

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

**SECOND AMENDMENT  
TO GRANT AGREEMENT**

**between**

**CITY AND COUNTY OF SAN FRANCISCO**

**and**

**CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO**

THIS AMENDMENT of the **July 1, 2018** Grant Agreement (the "Agreement") is dated as of **July 1, 2021**, and is made in the City and County of San Francisco, State of California, by and between **CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO** ("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) #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, 2018** between Grantee and City; and **First Amendment**, dated **September 9, 2019**.
  - (b) "Eligible Expenses" shall have the meaning set forth in all Appendix As, Services to be Provided and Appendix B, Budget.
  - (c) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
  - (d) "Grant Plan" shall have the meaning set forth in all Appendix As, Services to be Provided and Appendix B, Budget.

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

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

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

**3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **July 1, 2018** and expire on **June 30, 2021**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (b) The City has seven options to renew the Agreement for a period of one year each. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

Option 1:	July 1, 2021 to June 30, 2022
Option 2:	July 1, 2022 to June 30, 2023
Option 3:	July 1, 2023 to June 30, 2024
Option 4:	July 1, 2024 to June 30, 2025
Option 5:	July 1, 2025 to June 30, 2026
Option 6:	July 1, 2026 to June 30, 2027
Option 7:	July 1, 2027 to June 30, 2028

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

**ARTICLE 3 TERM**

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

**3.2 Duration of Term.**

- (c) The term of this Agreement shall commence on **July 1, 2018** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (d) The City has options to renew the Agreement. The City may extend this Agreement beyond the expiration date by exercising an option at the

City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

**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 **Seven Million Seven Hundred Thirteen Thousand Two Hundred Three Dollars (\$7,713,203)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Two Hundred Eighty Five Thousand Five Hundred Thirty Four Dollars (\$1,285,534)** 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 Appendices A-1, A-2, and A-3, 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](http://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 A-3, Services to be Provided.

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 Seven Hundred Ninety Seven Thousand Five Hundred Three Dollars (\$9,797,503)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Six Hundred Thirty Two Thousand Nine Hundred Seventeen Dollars (\$1,632,917)**

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 all Appendix As, 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:

- (c) 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.
- (d) 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](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

**2.3 Section 6.4 Financial Statements** of the Agreement is hereby deleted and replaced in its entirety with:

**6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.

**2.4 Section 6.7 Submitting False Claims; Monetary Penalties** 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 all Appendix As, Services to be Provided and Appendix B, Budget. 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.

**2.5 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is hereby deleted and replaced with 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  
P.O. Box 427400  
San Francisco, CA 94142-7400  
hshcontracts@sfgov.org

If to Grantee: Catholic Charities  
1555 39th Avenue  
San Francisco, CA 94122  
Attn: Jilma Meneses, Chief Executive Officer  
JMenesesCEO@catholiccharitiessf.org  
Attn: Colleen McCarthy, Director of Contracts & Grants  
CMccarthy@catholiccharitiessf.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 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-1, Services to be Provided (dated September 9, 2019)  
Appendix A-2, Services to be Provided (dated September 9, 2019)  
Appendix A-2a, Services to be Provided (dated July 1, 2021)  
Appendix A-3, Services to be Provided (dated July 1, 2021)  
Appendix B, Budget (dated July 1, 2021)  
Appendix C, Method of Payment (dated July 1, 2021)  
Appendix D, Interests in Other City Grants (dated July 1, 2021)  
Appendix E, Permitted Subcontractors (dated July 1, 2021)

**2.7 Section 17.10 Survival of Terms** of the Agreement is hereby deleted and replaced with the following:

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

Section 4.3	Ownership of Results.
Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

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

**17.12 Dispute Resolution Procedure.**

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City’s contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force’s website at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel (“Panel”) to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have

professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions for concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

(c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:

(1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.

(2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

(3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.

(d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen

policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).

- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

- 2.9 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 all Appendix As, Services to be Provided. Any services provided beyond those listed in all Appendix As, Services to be Provided must be approved by the Department.

- 2.10 Appendix A-2, Services to be Provided** (dated September 9, 2019), of the Agreement is hereby re-attached in its original form for the period of July 1, 2018 to June 30, 2021, and supplemented through the addition of **Appendix A-2a, Services to be Provided** (dated July 1, 2021), for the period of July 1, 2021 to June 30, 2024.
- 2.11 Appendix A-3, Services to be Provided** (dated September 9, 2019), of the Agreement is hereby replaced in its entirety by the modified **Appendix A-3, Services to be Provided** (dated July 1, 2021), for the period of July 1, 2019 to December 31, 2020.

- 2.12 **Appendix B, Budget** (dated September 9, 2019), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2021), for the period of July 1, 2018 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 July 1, 2021).
- 2.14 **Appendix D, Interests in Other City Grants** (dated September 9, 2019), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2021).
- 2.15 **Appendix E, Permitted Subcontractors** (dated September 9, 2019), of the Agreement is hereby replaced in its entirety by the modified **Appendix E, Permitted Subcontractors** (dated July 1, 2021).

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**

**CATHOLIC CHARITIES CYO OF THE  
ARCHDIOCESE OF SAN FRANCISCO**

DocuSigned by:  
*Shireen McSpadden* 7/20/2021  
By: CAD7B781896B449...  
Shireen McSpadden  
Director

DocuSigned by:  
*Jilma Meneses* 7/16/2021  
By: 68BAF983123E412...  
Jilma Meneses  
Chief Executive Officer  
City Supplier Number: 0000023239

Approved as to Form:

DocuSigned by:  
*Virginia Dario Elizondo* 7/19/2021  
By: F013CEBF5B1B482...  
Virginia Dario Elizondo  
Deputy City Attorney

## **Appendix A-2a, Services to be Provided**

by

**Catholic Charities**

**SF HOME – Rapid Rehousing**

**July 1, 2021 to June 30, 2024**

### **I. Purpose of Grant**

The purpose of the grant is to provide short-to-medium term Rapid Rehousing services to the served population. The goal of these flexible and short- or medium-term intervention services is to ensure that the Homelessness Response System can meet the needs of those households who do not need the long-term or permanent housing subsidies available to effectively end their homelessness.

### **II. Served Population**

Grantee shall provide Rapid Rehousing to San Francisco households experiencing homelessness, including those that may be unsheltered at the time of referral or enrollment in the Rapid Rehousing Program. Households have incomes at or below 50 percent of Area Median Income (AMI).

### **III. Referral and Prioritization**

Grantee shall serve households that have been referred by Coordinated Entry Access Points via the Online Navigation and Entry (ONE) System, regardless of their barriers to housing or other challenges.

### **IV. Description of Services**

Grantee shall provide short-to-medium term Rapid Rehousing services to a minimum of 36 households per year 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 shall include, but is 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. Collaborating with and maintaining regular contact with Grantee's or partnering Housing Locator staff to support tenants with obtaining housing;
3. Assisting tenants in navigating the application and leasing process and housing stabilization, including helping tenants resolve or mitigate screening barriers, such as multiple evictions, as well as to obtain necessary identification or other documents, as needed;
4. Providing transportation or accompaniment via public transportation, as needed, to submit housing applications or to visit available housing units;
5. Assisting tenants in making an informed housing choice, including discussing housing options;
6. Assisting tenants in understanding landlord-tenant rights and responsibilities, including paying rent, and the requirements of their specific lease;
7. Case Manager and tenants' meetings that occur a minimum of twice per month with at least one meeting in-person monthly;
8. Providing 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;
9. Maintaining regular contact with Smart Money Coaching, San Francisco's free and confidential one-on-one financial coaching program managed by the Office of Financial Empowerment. Smart Money Coaching will help tenants remove immediate financial barriers to housing and support tenants to achieve long-term financial stability. Grantee Case Managers will be trained on Smart Money Coaching services and are expected to maintain strong working relationships with the financial coaches; and
10. Discharge planning when the tenant is either no longer in need of the housing subsidy or is exiting the program for any reason. Grantee shall follow-up with household for a year at 6 and 12 months following the end of the rental subsidy.

C. Housing Locator Assistance:

Grantee shall provide Housing Locator assistance through the following activities:

1. Conducting comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
2. Developing and utilizing an apartment inspection checklist to ensure that units meet minimum safety guidelines and are child-safe;
3. Assisting households in navigating the application and leasing process, including helping them resolve or mitigate screening barriers, such as rental and utility arrears or multiple evictions, as well as obtaining necessary identification or other documents, if needed;
4. Providing transportation, as needed, to submit housing applications or visit locations;

5. Partnering with the Department of Homelessness and Supportive Housing (HSH) to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, secure real estate, or otherwise expand the housing inventory supported through Rapid Rehousing resources.

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:
  - i. Contribution toward the rent shall be expected on the first month; and
  - ii. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
2. Helping 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. Providing 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. Supporting tenants with making initial payments associated with tenant move-in, including security deposits, first month's rent, including calculation of tenant monthly rental payment amounts;
5. Completing timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
6. Setting subsidies at the lowest possible amount needed to obtain housing for the tenant. The tenant rent contribution cannot exceed 50 percent of the tenant's net monthly income upon enrollment in the Rapid Rehousing program;
7. Providing subsidies ranging in term from 12 months to up to 24 months. Monthly subsidy assistance shall not exceed \$1,500 per tenant per month during the term of the Rapid Rehousing program;
8. Recertifying 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; and
9. Using 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. Providing 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
  5. 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 1641 La Salle Ave, San Francisco 94124 Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

**VI. Service Requirements**

- A. At least a 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to tenants.
- 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 program staff, 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, measure tenant satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

F. City Communications and Policies

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

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

G. 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 tenants 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. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. Grantee shall enter data into the ONE System 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 will 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. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the 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 records.

**VII. Service Objectives**

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

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.
2. Grantee shall provide rental subsidies to a minimum of 72 households over the three-year grant term.

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 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 will 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  $[\text{Housing Move-in Date}] - [\text{Referral Start Date}] / \text{Count of tenants with a [Housing Move-In Date]}$ .
- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
  - 1. Ninety percent of households will 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 HSH 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 HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- E. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- F. Grantee shall submit Facility Inventory data to HSH during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the U.S. 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 review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memoranda of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-3, Services to be Provided  
by  
Catholic Charities  
CalWORKs Housing Locator, Housing Connector, and Housing Stabilization  
July 1, 2019 to December 31, 2020**

**I. Purpose of Grant**

The purpose of the grant is to provide Housing Locator, Housing Connector, Housing Stabilization, and Case Management services to the served population. The goal of these services is to help families obtain and retain permanent housing.

**II. Served Population**

Grantee shall serve CalWORKs families meeting the California Department of Social Services (CDSS) definition of homelessness, regardless of their barriers to housing or other challenges. This includes households that may be unsheltered at the time of referral to or enrollment in the Rapid Rehousing Program.

**III. Referral and Prioritization**

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

HSH will verify CalWORKs active status before referring households to Grantee. CalWORKs families may meet the definition of homelessness developed for this program by the California Department of Social Services. However, for this partnership, the referrals are facilitated by the HSH Family Coordinated Entry System. Households who are doubled or tripled up will not be referred to Grantee.

**IV. Description of Services**

Grantee shall utilize a Housing First philosophy when providing the following services for up to 36 families annually:

**A. Housing Locator**

1. Grantee shall provide a list of units with descriptions and placement process for every housing match. Grantee shall identify and establish a current list of available housing units for this program within the City and County of San Francisco and surrounding Bay Area Counties, including but not limited to: Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, and Solano.
2. Grantee shall use a systematic approach to search for suitable units, using standard real estate networking listings and publications, landlord outreach, and other methods. Grantee shall develop a portfolio of units that vary in size reflective of the CalWORKs families' needs, and that have monthly rent amounts which a family could conceivably assume without the help of a subsidy after exiting program.
3. Grantee shall target housing search to neighborhoods where participants have a higher likelihood economic success and housing stability.
4. Grantee shall maintain a centralized and virtually accessible listing of units with description and information on how to apply, within San Francisco and the nine

Bay Area surrounding counties, and other counties as appropriate, that is updated weekly and could be accessible to CalWORKs staff and assigned participants in the Housing Support Program.

5. Grantee shall provide assistance to families experiencing problems post-placement with ongoing housing retention, including arbitrating conflicts with the landlord. This service must be provided to all CalWORKs Housing Subsidy Program (CWHSP) families, regardless of whether case management is provided by HSH or by the contracted provider.
6. Grantee shall communicate frequently with the CalWORKs program and Housing Connector through emails, phone calls, and possibly web-based resources to disseminate information about housing resources, coordinate the matching of families to housing options, and navigate placement and retention in housing.

B. Housing Connector

1. Work with Housing Locators and CalWORKs social workers to match and place the families with available housing units, and assist families throughout the lease application and placement process.
2. Negotiate leases with landlords on behalf of families to be placed in their rental properties. Leases shall be at least one year in length and signed prior to move-in and sent to the CWHSP within five days of completion.
3. Conduct and document a pre-move-in inspection report of units considered for match and placement process to ensure basic habitability, safety and cleanliness. This report shall include documentation and photos to identify any pending repairs, and shall be provided to the CalWORKs social worker prior to the move-in date.
4. In collaboration with the CalWORKs social worker and CalWORKs families, perform appropriate housing matches between units and identified families, recommend housing options, solutions, and placements, including making housing-related service referrals that lead to lease approval.
5. Transport families to and show available units determined to be a match.
6. Work with the CalWORKs social workers to identify, gather and coordinate issuances of approved move-in costs expenditures for families, including deposits, first and last month's rent, furniture, etc. Assist families in applying for move-in assistance from other sources as appropriate.
7. Directly pay for: approved housing search costs, including credit checks, application fees, paying off debt to utility companies, assistance in correcting erroneous unlawful detainers; move-in costs, including security deposit, first, second, and last month's rent, furniture; and other related costs approved by CalWORKs per CWHSP guidelines.
8. Serve as the direct landlord liaison and communicate with CalWORKs social workers.
9. Coordinate the housing search process, focusing on the intensive beginning phase to match/place CalWORKs families with housing. This shall include: completing the housing application and assistance on obtaining required documentation to get the lease completed; providing a unit move-in to-do list to placed families; and

- completing the move-in checklist requirements for CalWORKs program documentation.
10. Provide a weekly progress report to the CalWORKs social worker on the status of families in the matching and placement process.
  11. Track leased units in a database, noting occupancy dates and lease terms as well as any changes in ownership or property management. Grantee shall share that information with HSH on a monthly basis for the ongoing subsidy payments.
  12. Communicate with the CalWORKs program and Housing Stabilization provider to disseminate information about housing resources, coordinate the matching of families to housing options, and navigate placement and retention in housing.
  13. Produce Neighborhood Welcome packets, including information on local community services and resources, and distribute to families once placed.

C. Housing Stabilization and Case Management (for CWHSP Families)

1. Provide wrap-around ongoing and intensive housing case management until the family exits the CalWORKs Housing Support Program. Case management services shall include:
  - a. Conduct face-to-face meetings with each family and its head of household upon beginning case management or following housing placement. Meetings shall be conducted at least monthly, and additionally as needed.
  - b. Provide a resource list and referrals to local social services and employment services providers, in all counties where participants are placed, to actively support participant linkages to needed services and facilitate connection with local employment opportunities.
  - c. Establish quarterly housing goals with each family, including a plan for when the subsidy ends.
  - d. Monitor and support participating families' progress toward obtaining or maintaining employment situations and increasing income, as well as housing retention and stability.
  - e. Coordinate as needed with CWHSP and the San Francisco Coordinated Entry System to connect CWHSP participants with deeper housing needs to the broader array of housing and homeless services available, including emergency shelter and permanent supportive housing.
2. Provide follow-up housing placement and retention services to all placed CalWORKs families until program exit.
3. Provide assistance to families experiencing problems post-placement with ongoing housing retention, including arbitrating conflicts with the landlord. This service must be provided to all CalWORKs Housing Subsidy Program (CWHSP) families, regardless of whether case management is provided by HSH or by the contracted provider.
4. Administer rental subsidies for designated program participants, and follow program guidelines for the increasing share of his or her monthly income towards the rent for families' participating in case management.
5. Collect and maintain family CalWORKs eligibility documents from program participants on a monthly basis. Income reported to Grantee Case Manager must be verified.

6. Verify participant's ongoing CalWORKs eligibility on a monthly basis, and notify CalWORKs the social worker if discontinued. Determine if participant will continue receiving retention services under CalWORKs Welfare-to-Work program and for how long. Families no longer active in CalWORKs or not receiving retention services shall become ineligible for CWHSP.
7. If applicable, verify program participants' ongoing CalWORKs Welfare-to-Work Retention Services in counties outside of San Francisco on a monthly basis.
8. CalWORKs social worker staff will work closely together with Grantee staff on matching and housing placement and stability. All program participants shall have access to a full array of wrap-around services, unless otherwise ineligible through their CalWORKs Housing social worker. When a CWHSP participant is housed outside of San Francisco, the CalWORKs social worker will complete the CalWORKs program Inter-County Transfer in the new county of residence and will facilitate connection as appropriate.

**V. Location and Time of Services**

Grantee shall provide services at the Bayview Access Point, located at 1641 LaSalle Avenue, San Francisco, CA 94124, the Human Service Agency CalWORKs Office located at 170 Otis Street, San Francisco, CA 94103, and at scattered sites, as needed. Services shall be provided Monday through Friday from 9:00 am to 5:00 pm. Services may also be provided during evenings and weekends, when necessary to best serve the needs of participating families.

**VI. Service Requirements**

- A. Language and Interpretation Services: Grantee shall ensure that interpreter services are available, as needed.
- B. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- C. 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 Participants are 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.
- D. 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 repairs/services; and

2. A written 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.

E. City Communications and Policies

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

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed; and
3. Attendance of trainings, as requested.

- F. Critical Incident: Adherence 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.

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

H. Data Standards:

1. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. Grantee shall enter data into the ONE System, 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 will 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, as applicable.

I. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System<sup>1</sup> 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.
3. Grantee shall upload all lease and payment verifications into Launchpad. Grantee shall be responsible for maintaining accurate and complete participant level records in Launchpad.

## **VII. Service Objectives**

Grantee shall achieve the following Service Objectives:

- A. Grantee shall provide Housing Locator and Housing Connector services to all referred CalWORKs families. The number of referrals made each year shall be based on the agreed upon number of families to be placed in housing within the program year.
- B. Grantee shall provide ongoing case management and direct rent subsidy payments to referred CalWORKs families placed out of county.
- C. Grantee shall move families referred by HSH to Housing Connector Services within seven days of the referral date.

## **VIII. Outcome Objectives**

Grantee shall achieve the following Outcome Objectives:

- A. Grantee shall place 36 families in housing annually, with the families being placed in permanent housing in an average of 30 days from the start of their housing search.
- B. Grantee shall ensure that 95 percent of families will remain stably housed three months after being housed.
- C. Grantee shall ensure that 85 percent of families placed who receive case management services from Grantee will retain housing three months after housing placement.
- D. Grantee shall ensure that 80 percent of families in CWHSP who receive case management services from Grantee that exit the program will exit to permanent housing
- E. Grantee shall ensure that 85 percent of families exiting CWHSP who receive case management services from Grantee will not become homeless within a year.
- F. Grantee shall ensure that a minimum of 50 percent of CWHSP families served during a survey sample period shall complete a Client Satisfaction Survey. 80 percent of participants in the Client Satisfaction Survey will rate services as “Excellent” or “Good”. Grantees shall include the following standardized questions: “How would you rate the [specific services] Program overall?”, “How would you rate staff responsiveness and follow-through with issues?”, “How would you rate of staff effectiveness in connecting you to services in your new county of residence?”. The options shall be “Excellent”, “Good”, “Fair” and “Poor”. This survey shall be conducted by the contracted provider according to HSH guidelines.

## **IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system and Launchpad. Grantee shall receive training on how to use Launchpad and shall be expected to enter initial and ongoing participant information into the system in a timely manner.

- A. Grantee shall enter program enrollments, exits, and in the ONE System, and other data requests as directed by HSH.
- B. Grantee shall provide a weekly update report on the new lease agreements, the receipt of all other accounting expenses at time of move-in, the W-9 tax information form endorsed by the landlord/property manager, and other forms as needed.
- C. Grantee shall provide the CWHSP State Data report monthly through the Launchpad data system by the 10<sup>th</sup> of each month. Grantee shall include employment status in the State data report.
- D. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall adhere to the HSH's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

## **X. Monitoring Activities**

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

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring 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 policy manual, 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 MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	K	P	S	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 1 of 13
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2021		Duration (Years)									
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2018	6/30/2021	3									
6	Amended Term	7/1/2018	6/30/2024	6									
7	Provider Name	Catholic Charities											
8	Program	FEPCO & SF Home & CalWORKS											
9	FSP Contract ID#	1000012571											
10	Action (select)	Amendment											
11	Effective Date	7/1/2021											
12	Budget Names	FEPCO (Homelessness Prevention Assistance), SF Home (Rapid Re-Housing), CalWORKS, One-Time Prop C Bonus Pay											
13		Current	New	20%									
14	Term Budget	\$ 5,509,973	\$ 8,164,586										
15	Contingency	\$ 2,203,230	\$ 1,632,917										
16	Not-To-Exceed	\$ 7,713,203	\$ 9,797,503		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
17		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2024	7/1/2018 - 6/30/2024			
18		Current	Current	Current	New	New	New	Current	Amendment	New			
19	Expenditures												
20	Salaries & Benefits	\$ 472,102	\$ 606,303	\$ 667,113	\$ 243,244	\$ 243,244	\$ 243,244	\$ 243,244	\$ 1,745,519	\$ 729,731	\$ 2,475,250		
21	Operating Expense	\$ 107,884	\$ 184,032	\$ 211,668	\$ 92,831	\$ 92,831	\$ 92,831	\$ 92,831	\$ 503,585	\$ 278,492	\$ 782,077		
22	Subtotal	\$ 579,986	\$ 790,335	\$ 878,782	\$ 336,075	\$ 336,075	\$ 336,075	\$ 336,075	\$ 2,249,104	\$ 1,008,223	\$ 3,257,327		
24	Indirect Cost (Sum of all budgets)	\$ 97,547	\$ 133,999	\$ 148,938	\$ 54,938	\$ 54,938	\$ 54,938	\$ 54,938	\$ 380,484	\$ 164,815	\$ 545,300		
25	Other Expenses (Not subject to indirect %)	\$ 793,384	\$ 916,593	\$ 1,170,408	\$ 493,858	\$ 493,858	\$ 493,858	\$ 493,858	\$ 2,880,386	\$ 1,481,574	\$ 4,361,960		
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
27	Total Expenditures	\$ 1,470,918	\$ 1,840,928	\$ 2,198,128	\$ 884,871	\$ 884,871	\$ 884,871	\$ 884,871	\$ 5,509,974	\$ 2,654,612	\$ 8,164,586		
28													
29	HSH Revenues (select)												
30	General Fund - Ongoing	\$ 1,539,789	\$ 1,461,705	\$ 1,671,477	\$ 884,871	\$ 884,871	\$ 884,871	\$ 884,871	\$ 4,672,971	\$ 2,654,613	\$ 7,327,584		
32	General Fund - One-Time Carryforward	\$ (68,872)	\$ 68,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
33	Cal-WORKs (HSA Work Order)	\$ -	\$ 299,671	\$ 414,106	\$ -	\$ -	\$ -	\$ -	\$ 713,777	\$ -	\$ 713,777		
34	General Fund - Minimum Compensation Ordinance (MCO) - Ongoing	\$ -	\$ 8,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,800	\$ -	\$ 8,800		
35	General Fund - Minimum Compensation Ordinance (MCO) - One-Time	\$ -	\$ 1,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,880	\$ -	\$ 1,880		
36	One-Time Prop C Bonus Pay	\$ -	\$ -	\$ 62,400	\$ -	\$ -	\$ -	\$ -	\$ 62,400	\$ -	\$ 62,400		
37	General Fund - One-Time CODB	\$ -	\$ -	\$ 50,144	\$ -	\$ -	\$ -	\$ -	\$ 50,144	\$ -	\$ 50,144		
39	Total HSH Revenues	\$ 1,470,917	\$ 1,840,928	\$ 2,198,128	\$ 884,871	\$ 884,871	\$ 884,871	\$ 884,871	\$ 5,509,973	\$ 2,654,613	\$ 8,164,586		
49	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
51													
56	Template last modified	9/16/2019											

	A	B	C	D	G	J	K	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 2 of 13
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	7/1/2021						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2018	6/30/2021	3				
6	<b>Amended Term</b>	7/1/2018	6/30/2024	6				
7	<b>Provider Name</b>	Catholic Charities						
8	<b>Program</b>	FEPCO & SF Home & CalWORKS						
9	<b>FSP Contract ID#</b>	1000012571						
10	<b>Action (select)</b>	Modification						
11	<b>Effective Date</b>	7/1/2021						
12	<b>Budget Name</b>	<b>FEPCO (Homelessness Prevention Assistance)</b>						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 2,167,097	\$ 2,167,097					
15	<b>Contingency</b>	\$ 2,203,230	\$ 1,632,917					
16	<b>Not-To-Exceed</b>	\$ 7,713,203	\$ 9,797,503		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
17					7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021
18					<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>Current</b>
19	<b>Expenditures</b>							
20	Salaries & Benefits	\$ 287,567	\$ 291,940	\$ 349,096	\$ 928,603			
21	Operating Expense	\$ 68,347	\$ 79,802	\$ 104,224	\$ 252,374			
22	Subtotal	\$ 355,915	\$ 371,742	\$ 453,320	\$ 1,180,976			
23	Indirect Percentage	16.11%	16.58%	16.58%				
24	Indirect Cost (Line 22 X Line 23)	\$ 57,338	\$ 61,633	\$ 75,159	\$ 194,130			
25	Other Expenses (Not subject to indirect %)	\$ 276,912	\$ 233,353	\$ 281,726	\$ 791,991			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -			
27	<b>Total Expenditures</b>	<b>\$ 690,164</b>	<b>\$ 666,729</b>	<b>\$ 810,204</b>	<b>\$ 2,167,097</b>			
28								
29	<b>HSH Revenues (select)</b>							
30	General Fund - Ongoing	\$ 759,036	\$ 661,929	\$ 786,606	\$ 2,207,571			
32	General Fund - One-Time Carryforward	\$ (68,872)	\$ -	\$ -	\$ (68,872)			
34	General Fund - Minimum Compensation Ordinance (MCO) - Ongoing	\$ -	\$ 4,800	\$ -	\$ 4,800			
35	General Fund - Minimum Compensation Ordinance (MCO) - One-Time	\$ -	\$ -	\$ -	\$ -			
37	General Fund - One-Time CODB	\$ -	\$ -	\$ 23,598	\$ 23,598			
39	<b>Total HSH Revenues</b>	<b>\$ 690,164</b>	<b>\$ 666,729</b>	<b>\$ 810,204</b>	<b>\$ 2,167,097</b>			
49	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			
56	<b>Template last modified</b>	<b>9/16/2019</b>						

	A	B	I	P	Q	R	S	T	U	BU
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									Page 3 of 13
2	<b>SALARY &amp; BENEFIT DETAIL</b>									
3	<b>Document Date</b>	7/1/2021								
4	<b>Provider Name</b>	Catholic Charities								
5	<b>Program</b>	FEPCO & SF Home & CalWORKS								
6	<b>FSP Contract ID#</b>	1000012571								
7	<b>Budget Name</b>	FEPCO (Homelessness Prevention Assistance)								
8		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>				<b>All Years</b>		
9		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021	
10		Actuals	Actuals					Current	Current	
11	<b>POSITION TITLE</b>	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	
12	Sr. Program Director	\$ 20,398	\$ 23,144	\$ 75,608	1.00	32%	0.32	\$ 24,195	\$ 67,737	
13	Housing Assistant /Program Assistant TBD	\$ 9,784	\$ -	\$ 47,840	0.50	100%	0.50	\$ 23,920	\$ 33,704	
14	Program Mgr/Coordinator I	\$ 57,201	\$ 7,356	\$ 57,984	1.00			\$ (0)	\$ 64,556	
15	Housing Specialist/Case Manager II	\$ 46,364	\$ 43,947	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ 138,151	
16	Housing Specialist/Case Manager II	\$ 32,671	\$ 50,504	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ 131,015	
17	Housing Specialist/Case Manager II	\$ 41,751	\$ 43,389	\$ 47,840	1.00	100%	1.00	\$ 47,840	\$ 132,980	
18	Bilingual Receptionist/Problem Support	\$ 8,324	\$ -	\$ 47,840	1.00			\$ -	\$ 8,324	
19	Clinical Dir./Training Mgr.	\$ -	\$ 2,527	\$ 82,867	1.00	3%	0.03	\$ 2,652	\$ 5,179	
20	Program Administrator (Bilingual)	\$ -	\$ -	\$ 47,840	1.00			\$ -	\$ -	
21	Program Director	\$ -	\$ 51,675	\$ 66,232	1.00	100%	1.00	\$ 66,232	\$ 117,907	
54		\$ -	\$ -					\$ -	\$ -	
55		<b>\$ 216,493</b>	<b>\$ 222,541</b>	<b>TOTAL SALARIES</b>				<b>\$ 260,519</b>	<b>\$ 699,553</b>	
56				<b>TOTAL FTE</b>		<b>4.85</b>				
57		32.83%	31.18%	<b>FRINGE BENEFIT RATE</b>				34.00%		
58		<b>\$ 71,075</b>	<b>\$ 69,398</b>	<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 88,577</b>	<b>\$ 229,050</b>	
59		<b>\$ 287,567</b>	<b>\$ 291,940</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 349,096</b>	<b>\$ 928,603</b>	

	A	D	G	H	AF
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				Page 4 of 13
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>	7/1/2021			
4	<b>Provider Name</b>	Catholic Charities			
5	<b>Program</b>	FEPCO & SF Home & CalWORKS			
6	<b>F&amp;P Contract ID#</b>	1000012571			
7	<b>Budget Name</b>	<b>FEPCO (Homelessness Prevention Assistance)</b>			
8					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2018 - 6/30/2021
11		Actuals	Actuals	Current	Current
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 31,483	\$ 33,866	\$ 32,628	\$ 97,978
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,484	\$ 8,437	\$ 7,670	\$ 22,591
15	Office Supplies, Postage	\$2,749.96	\$ 2,970	\$ 2,700	\$ 8,420
16	Building Maintenance Supplies and Repair	\$277.14	\$ 338	\$ 9,253	\$ 9,868
17	Printing and Reproduction	\$ 1,284	\$ 447	\$ 8,703	\$ 10,434
18	Insurance	\$ 6,893	\$ 7,220	\$ 7,220	\$ 21,333
19	Staff Training	\$ -	\$ -	\$ 204	\$ 204
20	Staff Travel-(Local & Out of Town)	\$439.98	\$ 69	\$ 138	\$ 647
21	Rental of Equipment	\$2,353.09	\$ 1,891	\$ 8,703	\$ 12,947
22	Conference, Meeting & Travel	\$ -	\$ 117	\$ 200	\$ 317
41	Computer Related (Budget For COVID19 5 Laptop \$6,2	\$ -	\$ 10,197	\$ -	\$ 10,197
43		\$ -	\$ -	\$ -	\$ -
54	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -
55	Janitorial Services - Commercial Cleaning Pros/ David M	\$8,842.75	\$ 3,500	\$ 14,300	\$ 26,643
56	The Job Shop (Temporary Receptionist Until Filled)	\$3,916.81	\$ 6,886	\$ 12,505	\$ 23,308
57	The Magic All Touch Clean (Clean Up)	\$3,623.25	\$ 3,864	\$ -	\$ 7,488
67					
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 68,347	\$ 79,802	\$ 104,224	\$ 252,374
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Program Supplies	\$ 6,040.0	\$ 1,386	\$ 3,841	\$ 11,267
72	Rental Assistance	\$ 270,872	\$ 231,967	\$ 254,287	\$ 757,126
73	One-Time CODB (FY 2020-21)	\$ -	\$ -	\$ 23,598	\$ 23,598
75	FY18-19 One-time Carryforward	\$ -	\$ -	\$ -	\$ -
83					
84	<b>TOTAL OTHER EXPENSES</b>	\$ 276,912	\$ 233,353	\$ 281,726	\$ 791,991
85					
86	<u>Capital Expenses</u>				
87		\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>				



	A	B	I	P	U	X	Y	Z	AA	AD	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									Page 6 of 13	
2	<b>SALARY &amp; BENEFIT DETAIL</b>										
3	<b>Document Date</b>	7/1/2021									
4	<b>Provider Name</b>	Catholic Charities									
5	<b>Program</b>	FEPCO & SF Home & CalWORKS									
6	<b>FSP Contract ID#</b>	1000012571									
7	<b>Budget Name</b>	SF Home (Rapid Re-Housing)				<b>EXTENSION YEAR</b>					
8		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>						
9		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022		
10	<b>POSITION TITLE</b>	Actuals	Actuals	Current					New		
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary		
12	Sr. Associate Division Director	\$ 23,614	\$ 11,906	\$ 10,585	\$ 82,423	1.00	14%	0.14	\$ 11,539		
13	Case Manager	\$ 48,713	\$ 8,567	\$ -	\$ 52,497	1.00			\$ -		
14	Program Coordinator	\$ 56,635	\$ 9,785	\$ -	\$ 54,034	1.00			\$ -		
15	Case Manager / Housing Locator	\$ 11,189	\$ 45,329	\$ 47,840	\$ 49,286	1.00	100%	1.00	\$ 49,286		
16	Program Director	\$ -	\$ 50,717	\$ 60,602	\$ 68,234	1.00	92%	0.92	\$ 62,434		
17	Clinical Dir./Training Mgr.	\$ -	\$ 2,650	\$ 2,653	\$ 82,867	1.00	3%	0.03	\$ 2,653		
18	Program Administrator (Bilingual)	\$ -	\$ -	\$ -	\$ 47,840	1.00			\$ -		
19	Rapid Re-Housing Case Manager	\$ -	\$ 16,834	\$ 47,840	\$ 49,286	1.00	100%	1.00	\$ 49,286		
20	Program Coordinator 2	\$ -	\$ 8,061	\$ 7,870	\$ -				\$ -		
21	Program Manager	\$ -	\$ -	\$ -	\$ 58,240	1.00	18%	0.18	\$ 10,483		
55		\$ 140,150	\$ 153,849	\$ 177,390	<b>TOTAL SALARIES</b>				\$ 185,682		
56					<b>TOTAL FTE</b>		3.27				
57		31.67%	35.34%	34.00%	<b>FRINGE BENEFIT RATE</b>				31.00%		
58		\$ 44,385	\$ 54,376	\$ 60,313	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 57,561		
59		\$ 184,535	\$ 208,225	\$ 237,703	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 243,244		
60											

	A	B	AK	AR	BU	BV	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						Page 7 of 13
2	<b>SALARY &amp; BENEFIT DETAIL</b>						
3	<b>Document Date</b>	7/1/2021					
4	<b>Provider Name</b>	Catholic Charities					
5	<b>Program</b>	FEPCO & SF Home & Call					
6	<b>FSP Contract ID#</b>	1000012571					
7	<b>Budget Name</b>	SF Home (Rapid Re-House) <b>EXTENSION YEAR</b> <b>EXTENSION YEAR</b>					
8		<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
9		7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2024	7/1/2018 - 6/30/2024	
10	<b>POSITION TITLE</b>	New	New	Current	<b>Amendment</b>	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	<b>Change</b>	Budgeted Salary	
12		Sr. Associate Division Director	\$ 11,539	\$ 11,539	\$ 46,105	\$ <b>34,618</b>	\$ 80,723
13	Case Manager	\$ -	\$ -	\$ 57,280	\$ -	\$ 57,280	
14	Program Coordinator	\$ -	\$ -	\$ 66,419	\$ -	\$ 66,419	
15	Case Manager / Housing Locator	\$ 49,286	\$ 49,286	\$ 104,358	\$ <b>147,858</b>	\$ 252,216	
16	Program Director	\$ 62,434	\$ 62,434	\$ 111,319	\$ <b>187,303</b>	\$ 298,621	
17	Clinical Dir./Training Mgr.	\$ 2,653	\$ 2,653	\$ 5,303	\$ <b>7,960</b>	\$ 13,264	
18	Program Administrator (Bilingual)	\$ -	\$ -	\$ -	\$ -	\$ -	
19	Rapid Re-Housing Case Manager	\$ 49,286	\$ 49,286	\$ 64,674	\$ <b>147,858</b>	\$ 212,532	
20	Program Coordinator 2	\$ -	\$ -	\$ 15,931	\$ -	\$ 15,931	
21	Program Manager	\$ 10,483	\$ 10,483	\$ -	\$ <b>31,450</b>	\$ 31,450	
55		\$ <b>185,682</b>	\$ <b>185,682</b>	\$ <b>471,390</b>	\$ <b>557,046</b>	\$ <b>1,028,436</b>	
56							
57		31.00%	31.00%				
58		\$ <b>57,561</b>	\$ <b>57,561</b>	\$ <b>159,073</b>	\$ <b>172,684</b>	\$ <b>331,758</b>	
59		\$ <b>243,244</b>	\$ <b>243,244</b>	\$ <b>630,463</b>	\$ <b>729,731</b>	\$ <b>1,360,194</b>	
60							

	A	D	G	H	M	P	S	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>OPERATING DETAIL</b>									
3	<b>Document Date</b>	7/1/2021								
4	<b>Provider Name</b>	Catholic Charities								
5	<b>Program</b>	FEPKO & SF Home & CalWORKS								
6	<b>FSP Contract ID#</b>	1000012571								
7	<b>Budget Name</b>	<b>SF Home (Rapid Re-Housing)</b>								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2018 - 6/30/2021	7/1/2018 - 6/30/2024	7/1/2018 - 6/30/2024
11		Actuals	Actuals	Current	New	New	New	Current	Amendment	New
12	<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Change</b>	<b>Budgeted Expense</b>
13	Rental of Property	\$ 21,707	\$ 50,191	\$ 48,893	\$ 48,893	\$ 48,893	\$ 48,893	\$ 120,791	\$ 146,679	\$ 267,470
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 5,265	\$ 10,499	\$ 10,028	\$ 10,028	\$ 10,028	\$ 10,028	\$ 25,791	\$ 30,083	\$ 55,874
15	Office Supplies, Postage	\$ 257	\$ 1,812	\$ 1,647	\$ 1,647	\$ 1,647	\$ 1,647	\$ 3,716	\$ 4,941	\$ 8,657
16	Building Maintenance Supplies and Repair	\$ 34	\$ 1,295	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 3,529	\$ 6,600	\$ 10,129
17	Printing and Reproduction	\$ -	\$ 246	\$ 820	\$ 820	\$ 820	\$ 820	\$ 1,066	\$ 2,460	\$ 3,526
18	Insurance	\$ 1,778	\$ 2,752	\$ 2,752	\$ 4,736	\$ 4,736	\$ 4,736	\$ 7,282	\$ 14,208	\$ 21,490
19	Staff Training	\$ -	\$ 128	\$ 1,265	\$ 1,265	\$ 1,265	\$ 1,265	\$ 1,393	\$ 3,795	\$ 5,188
20	Staff Travel-(Local & Out of Town)	\$ 4,349	\$ 2,072	\$ 5,189	\$ 5,189	\$ 5,189	\$ 5,189	\$ 11,610	\$ 15,567	\$ 27,177
21	Rental of Equipment	\$ 1,396	\$ 1,537	\$ 1,635	\$ 1,635	\$ 1,635	\$ 1,635	\$ 4,568	\$ 4,905	\$ 9,473
22	Staff Related: Recruitment, Fingerprinting	\$ 438	\$ 681	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 2,637	\$ 4,554	\$ 7,191
23	Vehicle Expenses (Fuel, Maintenance & Licensing)	\$ -	\$ 1,236	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 4,236	\$ 9,000	\$ 13,236
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	JSCO Property Management Fee of Family Service Space	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130	\$ -	\$ 130
44	Janitorial Services - Commercial Cleaning Pros/ David McCrady	\$ 4,184	\$ 7,713	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900	\$ 21,797	\$ 29,700	\$ 51,497
45	Temp Help (Receptionist) THE JOB SHOP	\$ -	\$ 6,288	\$ 4,801	\$ 2,000	\$ 2,000	\$ 2,000	\$ 11,089	\$ 6,000	\$ 17,089
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 39,537	\$ 86,450	\$ 93,648	\$ 92,831	\$ 92,831	\$ 92,831	\$ 219,634	\$ 278,492	\$ 498,126
69										
70	<b>Other Expenses (not subject to indirect cost %)</b>									
71	Program Activities	\$ -	\$ 414	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 2,214	\$ 5,400	\$ 7,614
72	Program Supplies	\$ 1,234	\$ 562	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,296	\$ 1,500	\$ 3,796
73	Computer Related (Plus 3 staff Laptop For COVID-19 \$3,973)	\$ 1,276	\$ 7,167	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 9,543	\$ 3,300	\$ 12,843
74	Shallow Rent Subsidies	\$ 471,842	\$ 471,700	\$ 442,943	\$ 442,943	\$ 442,943	\$ 442,943	\$ 1,386,484	\$ 1,328,829	\$ 2,715,313
75	Direct Assistance For Families Basic Needs	\$ 42,120	\$ 46,233	\$ 47,515	\$ 47,515	\$ 47,515	\$ 47,515	\$ 135,868	\$ 142,545	\$ 278,413
76	One-Time CODB (FY 2020-21)	\$ -	\$ -	\$ 26,546	\$ -	\$ -	\$ -	\$ 26,546	\$ -	\$ 26,546
84	<b>TOTAL OTHER EXPENSES</b>	\$ 516,473	\$ 526,075	\$ 520,404	\$ 493,858	\$ 493,858	\$ 493,858	\$ 1,562,952	\$ 1,481,574	\$ 3,044,526
85										
86	<b>Capital Expenses</b>									
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>									

	A	B	C	D	G	J	M	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 9 of 13
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	7/1/2021						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2018	6/30/2021	3				
6	<b>Amended Term</b>	7/1/2018	6/30/2024	6				
7	<b>Provider Name</b>	Catholic Charities						
8	<b>Program</b>	FEPCO & SF Home & CalWORKS						
9	<b>F\$P Contract ID#</b>	1000012571						
10	<b>Action (select)</b>	Modification						
11	<b>Effective Date</b>	7/1/2021						
12	<b>Budget Name</b>	CalWORKS						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 713,777	\$ 713,777					
16	<b>Not-To-Exceed</b>	\$ 7,713,203	\$ 9,797,503	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>	
17				7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 12/31/2020	7/1/2018 - 12/31/2020	
18				<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	
19	<b>Expenditures</b>							
20	Salaries & Benefits	\$ -	\$ 106,138	\$ 80,315	\$ 186,453			
21	Operating Expense	\$ -	\$ 17,780	\$ 13,797	\$ 31,577			
22	Subtotal	\$ -	\$ 123,918	\$ 94,112	\$ 218,030			
23	Indirect Percentage		0.00%	15.00%	15.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ 18,588	\$ 14,117	\$ 32,705			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 157,165	\$ 305,878	\$ 463,043			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -			
27	<b>Total Expenditures</b>	\$ -	\$ 299,671	\$ 414,106	\$ 713,777			
28								
29	<b>HSH Revenues (select)</b>							
33	Cal-WORKs (HSA Work Order)	\$ -	\$ 299,671	\$ 414,106	\$ 713,777			
39	<b>Total HSH Revenues</b>	\$ -	\$ 299,671	\$ 414,106	\$ 713,777			
49	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			
51								

	A	B	I	P	W	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					Page 10 of 13
2	<b>SALARY &amp; BENEFIT DETAIL</b>					
3	<b>Document Date</b>	7/1/2021				
4	<b>Provider Name</b>	Catholic Charities				
5	<b>Program</b>	FEPCO & SF Home & CalWORKS				
6	<b>FSP Contract ID#</b>	1000012571				
7	<b>Budget Name</b>	CalWORKS				
8		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>	
9		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 12/31/2020	7/1/2018 - 12/31/2020	
10		Actuals	Actuals	Actuals	Actuals	
11	<b>POSITION TITLE</b>	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
12	Receptionist Info/Referral		\$ -	\$ 831	\$ 831	
13	Case Manager II		\$ 33,589	\$ 24,896	\$ 58,486	
14	Case Manager II / Program Coordinator		\$ 36,722	\$ 22,133	\$ 58,854	
15	Program Director		\$ 4,711	\$ 2,689	\$ 7,400	
16	Senior Program Director		\$ 2,607	\$ 4,263	\$ 6,871	
17	Employment Development		\$ -	\$ 3,540	\$ 3,540	
18			\$ -	\$ -	\$ -	
24		\$ -	\$ 77,630	\$ 58,352	\$ 135,981	
25						
26			36.72%	37.64%		
27		\$ -	\$ 28,508	\$ 21,963	\$ 50,472	
28		\$ -	\$ 106,138	\$ 80,315	\$ 186,453	
29						
30						
31						

	A	D	G	J	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				Page 11 of 13
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>	7/1/2021			
4	<b>Provider Name</b>	Catholic Charities			
5	<b>Program</b>	FEPCO & SF Home & CalWORKS			
6	<b>FSP Contract ID#</b>	1000012571			
7	<b>Budget Name</b>	CalWORKS			
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 12/31/2020	7/1/2018 - 12/31/2020
11		Actuals	Actuals	Actuals	Actuals
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ -	\$ 7,097	\$ 4,456	\$ 11,553
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 456	\$ 397	\$ 854
15	Office Supplies, Postage	\$ -	\$ 35	\$ 557	\$ 592
16	Building Maintenance Supplies and Repair	\$ -	\$ 108	\$ 241	\$ 349
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ 1,650	\$ 5,280	\$ 6,930
19	Staff Training	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)	\$ -	\$ 1,011	\$ 852	\$ 1,863
21	Staff Related: Recruitment, Fingerprinting	\$ -	\$ -	\$ -	\$ -
22	Rental of Equipment	\$ -	\$ 217	\$ 148	\$ 365
23	Vehicle Expenses (Fuel, Maintenance & Licensing)	\$ -	\$ 97	\$ 322	\$ 420
24	Computer Related (Plus 2 staff Laptop COVID-19 \$2,480)	\$ -	\$ 3,691	\$ 154	\$ 3,845
25	Start Up: Small Equipment (2 workstations)	\$ -	\$ -	\$ -	\$ -
26	Program Supplies (Reception Child Care Supplies)	\$ -	\$ 10	\$ 200	\$ 210
27		\$ -	\$ -	\$ -	\$ -
55	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -
56	Janitorial - Commercial Cleaning / David McCrady	\$ -	\$ 906	\$ 1,188	\$ 2,094
57	Magic Touch All Clean (Clean Up Services)	\$ -	\$ -	\$ -	\$ -
58	Job Shop Temp Help (Receptionist Until Filled)	\$ -	\$ 2,502	\$ -	\$ 2,502
68					
69	<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ 17,780	\$ 13,797	\$ 31,577
70					
71	<u>Other Expenses (not subject to indirect cost %)</u>				
72	Direct Assistance - Rental Subsidy	\$ -	\$ 49,696	\$ 202,555	\$ 252,251
73	Direct Assistance - Moving/Move-in Costs	\$ -	\$ 107,469	\$ 103,322	\$ 210,792
84					
85	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ 157,165	\$ 305,878	\$ 463,043
86					
87	<u>Capital Expenses</u>				
88		\$ -	\$ -	\$ -	\$ -
96	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
98	<b>HSH #3</b>				<b>8/14/2019</b>



	A	B	E	H	K	N	Q	AF
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 13 of 13
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	7/1/2021						
4	<b>Provider Name</b>	Catholic Charities						
5	<b>Program</b>	FEPCO & SF Home & CalWORKS						
6	<b>FSP Contract ID#</b>	1000012571						
7	<b>Budget Name</b>	<b>One-Time Prop C Bonus Pay</b>						
8								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2018 - 6/30/2021
11		Current	Current	Current	Current	Current	Current	Current
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	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								\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	One-Time Prop C Bonus Pay			\$ 62,400				\$ 62,400
83								
84	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ -	\$ 62,400	\$ -	\$ -	\$ -	\$ 62,400
85								
86	<u>Capital Expenses</u>							
94								
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>							

## 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 user(s) 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 Grantee.

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 it 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), or 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 Appendix E, Permitted Subcontractors.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p>

General Fund	
Type	Instructions and Examples of Documentation
	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.
Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	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.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.

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

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10<sup>th</sup> 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 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
Department of Public Health	Variable	\$3,529,393.00
Department of Homelessness & Supportive Housing	July 1, 2020 - June 30, 2021	\$9,341,203.50
Human Services Agency	July 1, 2020 - June 30, 2021	\$1,255,673.00
Department of Children, Youth & Their Families	July 1, 2020 - June 30, 2021	\$662,530.00
Mayor's Office of Housing	Variable	\$5,731,640.67
Office of Civic Engagement & Immigrant Affairs	July 1, 2020 - June 30, 2021	\$60,000.00

## Appendix E, Permitted Subcontractors

1. None.