

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

**FIRST AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
HAMILTON FAMILIES**

THIS AMENDMENT of the **July 1, 2020** Grant Agreement (the "Agreement") is dated as of **August 1, 2022** 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 Proposals (RFP #HSH2018-111), issued April 11, 2018, and this modification is consistent therewith; 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.
- (b) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided.
- (c) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided.

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

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

4.2 Grantee's Personnel.

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

(b) **Grantor Vaccination Policy.**

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

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

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

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

B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

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

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred 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.

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

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

(a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

(b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 State or Federal Funds

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the State or Federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix F, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Fund and Appendix G, Housing and Urban Development (HUD) Subrecipient Agreement.

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Five Hundred Ninety Six Thousand Five Hundred Eighty One Dollars (\$9,596,581)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Five Hundred Ninety Nine Thousand Four Hundred Thirty Dollars (\$1,599,430)** is

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

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

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

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

5.4 State or Federal Funds.

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendices E, Federal Requirements and F, Housing and Urban Development (HUD) Subrecipient Agreement.

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

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

2.4 ARTICLE 10 INSURANCE of the Agreement is hereby deleted and replaced in its entirety to read as follows:

ARTICLE 10 INSURANCE

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

- (a) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.

Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.

- (b) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (c) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

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

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

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

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement

and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

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

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

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

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

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

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

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 hshcontracts@sfgov.org
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If to Grantee:	Hamilton Families 273 9th Avenue
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San Francisco, CA 94103
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.

2.6 Section 16.22 Additional Requirements for Federally-Funded Awards is hereby deleted in its entirety and replaced with the following:

16.22 Additional Provisions for Shelter and Resource Center Grants – Standards of Care. – Reserved

2.7 Section 16.23 Additional Requirements for Federally-Funded Awards is hereby added to the Agreement.

16.23 Additional Requirements for Federally-Funded Awards.

(a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.

(b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:

(1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

(2) Procures a commercial sex act during the period of time that the award is in effect; or

(3) Uses forced labor in the performance of the award or sub-awards under the award.

2.8 Section 16.24 Contractor Vaccination Policy of the Agreement is hereby deleted.

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

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

Appendix A, Services to be Provided (dated August 1, 2022)
Appendix B, Budget (dated August 1, 2022)
Appendix C, Method of Payment (dated August 1, 2022)
Appendix D, Interests in Other City Grants (dated August 1, 2022)
Appendix E, Federal Requirements (dated August 1, 2022)
Appendix F, Housing and Urban Development (HUD) Subrecipient (dated August 1, 2022)

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

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

2.11 Appendix A, Services to be Provided, and A-1, Services to be Provided, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated August 1, 2022, for the period of July 1, 2020 to June 30, 2024).

2.12 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated August 1, 2022), for the period of July 1, 2020 to June 30, 2024.

2.13 Appendix C, Method of Payment, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated August 1, 2022).

2.14 Appendix E, Permitted Subcontractors, of the Agreement is hereby deleted.

2.15 Appendix F Federal Requirements, of the Agreement is hereby replaced in its entirety by the modified **Appendix E, Federal Requirements** (dated August 1, 2022).

2.16 Appendix G Housing and Urban Development (HUD) Subrecipient, of the Agreement is hereby replaced in its entirety by the modified **Appendix F,**

Housing and Urban Development (HUD) Subrecipient (dated August 1, 2022).

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

DocuSigned by:
Shireen McSpadden
By: _____
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Shireen McSpadden
Executive Director

DocuSigned by:
Kyriell Noon
By: _____
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Kyriell Noon
Chief Executive Officer
City Supplier Number: 0000019087
Unique Entity ID: UNLWMNE25J75

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
Virginia Dario Elizondo
By: _____
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Virginia Dario Elizondo
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 to households who are experiencing homelessness and/or who are at imminent risk of housing loss.

II. Served Population

Grantee shall serve family households experiencing homelessness who have one or more children.

III. Referral and Prioritization

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

IV. Description of Services

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

- A. Housing Stability Plan Services: Grantee shall create and maintain a Housing Stability Plan for all Rapid Rehousing tenants.

Grantee shall create Housing Stability Plans to address, at minimum, the following:

1. Search for and secure housing;
2. Increase income and employability;
3. Improve credit history and rental stability;
4. Address behavioral health issues that negatively impact housing stability; and
5. Access permanent affordable housing, including applying to appropriate wait lists.

Grantee shall document tenant progress toward short and long-term goals.

- B. Housing-Focused Case Management: Grantee shall provide Housing-Focused Case Management, to achieve the goals outlined in the Housing Stability Plan, which include, but are not limited to:
1. Developing and implementing a Housing Stability Plan in collaboration with the tenant to secure and sustain housing. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
 2. Providing transportation or accompaniment via public transportation, as needed, to submit housing applications or to visit available housing units;

3. Assisting tenants in making an informed housing choice, including discussing housing options;
 4. Assisting tenants in understanding landlord-tenant rights and responsibilities, including paying rent, and the requirements of their specific lease;
 5. Case Manager and tenant meetings that occur a minimum of twice per month with at least one meeting in-person monthly;
 6. Grantees shall provide tenants with linkages to resources for employment and training services. Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward the achievement of the short and long-term income, employment-related and housing stabilization goals outlined in the Housing Stability Plan;
 7. Plan for exit from the program using community agreed upon exit criteria.
- C. Housing Locator Assistance: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units for tenants:
1. Identify available units and recruit and retain landlord partners, with units in the communities and neighborhoods where program participants want to live. Grantee shall exclude housing, units with serious code violations;
 2. Develop and utilize an apartment inspection checklist to ensure that units meet minimum safety guidelines and are child-safe;
 3. Assist households in navigating the application and leasing process, including helping participants resolve or mitigate screening barriers, such as rental and utility arrears or multiple evictions, as well as obtain necessary identification or other documents, if needed;
 4. Provide transportation, as needed, to submit housing applications or visit locations;
 5. Assist participants in making an informed housing choice, including discussing housing options;
 6. Negotiate with landlords during the leasing process;
 7. Assist participants with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease; and
 8. Ensure any sub-standard housing issues are addressed prior to household move-in.
- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration services to fulfill the administrative, financial, and record-keeping functions needed to issue and document timely and accurate payment of subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:
1. Grantee shall share the following expectations with tenants:
 - a. Contribution toward the rent shall be expected on the first month; and
 - b. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
 2. Grantee shall help tenants locate and select housing with the lowest possible rent that can be expected to be covered by the tenant once assistance is no longer provided;

3. 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;
 4. Grantee shall make initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;
 5. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
 6. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
 7. Grantee shall set subsidies at the lowest possible amount needed to obtain housing for the tenant. The tenant rent contribution and subsidy model shall be established based on community agreed upon policy;
 8. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months. Monthly subsidy assistance shall on average not exceed \$1,800 per tenant per month during the term of the Rapid Rehousing program;
 9. 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 175 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, transitioning to another subsidized housing situation.
 10. Grantee shall use an evidence-based approach in which tenants 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 tenants. Landlord Liaison Services include, but are not limited to:
1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;
 2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;
 3. Regular communications with landlords to identify and address concerns on a proactive basis;
 4. Collaboration with Rapid Rehousing case management providers to ensure tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;

5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and
6. Ensuring that landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms.

V. Location and Time of Services

Grantee shall provide Rapid Rehousing services at 832 Folsom St. 8th floor, San Francisco, CA 94107, Monday through Friday from 9:00 am to 5:00 pm.

VI. Service Requirements

- A. 1:20 Case Manager Ratio: Grantee shall maintain a maximum of 1:20 ratio of Case Manager to tenants.
- A. Income Verification and Eligibility:
 1. Grantee shall verify income after receipt of an Access Point referral to ensure eligibility and recertify eligibility at least every three months.
 2. In determining eligibility for rental assistance, Grantee shall take into account a participant's total household income and expenses.
- B. Translation 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 tenants who primarily speak language(s) other than English.
- C. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- D. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- E. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within

the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

F. City Communications and Policies

1. Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
2. Regular communication to HSH about the implementation of the program;
3. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
4. Attendance of trainings, as requested;

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

H. 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.

I. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner) and;
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate) and;
 - c. Running monthly data quality reports and correcting any errors.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate

release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

- J. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow HSH Overdose Prevention Policy. Grantee staff who work directly with tenants shall participate in annual trainings on harm reduction, overdose recognition and response.
<https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers/?CT=1649882191370&OR=OWA-NT&CID=da71fbbd-d886-f23c-be4f-e1022f11bb1a>

K. Record Keeping and Files:

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

VII. Service Objectives

Grantee shall achieve the following objectives:

Rapid Rehousing

A. Housing Location Services

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

B. Housing Coordination Services

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

C. Subsidy Administration Services

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

D. Housing-Focused Case Management Services

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

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services and Housing Retention Services.
2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.

3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.

VIII. Outcome Objectives

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

- A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
 1. At least 90 percent of tenants referred to the program shall successfully move into housing as verified via their housing move-in date.
- B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
 1. The average length of time that tenants spend homeless, from referral to housing, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Referral Start Date]/Count of tenants with a [Housing Move-In Date].
- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
 1. Ninety percent of households shall maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- C. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to

Grantee within thirty working days of receipt of any evaluation report and such response shall become part of the official report.

- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- F. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data shall include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
 - 1. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring shall 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 shall include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2021		
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	6/30/2024	4
7				
8	Approved Subcontractors			
10	None.			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2021											
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	6/30/2024	4									
7					Year 1	Year 2	Year 3						
8	Service Component				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023						
10	Rapid Rehousing - Households				40	40	40						
11													
12													
13													
14													
15													
16													
17													
18													

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2022													
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	6/30/2024	4											
7	Provider Name	Hamilton Families													
8	Program	Housing Solutions RRH													
9	FSP Contract ID#	1000019042													
10	Action (select)	Amendment													
11	Effective Date	8/1/2022													
12	Budget Names	RRH - General Fund, ESG - RRH, HPA - General Fund													
13		Current	New												
14	Term Budget	\$ 8,784,708	\$ 7,997,151												
15	Contingency	\$ 1,191,953	\$ 1,599,430	20%											
16	Not-To-Exceed	\$ 9,976,661	\$ 9,596,581												
17		Year 1	Year 2	Year 3		Year 4			All Years						
18		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024				
19	Expenditures	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
20	Salaries & Benefits	\$ 976,241	\$ 936,101	\$ 936,101	\$ (115,743)	\$ 820,357	\$ 936,101	\$ (115,743)	\$ 820,357	\$ 3,784,543	\$ (347,231)	\$ 3,437,312			
21	Operating Expense	\$ 229,012	\$ 222,249	\$ 222,249	\$ (18,621)	\$ 203,628	\$ 222,249	\$ (18,621)	\$ 203,628	\$ 895,761	\$ (55,863)	\$ 839,898			
22	Subtotal	\$ 1,205,253	\$ 1,158,351	\$ 1,158,350	\$ (134,364)	\$ 1,023,986	\$ 1,158,350	\$ (134,364)	\$ 1,023,986	\$ 4,680,304	\$ (403,094)	\$ 4,277,210			
23	Indirect Percentage														
24	Indirect Cost (Line 21 X Line 22)	\$ 180,788	\$ 173,753	\$ 173,752	\$ (20,155)	\$ 153,597	\$ 173,752	\$ (20,155)	\$ 153,597	\$ 702,044	\$ (60,464)	\$ 641,580			
25	Other Expenses (Not subject to indirect %)	\$ 956,301	\$ 918,687	\$ 763,688	\$ (108,000)	\$ 655,688	\$ 763,688	\$ (108,000)	\$ 655,688	\$ 3,402,363	\$ (324,000)	\$ 3,078,363			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 2,342,343	\$ 2,250,790	\$ 2,095,789	\$ (262,519)	\$ 1,833,270	\$ 2,095,789	\$ (262,519)	\$ 1,833,270	\$ 8,784,711	\$ (787,558)	\$ 7,997,153			
29															
30	HSH Revenues (select)														
31	General Fund - Ongoing	\$ 1,903,846	\$ 1,903,846	\$ 1,903,846	\$ (262,519)	\$ 1,641,327	\$ 1,903,846	\$ (262,519)	\$ 1,641,327	\$ 7,615,384	\$ (787,557)	\$ 6,827,827			
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33	General Fund - One-Time Carryforward	\$ 206,907	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,907	\$ -	\$ 206,907			
34	Prop C - One-time COVID-19 Bonus Pay	\$ 14,352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,352	\$ -	\$ 14,352			
35	General Fund - One-Time	\$ 57,116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,116	\$ -	\$ 57,116			
36	HUD ESG (CFDA 14.231)	\$ 191,943	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 767,772	\$ -	\$ 767,772			
37	HUD ESG (CFDA 14.231) - One Time Carry Forward	\$ 123,177	\$ 154,999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278,176	\$ -	\$ 278,176			
38	Unspent	\$ (154,999)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (154,999)	\$ -	\$ (154,999)			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 2,342,342	\$ 2,250,788	\$ 2,095,789	\$ (262,519)	\$ 1,833,270	\$ 2,095,789	\$ (262,519)	\$ 1,833,270	\$ 8,784,708	\$ (787,557)	\$ 7,997,151			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48															
49	Total HSH + Other Revenues	\$ 2,342,342	\$ 2,250,788	\$ 2,095,789	\$ (262,519)	\$ 1,833,270	\$ 2,095,789	\$ (262,519)	\$ 1,833,270	\$ 8,784,708	\$ (787,557)	\$ 7,997,151			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total Adjusted Salary FTE (All Budgets)					12.05				12.05					
52															
53															
54	Prepared by	Ronny Bruning-Miles													
55	Phone														
56	Email	ronald.bruning-miles@sf.gov													

Amending Budget to remove HPA portion as it was previously moved to new agreement for Prevention Services. No change to RRH portion of budget. Agreement cleanup purposes only.

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2022													
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	6/30/2024	4											
7	Provider Name	Hamilton Families													
8	Program	Housing Solutions RRH													
9	FSP Contract ID#	1000019042													
10	Action (select)	Amendment													
11	Effective Date	8/1/2022													
12	Budget Name	RRH - General Fund													
13		Current	New												
14	Term Budget	\$ 6,781,868	\$ 6,781,868												
15	Contingency	\$ 1,191,953	\$ 1,599,430	20%											
16	Not-To-Exceed	\$ 9,976,661	\$ 9,596,581												
				Year 1	Year 2	Year 3		Year 4			All Years				
				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	
				Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	
19	Expenditures														
20	Salaries & Benefits	\$ 757,133	\$ 757,133	\$ 757,133	\$ -	\$ 757,133	\$ 757,133	\$ -	\$ 757,133	\$ 3,028,534	\$ -	\$ 3,028,534	\$ -	\$ 3,028,534	
21	Operating Expense	\$ 202,137	\$ 202,137	\$ 202,137	\$ -	\$ 202,137	\$ 202,137	\$ -	\$ 202,137	\$ 808,550	\$ -	\$ 808,550	\$ -	\$ 808,550	
22	Subtotal	\$ 959,271	\$ 959,271	\$ 959,271	\$ -	\$ 959,271	\$ 959,271	\$ -	\$ 959,271	\$ 3,837,083	\$ -	\$ 3,837,083	\$ -	\$ 3,837,083	
23	Indirect Percentage	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 143,891	\$ 143,891	\$ 143,891	\$ -	\$ 143,891	\$ 143,891	\$ -	\$ 143,891	\$ 575,563	\$ -	\$ 575,563	\$ -	\$ 575,563	
25	Other Expenses (Not subject to indirect %)	\$ 754,726	\$ 538,166	\$ 538,166	\$ -	\$ 538,166	\$ 538,166	\$ -	\$ 538,166	\$ 2,369,222	\$ -	\$ 2,369,222	\$ -	\$ 2,369,222	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures	\$ 1,857,887.00	\$ 1,641,327.00	\$ 1,641,327.00	\$ -	\$ 1,641,327.00	\$ 1,641,327.00	\$ -	\$ 1,641,327.00	\$ 6,781,868.00	\$ -	\$ 6,781,868.00	\$ -	\$ 6,781,868.00	
29															
30	HSH Revenues (select)														
31	General Fund - Ongoing	\$ 1,641,327	\$ 1,641,327	\$ 1,641,327	\$ -	\$ 1,641,327	\$ 1,641,327		\$ 1,641,327	\$ 6,565,308	\$ -	\$ 6,565,308	\$ -	\$ 6,565,308	
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	General Fund - One-Time Carryforward	\$ 152,968	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 152,968	\$ -	\$ 152,968	\$ -	\$ 152,968	
34	Prop C - One-time COVID-19 Bonus Pay	\$ 14,352	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 14,352	\$ -	\$ 14,352	\$ -	\$ 14,352	
35	General Fund - One-Time	\$ 49,240	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 49,240	\$ -	\$ 49,240	\$ -	\$ 49,240	
36	HUD ESG (CFDA 14.231)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37	HUD ESG (CFDA 14.231) - One Time Carry Forward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38	Unspent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues	\$ 1,857,887.00	\$ 1,641,327.00	\$ 1,641,327.00	\$ -	\$ 1,641,327.00	\$ 1,641,327.00	\$ -	\$ 1,641,327.00	\$ 6,781,868.00	\$ -	\$ 6,781,868.00	\$ -	\$ 6,781,868.00	
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)														
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
49	Total HSH + Other Revenues	\$ 1,857,887.00	\$ 1,641,327.00	\$ 1,641,327.00	\$ -	\$ 1,641,327.00	\$ 1,641,327.00	\$ -	\$ 1,641,327.00	\$ 6,781,868.00	\$ -	\$ 6,781,868.00	\$ -	\$ 6,781,868.00	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52															
53	Prepared by	Ronny Bruning-Miles													
54	Phone														
55	Email	ronald.bruning-miles@sfgov.org													

	A	B	E	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	7/1/2022										
4	Provider Name	Hamilton Families										
5	Program	Housing Solutions RRH										
6	FSP Contract ID#	1000019042										
7	Budget Name	RRH - General Fund										
8												
9		Year 1	Year 2	Year 3		Year 4			All Years			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Operating Expenses											
14	Rental of Property	\$ 112,000	\$ 112,000	\$ 112,000	\$ -	\$ 112,000	\$ 112,000	\$ -	\$ 112,000	\$ 448,000	\$ -	\$ 448,000
15	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 13,338	\$ 13,338	\$ 13,338	\$ -	\$ 13,338	\$ 13,338	\$ -	\$ 13,338	\$ 53,350	\$ -	\$ 53,350
16	Office Supplies, Postage	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 20,000	\$ -	\$ 20,000
17	Building Maintenance Supplies and Repair	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 4,000	\$ -	\$ 4,000
18	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Insurance	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 24,000	\$ -	\$ 24,000
20	Staff Training	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 16,000	\$ -	\$ 16,000
21	Staff Travel-Local & Out of Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Rental of Equipment	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 12,000	\$ -	\$ 12,000
23	Postage and Courier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Fees & Subscriptions	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 4,000	\$ -	\$ 4,000
25	Hiring Expenses	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ 14,000	\$ -	\$ 14,000
26	Computer Services and Equipment	\$ 19,000	\$ 19,000	\$ 19,000	\$ -	\$ 19,000	\$ 19,000	\$ -	\$ 19,000	\$ 76,000	\$ -	\$ 76,000
27	Transportation	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 20,000	\$ -	\$ 20,000
28	Payroll Services	\$ 3,300	\$ 3,300	\$ 3,300	\$ -	\$ 3,300	\$ 3,300	\$ -	\$ 3,300	\$ 13,200	\$ -	\$ 13,200
29	Participant Activities & Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 20,000	\$ -	\$ 20,000
30	Conferences & Seminars	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 4,000	\$ -	\$ 4,000
31	Temporary Agency	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 80,000	\$ -	\$ 80,000
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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63		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64	TOTAL OPERATING EXPENSES	\$ 202,137	\$ 202,137	\$ 202,137	\$ -	\$ 202,137	\$ 202,137	\$ -	\$ 202,137	\$ 808,550	\$ -	\$ 808,550
65												
66	Other Expenses (not subject to indirect cost %)											
67	One-Time Carry Forward Subsidy	\$ 152,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,968	\$ -	\$ 152,968
68	Housing Barriers	\$ 13,750	\$ 13,750	\$ 13,750	\$ -	\$ 13,750	\$ 13,750	\$ -	\$ 13,750	\$ 55,000	\$ -	\$ 55,000
69	Household Goods	\$ 82,500	\$ 82,500	\$ 82,500	\$ -	\$ 82,500	\$ 82,500	\$ -	\$ 82,500	\$ 330,000	\$ -	\$ 330,000
70	Rental Move-In Assistance	\$ 74,014	\$ 74,014	\$ 74,014	\$ -	\$ 74,014	\$ 74,014	\$ -	\$ 74,014	\$ 296,054	\$ -	\$ 296,054
71	Shallow Rent Subsidies	\$ 367,902	\$ 367,902	\$ 367,902	\$ -	\$ 367,902	\$ 367,902	\$ -	\$ 367,902	\$ 1,471,608	\$ -	\$ 1,471,608
72	Prop C Bonus Pay One-Time	\$ 14,352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,352	\$ -	\$ 14,352
73	Cost of Doing Business (CODB) One-Time	\$ 49,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,240	\$ -	\$ 49,240
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ 754,726	\$ 538,166	\$ 538,166	\$ -	\$ 538,166	\$ 538,166	\$ -	\$ 538,166	\$ 2,369,222	\$ -	\$ 2,369,222
85												
86	Capital Expenses				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
87					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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93					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96												
97	HSH #3									Template last modified	9/1/2021	

BUDGET NARRATIVE
RRH - General Fund Fiscal Year **FY21-22** - Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Fiscal Term Start 7/1/2021 Fiscal Term End 6/30/2022

Position Title	FTE	Budgeted		Justification	Calculation	Employee Name
		Salary	Benefits			
Chief Program Officer	0.10	\$ 16,000		Provides strategic, fiscal, operational, quality assurance and compliance oversight to the entire RRH department. Provides Leadership, management and coaching to Program Directors.		Tim Evans
Director of Housing	0.20	\$ 23,000		Provides operational and strategic leadership, including contract compliance, fiscal, and service delivery. Supervises Stability Director and Intake & Navigation Director.		Falco Cary
Housing Stability Director	0.20	\$ 18,000		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.		Aggie Rucker
Housing Stability Coordinator	1.00	\$ 61,204		Supervises and supports Housing Stability Specialists. Ensures consistent service delivery, approves expenses, addresses participant escalations.		Killy Roeschler, Katie Fisher
Housing Stability Specialist	3.50	\$ 189,280		Supports families after move-in. Coordinates families on SMART goal-setting in relation to income, education, and other services.		Cecilia Oliveira, David Garcia, Verita Swartz, Cynthia Trinsard
Intake Specialist	1.00	\$ 54,080		First contact with incoming participants. Completes intake interview, provides information and sets goals with families, sets up case and electronic files.		Justin Michael
Navigation Specialist	1.00	\$ 54,080		Supports families during 90-day max housing search on the open market. Assists with unit viewings, applications, removal of housing barriers, and move-ins.		Ivory Collins, Giselle Madrid
Clinical Support Coordinator	0.30	\$ 19,001		Provides coaching and training to direct service staff and coordinators on clinical aspects of direct service work with participants.		Diana Kenlew
Housing Orientation Specialist	0.50	\$ 30,566		Delivers orientations to new participants on program and housing market. Meets with families prior to move-in to ensure fit of unit, and to provide resources to orient them to new community.		Ariane Bradley
Real Estate Manager	0.30	\$ 18,750		Supervises and supports Real Estate Specialists.		Tami Gaines
Real Estate Specialist	1.00	\$ 56,160		Acquires unaffiliated leads and maintains landlord relationships. Works with Housing Navigation Specialists to match unit leads to families. Works with colleagues to ensure units pass HUD inspections and have all necessary paperwork.		Calvin Whitaker
Administrative Assistant	0.50	\$ 26,790		Undertakes administrative tasks for entire team, including but not limited to fiscal procedures (eg petty cash), transportation (eg agency vehicles), reception duties, office maintenance (eg supplies and facilities issues), etc.		Regina Ortiz
Staff Accountant	0.25	\$ 15,500		Processes direct financial assistance payments and ensure supportive backup is accurate and complete.		Su Li
TOTAL	9.85	\$ 562,410				
Employee fringe benefits				Includes FICA, SSN, Workers Compensation and Medical calculated at 20% of base salaries		
Salaries & Benefits Total						\$ 672,933

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 112,000	Share cost of office rent in Oakland and San Francisco	Estimated \$11,370 per 9.85 fte = \$112,000
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 13,038	Include telephone and internet expenses for the program	\$111.5/month x 12 = \$1,338
Office Supplies, Postage	\$ 5,000	Standard office supplies, postage, and equipment	\$416.66/month x 12 = \$5,000
Building Maintenance Supplies and Repair	\$ 1,000	General building repairs and maintenance - supplies and tools	\$1,000 annually
Printing and Reproduction	\$ -		
Insurance	\$ 6,000	General liability, property, and automobile liability coverage	\$6,000 per year
Staff Training	\$ 4,000	Staff training and development costs.	\$400 x 9.85 fte = \$4,000
Staff Travel (Local & Out of Town)	\$ -		
Rental of Equipment	\$ 3,000	Rental and maintenance of program equipment, including cooler / printers	\$3,000 per year
Postage and Courier	\$ -		
Fees & Subscriptions	\$ 1,000	Fees and subscriptions paid to other organizations for membership; misc. subscriptions; processing fees	\$1,000 per year
Hiring Expenses	\$ 3,500	Hiring expenses - costs associated with external job postings and background checks	\$3,500 per year
Computer Services and Equipment	\$ 19,000	Shared agency cost for computer network, maintenance and repair services, server, etc. Program computer costs - replacement monitors, router, printer	\$19,000
Transportation	\$ 5,000	Expenses related to transportation including fuel, clipper, park, toll, gas for vehicles, Fasttrak, Zocar, Uber, AC Transit and other regional transit systems	\$416.66/month x 12 = \$5,000
Payroll Services	\$ 3,300	Payroll processing fees	\$3,300 per year
Participant Activities & Services	\$ 5,000	Assistance to Participants: expenses include transportation (mileage vouchers), gift cards, special events, workshops, credit reports, etc.	\$5,000 per year
Conferences & Seminars	\$ 1,000	costs to attend conferences and seminars	\$1,000 per year
Temporary Agency	\$ 20,000	Temporary assistance to cover open positions temporarily.	\$20,000 per year
Consultants	\$ -		
Subcontractors (First 25% Only)	\$ -		
TOTAL OPERATING EXPENSES	\$ 202,137		
Indirect Cost	15.0%	\$ 44,381	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
One-Time Carry Forward Subsidy	\$ -		
Housing Benefits	\$ 13,750		
Household Goods	\$ 82,500		
Rental Move-In Assistance	\$ 74,014		
Shallow Rent Subsidies	\$ 367,902		
TOTAL OTHER EXPENSES	\$ 638,166		

Capital Expenses	Amount	Justification	Calculation
TOTAL CAPITAL EXPENSES	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(I) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;		
	B) Develop systems for assuring compliance with program requirements;		
	C) Develop agreements with subrecipients and contractors to carry out program activities;		
	D) Monitor program activities for progress and compliance with program requirements;		
	E) Prepare reports and other documents directly related to the program for submission to HUD;		
	F) Coordinate the resolution of audit and monitoring findings;		
	G) Evaluate program results against stated objectives; or		
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks;		
	(II) Travel costs incurred for monitoring of subrecipients;		
(III) Administrative Services performed under third-party contracts or agreements			
(IV) Other costs for goods and services required for administration of the program			
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings		
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 576.31.		

For more information on Eligible Administrative Costs, see Section 576.89 (page 87) of the CoC Program Interim Rule, 24 CFR: <https://www.federalregister.gov/documents/2015/05/14/2015-09714/coc-program-interim-rule>

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2022		Duration (Years)											
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	6/30/2024	4											
7	Provider Name	Hamilton Families													
8	Program	Housing Solutions RRH													
9	FSP Contract ID#	1000019042													
10	Action (select)	Amendment													
11	Effective Date	8/1/2022													
12	Budget Name	ESG - RRH													
13		Current	New												
14	Term Budget	\$ 890,949	\$ 890,949												
15	Contingency	\$ 1,191,953	\$ 1,599,430	20%											
16	Not-To-Exceed	\$ 9,976,661	\$ 9,596,581												
					Year 1	Year 2	Year 3		Year 4			All Years			
					7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
					Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures														
20	Salaries & Benefits	\$ 63,224	\$ 63,224	\$ 63,224	\$ -	\$ 63,224	\$ 63,224	\$ -	\$ 63,224	\$ 63,224	\$ -	\$ 63,224	\$ 252,895	\$ -	\$ 252,895
21	Operating Expense	\$ 1,491	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 5,964	\$ -	\$ 5,964
22	Subtotal	\$ 64,715	\$ 64,715	\$ 64,715	\$ -	\$ 64,715	\$ 64,715	\$ -	\$ 64,715	\$ 64,715	\$ -	\$ 64,715	\$ 258,859	\$ -	\$ 258,859
23	Indirect Percentage	15.00%	15.00%	15.00%											
24	Indirect Cost (Line 21 X Line 22)	\$ 9,707	\$ 9,707	\$ 9,707	\$ -	\$ 9,707	\$ 9,707	\$ -	\$ 9,707	\$ 9,707	\$ -	\$ 9,707	\$ 38,828	\$ -	\$ 38,828
25	Other Expenses (Not subject to indirect %)	\$ 85,700	\$ 272,521	\$ 117,522	\$ -	\$ 117,522	\$ 117,522	\$ -	\$ 117,522	\$ 117,522	\$ -	\$ 117,522	\$ 593,265	\$ -	\$ 593,265
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ 160,121	\$ 346,942	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 890,951	\$ -	\$ 890,951
29															
30	SHS Revenues (select)														
31	General Fund - Ongoing				\$ -				\$ -				\$ -	\$ -	\$ -
32	General Fund - CODB				\$ -				\$ -				\$ -	\$ -	\$ -
33	General Fund - One-Time Carryforward				\$ -				\$ -				\$ -	\$ -	\$ -
34	Prop C - One-time COVID-19 Bonus Pay				\$ -				\$ -				\$ -	\$ -	\$ -
35	General Fund - One-Time				\$ -				\$ -				\$ -	\$ -	\$ -
36	HUD ESG (CFDA 14.231)	\$ 191,943	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 767,772	\$ -	\$ 767,772
37	HUD ESG (CFDA 14.231) - One Time Carry Forward	\$ 123,177	\$ 154,999		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 278,176	\$ -	\$ 278,176
38	Unspent	\$ (154,999)			\$ -			\$ -	\$ -				\$ (154,999)	\$ -	\$ (154,999)
39					\$ -			\$ -	\$ -				\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ 160,121	\$ 346,942	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 890,949	\$ -	\$ 890,949
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)														
42					\$ -				\$ -				\$ -	\$ -	\$ -
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45					\$ -				\$ -				\$ -	\$ -	\$ -
46					\$ -				\$ -				\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48															
49	Total HSH + Other Revenues	\$ 160,121	\$ 346,942	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 191,943	\$ -	\$ 191,943	\$ 890,949	\$ -	\$ 890,949
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52															
53	Prepared by	Ronny Bruning-Miles													
54	Phone														
55	Email	ronald.bruning-miles@sf.gov													

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING		SALARY & BENEFIT DETAIL		Fiscal Year 1		Fiscal Year 2		Fiscal Year 3		Fiscal Year 4		All Years										
SALARY & BENEFIT DETAIL		7/1/2020-6/30/2021		7/1/2021-6/30/2022		7/1/2022-6/30/2023		7/1/2023-6/30/2024		7/1/2024-6/30/2025		7/1/2020-6/30/2025										
Fiscal Year		7/1/2020-6/30/2021		7/1/2021-6/30/2022		7/1/2022-6/30/2023		7/1/2023-6/30/2024		7/1/2024-6/30/2025		7/1/2020-6/30/2025										
Agency Name		Habitat for Humanity		Habitat for Humanity		Habitat for Humanity		Habitat for Humanity		Habitat for Humanity		Habitat for Humanity										
Program		Housing Solutions RHH		Housing Solutions RHH		Housing Solutions RHH		Housing Solutions RHH		Housing Solutions RHH		Housing Solutions RHH										
SF Contract #		1900119413		1900119413		1900119413		1900119413		1900119413		1900119413										
Budget Name		HSH-1890		HSH-1890		HSH-1890		HSH-1890		HSH-1890		HSH-1890										
POSITION TITLE	Agency Totals		For HSH Funded Program		Agency Totals		For HSH Funded Program		Agency Totals		For HSH Funded Program		Agency Totals		For HSH Funded Program							
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE Funded by this FTE	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE Funded by this FTE	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE Funded by this FTE	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	
Real Estate Specialist	\$ 56,160	1.00	25%	0.25	\$ 14,040	\$ -	\$ 14,040	\$ 56,160	1.00	25%	0.25	\$ 14,040	\$ -	\$ 14,040	\$ 56,160	1.00	25%	0.25	\$ 14,040	\$ -	\$ 14,040	\$ 56,160
Stability Specialist	\$ 54,080	1.00	60%	0.60	\$ 32,448	\$ -	\$ 32,448	\$ 54,080	1.00	60%	0.60	\$ 32,448	\$ -	\$ 32,448	\$ 54,080	1.00	60%	0.60	\$ 32,448	\$ -	\$ 32,448	\$ 129,792
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	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	7/1/2022														
4	Provider Name	Hamilton Families														
5	Program	Housing Solutions RRH														
6	FSP Contract ID#	1000019042														
7	Budget Name	ESG - RRH														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		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	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
15	Office Supplies, Postage	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
16	Building Maintenance Supplies and Repair	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
17	Printing and Reproduction	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
18	Insurance	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
19	Staff Training	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
20	Staff Travel(Local & Out of Town)	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
21	Rental of Equipment	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
22	Transportation	\$ 1,491	\$ -	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 5,964	\$ -	\$ 5,964
23		\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
41		\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
42	Consultants	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
53		\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
54	Subcontractors (First \$25k Only)	\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
55		\$ -	-		\$ -	-		\$ -	-		\$ -	-		\$ -	-	
68	TOTAL OPERATING EXPENSES	\$ 1,491	\$ -	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 1,491	\$ -	\$ 1,491	\$ 5,964	\$ -	\$ 5,964
69																
70	Other Expenses (not subject to indirect cost %)															
71	One Time Carry Forward Subsidies	\$ 123,177	\$ -	\$ 123,177	\$ -	-		\$ -	-		\$ -	-		\$ 123,177	\$ -	\$ 123,177
72	Rental Subsidies	\$ 70,522	\$ -	\$ 70,522	\$ 70,522	\$ -	\$ 70,522	\$ 70,522	\$ -	\$ 70,522	\$ 70,522	\$ -	\$ 70,522	\$ 282,088	\$ -	\$ 282,088
73	Move-in assistance	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 180,000	\$ -	\$ 180,000
74	Landlord mediation	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 8,000	\$ -	\$ 8,000
75	Unspent carry forward to 21-22	\$ (154,999)	\$ -	\$ (154,999)	\$ -	-		\$ -	-		\$ -	-		\$ (154,999)	\$ -	\$ (154,999)
76	Carry forward to 21-22	\$ -	\$ -	\$ -	\$ 154,999	\$ -	\$ 154,999	\$ -	\$ -		\$ -	\$ -		\$ 154,999	\$ -	\$ 154,999
77		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ 85,700	\$ -	\$ 85,700	\$ 272,521	\$ -	\$ 272,521	\$ 117,522	\$ -	\$ 117,522	\$ 117,522	\$ -	\$ 117,522	\$ 593,265	\$ -	\$ 593,265
85																
86	Capital Expenses		\$ -		\$ -	-		\$ -	-		\$ -	-		\$ -	\$ -	\$ -
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96																
97	HSH #3													Template last modified	9/1/2021	

BUDGET NARRATIVE Fiscal Year **FY22-23** - Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Fiscal Term Start 7/1/2022 Fiscal Term End 6/30/2023

Salaries & Benefits	Adjusted Budgeted		Justification	Calculation	Employee Name
	FTE	Salary			
Real Estate Specialist	0.25	\$ 14,040	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.	\$56160x.25 = \$14,040	tdb
Stability Specialist	0.60	\$ 32,448	Supports families after move-in. Coaches families on SMART goal-setting in relation to income, education, and other spheres.	\$54,080x.60=\$32,448	tdb
TOTAL	0.85	\$ 46,488			
Employee Fringe Benefits		\$ 16,736	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ 63,224			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ -		
Staff Travel-(Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Transportation	\$ 1,491	Expenses related to ransportation including Bart, clipper, muni, lyft, gas for vehicles, Fastrack, Zipcar, Uber, AC Transit and other regional transit systems	\$124.24 per month x 12 = \$1491
Consultants	\$ -		
Subcontractors (First \$25k Only)	\$ -		
TOTAL OPERATING EXPENSES	\$ 1,491		
Indirect Cost	15.0%	\$ 9,707	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
One Time Carry Forward Subsidies	\$ -		
Rental Subsidies	\$ 70,522		
Move-in assistance	\$ 45,000		
Landlord mediation	\$ 2,000		
Unspent carry forward to 21-22	\$ -		
Carry forward to 21-22	\$ -		
TOTAL OTHER EXPENSES	\$ 117,522		

Capital Expenses	Amount	Justification	Calculation
TOTAL CAPITAL EXPENSES	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Justification	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

*** Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:**

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Administrative Temp Agency, Outside Auditor		
(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities		
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	7/1/2022		Duration (Years)															
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	6/30/2024	4															
7	Provider Name	Hamilton Families																	
8	Program	Housing Solutions RRH																	
9	FSP Contract ID#	1000019042																	
10	Action (select)	Amendment																	
11	Effective Date	8/1/2022																	
12	Budget Name	HPA - General Fund																	
13		Current	New																
14	Term Budget	\$ 1,111,891	\$ 324,334																
15	Contingency	\$ 1,191,953	\$ 1,599,430	20%															
16	Not-To-Exceed	\$ 9,976,661	\$ 9,596,581																
17		Year 1			Year 2			Year 3			Year 4			All Years					
18		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	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024			
19	Expenditures	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
20	Salaries & Benefits	\$ 155,884	\$ -	\$ 155,884	\$ 115,744	\$ (115,744)	\$ -	\$ 115,743	\$ (115,743)	\$ -	\$ 115,743	\$ (115,743)	\$ -	\$ 503,115	\$ (347,231)	\$ 155,884			
21	Operating Expense	\$ 25,384	\$ -	\$ 25,384	\$ 18,621	\$ (18,621)	\$ -	\$ 18,621	\$ (18,621)	\$ -	\$ 18,621	\$ (18,621)	\$ -	\$ 81,247	\$ (55,863)	\$ 25,384			
22	Subtotal	\$ 181,268	\$ -	\$ 181,268	\$ 134,365	\$ (134,365)	\$ -	\$ 134,364	\$ (134,364)	\$ -	\$ 134,364	\$ (134,364)	\$ -	\$ 584,362	\$ (403,094)	\$ 181,268			
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 27,190	\$ -	\$ 27,190	\$ 20,155	\$ (20,155)	\$ -	\$ 20,155	\$ (20,155)	\$ -	\$ 20,155	\$ (20,155)	\$ -	\$ 87,654	\$ (60,464)	\$ 27,190			
25	Other Expenses (Not subject to indirect %)	\$ 115,876	\$ -	\$ 115,876	\$ 108,000	\$ (108,000)	\$ -	\$ 108,000	\$ (108,000)	\$ -	\$ 108,000	\$ (108,000)	\$ -	\$ 439,876	\$ (324,000)	\$ 115,876			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 324,334	\$ -	\$ 324,334	\$ 262,520	\$ (262,520)	\$ -	\$ 262,519	\$ (262,519)	\$ -	\$ 262,519	\$ (262,519)	\$ -	\$ 1,111,892	\$ (787,558)	\$ 324,334			
29																			
30	HSH Revenues (select)																		
31	General Fund - Ongoing	\$ 262,519	\$ -	\$ 262,519	\$ 262,519	\$ (262,519)	\$ -	\$ 262,519	\$ (262,519)	\$ -	\$ 262,519	\$ (262,519)	\$ -	\$ 1,050,076	\$ (787,557)	\$ 262,519			
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33	General Fund - One-Time Carryforward	\$ 53,939	\$ -	\$ 53,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,939	\$ -	\$ 53,939			
34	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35	General Fund - One-Time	\$ 7,876	\$ -	\$ 7,876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,876	\$ -	\$ 7,876			
36	HUD ESG (CFDA 14.231)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37	HUD ESG (CFDA 14.231) - One Time Carry Forward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38	Unspent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 324,334	\$ -	\$ 324,334	\$ 262,519	\$ (262,519)	\$ -	\$ 262,519	\$ (262,519)	\$ -	\$ 262,519	\$ (262,519)	\$ -	\$ 1,111,891	\$ (787,557)	\$ 324,334			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ 324,334	\$ -	\$ 324,334	\$ 262,519	\$ (262,519)	\$ -	\$ 262,519	\$ (262,519)	\$ -	\$ 262,519	\$ (262,519)	\$ -	\$ 1,111,891	\$ (787,557)	\$ 324,334			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Ronny Bruning-Miles																	
54	Phone																		
55	Email	ronald.bruning-miles@sf.gov																	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																				
SALARY & BENEFIT DETAIL																																				
Fiscal Year: 7/1/2022																																				
Provider Name: Hamilton Families																																				
Program: Housing Solutions RRM																																				
SIP Contract ID#: 1500019543																																				
Budget Name: JPA - General																																				
POSITION TITLE	Year 1					Year 2					Year 3					Year 4					All Years															
	Agency Totals		For HHV Funded Program		7/1/2020-6/30/2021	7/1/2020-6/30/2021	7/1/2021-6/30/2021	Agency Totals		For HHV Funded Program		7/1/2021-6/30/2022	7/1/2021-6/30/2022	7/1/2022-6/30/2022	Agency Totals		For HHV Funded Program		7/1/2022-6/30/2023	7/1/2022-6/30/2023	7/1/2023-6/30/2023	Agency Totals		For HHV Funded Program		7/1/2023-6/30/2024	7/1/2023-6/30/2024	7/1/2024-6/30/2024	7/1/2024-6/30/2024							
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE Funded by this budget	Adjusted Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE Funded by this budget	Adjusted Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE Funded by this budget	Adjusted Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE Funded by this budget	Adjusted Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE Funded by this budget	Adjusted Budgeted Salary	Change	Budgeted Salary						
Associate Director of Intake	\$ 71,500	1.00	35%	\$ 25,025	\$ -	\$ 25,025	\$ 71,500	1.00	35%	\$ 25,025	\$ (28,025)	\$ -	\$ 71,500	1.00	35%	\$ 25,025	\$ (28,025)	\$ -	\$ 71,500	1.00	35%	\$ 25,025	\$ (28,025)	\$ -	\$ 71,500	1.00	35%	\$ 25,025	\$ (28,025)	\$ -	\$ 71,500	1.00	35%	\$ 25,025	\$ (28,025)	\$ -
Homelessness Prevention Specialist	\$ 59,030	1.00	100%	\$ 59,030	\$ -	\$ 59,030	\$ 59,030	1.00	50%	\$ 29,515	\$ (29,515)	\$ -	\$ 59,030	1.00	50%	\$ 29,515	\$ (29,515)	\$ -	\$ 59,030	1.00	50%	\$ 29,515	\$ (29,515)	\$ -	\$ 59,030	1.00	50%	\$ 29,515	\$ (29,515)	\$ -	\$ 59,030	1.00	50%	\$ 29,515	\$ (29,515)	\$ -
Housing Orientation Specialist	\$ 61,131	1.00	50%	\$ 30,566	\$ -	\$ 30,566	\$ 61,131	1.00	50%	\$ 30,566	\$ (30,566)	\$ -	\$ 61,131	1.00	50%	\$ 30,566	\$ (30,566)	\$ -	\$ 61,131	1.00	50%	\$ 30,566	\$ (30,566)	\$ -	\$ 61,131	1.00	50%	\$ 30,566	\$ (30,566)	\$ -	\$ 61,131	1.00	50%	\$ 30,566	\$ (30,566)	\$ -
TOTAL SALARIES				\$ 114,621	\$ -	\$ 114,621				\$ 85,106	\$ (85,106)	\$ -				\$ 85,106	\$ (85,106)	\$ -				\$ 85,106	\$ (85,106)	\$ -				\$ 85,106	\$ (85,106)	\$ -				\$ 85,106	\$ (85,106)	\$ -
TOTAL FTE	1.85						1.35						1.35						1.35						1.35											
FRINGE BENEFIT RATE	26.00%					26.00%				26.00%		26.00%		26.00%		26.00%		26.00%		26.00%		26.00%		26.00%		26.00%		26.00%		26.00%		26.00%		26.00%		
EMPLOYEE FRINGE BENEFITS	\$ 41,263			\$ -	\$ 41,263		\$ 30,638		\$ (30,638)	\$ -		\$ 30,638		\$ (30,638)	\$ -		\$ 30,638		\$ (30,638)	\$ -		\$ 30,638		\$ (30,638)	\$ -		\$ 133,178		\$ (91,914)	\$ 41,263		\$ 509,115		\$ (347,231)	\$ 155,884	
TOTAL SALARIES & BENEFITS	\$ 155,884			\$ -	\$ 155,884		\$ 115,744		\$ (115,744)	\$ -		\$ 115,744		\$ (115,744)	\$ -		\$ 115,744		\$ (115,744)	\$ -		\$ 115,744		\$ (115,744)	\$ -		\$ 248,356		\$ (133,178)	\$ 155,884		\$ 509,115		\$ (347,231)	\$ 155,884	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	7/1/2022														
4	Provider Name	Hamilton Families														
5	Program	Housing Solutions RRH														
6	FSP Contract ID#	1000019042														
7	Budget Name	HPA - General Fund														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		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	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 25,384	\$ -	\$ 25,384	\$ 18,621	\$ (18,621)	\$ -	\$ 18,621	\$ (18,621)	\$ -	\$ 18,621	\$ (18,621)	\$ -	\$ 81,247	\$ (55,863)	\$ 25,384
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel (Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	TOTAL OPERATING EXPENSES	\$ 25,384	\$ -	\$ 25,384	\$ 18,621	\$ (18,621)	\$ -	\$ 18,621	\$ (18,621)	\$ -	\$ 18,621	\$ (18,621)	\$ -	\$ 81,247	\$ (55,863)	\$ 25,384
69																
70	Other Expenses (not subject to indirect cost %)															
71	Eviction Prevention	\$ 78,000	\$ -	\$ 78,000	\$ 78,000	\$ (78,000)	\$ -	\$ 78,000	\$ (78,000)	\$ -	\$ 78,000	\$ (78,000)	\$ -	\$ 312,000	\$ (234,000)	\$ 78,000
72	Rental Move-In Assistance	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ (30,000)	\$ -	\$ 30,000	\$ (30,000)	\$ -	\$ 30,000	\$ (30,000)	\$ -	\$ 120,000	\$ (90,000)	\$ 30,000
73	Cost of Doing Business (CODB) One-Time	\$ 7,876	\$ -	\$ 7,876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,876	\$ -	\$ 7,876
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83																
84	TOTAL OTHER EXPENSES	\$ 115,876	\$ -	\$ 115,876	\$ 108,000	\$ (108,000)	\$ -	\$ 108,000	\$ (108,000)	\$ -	\$ 108,000	\$ (108,000)	\$ -	\$ 439,876	\$ (324,000)	\$ 115,876
85																
86	Capital Expenses		\$ -	\$ -		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
87			\$ -	\$ -		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
94			\$ -	\$ -		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96																
97	HSH #3													Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

FY21-22

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

Fiscal Term Start
7/1/2021

Fiscal Term End
6/30/2022

HPA - General Fund

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted	Budgeted			
	FTE	Salary			
Associate Director of Intake	0.35	\$ -			
Homelessness Prevention Specialist	0.50	\$ -			
Housing Orientation Specialist	0.50	\$ -			
		\$ -			
		\$ -			
		\$ -			
TOTAL	1.35	\$ -			
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
		\$ -			
Salaries & Benefits Total		\$ -			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ -		
Staff Travel-(Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
	\$ -		
	\$ -		
Consultants	\$ -		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ -		
Indirect Cost	15.0%	\$ -	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Eviction Prevention	\$ -		
Rental Move-In Assistance	\$ -		
Cost of Doing Business (COOB) One-Time	\$ -		
TOTAL OTHER EXPENSES	\$ -		

Capital Expenses	Amount	Justification	Calculation
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Justification	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

*** Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:**

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Administrative Temp Agency, Outside Auditor		
(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities		
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

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 Grants

City Department or Commission	Date of Grant	Amount of Grant
DHSA-Housing Locator and Connector Services (CW) Participants	07/01/2021 - 06/30/2022	\$5,288,100
DHSH-GF Housing Solutions RRH & HPA	7/1/2020 - 6/30/2024	\$9,976,661
DHSH-HUD RRH	11/01/2019 - 10/31/2024	\$6,419,116
DHSH-GF- (Shelter)	07/01/2020 - 6/30/2023	\$9,866,240
Department of Agriculture-CACFP (Shelter)	10/1/2021 - 9/30/2022	\$70,000
HAS-Holloway	7/01/2018 - 06/30/2022	\$1,561,695
DHSH-GF (Transitional Housing)	07/01/2019 - 06/30/2024	\$4,453,708
Department of Children Youth & Their Families	07/01/2018-06/30/2023	\$2,000,000
DDC-Superior Court (Transitional Housing)	07/01/2021 - 06/30/2022	\$71,623

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)
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- 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. 3141-3418) 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).