

**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
HAMILTON FAMILIES**

THIS AMENDMENT of the **July 1, 2020** 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 **HAMILTON FAMILIES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Qualifications (RFQ)#127, issued July 1, 2020, and this modification is consistent therewith; and

WHEREAS, the City's Homelessness Oversight Commission approved this Agreement under San Francisco Charter Section 9.118 by Resolution [Insert Resolution Number] on April 4, 2024;

WHEREAS, the City's Board of Supervisors approved this 2nd Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution <insert Resolution number> on May 7, 2024 to extend the grant term by six years and increase the grant amount by \$12,306,778; and

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2020** between Grantee and City; and **First Amendment**, dated **August 1, 2022**.

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

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2020** 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 deleted and replaced in its entirety to read as follows:

ARTICLE 3 TERM

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2020** and expire on **June 30, 2030**, 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 Seventy Six Thousand Six Hundred Sixty One Dollars (\$9,976,661)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Two Hundred Sixty Three Thousand Four Hundred Twenty Dollars (\$1,263,420)** 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 deleted and 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 **Twenty One Million Nine Hundred Three Thousand Three Hundred Fifty Nine Dollars \$21,903,359.**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million One Hundred Forty Eight Thousand Two Hundred Eighty Seven Dollars (\$2,148,287)** 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.

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

13.3 Subcontracting. If Appendix B, 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 Appendix B, Budget 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 B, 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.

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

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

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

If to Grantee: Hamilton Families
2567 Mission St.
San Francisco CA, 94110
P.O. Box 40370, San Francisco, CA 94140
Attn: Kyriell Noon
knoon@hamiltonfamilies.org

Any notice of default must be sent by registered mail.

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

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

2.5 Section 16.19 Distribution of Beverages and

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

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

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

2.7 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)
- Appendix E, Federal Requirements

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement.

- 2.8 **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, 2030.
- 2.9 **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, 2020 to June 30, 2030.
- 2.10 **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).
- 2.11 **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).

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**

HAMILTON FAMILIES

By: _____
Shireen McSpadden
Executive Director

By: _____
Kyriell Noon
Chief Executive Officer
City Supplier Number: 19087
Unique Entity ID: UNLWMNE25J75

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

Appendix A: Services to be Provided.

by Hamilton Families Housing Solutions

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

IV. Description of Services

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

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

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

2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;
 3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
 4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
 5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
 6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
 7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
 8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.
- C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process;
 2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
 3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
 4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
 5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
 6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;

8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
9. Grantee shall communicate the following expectations with participants:
 - a. Contribution toward the rent is due on the first month and how to make the payment; and
 - b. How much the participant is responsible for each month; and
 - c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
11. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:

1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;

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

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

V. Location and Time of Services

Grantee shall provide services at rapid rehousing services at 832 Folsom St. 8th floor, San Francisco, CA 94107, Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH Families.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must

include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

G. Grievance Procedure:

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

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

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

J. Feedback, Complaint, and Follow-up Policies:

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

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

- K. City Communications and Policies: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.
- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.¹
 3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be

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

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

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

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

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

E. Workforce Development Services

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

F. Landlord Liaison Services

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

VIII. Outcome Objectives

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

A. Housing Coordination and Housing Location Services:

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

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

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

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

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

IX. Reporting Requirements

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

HSH.

- G. Grantee shall participate, as required by 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.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in U.S. Department of Housing and Urban Development's (HUD) latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

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

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

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

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

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link
7/1/2020	New	Ongoing	\$ 2,095,789.00	
11/1/2021	Mod	One-Time	\$ 154,999.00	
7/1/2022	Amendment	Ongoing	\$ (262,519.00)	
9/6/2023	Revision	Ongoing	\$ 126,800.00	
2/28/2024	Amendment	Ongoing	\$ 10,356,740.00	https://app.asana.com/0/1199128

Change Description
New Agreement (7/1/2020-6/30/2024)
One-Time ESG carryforward
Amendment to remove HPA portion of budget
Mod to add Prop C Family RRG budget
Amend to extend and add funds through FY29

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2024						
Contract Term	Begin Date	End Date	Duration (Years)				
Current Term	7/1/2020	6/30/2024	4				
Amended Term	7/1/2020	6/30/2030	10				
				Year 1	Year 2	Year 3	Year 4
				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
Service Component							
General Fund - Rapid Rehousing - Households				40	40	40	30
ESG - Rapid Rehousing - Households							5

**DEPARTMENT OF H
APPENDIX B, BUDG**

Document Date					
Contract Term					
Current Term					
Amended Term					
	Year 5	Year 6	Year 7	Year 8	Year 9
	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029
General Fund - Rapi	30	30	30	30	30
ESG - Rapid Rehous	5	5	5	5	5

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2021						
Contract Term	Begin Date	End Date	Duration (Years)				
Current Term	7/1/2020	6/30/2024	4				
Amended Term	7/1/2020	6/30/2030	10				
				Year 1	Year 2	Year 3	Year 4
HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
HUD ESG (CFDA 14.231)				E-20-MC-06-0016	E-21-MC-06-0016	E-22-MC-06-0016	E-23-MC-06-0016

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10
Provider Name	Hamilton Families		
Program	Housing Solutions		
FSP Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Names	General Fund - RRH, ESG - RRH, General Fund - HPA, Prop C - Family RRH		
	Current	New	
Term Budget	\$ 7,352,348	\$ 19,755,072	15%
Contingency	\$ 2,244,233	\$ 2,148,287	
Not-To-Exceed	\$ 9,596,581	\$ 21,903,359	

EXTENSION YEAR

	Year 1	Year 2	Year 3	Year 4		Year 5
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	Actuals	Actuals	Current/Actuals	Amendment	New
Expenditures						
Salaries & Benefits	\$ 976,241	\$ 820,357	\$ 867,274	\$ 910,633	\$ (0)	\$ 910,632
Operating Expense	\$ 229,012	\$ 203,628	\$ 204,213	\$ 217,649	\$ 0	\$ 217,649
Subtotal	\$ 1,205,253	\$ 1,023,986	\$ 1,071,488	\$ 1,128,282	\$ (0)	\$ 1,128,281
Indirect Percentage						
Indirect Cost (Line 21 X Line 22)	\$ 180,788	\$ 153,598	\$ 160,722	\$ 169,241	\$ (0)	\$ 169,241
Other Expenses (Not subject to indirect %)	\$ 419,103	\$ 583,674	\$ 634,545	\$ 621,666	\$ 126,800	\$ 748,466
Total Expenditures	\$ 1,805,145	\$ 1,761,258	\$ 1,866,755	\$ 1,919,189	\$ 126,799	\$ 2,045,988
HSH Revenues* (select)						
General Fund - Ongoing	\$ 1,903,846	\$ 1,641,327	\$ 1,695,954	\$ 1,695,954	\$ -	\$ 1,695,954
General Fund - CODB	\$ -	\$ -	\$ -	\$ 31,291	\$ -	\$ 31,291
General Fund - One-Time Carryforward	\$ 206,907	\$ -	\$ -	\$ -	\$ -	\$ -
Prop C - One-time COVID-19 Bonus Pay	\$ 695	\$ 13,657	\$ -	\$ -	\$ -	\$ -
General Fund - One-Time	\$ 57,116	\$ -	\$ -	\$ -	\$ -	\$ -
HUD ESG (CFDA 14.231)	\$ 191,943	\$ 191,943	\$ 191,943	\$ 191,943	\$ -	\$ 191,943
HUD ESG (CFDA 14.231) - One Time Carry Forward	\$ 123,177	\$ 154,999	\$ -	\$ -	\$ -	\$ -
Adjustment for Actuals	\$ (678,539)	\$ (240,669)	\$ (616,432)	\$ -	\$ -	\$ -
Prop C - Ongoing - Family RRH	\$ -	\$ -	\$ 595,290	\$ -	\$ 126,800	\$ 126,800
Total HSH Revenues	\$ 1,805,145	\$ 1,761,258	\$ 1,866,756	\$ 1,919,189	\$ 126,800	\$ 2,045,988
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)						
Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH + Other Revenues	\$ 1,805,145	\$ 1,761,258	\$ 1,866,756	\$ 1,919,189	\$ 126,800	\$ 2,045,989
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -
Total Adjusted Salary FTE (All Budgets)						10.47

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

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DEPARTMENT OF H
APPENDIX B, BUDGI

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Names

Term Budget
Contingency

EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR

Not-To-Exceed	Year 6	Year 7	Year 8	Year 9	Year 10	All Years		
	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	New	New	New	New	New	Actuals	Amendment	New
Expenditures								
Salaries & Benefits	\$ 910,632	\$ 910,632	\$ 910,632	\$ 910,632	\$ 910,632	\$ 3,574,505	\$ 5,463,794	\$ 9,038,299
Operating Expense	\$ 217,649	\$ 217,649	\$ 217,649	\$ 217,649	\$ 217,649	\$ 854,503	\$ 1,305,897	\$ 2,160,400
Subtotal	\$ 1,128,282	\$ 1,128,282	\$ 1,128,282	\$ 1,128,282	\$ 1,128,282	\$ 4,429,008	\$ 6,769,691	\$ 11,198,699
Indirect Percentage								
Indirect Cost (Line 2	\$ 169,241	\$ 169,241	\$ 169,241	\$ 169,241	\$ 169,242	\$ 664,350	\$ 1,015,449	\$ 1,679,799
Other Expenses (Not	\$ 748,466	\$ 748,466	\$ 748,466	\$ 748,466	\$ 748,466	\$ 2,258,988	\$ 4,617,593	\$ 6,876,581
Total Expenditures	\$ 2,045,989	\$ 2,045,989	\$ 2,045,989	\$ 2,045,989	\$ 2,045,989	\$ 7,352,346	\$ 12,402,733	\$ 19,755,078
HSH Revenues* (sel								
General Fund - Ong	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 6,937,081	\$ 10,363,470	\$ 17,300,551
General Fund - COD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,291	\$ -	\$ 31,291
General Fund - One	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,907	\$ -	\$ 206,907
Prop C - One-time C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,352	\$ -	\$ 14,352
General Fund - One	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,116	\$ -	\$ 57,116
HUD ESG (CFDA 14	\$ 191,943	\$ 191,943	\$ 191,943	\$ 191,943	\$ 191,943	\$ 767,772	\$ 1,151,658	\$ 1,919,430
HUD ESG (CFDA 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278,176	\$ -	\$ 278,176
Adjustment for Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,535,641)	\$ -	\$ (1,535,641)
Prop C - Ongoing - F	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 595,290	\$ 887,600	\$ 1,482,890
Total HSH Revenue	\$ 2,045,988	\$ 2,045,988	\$ 2,045,988	\$ 2,045,988	\$ 2,045,988	\$ 7,352,348	\$ 12,402,728	\$ 19,755,072
Other Revenues (to								
Revenues)								
Total Other Revenu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH + Other R	\$ 2,045,989	\$ 2,045,989	\$ 2,045,988	\$ 2,045,988	\$ 2,045,988	\$ 7,352,348	\$ 12,402,728	\$ 19,755,076
Rev-Exp (Budget Ma	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Adjusted Salar	10.47	10.47	10.47	10.47	10.47			

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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10
Provider Name	Hamilton Families		
Program	Housing Solutions		
F\$P Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	General Fund - RRH		

	Current	New	
Term Budget	\$ 5,892,112	\$ 16,255,582	15%
Contingency	\$ 2,244,233	\$ 2,148,287	
Not-To-Exceed	\$ 9,596,581	\$ 21,903,359	

EXTENSION YEAR

	Year 1	Year 2	Year 3	Year 4			Year 5
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
	New	New	Actuals	Current/Actuals	Amendment	New	New
Expenditures							
Salaries & Benefits	\$ 757,133	\$ 757,133	\$ 804,050	\$ 846,278	\$ (0)	\$ 846,277	\$ 846,277
Operating Expense	\$ 202,137	\$ 202,137	\$ 202,722	\$ 187,705	\$ -	\$ 187,705	\$ 187,705
Subtotal	\$ 959,271	\$ 959,271	\$ 1,006,773	\$ 1,033,983	\$ (0)	\$ 1,033,982	\$ 1,033,983
Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%	15.00%
Indirect Cost (Line 21 X Line 22)	\$ 143,891	\$ 143,891	\$ 151,016	\$ 155,097	\$ (0)	\$ 155,097	\$ 155,097
Other Expenses (Not subject to indirect %)	\$ 336,173	\$ 311,153	\$ 153,430	\$ 538,166	\$ -	\$ 538,166	\$ 538,166
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,439,334	\$ 1,414,315	\$ 1,311,219	\$ 1,727,245	\$ (1)	\$ 1,727,245	\$ 1,727,246
HSH Revenues (select)							
General Fund - Ongoing	\$ 1,641,327	\$ 1,641,327	\$ 1,695,954	\$ 1,695,954		\$ 1,695,954	\$ 1,727,245
General Fund - CODB	\$ -	\$ -		\$ 31,291		\$ 31,291	\$ -
General Fund - One-Time Carryforward	\$ 152,968	\$ -				\$ -	\$ -
Prop C - One-time COVID-19 Bonus Pay	\$ 695	\$ 13,657				\$ -	\$ -
General Fund - One-Time	\$ 49,240	\$ -				\$ -	\$ -
Adjustment for Actuals	\$ (404,896)	\$ (240,669)	\$ (384,736)				
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH + Other Revenues	\$ 1,439,334	\$ 1,414,315	\$ 1,311,218	\$ 1,727,245	\$ -	\$ 1,727,245	\$ 1,727,245
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -

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DEPARTMENT OF H
APPENDIX B, BUDG

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
FSP Contract ID#
Action (select)
Effective Date
Budget Name

Term Budget

Contingency EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR

Not-To-Exceed	Year 6	Year 7	Year 8	Year 9	Year 10	All Years		
	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	New	New	New	New	New	Actuals	Amendment	New
Expenditures								
Salaries & Benefits	\$ 846,277	\$ 846,277	\$ 846,277	\$ 846,277	\$ 846,277	\$ 3,164,595	\$ 5,077,663	\$ 8,242,257
Operating Expense	\$ 187,705	\$ 187,705	\$ 187,705	\$ 187,705	\$ 187,705	\$ 794,702	\$ 1,126,233	\$ 1,920,935
Subtotal	\$ 1,033,983	\$ 1,033,983	\$ 1,033,983	\$ 1,033,983	\$ 1,033,983	\$ 3,959,297	\$ 6,203,895	\$ 10,163,193
Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%			
Indirect Cost (Line 2)	\$ 155,097	\$ 155,097	\$ 155,097	\$ 155,097	\$ 155,097	\$ 593,895	\$ 930,584	\$ 1,524,479
Other Expenses (Not	\$ 538,166	\$ 538,166	\$ 538,166	\$ 538,166	\$ 538,166	\$ 1,338,921	\$ 3,228,993	\$ 4,567,914
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,727,246	\$ 1,727,246	\$ 1,727,246	\$ 1,727,246	\$ 1,727,246	\$ 5,892,113	\$ 10,363,473	\$ 16,255,586
HSH Revenues (selected)								
General Fund - Ongoing	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 6,674,562	\$ 10,363,470	\$ 17,038,032
General Fund - CODI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,291	\$ -	\$ 31,291
General Fund - One-time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,968	\$ -	\$ 152,968
Prop C - One-time CI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,352	\$ -	\$ 14,352
General Fund - One-time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,240	\$ -	\$ 49,240
Adjustment for Actual								
Other Revenues (to Revenues)								
Total Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH + Other Revenue	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 1,727,245	\$ 5,892,112	\$ 10,363,470	\$ 16,255,582
Rev-Exp (Budget Match)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Familie
Program	Housing Solution
FSP Contract ID#	1000019042
Budget Name	General Fund - RI

POSITION TITLE	Year 1	Year 2	Year 3	Year 4					
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	Actuals	Actuals	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current/Actuals	Amendment
	Budgeted Salary	Budgeted Salary	Budgeted Salary					Budgeted Salary	Change
Chief Program Officer	\$ 16,000	\$ 16,000	\$ 16,000	\$ 160,000	1.00	1%	0.01	\$ -	\$ 1,373
Director of Housing & Real Estate (ML)	\$ 23,000	\$ 23,000	\$ 23,000	\$ 150,000	1.00	17%	0.17	\$ 30,000	\$ (4,725)
Housing Stability Director	\$ 18,000	\$ 18,000	\$ 18,000	\$ 90,000	1.00	2%	0.02	\$ -	\$ 1,354
Housing Stability Coordinator (MA)	\$ 61,204	\$ 61,204	\$ 61,204	\$ 72,090	1.00	100%	1.00	\$ 72,090	\$ -
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	\$ 189,280	\$ 189,280	\$ 189,280	\$ 63,943	3.90	100%	3.90	\$ 249,376	\$ -
Intake Specialist (AS, MV)	\$ 54,080	\$ 54,080	\$ 54,080	\$ 58,240	2.00	50%	1.00	\$ 58,240	\$ -
Navigation Specialist (IC, AV)	\$ 54,080	\$ 54,080	\$ 54,080	\$ 73,486	1.10	100%	1.10	\$ 80,835	\$ -
Navigation Manager (MK)	\$ 19,001	\$ 19,001	\$ 19,001	\$ 79,290	1.00	20%	0.20	\$ 15,858	\$ -
Housing Orientation Specialist	\$ 30,566	\$ 30,566	\$ 30,566	\$ 61,131	1.00			\$ -	\$ -
Real Estate Manager (FDC)	\$ 18,750	\$ 18,750	\$ 18,750	\$ 88,100	1.00	25%	0.25	\$ 22,025	\$ -
Real Estate Specialist (TBD)	\$ 56,160	\$ 56,160	\$ 56,160	\$ 58,240	1.20	100%	1.20	\$ 69,888	\$ -
Administrative Assistant TBD	\$ 26,790	\$ 26,790	\$ 53,580	\$ 60,000	1.00	10%	0.10	\$ 6,000	\$ -
Staff Accountant	\$ 15,500	\$ 15,500	\$ 24,800	\$ 62,000	1.00	3%	0.03	\$ -	\$ 1,998
Intake Coordinator (LB)				\$ 72,900	1.00	10%	0.10	\$ 7,290	\$ -
Contracts Administrator				\$ 95,940	1.00	9%	0.09	\$ 8,721	\$ -
Real Estate Coordinator (PDC)				\$ 72,900	1.00	10%	0.10	\$ 7,290	\$ -
Stability Manager (KF)				\$ 88,100	1.00	10%	0.10	\$ 8,810	\$ -
Data Entry Specialist (TBD)				\$ 58,240	1.00	25%	0.25	\$ 14,560	\$ -
	\$ 582,410	\$ 582,410	\$ 618,500	TOTAL SALARIES				\$ 650,983	\$ (0)
				TOTAL FTE			9.62		
	30.00%	30.00%	30.00%	FRINGE BENEFIT RATE			30.00%		
	\$ 174,723	\$ 174,723	\$ 185,550	EMPLOYEE FRINGE BENEFITS			\$ 195,295	\$ (0)	
	\$ 757,133	\$ 757,133	\$ 804,050	TOTAL SALARIES & BENEFITS			\$ 846,278	\$ (0)	

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

POSITION TITLE	7/1/2023 - 6/30/2024
	New
	Budgeted Salary
Chief Program Officer	\$ 1,373
Director of Housing & Real Estate (ML)	\$ 25,275
Housing Stability Director	\$ 1,354
Housing Stability Coordinator (MA)	\$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	\$ 249,376
Intake Specialist (AS, MV)	\$ 58,240
Navigation Specialist (IC, AV)	\$ 80,835
Navigation Manager (MK)	\$ 15,858
Housing Orientation Specialist	\$ -
Real Estate Manager (FDC)	\$ 22,025
Real Estate Specialist (TBD)	\$ 69,888
Administrative Assistant TBD	\$ 6,000
Staff Accountant	\$ 1,998
Intake Coordinator (LB)	\$ 7,290
Contracts Administrator	\$ 8,721
Real Estate Coordinator (PDC)	\$ 7,290
Stability Manager (KF)	\$ 8,810
Data Entry Specialist (TBD)	\$ 14,560
	\$ 650,982
	30.00%
	\$ 195,295
	\$ 846,277

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 5				
	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Chief Program Officer	\$ 160,000	1.00	1%	0.01	\$ 1,373
Director of Housing & Real Estate (ML)	\$ 150,000	1.00	17%	0.17	\$ 25,275
Housing Stability Director	\$ 90,000	1.00	2%	0.02	\$ 1,354
Housing Stability Coordinator (MA)	\$ 72,090	1.00	100%	1.00	\$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	\$ 63,943	3.90	100%	3.90	\$ 249,376
Intake Specialist (AS, MV)	\$ 58,240	2.00	50%	1.00	\$ 58,240
Navigation Specialist (IC, AV)	\$ 73,486	1.10	100%	1.10	\$ 80,835
Navigation Manager (MK)	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Orientation Specialist	\$ 61,131	1.00			\$ -
Real Estate Manager (FDC)	\$ 88,100	1.00	25%	0.25	\$ 22,025
Real Estate Specialist (TBD)	\$ 58,240	1.20	100%	1.20	\$ 69,888
Administrative Assistant TBD	\$ 60,000	1.00	10%	0.10	\$ 6,000
Staff Accountant	\$ 62,000	1.00	3%	0.03	\$ 1,998
Intake Coordinator (LB)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Contracts Administrator	\$ 95,940	1.00	9%	0.09	\$ 8,721
Real Estate Coordinator (PDC)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Stability Manager (KF)	\$ 88,100	1.00	10%	0.10	\$ 8,810
Data Entry Specialist (TBD)	\$ 58,240	1.00	25%	0.25	\$ 14,560
	TOTAL SALARIES				\$ 650,982
			TOTAL FTE		9.62
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		\$ 195,295
			TOTAL SALARIES & BENEFITS		\$ 846,277

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 6				
	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Chief Program Officer	\$ 160,000	1.00	1%	0.01	\$ 1,373
Director of Housing & Real Estate (ML)	\$ 150,000	1.00	17%	0.17	\$ 25,275
Housing Stability Director	\$ 90,000	1.00	2%	0.02	\$ 1,354
Housing Stability Coordinator (MA)	\$ 72,090	1.00	100%	1.00	\$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	\$ 63,943	3.90	100%	3.90	\$ 249,376
Intake Specialist (AS, MV)	\$ 58,240	2.00	50%	1.00	\$ 58,240
Navigation Specialist (IC, AV)	\$ 73,486	1.10	100%	1.10	\$ 80,835
Navigation Manager (MK)	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Orientation Specialist	\$ 61,131	1.00			\$ -
Real Estate Manager (FDC)	\$ 88,100	1.00	25%	0.25	\$ 22,025
Real Estate Specialist (TBD)	\$ 58,240	1.20	100%	1.20	\$ 69,888
Administrative Assistant TBD	\$ 60,000	1.00	10%	0.10	\$ 6,000
Staff Accountant	\$ 62,000	1.00	3%	0.03	\$ 1,998
Intake Coordinator (LB)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Contracts Administrator	\$ 95,940	1.00	9%	0.09	\$ 8,721
Real Estate Coordinator (PDC)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Stability Manager (KF)	\$ 88,100	1.00	10%	0.10	\$ 8,810
Data Entry Specialist (TBD)	\$ 58,240	1.00	25%	0.25	\$ 14,560
	TOTAL SALARIES				\$ 650,982
			TOTAL FTE		9.62
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		\$ 195,295
			TOTAL SALARIES & BENEFITS		\$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 7				
	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Chief Program Officer	\$ 160,000	1.00	1%	0.01	\$ 1,373
Director of Housing & Real Estate (ML)	\$ 150,000	1.00	17%	0.17	\$ 25,275
Housing Stability Director	\$ 90,000	1.00	2%	0.02	\$ 1,354
Housing Stability Coordinator (MA)	\$ 72,090	1.00	100%	1.00	\$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	\$ 63,943	3.90	100%	3.90	\$ 249,376
Intake Specialist (AS, MV)	\$ 58,240	2.00	50%	1.00	\$ 58,240
Navigation Specialist (IC, AV)	\$ 73,486	1.10	100%	1.10	\$ 80,835
Navigation Manager (MK)	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Orientation Specialist	\$ 61,131	1.00			\$ -
Real Estate Manager (FDC)	\$ 88,100	1.00	25%	0.25	\$ 22,025
Real Estate Specialist (TBD)	\$ 58,240	1.20	100%	1.20	\$ 69,888
Administrative Assistant TBD	\$ 60,000	1.00	10%	0.10	\$ 6,000
Staff Accountant	\$ 62,000	1.00	3%	0.03	\$ 1,998
Intake Coordinator (LB)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Contracts Administrator	\$ 95,940	1.00	9%	0.09	\$ 8,721
Real Estate Coordinator (PDC)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Stability Manager (KF)	\$ 88,100	1.00	10%	0.10	\$ 8,810
Data Entry Specialist (TBD)	\$ 58,240	1.00	25%	0.25	\$ 14,560
	TOTAL SALARIES				\$ 650,982
			TOTAL FTE		9.62
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		\$ 195,295
			TOTAL SALARIES & BENEFITS		\$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 8				
	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Chief Program Officer	\$ 160,000	1.00	1%	0.01	\$ 1,373
Director of Housing & Real Estate (ML)	\$ 150,000	1.00	17%	0.17	\$ 25,275
Housing Stability Director	\$ 90,000	1.00	2%	0.02	\$ 1,354
Housing Stability Coordinator (MA)	\$ 72,090	1.00	100%	1.00	\$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	\$ 63,943	3.90	100%	3.90	\$ 249,376
Intake Specialist (AS, MV)	\$ 58,240	2.00	50%	1.00	\$ 58,240
Navigation Specialist (IC, AV)	\$ 73,486	1.10	100%	1.10	\$ 80,835
Navigation Manager (MK)	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Orientation Specialist	\$ 61,131	1.00			\$ -
Real Estate Manager (FDC)	\$ 88,100	1.00	25%	0.25	\$ 22,025
Real Estate Specialist (TBD)	\$ 58,240	1.20	100%	1.20	\$ 69,888
Administrative Assistant TBD	\$ 60,000	1.00	10%	0.10	\$ 6,000
Staff Accountant	\$ 62,000	1.00	3%	0.03	\$ 1,998
Intake Coordinator (LB)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Contracts Administrator	\$ 95,940	1.00	9%	0.09	\$ 8,721
Real Estate Coordinator (PDC)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Stability Manager (KF)	\$ 88,100	1.00	10%	0.10	\$ 8,810
Data Entry Specialist (TBD)	\$ 58,240	1.00	25%	0.25	\$ 14,560
	TOTAL SALARIES				\$ 650,982
			TOTAL FTE		9.62
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		\$ 195,295
			TOTAL SALARIES & BENEFITS		\$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 9				
	Agency Totals		For HSH Funded Program		7/1/2028 - 6/30/2029
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Chief Program Officer	\$ 160,000	1.00	1%	0.01	\$ 1,373
Director of Housing & Real Estate (ML)	\$ 150,000	1.00	17%	0.17	\$ 25,275
Housing Stability Director	\$ 90,000	1.00	2%	0.02	\$ 1,354
Housing Stability Coordinator (MA)	\$ 72,090	1.00	100%	1.00	\$ 72,090
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	\$ 63,943	3.90	100%	3.90	\$ 249,376
Intake Specialist (AS, MV)	\$ 58,240	2.00	50%	1.00	\$ 58,240
Navigation Specialist (IC, AV)	\$ 73,486	1.10	100%	1.10	\$ 80,835
Navigation Manager (MK)	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Orientation Specialist	\$ 61,131	1.00			\$ -
Real Estate Manager (FDC)	\$ 88,100	1.00	25%	0.25	\$ 22,025
Real Estate Specialist (TBD)	\$ 58,240	1.20	100%	1.20	\$ 69,888
Administrative Assistant TBD	\$ 60,000	1.00	10%	0.10	\$ 6,000
Staff Accountant	\$ 62,000	1.00	3%	0.03	\$ 1,998
Intake Coordinator (LB)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Contracts Administrator	\$ 95,940	1.00	9%	0.09	\$ 8,721
Real Estate Coordinator (PDC)	\$ 72,900	1.00	10%	0.10	\$ 7,290
Stability Manager (KF)	\$ 88,100	1.00	10%	0.10	\$ 8,810
Data Entry Specialist (TBD)	\$ 58,240	1.00	25%	0.25	\$ 14,560
	TOTAL SALARIES				\$ 650,982
			TOTAL FTE		9.62
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		\$ 195,295
			TOTAL SALARIES & BENEFITS		\$ 846,277

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date
Provider Name
Program
F&P Contract ID#
Budget Name

POSITION TITLE	Year 10					All Years			
	Agency Totals		For HSH Funded Program		7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030	
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New	Actuals	Modification	New	
					Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
Chief Program Officer	\$ 160,000	1.00	1%	0.01	\$ 1,373	\$ 48,000	\$ 9,610	\$ 57,610	
Director of Housing & Real Estate (ML)	\$ 150,000	1.00	17%	0.17	\$ 25,275	\$ 99,000	\$ 146,925	\$ 245,925	
Housing Stability Director	\$ 90,000	1.00	2%	0.02	\$ 1,354	\$ 54,000	\$ 9,475	\$ 63,475	
Housing Stability Coordinator (MA)	\$ 72,090	1.00	100%	1.00	\$ 72,090	\$ 255,702	\$ 432,540	\$ 688,242	
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	\$ 63,943	3.90	100%	3.90	\$ 249,376	\$ 817,216	\$ 1,496,255	\$ 2,313,470	
Intake Specialist (AS, MV)	\$ 58,240	2.00	50%	1.00	\$ 58,240	\$ 220,480	\$ 349,440	\$ 569,920	
Navigation Specialist (IC, AV)	\$ 73,486	1.10	100%	1.10	\$ 80,835	\$ 243,075	\$ 485,008	\$ 728,082	
Navigation Manager (MK)	\$ 79,290	1.00	20%	0.20	\$ 15,858	\$ 72,860	\$ 95,148	\$ 168,008	
Housing Orientation Specialist	\$ 61,131	1.00			\$ -	\$ 91,697	\$ -	\$ 91,697	
Real Estate Manager (FDC)	\$ 88,100	1.00	25%	0.25	\$ 22,025	\$ 78,275	\$ 132,150	\$ 210,425	
Real Estate Specialist (TBD)	\$ 58,240	1.20	100%	1.20	\$ 69,888	\$ 238,368	\$ 419,328	\$ 657,696	
Administrative Assistant TBD	\$ 60,000	1.00	10%	0.10	\$ 6,000	\$ 113,160	\$ 36,000	\$ 149,160	
Staff Accountant	\$ 62,000	1.00	3%	0.03	\$ 1,998	\$ 55,800	\$ 13,988	\$ 69,788	
Intake Coordinator (LB)	\$ 72,900	1.00	10%	0.10	\$ 7,290	\$ 7,290	\$ 43,740	\$ 51,030	
Contracts Administrator	\$ 95,940	1.00	9%	0.09	\$ 8,721	\$ 8,721	\$ 52,329	\$ 61,050	
Real Estate Coordinator (PDC)	\$ 72,900	1.00	10%	0.10	\$ 7,290	\$ 7,290	\$ 43,740	\$ 51,030	
Stability Manager (KF)	\$ 88,100	1.00	10%	0.10	\$ 8,810	\$ 8,810	\$ 52,860	\$ 61,670	
Data Entry Specialist (TBD)	\$ 58,240	1.00	25%	0.25	\$ 14,560	\$ 14,560	\$ 87,360	\$ 101,920	
	TOTAL SALARIES					\$ 650,982	\$ 2,434,304	\$ 3,905,894	\$ 6,340,198
	TOTAL FTE				9.62				
	FRINGE BENEFIT RATE				30.00%				
	EMPLOYEE FRINGE BENEFITS				\$ 195,295	\$ 730,291	\$ 1,171,768	\$ 1,902,059	
	TOTAL SALARIES & BENEFITS				\$ 846,277	\$ 3,164,595	\$ 5,077,663	\$ 8,242,257	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Housing Solutions
F\$P Contract ID#	1000019042
Budget Name	General Fund - RRH

	Year 1			Year 2			Year 3	Year 4	
	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	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	7/1/2023 - 6/30/2024
	Actuals	Amendment	New	Actuals	Amendment	New	Actuals	Current/Actuals	Amendment
	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change
Operating Expenses									
Rental of Property	\$ 112,000	\$ -	\$ 112,000	\$ 112,000	\$ -	\$ 112,000	\$ 112,000	\$ 108,000	\$ (704)
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 13,338	\$ -	\$ 13,338	\$ 13,338	\$ -	\$ 13,338	\$ 13,338	\$ 13,500	\$ -
Office Supplies, Postage	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,585	\$ 5,500	\$ -
Building Maintenance Supplies and Repair	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		\$ -
Insurance	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
Staff Training	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
Rental of Equipment	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Fees & Subscriptions	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		\$ 425
Hiring Expenses	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Computer Services and Equipment	\$ 19,000	\$ -	\$ 19,000	\$ 19,000	\$ -	\$ 19,000	\$ 19,000	\$ 30,905	\$ -
Transportation	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ -
Payroll Services	\$ 3,300	\$ -	\$ 3,300	\$ 3,300	\$ -	\$ 3,300	\$ 3,300	\$ 3,300	\$ -
Participant Activities & Services	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000		\$ 5
Conferences & Seminars	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		\$ -
Temporary Agency	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000		\$ 274
TOTAL OPERATING EXPENSES	\$ 202,137	\$ -	\$ 202,137	\$ 202,137	\$ -	\$ 202,137	\$ 202,722	\$ 187,705	\$ -
Other Expenses (not subject to indirect cost %)									
One-Time Carry Forward Subsidy	\$ 152,968	\$ -	\$ 152,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Barriers	\$ 13,750	\$ -	\$ 13,750	\$ 13,750	\$ -	\$ 13,750	\$ 13,750	\$ 13,750	\$ -
Household Goods	\$ 82,500	\$ -	\$ 82,500	\$ 82,500	\$ -	\$ 82,500	\$ 82,500	\$ 82,500	\$ (40,000)
Rental Move-In Assistance	\$ 74,014	\$ -	\$ 74,014	\$ 74,014	\$ -	\$ 74,014	\$ 74,014	\$ 74,014	\$ 40,000
Shallow Rent Subsidies	\$ 367,902	\$ -	\$ 367,902	\$ 367,902	\$ -	\$ 367,902	\$ 367,902	\$ 367,902	\$ -
Prop C Bonus Pay One-Time	\$ 695	\$ -	\$ 695	\$ 13,657	\$ -	\$ 13,657		\$ -	\$ -
Cost of Doing Business (CODB) One-Time	\$ 49,240	\$ -	\$ 49,240		\$ -	\$ -			\$ -
Adjustment for Atuals	\$ (404,896)	\$ -	\$ (404,896)	\$ (240,669)	\$ -	\$ (240,669)	\$ (384,736)		\$ -
TOTAL OTHER EXPENSES	\$ 336,173	\$ -	\$ 336,173	\$ 311,153	\$ -	\$ 311,153	\$ 153,430	\$ 538,166	\$ -
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE SERVICES
OPERATING DETAIL**

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

EXTENSION YEAR

		Year 5
	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
	New	New
	Budgeted Expense	Budgeted Expense
<u>Operating Expenses</u>		
Rental of Property	\$ 107,296	\$ 107,297
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 13,500	\$ 13,500
Office Supplies, Postage	\$ 5,500	\$ 5,500
Building Maintenance Supplies and Repair	\$ -	\$ -
Insurance	\$ 6,000	\$ 6,000
Staff Training	\$ 4,000	\$ 4,000
Rental of Equipment	\$ 3,000	\$ 3,000
Fees & Subscriptions	\$ 425	\$ 425
Hiring Expenses	\$ 3,500	\$ 3,500
Computer Services and Equipment	\$ 30,905	\$ 30,905
Transportation	\$ 10,000	\$ 10,000
Payroll Services	\$ 3,300	\$ 3,300
Participant Activities & Services	\$ 5	\$ 5
Conferences & Seminars	\$ -	\$ -
Temporary Agency	\$ 274	\$ 274
TOTAL OPERATING EXPENSES	\$ 187,705	\$ 187,705
<u>Other Expenses (not subject to indirect cost %)</u>		
One-Time Carry Forward Subsidy	\$ -	\$ -
Housing Barriers	\$ 13,750	\$ 13,750
Household Goods	\$ 42,500	\$ 42,500
Rental Move-In Assistance	\$ 114,014	\$ 114,014
Shallow Rent Subsidies	\$ 367,902	\$ 367,902
Prop C Bonus Pay One-Time	\$ -	\$ -
Cost of Doing Business (CODB) One-Time	\$ -	\$ -
Adjustment for Actuals		\$ -
TOTAL OTHER EXPENSES	\$ 538,166	\$ 538,166
TOTAL CAPITAL EXPENSES	\$ -	\$ -

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE SERVICES
OPERATING DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

EXTENSION YEA EXTENSION YEA EXTENSION YEA EXTENSION YEAR

	Year 6	Year 7	Year 8	Year 9	Year 10	All Years		
	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	New	New	New	New	New	Actuals	Modification	New
<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
Rental of Property	\$ 107,297	\$ 107,297	\$ 107,297	\$ 107,297	\$ 107,297	\$ 444,000	\$ 643,075	\$ 1,087,075
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 53,513	\$ 81,000	\$ 134,513
Office Supplies, Postage	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 21,085	\$ 33,000	\$ 54,085
Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
Insurance	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 24,000	\$ 36,000	\$ 60,000
Staff Training	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 16,000	\$ 24,000	\$ 40,000
Rental of Equipment	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000	\$ 18,000	\$ 30,000
Fees & Subscriptions	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 3,000	\$ 2,975	\$ 5,975
Hiring Expenses	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 14,000	\$ 21,000	\$ 35,000
Computer Services and Equipment	\$ 30,905	\$ 30,905	\$ 30,905	\$ 30,905	\$ 30,905	\$ 87,905	\$ 185,430	\$ 273,335
Transportation	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 25,000	\$ 60,000	\$ 85,000
Payroll Services	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	\$ 13,200	\$ 19,800	\$ 33,000
Participant Activities & Services	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 15,000	\$ 35	\$ 15,035
Conferences & Seminars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
Temporary Agency	\$ 274	\$ 274	\$ 274	\$ 274	\$ 274	\$ 60,000	\$ 1,918	\$ 61,918
TOTAL OPERATING EXPENSES	\$ 187,705	\$ 187,705	\$ 187,705	\$ 187,705	\$ 187,705	\$ 794,702	\$ 1,126,233	\$ 1,920,935
<u>Other Expenses (not subject to indirect cost %)</u>								
One-Time Carry Forward Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,968	\$ -	\$ 152,968
Housing Barriers	\$ 13,750	\$ 13,750	\$ 13,750	\$ 13,750	\$ 13,750	\$ 55,000	\$ 82,500	\$ 137,500
Household Goods	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 330,000	\$ 215,000	\$ 545,000
Rental Move-In Assistance	\$ 114,014	\$ 114,014	\$ 114,014	\$ 114,014	\$ 114,014	\$ 296,054	\$ 724,081	\$ 1,020,135
Shallow Rent Subsidies	\$ 367,902	\$ 367,902	\$ 367,902	\$ 367,902	\$ 367,902	\$ 1,471,608	\$ 2,207,412	\$ 3,679,020
Prop C Bonus Pay One-Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,352	\$ -	\$ 14,352
Cost of Doing Business (CODB) One-Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,240	\$ -	\$ 49,240
Adjustment for Actuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,030,301)	\$ -	\$ (1,030,301)
TOTAL OTHER EXPENSES	\$ 538,166	\$ 538,166	\$ 538,166	\$ 538,166	\$ 538,166	\$ 1,338,921	\$ 3,228,993	\$ 4,567,914
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET NARRATIVE

Fiscal Year

General Fund - RRH

FY23-24

<- 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 Budget</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>ed FTE</u>	<u>Budgeted Salary</u>			
Chief Program Officer	0.01	\$ 1,373	Provides strategic, fiscal, operational, quality assurance and compliance oversight to the entire RRH department. Provides Leadership, management and coaching to Program Directors.	.01 FTE x \$160,000	
Director of Housing & Real Estate (ML)	0.17	\$ 25,275	Provides day to day oversight of program, strategy and compliance	0.2 FTE * \$150,000= \$30,000	Mayo Lunt
Housing Stability Director	0.02	\$ 1,354	Leads Stability team, including directly supervising Stability Coordinators. Works with Director of Housing on matters of contract compliance, fiscal oversight, and service delivery quality control.	.02 FTE x \$90,000	
Housing Stability Coordinator (MA)	1.00	\$ 72,090	Provides supervision to housing stability case managers, ensures compliance	1 FTE * \$72,090= \$72,090	Maria Arribas
Housing Stability Case Manager (CO, CH,CT, DG,TD, TBD)	3.90	\$ 249,376	provides case management to promote stability during subsidy for HS and HUD families	3.9 FTE * \$63,943= \$249,376	Cecilia Olivares, Cynthia Herrera, Cynthia Trinidad, Destiny Gulley, Thesia Davis, Vacant
Intake Specialist (AS, MV)	1.00	\$ 58,240	determines eligibility, gathers docs and provides intake, referrals	1 FTE * \$58,240= \$58,240	Alyssa Springer, Myra Vazquez
Navigation Specialist (IC, AV)	1.10	\$ 80,835	supports housing search and decreases housing barriers	1.1 FTE * \$73,486= \$80,835	Ivory Collins, Alejandra Vega
Navigation Manager (MK)	0.20	\$ 15,858	oversees intake and navigation teams; ensures compliance	0.2 FTE * \$79,290= \$15,858	Mattheiu Kaman
Housing Orientation Specialist		\$ -	no longer funded by this contract		
Real Estate Manager (FDC)	0.25	\$ 22,025	provides supervision to real estate team to ensure housing stock & compliance	0.25 FTE * \$88,100= \$22,025	Frank DeLa Campa
Real Estate Specialist (TBD)	1.20	\$ 69,888	works with landlord to ensure housing stock and mediate with issues once family is housed	1.2 FTE * \$58,240= \$69,888	vacancies
Administrative Assistant TBD	0.10	\$ 6,000	to provide administrative support to program to ensure check requests, admin tasks completed for contract and program	0.1 FTE * \$60,000= \$6,000	vacant
Staff Accountant	0.03	\$ 1,998	Process direct financial assistance payments and ensure supportive backup is accurate and complete.	.03 FTE x \$62,000	
Intake Coordinator (LB)	0.10	\$ 7,290	provides day to day oversight of intake team; ensures compliance	0.1 FTE * \$72,900= \$7,290	vacant
Contracts Administrator	0.09	\$ 8,721	oversees reporting, budget, deliverables and compliance, including audits	Approx.. 0.09 FTE * \$95,940= \$8,721	Tracy Liu
Real Estate Coordinator (PDC)	0.10	\$ 7,290	provides quality assurance, compliance and direct supervision of real estate staff and workflows	0.1 FTE * \$72,900= \$7,290	Pamela de La Cruz
Stability Manager (KF)	0.10	\$ 8,810	provides quality assurance, compliance and direct supervision of stability staff and workflows	0.1 FTE * \$88,100= \$8,810	Kate Fischer
Data Entry Specialist (TBD)	0.25	\$ 14,560	enters data and ensures quality of data entered into ONE system and internal systems	0.25 FTE * \$58,240= \$14,560	Ella Garfield, TBD
TOTAL	9.62	\$ 650,982			
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical</u>		
		\$ 195,295	calculated at 30% of total salaries.		
Salaries & Benefits Total		\$ 846,277			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 107,296	satellite office rental property for staff in field and fleet of cars	\$9,000/month * 12 months= \$108,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 13,500	cost allocation of utilities to the FTEs on this contract	\$1,125/month * 12 months= \$13,500
Office Supplies, Postage	\$ 5,500	envelopes, paper, pens, postage and other supplies	\$458.33/month *12 months= \$5,500
Building Maintenance Supplies and Repair	\$ -	printing	
Insurance	\$ 6,000	liability and other required insurances from SF county	\$500/month * 12 months= \$6,000
Staff Training	\$ 4,000	skills enhancement and professional development opportunities	\$333.33/month *12 months= \$4,000
Rental of Equipment	\$ 3,000	technology systems costs	\$250/month * 12 months= \$3,000
Hiring Expenses	\$ 3,500	Costs associated with external job postings and background checks	\$291.67/month * 12 months= \$3,500
Computer Services and Equipment	\$ 30,905	Computer equipment and software licenses such as Salesforce and Microsoft	Approx.. \$2,575.42/month * 12 months= \$30,905
Transportation	\$ 10,000	gas and upkeep of fleet used for home visits	\$833.33/month *12 months= \$10,000
Payroll Services	\$ 3,300	Payroll processing fees	\$275/month * 12 months= \$3,300
Participant Activities & Services	\$ 5		
Temporary Agency	\$ 274		
TOTAL OPERATING EXPENSES	\$ 187,705		
Indirect Cost	15.0%	\$ 155,097	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Housing Barriers	\$ 13,750		
Household Goods	\$ 42,500		
Rental Move-In Assistance	\$ 114,014		
Shallow Rent Subsidies	\$ 367,902		
TOTAL OTHER EXPENSES	\$ 538,166		
Difference	\$ -		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10
Provider Name	Hamilton Families		
Program	Housing Solutions		
F\$P Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	ESG - RRH		

	Current	New	
Term Budget	\$ 777,674	\$ 1,929,332	15%
Contingency	\$ 2,244,233	\$ 2,148,287	
Not-To-Exceed	\$ 9,596,581	\$ 21,903,359	

EXTENSION YEAR

	Year 1	Year 2	Year 3	Year 4			Year 5
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
	Actuals	Actuals	Actuals	Current/Actuals	Amendment	New	New
Expenditures							
Salaries & Benefits	\$ 63,224	\$ 63,224	\$ 63,224	\$ 64,355	\$ -	\$ 64,355	\$ 64,355
Operating Expense	\$ 1,491	\$ 1,491	\$ 1,491	\$ 29,944	\$ 0	\$ 29,944	\$ 29,944
Subtotal	\$ 64,715	\$ 64,715	\$ 64,715	\$ 94,299	\$ 0	\$ 94,299	\$ 94,299
Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%	15.00%
Indirect Cost (Line 21 X Line 22)	\$ 9,707	\$ 9,707	\$ 9,707	\$ 14,144	\$ -	\$ 14,144	\$ 14,144
Other Expenses (Not subject to indirect %)	\$ 57,170	\$ 272,521	\$ 32,776	\$ 83,500	\$ -	\$ 83,500	\$ 83,500
Total Expenditures	\$ 131,592	\$ 346,943	\$ 107,197	\$ 191,943	\$ 0	\$ 191,943	\$ 191,943
HSH Revenues (select)							
HUD ESG (CFDA 14.231)	\$ 191,943	\$ 191,943	\$ 191,943	\$ 191,943		\$ 191,943	\$ 191,943
HUD ESG (CFDA 14.231) - One Time Carry Forward	\$ 123,177	\$ 154,999				\$ -	\$ -
Adjustment for Actuals	\$ (183,528.00)		\$ (84,746)				
Unspent						\$ -	\$ -
Total HSH Revenues	\$ 131,592	\$ 346,942	\$ 107,197	\$ 191,943	\$ -	\$ 191,943	\$ 191,943
Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH + Other Revenues	\$ 131,592	\$ 346,942	\$ 107,197	\$ 191,943	\$ -	\$ 191,943	\$ 191,943
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -

Prepared by	Maritza Penagos
Email	mpenagos@hamiltonfamilies.com

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 APPENDIX B, BUDGET

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Name

Term Budget	
Contingency	EXTENSION YEAR
Not-To-Exceed	Year 6
	7/1/2025 - 6/30/2026
	New

Expenditures	
Salaries & Benefits	\$ 64,355
Operating Expense	\$ 29,944
Subtotal	\$ 94,299
Indirect Percentage	15.00%
Indirect Cost (Line 2)	\$ 14,144
Other Expenses (Not)	\$ 83,500
Total Expenditures	\$ 191,943

HSH Revenues (select)	
HUD ESG (CFDA 14.2)	\$ 191,943
HUD ESG (CFDA 14.2)	\$ -
Adjustment for Actual	
Unspent	\$ -
Total HSH Revenue	\$ 191,943
Total Other Revenue	\$ -
Total HSH + Other Revenue	\$ 191,943
Rev-Exp (Budget Maximum)	\$ -

Prepared by
Email

DEPARTMENT OF H
APPENDIX B, BUDG

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Name

Term Budget

Contingency EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR

Not-To-Exceed	Year 7	Year 8	Year 9	Year 10	All Years		
	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	New	New	New	New	Actuals	Amendment	New
Expenditures							
Salaries & Benefits	\$ 64,355	\$ 64,355	\$ 64,355	\$ 64,355	\$ 254,026	\$ 386,131	\$ 640,157
Operating Expense	\$ 29,944	\$ 29,944	\$ 29,944	\$ 29,944	\$ 34,417	\$ 179,664	\$ 214,081
Subtotal	\$ 94,299	\$ 94,299	\$ 94,299	\$ 94,299	\$ 288,443	\$ 565,795	\$ 854,238
Indirect Percentage	15.00%	15.00%	15.00%	15.00%			
Indirect Cost (Line 2	\$ 14,144	\$ 14,144	\$ 14,144	\$ 14,145	\$ 43,265	\$ 84,865	\$ 128,129
Other Expenses (Noi	\$ 83,500	\$ 83,500	\$ 83,500	\$ 83,500	\$ 445,967	\$ 501,000	\$ 946,967
Total Expenditures	\$ 191,943	\$ 191,943	\$ 191,943	\$ 191,944	\$ 777,676	\$ 1,151,660	\$ 1,929,335
SHH Revenues (sele							
HUD ESG (CFDA 14.2	\$ 191,943	\$ 191,943	\$ 191,943	\$ 191,943	\$ 767,772	\$ 1,151,658	\$ 1,919,430
HUD ESG (CFDA 14.2	\$ -	\$ -	\$ -	\$ -	\$ 278,176	\$ -	\$ 278,176
Adjustment for Actu							
Unspent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total SHH Revenue	\$ 191,943	\$ 191,943	\$ 191,943	\$ 191,943	\$ 777,674	\$ 1,151,658	\$ 1,929,332
Total Other Revenu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total SHH + Other R	\$ 191,943	\$ 191,943	\$ 191,943	\$ 191,943	\$ 777,674	\$ 1,151,658	\$ 1,929,332
Rev-Exp (Budget Ma	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Prepared by
Email

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

POSITION TITLE	Year 1	Year 2	Year 3	Year 4					
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	Actuals	Actuals	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current/Actuals	Amendment
	Budgeted Salary	Budgeted Salary	Budgeted Salary					Budgeted Salary	Change
Real Estate Specialist	\$ 14,040	\$ 14,040	\$ 14,040	\$ 58,240	1.00	25%	0.25	\$ 14,560	\$ -
Housing Stability Case Manager	\$ 32,448	\$ 32,448	\$ 32,448	\$ 58,240	1.00	60%	0.60	\$ 34,944	\$ -
	\$ 46,488	\$ 46,488	\$ 46,488	TOTAL SALARIES				\$ 49,504	\$ -
				TOTAL FTE			0.85		
	36.00%	36.00%	36.00%	FRINGE BENEFIT RATE				30.00%	
	\$ 16,736	\$ 16,736	\$ 16,736	EMPLOYEE FRINGE BENEFITS				\$ 14,851	\$ -
	\$ 63,224	\$ 63,224	\$ 63,224	TOTAL SALARIES & BENEFITS				\$ 64,355	\$ -

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
F&P Contract ID#
Budget Name

POSITION TITLE	7/1/2023 - 6/30/2024
	New
	Budgeted Salary
Real Estate Specialist	\$ 14,560
Housing Stability Case Manager	\$ 34,944
	\$ 49,504
	30.00%
	\$ 14,851
	\$ 64,355

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 5				
	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Real Estate Specialist	\$ 58,240	1.00	25%	0.25	\$ 14,560
Housing Stability Case Manager	\$ 58,240	1.00	60%	0.60	\$ 34,944
	TOTAL SALARIES				\$ 49,504
	TOTAL FTE				0.85
	FRINGE BENEFIT RATE				30.00%
	EMPLOYEE FRINGE BENEFITS				\$ 14,851
	TOTAL SALARIES & BENEFITS				\$ 64,355

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 6				
	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Real Estate Specialist	\$ 58,240	1.00	25%	0.25	\$ 14,560
Housing Stability Case Manager	\$ 58,240	1.00	60%	0.60	\$ 34,944
	TOTAL SALARIES				\$ 49,504
	TOTAL FTE				0.85
	FRINGE BENEFIT RATE				30.00%
	EMPLOYEE FRINGE BENEFITS				\$ 14,851
	TOTAL SALARIES & BENEFITS				\$ 64,355

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 7				
	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Real Estate Specialist	\$ 58,240	1.00	25%	0.25	\$ 14,560
Housing Stability Case Manager	\$ 58,240	1.00	60%	0.60	\$ 34,944
	TOTAL SALARIES				\$ 49,504
	TOTAL FTE				0.85
	FRINGE BENEFIT RATE				30.00%
	EMPLOYEE FRINGE BENEFITS				\$ 14,851
	TOTAL SALARIES & BENEFITS				\$ 64,355

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 8				
	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Real Estate Specialist	\$ 58,240	1.00	25%	0.25	\$ 14,560
Housing Stability Case Manager	\$ 58,240	1.00	60%	0.60	\$ 34,944
	TOTAL SALARIES				\$ 49,504
	TOTAL FTE				0.85
	FRINGE BENEFIT RATE				30.00%
	EMPLOYEE FRINGE BENEFITS				\$ 14,851
	TOTAL SALARIES & BENEFITS				\$ 64,355

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 9				
	Agency Totals		For HSH Funded Program		7/1/2028 - 6/30/2029
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Real Estate Specialist	\$ 58,240	1.00	25%	0.25	\$ 14,560
Housing Stability Case Manager	\$ 58,240	1.00	60%	0.60	\$ 34,944
	TOTAL SALARIES				\$ 49,504
	TOTAL FTE				0.85
	FRINGE BENEFIT RATE				30.00%
	EMPLOYEE FRINGE BENEFITS				\$ 14,851
	TOTAL SALARIES & BENEFITS				\$ 64,355

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 10				
	Agency Totals		For HSH Funded Program		7/1/2029 - 6/30/2030
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Real Estate Specialist	\$ 58,240	1.00	25%	0.25	\$ 14,560
Housing Stability Case Manager	\$ 58,240	1.00	60%	0.60	\$ 34,944
	TOTAL SALARIES				\$ 49,504
	TOTAL FTE				0.85
	FRINGE BENEFIT RATE				30.00%
	EMPLOYEE FRINGE BENEFITS				\$ 14,851
	TOTAL SALARIES & BENEFITS				\$ 64,355

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

POSITION TITLE	All Years		
	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	Actuals	Modification	New
	Budgeted Salary	Change	Budgeted Salary
Real Estate Specialist	\$ 56,680	\$ 87,360	\$ 144,040
Housing Stability Case Manager	\$ 132,288	\$ 209,664	\$ 341,952
	\$ 188,968	\$ 297,024	\$ 485,992
	\$ 65,058	\$ 89,107	\$ 154,165
	\$ 254,026	\$ 386,131	\$ 640,157

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL**

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Housing Solution
F\$P Contract ID#	1000019042
Budget Name	ESG - RRH

	Year 1	Year 2	Year 3	Year 4		
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	Actuals	Actuals	Current/Actuals	Amendment	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
Operating Expenses						
Software licensing costs				\$ 29,944	\$ (83)	\$ 29,861
Transportation	\$ 1,491	\$ 1,491	\$ 1,491	\$ -	\$ 83	\$ 83
TOTAL OPERATING EXPENSES	\$ 1,491	\$ 1,491	\$ 1,491	\$ 29,944	\$ 0	\$ 29,944
Other Expenses (not subject to indirect cost %)						
One Time Carry Forward Subsidies	\$ 123,177			\$ -	\$ -	\$ -
Rental Subsidies	\$ 70,522	\$ 70,522	\$ 70,522	\$ 83,500	\$ (7,285)	\$ 76,215
Move-in assistance	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	\$ 7,285	\$ 7,285
Landlord mediation	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
Unspent carry forward to 21-22				\$ -	\$ -	\$ -
Carry forward to 21-22		\$ 154,999		\$ -	\$ -	\$ -
Adjustment for Actuals	\$ (183,528)		\$ (84,746)		\$ -	
TOTAL OTHER EXPENSES	\$ 57,170	\$ 272,521	\$ 32,776	\$ 83,500	\$ -	\$ 83,500
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE SERVICES
OPERATING DETAIL**

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

EXTENSION YEAR | EXTENSION YEAR | EXTENSION YEAR | EXTENSION YEAR | EXTENSION YEAR | EXTENSION YEAR

	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030
	New	New	New	New	New	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
Operating Expenses						
Software licensing costs	\$ 29,861	\$ 29,861	\$ 29,861	\$ 29,861	\$ 29,861	\$ 29,861
Transportation	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83
TOTAL OPERATING EXPENSES	\$ 29,944	\$ 29,944	\$ 29,944	\$ 29,944	\$ 29,944	\$ 29,944
Other Expenses (not subject to indirect cost %)						
One Time Carry Forward Subsidies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental Subsidies	\$ 76,215	\$ 76,215	\$ 76,215	\$ 76,215	\$ 76,215	\$ 76,215
Move-in assistance	\$ 7,285	\$ 7,285	\$ 7,285	\$ 7,285	\$ 7,285	\$ 7,285
Landlord mediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unspent carry forward to 21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carry forward to 21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment for Actuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER EXPENSES	\$ 83,500	\$ 83,500	\$ 83,500	\$ 83,500	\$ 83,500	\$ 83,500
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE SERVICES
OPERATING DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

	All Years		
	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	Actuals	Modification	New
	Budgeted Expense	Change	Budgeted Expense
<u>Operating Expenses</u>			
Software licensing costs	\$ 29,944	\$ 179,081	\$ 209,025
Transportation	\$ 4,473	\$ 583	\$ 5,056
TOTAL OPERATING EXPENSES	\$ 34,417	\$ 179,664	\$ 214,081
<u>Other Expenses (not subject to indirect cost %)</u>			
One Time Carry Forward Subsidies	\$ 123,177	\$ -	\$ 123,177
Rental Subsidies	\$ 295,066	\$ 450,005	\$ 745,071
Move-in assistance	\$ 135,000	\$ 50,995	\$ 185,995
Landlord mediation	\$ 6,000	\$ -	\$ 6,000
Unspent carry forward to 21-22	\$ -	\$ -	\$ -
Carry forward to 21-22	\$ 154,999	\$ -	\$ 154,999
Adjustment for Actuals	\$ (268,274)	\$ -	\$ (268,274)
TOTAL OTHER EXPENSES	\$ 445,967	\$ 501,000	\$ 946,967
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -

BUDGET NARRATIVE

Fiscal Year

ESG - RRH

FY23-24

<- 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</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>FTE</u>	<u>Salary</u>			
Real Estate Specialist	0.25	\$ 14,560	Acquires unit/landlord leads and maintains landlord relationships. Works with Housing Navigation Specialists to match unit leads to families. Works with colleagues to ensure units pass HQS inspections and have all necessary paperwork.	\$58,240* .25= \$14,560	Cynthia Jackson
Housing Stability Case Manager	0.60	\$ 34,944	Supports families after move-in. Coaches families on SMART goal-setting in relation to income, education, and other spheres.	\$58,240X.60=\$32,944	Vacant TBD
TOTAL	0.85	\$ 49,504			
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>		
		<u>\$ 14,851</u>			
Salaries & Benefits Total		\$ 64,355			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Software licensing costs	\$ 29,861	Portion of salesforce, zoom, Microsoft and other licenses required to provide services	based on FTEs and overall costs
Transportation	\$ 83		
TOTAL OPERATING EXPENSES	\$ 29,944		
Indirect Cost	15.0%	\$ 14,144	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental Subsidies	\$ 76,215	payments to landlords to ensure stability in housing	approx. \$1500 / monthly x 12 months x 6 families
Move-in assistance	\$ 7,285		
TOTAL OTHER EXPENSES	\$ 83,500		

Difference \$ -

	A	B	C	D	E	H	K	N	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	7/1/2020	6/30/2024	4							
6	Amended Term	7/1/2020	6/30/2030	10							
7	Provider Name	Hamilton Families									
8	Program	Housing Solutions									
9	FSP Contract ID#	1000019042									
10	Action (select)	Amendment									
11	Effective Date	7/1/2024									
12	Budget Name	General Fund - HPA									
13		Current	New								
14	Term Budget	\$ 234,218	\$ 234,218	15%							
15	Contingency	\$ 2,244,233	\$ 2,148,287								
16	Not-To-Exceed	\$ 9,596,581	\$ 21,903,359								
		Year 1	Year 2	Year 3	Year 4	All Years					
17		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030			
18		Actuals	Actuals	Actuals	Actuals	Actuals	Amendment	New			
19	Expenditures										
20	Salaries & Benefits	\$ 155,884	\$ -	\$ -	\$ -	\$ 155,884	\$ -	\$ 155,884			
21	Operating Expense	\$ 25,384	\$ -	\$ -	\$ -	\$ 25,384	\$ -	\$ 25,384			
22	Subtotal	\$ 181,268	\$ -	\$ -	\$ -	\$ 181,268	\$ -	\$ 181,268			
23	Indirect Percentage	15.00%	0.00%	0.00%	0.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 27,190	\$ -	\$ -	\$ -	\$ 27,190	\$ -	\$ 27,190			
25	Other Expenses (Not subject to indirect %)	\$ 25,760	\$ -	\$ -	\$ -	\$ 25,760	\$ -	\$ 25,760			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 234,218	\$ -	\$ -	\$ -	\$ 234,218	\$ -	\$ 234,218			
29											
30	HSH Revenues (select)										
31	General Fund - Ongoing	\$ 262,519	\$ -	\$ -	\$ -	\$ 262,519	\$ -	\$ 262,519			
32	General Fund - CODB					\$ -	\$ -	\$ -			
33	General Fund - One-Time Carryforward	\$ 53,939				\$ 53,939	\$ -	\$ 53,939			
34	Prop C - One-time COVID-19 Bonus Pay					\$ -	\$ -	\$ -			

	A	B	C	D	E	H	K	N	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	7/1/2020	6/30/2024	4											
6	Amended Term	7/1/2020	6/30/2030	10											
7	Provider Name	Hamilton Families													
8	Program	Housing Solutions													
9	FSP Contract ID#	1000019042													
10	Action (select)	Amendment													
11	Effective Date	7/1/2024													
35	General Fund - One-Time	\$	7,876						\$	7,876	\$	-	\$	7,876	
36	HUD ESG (CFDA 14.231)								\$	-	\$	-	\$	-	
37	HUD ESG (CFDA 14.231) - One Time Carry Forward								\$	-	\$	-	\$	-	
38	Adjustment for Actuals	\$	(90,116)												
39	Unspent								\$	-	\$	-	\$	-	
40	Prop C - Ongoing - Family RRH								\$	-	\$	-	\$	-	
41	Total HSH Revenues	\$	234,218	\$	-	\$	-	\$	-	\$	234,218	\$	-	\$	234,218
42	<u>Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)</u>														
43									\$	-	\$	-	\$	-	
44									\$	-	\$	-	\$	-	
45									\$	-	\$	-	\$	-	
46									\$	-	\$	-	\$	-	
47									\$	-	\$	-	\$	-	
48	Total Other Revenues	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
49															
50	Total HSH + Other Revenues	\$	234,218	\$	-	\$	-	\$	-	\$	234,218	\$	-	\$	234,218
51	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
53															
54	Prepared by	Maritza Penagos													
56	Email	mpenagos@hamiltonfamilies.com													

	A	B	C	D	E	F	I	J	K	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Hamilton Families								
5	Program	Housing Solutions								
6	FSP Contract ID#	1000019042								
7	Budget Name	General Fund -								
8		Year 1					Year 2			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021	Agency Totals		For HSH Program	
10						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	Associate Director of Intake	\$ 71,500	1.00	35%	0.35	\$ 25,025				
13	Homelessness Prevention Specialist	\$ 59,030	1.00	100%	1.00	\$ 59,030				
14	Housing Orientation Specialist	\$ 61,131	1.00	50%	0.50	\$ 30,566				
15										
54										
55		TOTAL SALARIES				\$ 114,621	TOTAL			
56		TOTAL FTE				1.85	TOTAL FTE			
57		FRINGE BENEFIT RATE				36.00%	FRINGE BENEFIT RATE			
58		EMPLOYEE FRINGE BENEFITS				\$ 41,263	EMPLOYEE FRINGE BENEFITS			
59		TOTAL SALARIES & BENEFITS				\$ 155,884	TOTAL SALARIES & BENEFITS			
60										
61										
62										

	A	B	C	D	E	L	M	P	Q	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Hamilton Families								
5	Program	Housing Solutions								
6	FSP Contract ID#	1000019042								
7	Budget Name	General Fund -								
8		Year 1								
9	POSITION TITLE	Agency Totals		For HSH Funded Program		Funded Program	7/1/2021 - 6/30/2022	Agency Totals		
10							Actuals			
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	
12	Associate Director of Intake	\$ 71,500	1.00	35%	0.35		\$ -			
13	Homelessness Prevention Specialist	\$ 59,030	1.00	100%	1.00		\$ -			
14	Housing Orientation Specialist	\$ 61,131	1.00	50%	0.50		\$ -			
15										
54										
55		TOTAL SALARIES				PL SALARIES	\$ -			
56		TOTAL FTE				1.85				
57		FRINGE BENEFIT RATE				NEFIT RATE	36.00%			
58		EMPLOYEE FRINGE BENEFITS				SE BENEFITS	\$ -	EMP		
59		TOTAL SALARIES & BENEFITS				& BENEFITS	\$ -	TOTA		
60										
61										
62										

	A	B	C	D	E	R	S	T	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Hamilton Families							
5	Program	Housing Solutions							
6	FSP Contract ID#	1000019042							
7	Budget Name	General Fund -							
8		Year 1				Year 3			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		For HSH Funded Program		7/1/2022 - 6/30/2023	Agency Totals
10								Actuals	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)
12	Associate Director of Intake	\$ 71,500	1.00	35%	0.35			\$ -	
13	Homelessness Prevention Specialist	\$ 59,030	1.00	100%	1.00			\$ -	
14	Housing Orientation Specialist	\$ 61,131	1.00	50%	0.50			\$ -	
15									
54									
55		TOTAL SALARIES				TOTAL SALARIES		\$ -	
56		TOTAL FTE			1.85	TOTAL FTE			
57		FRINGE BENEFIT RATE				FRINGE BENEFIT RATE		36.00%	
58		EMPLOYEE FRINGE BENEFITS				EMPLOYEE FRINGE BENEFITS		\$ -	
59		TOTAL SALARIES & BENEFITS				TOTAL SALARIES & BENEFITS		\$ -	
60									
61									
62									

	A	B	C	D	E	X	Y	Z	AA	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Hamilton Families								
5	Program	Housing Solutions								
6	FSP Contract ID#	1000019042								
7	Budget Name	General Fund -								
8		Year 1				Year 4				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		For HSH Funded Program		7/1/2023 - 6/30/2024		
10								Actuals		
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	
12	Associate Director of Intake	\$ 71,500	1.00	35%	0.35				\$ -	
13	Homelessness Prevention Specialist	\$ 59,030	1.00	100%	1.00				\$ -	
14	Housing Orientation Specialist	\$ 61,131	1.00	50%	0.50				\$ -	
15										
54										
55		TOTAL SALARIES				TOTAL SALARIES				\$ -
56				TOTAL FTE	1.85			TOTAL FTE		
57				FRINGE BENEFIT RATE				FRINGE BENEFIT RATE	36.00%	
58		EMPLOYEE FRINGE BENEFITS				EMPLOYEE FRINGE BENEFITS				\$ -
59		TOTAL SALARIES & BENEFITS				TOTAL SALARIES & BENEFITS				\$ -
60										
61										
62										

	A	B	C	D	E	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Hamilton Families							
5	Program	Housing Solutions							
6	FSP Contract ID#	1000019042							
7	Budget Name	General Fund -							
8		Year 1				All Years			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030	
10						Actuals	Modification	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	
12	Associate Director of Intake	\$ 71,500	1.00	35%	0.35	\$ 25,025	\$ -	\$ 25,025	
13	Homelessness Prevention Specialist	\$ 59,030	1.00	100%	1.00	\$ 59,030	\$ -	\$ 59,030	
14	Housing Orientation Specialist	\$ 61,131	1.00	50%	0.50	\$ 30,566	\$ -	\$ 30,566	
15						\$ -	\$ -	\$ -	
54						\$ -	\$ -	\$ -	
55		TOTAL SALARIES				\$ 114,621	\$ -	\$ 114,621	
56		TOTAL FTE				1.85			
57		FRINGE BENEFIT RATE							
58		EMPLOYEE FRINGE BENEFITS				\$ 41,263	\$ -	\$ 41,263	
59		TOTAL SALARIES & BENEFITS				\$ 155,884	\$ -	\$ 155,884	
60									
61									
62									

	A	B	E	H	K	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2024						
4	Provider Name	Hamilton Family						
5	Program	Housing Solution						
6	FSP Contract ID#	1000019042						
7	Budget Name	General Fund - I						
8								
9		Year 1	Year 2	Year 3	Year 4	All Years		
96								
97	HSH #3					Template last modified	9/1/2021	

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	6/30/2024	4
Amended Term	7/1/2020	6/30/2030	10
Provider Name	Hamilton Families		
Program	Housing Solutions		
FSP Contract ID#	1000019042		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	Prop C - Family RRH		

	Current	New	
Term Budget	\$ 448,340	\$ 1,335,940	15%
Contingency	\$ 2,244,233	\$ 2,148,287	
Not-To-Exceed	\$ 9,596,581	\$ 21,903,359	

	Year 1	Year 2	Year 3	Year 4	
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
	Actuals	Actuals	Actuals	Current/Actuals	Amendment
Expenditures					
Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 448,340	\$ -	\$ 126,800
Total Expenditures	\$ -	\$ -	\$ 448,340	\$ -	\$ 126,800
HSR Revenues (select)					
Adjustment for Actuals			\$ (146,950)		
Prop C - Ongoing - Family RRH			\$ 595,290		\$ 126,800
Total HSR Revenues	\$ -	\$ -	\$ 448,340	\$ -	\$ 126,800
Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSR + Other Revenues	\$ -	\$ -	\$ 448,340	\$ -	\$ 126,800
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by	Maritza Penagos
Email	mpenagos@hamiltonfamilies.com

DEPARTMENT OF H
APPENDIX B, BUDG

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Name

Term Budget
Contingency
Not-To-Exceed

EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR

	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10		
	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	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024
	New	New	New	New	New	New	New	Actuals
Expenditures								
Other Expenses (No	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 448,340
Total Expenditures	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 448,340
HSH Revenues (sele								
Adjustment for Actu								
Prop C - Ongoing - F	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 595,290
Total HSH Revenues	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 448,340
Total Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH + Other R	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 448,340
Rev-Exp (Budget Ma	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by
Email

DEPARTMENT OF H
APPENDIX B, BUDG

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Name

Term Budget
Contingency
Not-To-Exceed

	All Years	
	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	Amendment	New
Expenditures		
Other Expenses (No	\$ 887,600	\$ 1,335,940
Total Expenditures	\$ 887,600	\$ 1,335,940
HSH Revenues (sele		
Adjustment for Actu		
Prop C - Ongoing - F	\$ 887,600	\$ 1,482,890
Total HSH Revenues	\$ 887,600	\$ 1,335,940
Total Other Revenu	\$ -	\$ -
Total HSH + Other R	\$ 887,600	\$ 1,335,940
Rev-Exp (Budget Ma		\$ -

Prepared by
Email

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Housing Solutions
F\$P Contract ID#	1000019042
Budget Name	Prop C - Family RRH

EXTENSION YEAR EXTENSION YEAR

	Year 1	Year 2	Year 3	Year 4		Year 5	Year 6
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
	Actuals	Actuals	Actuals	Amendment	New	New	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense
<u>Operating Expenses</u>							
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Other Expenses (not subject to indirect cost %)</u>							
Shallow Rent Subsidies			\$ 595,290	\$ -	\$ -	\$ -	\$ -
Subsidy Extensions				\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000
Incentives/Barrier Removal				\$ 18,800	\$ 18,800	\$ 18,800	\$ 18,800
Adjustment for Actuals			\$ (146,950)	\$ -		\$ -	\$ -
TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 448,340	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HS# #3							

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE
OPERATING DETAIL

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name

EXTENSION YEA EXTENSION YEA EXTENSION YEAR

	Year 7	Year 8	Year 9	Year 10	All Years		
	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2030	7/1/2020 - 6/30/2030
	New	New	New	New	Actuals	Modification	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
<u>Operating Expenses</u>							
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Other Expenses (not subject to indirect cost %)</u>							
Shallow Rent Subsidies	\$ -	\$ -	\$ -	\$ -	\$ 595,290	\$ -	\$ 595,290
Subsidy Extensions	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ -	\$ 756,000	\$ 756,000
Incentives/Barrier Removal	\$ 18,800	\$ 18,800	\$ 18,800	\$ 18,800	\$ -	\$ 131,600	\$ 131,600
Adjustment for Actuals	\$ -	\$ -	\$ -	\$ -	\$ (146,950)	\$ -	\$ (146,950)
TOTAL OTHER EXPENSES	\$ 126,800	\$ 126,800	\$ 126,800	\$ 126,800	\$ 448,340	\$ 887,600	\$ 1,335,940
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HS#3					Template last modified		9/1/2021

BUDGET NARRATIVE

Fiscal Year

Prop C - Family RRH

FY23-24

<- 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>
TOTAL		\$ -			
Employee Fringe Benefits		\$ -	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ -			

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Shallow Rent Subsidies	\$ -		
Subsidy Extensions	\$ 108,000		
Incentives/Barrier Removal	\$ 18,800		
Adjustment for Actuals	\$ -		
TOTAL OTHER EXPENSES	\$ 126,800		

Appendix C, Method of Payment

- I. **Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.

- II. **General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
 - A. **Timelines:** Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period.

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 through the Department of Homelessness and Supportive Housing (HSH)’s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

 2. Grantee’s Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.

C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

D. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

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

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed 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 shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	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,

General Fund	
Type	Instructions and Examples of Documentation
	<p>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>

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
Rapid Rehousing	<p>Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee’s accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>

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

A. Advance Requirements:

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

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

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th 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 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
Human Services Agency-538 Holloway	07/01/2018 – 06/30/2024	\$2,594,979
Human Services Agency-CalWORKS Housing Locator & Connector	07/01/2022 – 06/30/2025	\$8,417,984
Department of Homelessness & Supportive Housing -260 Golden Gate Shelter	07/01/2020 – 06/30/2026	\$21,064,271
Department of Homelessness & Supportive Housing -Homelessness Prevention	07/01/2021 – 06/30/2024	\$5,315,725
Department of Homelessness & Supportive Housing -Continuum of Care - Housing and Urban Development (HUD)	11/01/2019 – 10/31/2024	\$6,419,115
Department of Homelessness & Supportive Housing -Emergency Housing Vouchers	01/01/2022 – 06/30/2024	\$2,233,330
Mayor's Office of Housing and Community Development (MOHCD) -Capital Improvements	09/01/2023 – 08/31/2025	\$200,000
San Francisco Superior Court- Family Treatment Court	07/01/2022 – 06/30/2024	\$142,728
Department of Homelessness & Supportive Housing -Transitional Housing	07/01/2019 – 06/30/2024	\$4,453,708

Appendix E, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I. Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

A. City. City means the City and County of San Francisco.

B. Subaward. Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.1). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:

- i. Has programmatic decision-making responsibility within the scope of services of the Agreement;
- ii. May determine client eligibility for the Federal program;
- iii. In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

C. Third Party Subaward. Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. Contract and/or Subcontract. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;
- ii. Does not determine client eligibility for the federal program; and
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

E. Third Party Subcontract. Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. Federal Changes. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation

those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III. Requirements for Pass-Through Entities. (2 CFR §200.332)

- A.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:
- i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;
 - ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR §200.332(3);
 - iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration¹) costs, paragraph (f);
 - iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 § CFR 200.332(5)); and
 - v. Appropriate terms and conditions concerning closeout of the Subaward per 2 § CFR 200.332(6).
- B.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:
- i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
 - ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;
 - iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;
 - iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

¹ 2 CFR § 200.332(a)(1)(xiv)
Appendix E to G-150
FSP#: 1000019042

- v. Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and
- vi. Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.339 Remedies for noncompliance of this part and in program regulations.

IV. Procurement Compliance. (2 CFR §200.318 through 200.326)

- A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:
 - i. General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;
 - ii. Providing full and open competition as per 2 CFR § 200.319; and
 - iii. Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V. Cost Principles Compliance. (2 CFR §200 Subpart E)

- A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:
 - i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - ii. Be incorporated into the official records of the Subrecipient;
 - iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;
 - iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
 - v. Comply with the established accounting policies and practices of the Subrecipient;
 - vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI. Equal Employment Opportunity Compliance. *Applicable to all construction agreements awarded in excess of \$10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(C).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. Davis-Bacon Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. Copeland Anti-Kickback Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. Contract Work Hours and Safety Standards. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(E).*

A. Compliance. Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. Overtime. No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

C. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

D. Withholding for unpaid wages and liquidated damages. The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests. (2 CFR §200 Appendix II(F) and 2 CFR §200.315)

A. Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).

B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

- D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. Debarment and Suspension. *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(H))*

- A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.
- B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. Byrd Anti-Lobbying Certification. *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(I) and by inclusion, 45 CFR Part 93)*

- A. **Subrecipient hereby certifies**, to the best of their knowledge and belief, that"
 - i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
 - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative

agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.

- B.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XIII. Single Audit Requirements

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the \$750,000 threshold of Federal award expenditures for a Single Audit.

XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies

- A.** The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency’s mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency’s terms and conditions.
- B.** Further, all provisions of each Federal awarding agency’s incorporation of the Uniform Guidance are also hereby incorporated as reference:
 - i. U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
 - ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
 - iii. U.S. Department of Education: (no exceptions); and
 - iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

- I.** Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.
 - A. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.
- II.** Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.
- III.** In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.
- IV.** The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.
- V.** Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).