$ 2,959,101	\$ 3,352,241	\$ -	\$ 3,282,241	\$ 3,282,241	\$ 9,900,000	\$ 6,241,342													
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																											
42																												
46																												
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -													
48																												
49	Total HSH + Other Revenues				\$ 3,140,719.00	\$ 3,630,258	\$ 2,735,883	\$ 393,140	\$ 2,959,101	\$ 3,352,241	\$ -	\$ 3,282,241	\$ 3,282,241	\$ 9,900,000	\$ 6,241,342													
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -													
52																												
53	Prepared by	Lauryn Youngue																										
54	Phone	510.657.7409																										
55	Email	Lyoungue@abode.org																										

	A	AK
1	DEPARTMENT OF H	
2	APPENDIX B, BUDG	
3	Document Date	
4	Contract Term	
5	Current Term	
6	Amended Term	
7	Provider Name	
8	Program	
9	FSP Contract ID#	
10	Action (select)	
11	Effective Date	
12	Budget Name	
13		
14	Term Budget	
15	Contingency	
16	Not-To-Exceed	
17		8/1/2022 - 6/30/2027
18		New
19	Expenditures	
20	Salaries & Benefits	\$ 1,298,221
21	Operating Expense	\$ 207,298
22	Subtotal	\$ 1,505,519
23	Indirect Percentage	
24	Indirect Cost (Line 2; \$	225,822
25	Other Expenses (Not \$	14,410,000
26	Capital Expenditure	\$ -
28	Total Expenditures	\$ 16,141,342
29		
30	HSH Revenues (selec	
31	Prop C	\$ 17,415,168
33	Adjustment to Actua	\$ (1,273,826)
40	Total HSH Revenues	\$ 16,141,342
41	Other Revenues (to i	
42	Revenues)	\$ -
46		\$ -
47	Total Other Revenu	\$ -
48		
49	Total HSH + Other R	\$ 16,141,342
50	Rev-Exp (Budget Ma	\$ -
52		
53	Prepared by	
54	Phone	
55	Email	

	A	B	C	D	E	F	I	J	K
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date	8/1/2025							
4	Provider Name	Abode Services							
5	Program	Problem Solving - Fiscal Agent							
6	FSP Contract ID#	1000026120							
7	Budget Name	Problem Solvin							
8		Year 1					Year 2		
9	POSITION TITLE	Agency Totals		For HSH Funded Program		8/1/2022 - 6/30/2023	Agency Totals		For HSH Prog
10						Current/Actuals			
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget
12	Accounts Payable Specialist	\$ 84,872	1.00	92%	0.92	\$ 77,828	\$ 87,418	1.00	100%
13	Compliance Specialist III (Fiscal Agent Coordinator)	\$ 72,141	1.00	92%	0.92	\$ 66,153	\$ 74,305	1.00	100%
14	Compliance Manager/Compliance Coordinator				0.00		\$ 85,000	1.00	40%
15	Sr. Compliance Manager				0.00		\$ 100,000	1.00	5%
16	Financial Associate				0.00		\$ 70,000	2.00	15%
17	Data Specialist				0.00				
55		TOTAL SALARIES				\$ 143,981	TOTAL		
56		TOTAL FTE			1.83		TOTAL FTE		
57		FRINGE BENEFIT RATE			30.00%		FRINGE BE		
58		EMPLOYEE FRINGE BENEFITS				\$ 43,194	EMPLOYEE FRING		
59		TOTAL SALARIES & BENEFITS				\$ 187,175	TOTAL SALARIES &		
60									
61									
62									

	A	L	M	P	Q	R	S	T	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date								
4	Provider Name								
5	Program								
6	FSP Contract ID#								
7	Budget Name								
8				Year 3					
9	POSITION TITLE	Funded Program	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	Agency Totals
10			Current/Actuals					Current/Actuals	
11		Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)
12	Accounts Payable Specialist	1.00	\$ 87,418	\$ 90,915	1.00	62%	0.62	\$ 56,026	\$ 94,551
13	Compliance Specialist III (Fiscal Agent Coordinator)	1.00	\$ 74,305	\$ 77,278	1.00	80%	0.80	\$ 61,822	\$ 80,369
14	Compliance Manager/Compliance Coordinator	0.40	\$ 34,000	\$ 88,400	1.00	40%	0.40	\$ 35,360	\$ 91,936
15	Sr. Compliance Manager	0.05	\$ 5,000	\$ 104,000	1.00	5%	0.05	\$ 5,200	\$ 108,160
16	Financial Associate	0.30	\$ 21,000	\$ 72,800	1.00	10%	0.10	\$ 7,280	\$ 75,712
17	Data Specialist	0.00					0.00		\$ 71,602
55		TOTAL SALARIES	\$ 221,724	TOTAL SALARIES				\$ 165,688	
56		2.75		TOTAL FTE			1.97		
57		FRINGE BENEFIT RATE	30.00%	FRINGE BENEFIT RATE				24.25%	
58		FRINGE BENEFITS	\$ 66,517	EMPLOYEE FRINGE BENEFITS			\$ 40,179		
59		TOTAL SALARIES & BENEFITS	\$ 288,241	TOTAL SALARIES & BENEFITS			\$ 205,868		
60									
61									
62									

	A	X	Y	Z	AA	AB	AC	AD	AE
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date								
4	Provider Name								
5	Program								
6	FSP Contract ID#								
7	Budget Name								
8	EXTENSION YEAR								
9	Year 4								
10	Agency Totals								
11	POSITION TITLE								
12	Totals								
13	For HSH Funded Program								
14	7/1/2025 - 8/31/2025								
15	7/1/2025 - 6/30/2026								
16	7/1/2025 - 6/30/2026								
17	Current/Actuals								
18	Amendment								
19	New								
20	Annual Full Time Salary (for 1.00 FTE)								
21	Position FTE								
22	Accounts Payable Specialist								
23	Compliance Specialist III (Fiscal Agent Coordinator)								
24	Compliance Manager/Compliance Coordinator								
25	Sr. Compliance Manager								
26	Financial Associate								
27	Data Specialist								
28	TOTAL SALARIES								
29	TOTAL FTE								
30	FRINGE BENEFIT RATE								
31	EMPLOYEE FRINGE BENEFITS								
32	TOTAL SALARIES & BENEFITS								
33									
34									
35									

	A	AF	AG	AH	AI	AJ	BT	BU
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date							
4	Provider Name							
5	Program							
6	FSP Contract ID#							
7	Budget Name							
8	EXTENSION YEAR							
9	POSITION TITLE	Year 5					All Years	
10		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	8/1/2022 - 6/30/2025	8/1/2022 - 6/30/2027
11				Current/Actuals	Amendment	New	Current/Actuals	Modification
12		% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change
13	Accounts Payable Specialist	100%	1.00		\$ 98,334	\$ 98,334	\$ 237,031	\$ 177,126
14	Compliance Specialist III (Fiscal Agent Coordinator)	100%	1.00		\$ 83,584	\$ 83,584	\$ 215,676	\$ 150,558
15	Compliance Manager/Compliance Coordinator	40%	0.40		\$ 38,245	\$ 38,245	\$ 75,489	\$ 68,891
16	Sr. Compliance Manager	5%	0.05		\$ 5,624	\$ 5,624	\$ 11,100	\$ 10,132
17	Financial Associate	15%	0.30		\$ 23,622	\$ 23,622	\$ 32,066	\$ 42,549
18	Data Specialist	5%	0.05		\$ 3,723	\$ 3,723	\$ 597	\$ 6,707
19	TOTAL SALARIES			\$ -	\$ 253,133	\$ 253,133	\$ 571,959	\$ 455,963
20	TOTAL FTE		2.80					
21	FRINGE BENEFIT RATE			24.25%	0.00%	24.25%		
22	LOYEE FRINGE BENEFITS		\$ -	\$ 61,385	\$ 61,385	\$ 159,728	\$ 110,571	
23	TOTAL SALARIES & BENEFITS		\$ -	\$ 314,517	\$ 314,517	\$ 731,687	\$ 566,534	
24								
25								
26								

	A	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING	
2	SALARY & BENEFIT DETAIL	
3	Document Date	
4	Provider Name	
5	Program	
6	FSP Contract ID#	
7	Budget Name	
8		
9	POSITION TITLE	8/1/2022 - 6/30/2027
10		New
11		Budgeted Salary
12	Accounts Payable Specialist	\$ 414,157
13	Compliance Specialist III (Fiscal Agent Coordinator)	\$ 366,234
14	Compliance Manager/Compliance Coordinator	\$ 144,380
15	Sr. Compliance Manager	\$ 21,232
16	Financial Associate	\$ 74,615
17	Data Specialist	\$ 7,303
55		\$ 1,027,922
56		
57		
58		\$ 270,299
59		\$ 1,298,221
60		
61		
62		

[illegible]

	A	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HO		
2	OPERATING DETAIL		
3	Document Date		
4	Provider Name		
5	Program		
6	FSP Contract ID#		
7	Budget Name		
8			
9		All Years	
10		8/1/2022 - 6/30/2027	8/1/2022 - 6/30/2027
11		Modification	New
12	Operating Expenses	Change	Budgeted Expense
13	Rental of Property	\$ 26,610	\$ 74,358
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 1,567	\$ 13,350
15	Office Supplies, Postage	\$ 5,200	\$ 28,274
16	Building Maintenance Supplies and Repair	\$ 160	\$ 4,970
17	Printing and Reproduction	\$ -	\$ 1,945
18	Insurance	\$ -	\$ -
19	Staff Training	\$ -	\$ 6,894
20	Staff Travel-(Local & Out of Town)	\$ -	\$ 14,247
21	Rental of Equipment	\$ 358	\$ 6,840
22	Start Up Expenses	\$ -	\$ 16,368
23	Courier Services	\$ -	\$ 40,052
67			
68	TOTAL OPERATING EXPENSES	\$ 33,895	\$ 207,298
69			
70	Other Expenses (not subject to indirect cost %)		
71	Fiscal Agent Direct Client Assistance	\$ 3,671,961	\$ 12,041,259
72	Latine Youth Direct Client Assistance	\$ 1,262,222	\$ 1,893,333
73	Latine Youth Subsidy Admin Fees	\$ 157,778	\$ 236,667
74	Fiscal Agent Subsidy Admin Fees (based on transactions)	\$ 458,888	\$ 1,512,567
75	Adjustment to Actuals	\$ -	\$ (1,273,826)
98			
99	TOTAL OTHER EXPENSES	\$ 1,719,023	\$ 8,815,511
100			

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start Fiscal Term End
7/1/2025 6/30/2026

Problem Solving - Fiscal Agent

FY25-26

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
Accounts Payable Specialist	1.00	\$ 94,551	Full time accounts payable staff to process checks, prepare invoicing to the county, and ensure vendors are set up quickly.	1 X \$94,551	Rhine Himan, Shruthi Nanjundegowda, Navneet Sarna, Swapna Deshmukh, Sushma Gokalgandhi
Compliance Specialist III (Fiscal Agent Coordinator)	1.00	\$ 80,369	Coordinator of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	1 X \$80,369	Dakota Nguyen
Compliance Manager/Compliance Coordinator	0.40	\$ 36,774	Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.4 x \$91,936	Genesis Morales
Sr. Compliance Manager	0.05	\$ 5,408	Senior Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.05x \$108,106	Stephanie Suchit
Financial Associate	0.30	\$ 22,713	Full time Financial Associate staff to audit, verify, and process purchase orders in coordination with Compliance staff.	0.30 x \$75,712	Matthew Kohlman, Eric Chung
Data Specialist	0.05	\$ 3,580	0.05 FTE to support timely, accurate HMIS entry, and other required systems (WMAT/ salesforce).	0.05 x 71602	Melody Miranda
TOTAL	2.80	\$ 243,396			
<u>Employee Fringe Benefits</u>		<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>			
		\$ 59,024			
Salaries & Benefits Total		\$ 302,420			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 15,206	Represents proportionate cost of "co-working" space.	\$1,267 X 12 months.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 1,000	Represents cell phones and any internet connection in "co-working" space.	\$83 X 12 months
Office Supplies, Postage	\$ 3,000	Office supplies to operate and provide oversight to programs.	\$125 X 2 FTE X 12 months
Building Maintenance Supplies and Repair	\$ 167	Office cleaning and maintenance needs	\$42 X 4 quarters
Rental of Equipment	\$ 354	Cost for rental of copy machine starting in FY 22.	\$177 X12 months
TOTAL OPERATING EXPENSES	\$ 19,727		
Indirect Cost	15.0% \$ 48,322		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Fiscal Agent Direct Client Assistance	\$ 2,019,354	Eligible financial assistance for problem solving households through other providers. Now broken out into individual lines for each provider	Financial Assistance as needed
Latine Youth Direct Client Assistance	\$ 631,111	Direct Client assistance for latine youth, one time funds	Financial Assistance as needed
Latine Youth Subsidy Admin Fees	\$ 78,889	Subsidy admin fee for latine youth programs	12.5% of Direct Client Assistance
Fiscal Agent Subsidy Admin Fees (based on transactions)	\$ 252,419	based upon transactions	12.5% of Direct Client Assistance
TOTAL OTHER EXPENSES	\$ 2,981,773		

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.

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>

Our City, Our Home (Prop C)	
Type	Instructions and Examples of Documentation
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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
Department of Homelessness and Supportive Housing	Adult Emergency Housing Voucher (EHV)	January 1, 2023 - June 30, 2028	\$5,320,468
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (RRH)	January 1, 2023 - June 30, 2027	\$18,402,770
Human Services Agency	CalWORKS Housing Locator & Housing Connector	July 1, 2022 – June 30, 2025	\$9,081,373
Department of Homelessness and Supportive Housing	City Gardens Support Services	December 1, 2022 - June 30, 2026	\$11,334,768
Department of Homelessness and Supportive Housing	Problem Solving – Housing Location Assistance	December 1, 2020 - June 30, 2026	\$9,900,000
Department of Homelessness and Supportive Housing	Prop C Flexible Housing Subsidy Pool (FHSP)	February 15, 2021- June 30, 2026	\$17,918,683
Department of Homelessness and Supportive Housing	Prevention – Fiscal Agent	April 1, 2024 – June 30, 2026	\$9,900,000
Department of Homelessness and Supportive Housing	Transitional Age Youth (TAY) Emergency Housing Voucher (EHV)	March 1, 2022 – June 30, 2026	\$3,884,870
Department of Homelessness and Supportive Housing	Adult Shallow Subsidy	July 1, 2024 – June 30, 2026	\$2,576,204