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

FOURTH 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 **March 1, 2025** 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 Agreement in order to extend the term of the agreement by sixteen months; and

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

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. <insert Resolution number> on <Month Date, Year>;

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

1. **Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

   (a) "Agreement" shall mean the Agreement dated **July 1, 2018** between Grantee and City; and **First Amendment**, dated **September 9, 2019**, and **Second Amendment**, dated **July 1, 2021**, and **Third Amendment,** dated **July 1, 2024**.

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

   2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2018** and expire on **February 28, 2025,** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2018** and expire on **June 30, 2026** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **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 Hundred Thirty Five Thousand Seven Hundred Fifty Eight Dollars** (**$135,758**) is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

(c) In no event shall the amount of Grant Funds disbursed hereunder exceed **Fourteen Million Five Hundred Thirty Three Thousand Five Hundred Seventy Three Dollars** (**$14,533,573**).

(d) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred One Thousand Three Hundred Eighty Five Dollars** (**$801,385**) is included as a contingency amount and is neither to be used in the Budget attached to this

Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

Appendix A-1, Services to be Provided (dated March 1, 2025)
Appendix A-2, Services to be Provided (dated March 1, 2025)
Appendix B, Budget (dated March 1, 2025)
Appendix C, Method of Payment (dated July 1, 2024)
Appendix D, Interests in Other City Grants (dated March 1, 2025)

2.4 **Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-1, Services to be Provided** (dated March 1, 2025) for the period of March 1, 2025 to June 30, 2026.

2.5 **Appendix A-2, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-2, Services to be Provided** (dated March 1, 2025) for the period of March 1, 2025 to June 30, 2026.

2.6 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated March 1, 2025) for the period of July 1, 2018 to June 30, 2026.

2.7 **Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated March 1, 2025).

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**
By: _____ Shireen McSpadden Executive Director	By: _____ Ellen Hammerle Chief Executive Officer City Supplier Number: 0000023239

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

Appendix A-1: Services to be Provided
By
Catholic Charities
SF HOME Rapid Rehousing

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

IV. Description of Services

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

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

b. Increase income, connect to benefits. and secure employment;
c. Pursue educational goals, trainings, or certifications;
d. Improve credit history and build savings;
e. Address physical or behavioral health challenges; and
f. Connect to legal resources or other social supports as needed.

4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.
5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units.
6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services.
7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
8. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework.
9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify.
10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health.
12. Grantee shall begin program exit planning early in the housing process. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.

B. <u>Housing Location Services</u>: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following.
   1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants.
   2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to

transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being.

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants.
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns.
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace.
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs.
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process.
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations.
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation).
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing.
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers).
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards.
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters.

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

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
   1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing.
   2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments.
   3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord.
   4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases.
   5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco.
   6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation.

7. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months.
8. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis.
2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly.
3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction.
4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms.
5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

F. Workforce Development Services:
1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh.
3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews.

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

V. Location and Time of Services

Grantee shall provide services at 1641 La Salle Avenue, San Francisco, 94124, Monday through Friday, from 9 a.m. to 5 p.m. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH family units.

B. 1:14 Case Manager Ratio: Grantee shall maintain a 1:14 ratio of Case Manager to HSH family units.

C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution.

D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers.

E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must

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

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

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

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

J. Feedback, Complaint, and Follow-up Policies:
   Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
   1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
   2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

K. City Communications and Policies: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
   1. Regular communication to HSH about the implementation of the program;
   2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
   3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.

M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.

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

O. Data Standards:
   1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process[1], including but not limited to:
      a. Entering all household data within three working days (unless specifically requested to do so sooner);
      b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
      c. Running monthly data quality reports and correcting any errors.
   2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.
   3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be

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

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the HSH Overdose Prevention Policy. Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.

Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

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

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

B. Housing Coordination Services
1. Grantee shall offer 100 percent of participants with Housing Coordination services.

C. Subsidy Administration Services
1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.

D. Housing-Focused Case Management Services
1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and

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

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

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

VIII. Outcome Objectives

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

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

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:
1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and
3. At least 75 percent of participants will be referred to community resources.

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.
1. At least 75 percent of tenants shall obtain employment or increase their income by the first annual tenant assessment compared to their status at program enrollment.

IX. Reporting Requirements

A. Grantee shall input data into systems required by HSH.

B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
   1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
   2. The total number of new placements during the quarter not including relocations; and
   3. The total number of program exits and destinations.

C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.

D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.

E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
   1. The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination;
   2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
   3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
   4. The number and percentage of households referred to community resources.

F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.

G. Grantee shall participate, as required by 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.

H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

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

X. Monitoring Activities

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

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

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

Appendix A-2: Services to be Provided
by
Catholic Charities
SF HOME - Flexible Housing Subsidy Pool

I. Purpose of Grant

The purpose of the grant is to administer all service components of the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing, and to facilitate moves to other appropriate housing, as needed.

II. Served Population

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

III. Referral and Prioritization

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

IV. Description of Services

Grantee shall provide support services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). FHSP services are voluntary and shall be available to all participants. Support services shall include, but are not limited to, the following:

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

housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:

a. Search for and secure housing;
b. Increase income, connect to benefits. and secure employment;
c. Pursue educational goals, trainings, or certifications;
d. Improve credit history and build savings;
e. Address physical or behavioral health challenges; and
f. Connect to legal resources or other social supports as needed.

4. Grantee shall assist with housing coordination services to support a successful transition into permanent housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units.
5. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services.
6. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
7. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework.
8. Grantee shall assess need for public benefits. If needed, Grantee will sign participants up for all public benefits for which they qualify.
9. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
10. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health.
11. If the participant is exiting the program, Grantee shall engage participant in exit planning to support the participant's successful transition out of the program. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.

B. <u>Housing Location Services</u>: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited to, the following:

1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants.
2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to

transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being.

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants.
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns.
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace.
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs.
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with FHSP resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process.
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations.
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation).
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing.
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers).
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards.
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters.

8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed.
9. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements.
10. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance.
11. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges.
12. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing.
2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments.
3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord.
4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases.
5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco.
6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation.
7. The participant portion of the rent shall equal no more than thirty percent of the participant's monthly adjusted income. Adjustment factors include number of people in household; age of household members; anticipated income; expenses; allowances; and utilities paid by the household.

E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis.

2. Grantee shall regularly collaborate with FHSP case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly.
3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction.
4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms.
5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

V. Location and Time of Services

Grantee shall provide services at 1641 La Salle Avenue, San Francisco, 94124, Monday through Friday, from 9 a.m. to 5 p.m. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH family units.

B. 1:14 Case Manager Ratio: Grantee shall maintain a 1:14 ratio of Case Manager to HSH family units.

C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution.

D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers.

E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

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

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

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

J. Feedback, Complaint, and Follow-up Policies:
   Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
   1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
   2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the

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

K. City Communications and Policies
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.

M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.

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

O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process[1], including but not limited to:
   a. Entering all household data within three working days (unless specifically requested to do so sooner);
   b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
   c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.

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

3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the HSH Overdose Prevention Policy. Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.

Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

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

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

B. Housing Coordination Services
1. Grantee shall offer 100 percent of participants with Housing Coordination services.

C. Subsidy Administration Services
1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.

D. Housing-Focused Case Management Services

1. Grantee shall offer 100 percent of participants with Housing-Focused Case Management Services;
2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

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

VIII. Outcome Objectives

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

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

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:
1. At least 90 percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements; and
2. At least 75 percent of participants will be referred to community resources.

IX. Reporting Requirements

A. Grantee shall input data into systems required by HSH.

B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
1. The total number of unduplicated households receiving a subsidy or case management services during that quarter;
2. The total number of new placements during the quarter not including relocations; and

3. The total number of program exits and destinations.

C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.

D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.

E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
   1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
   2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
   3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
   4. The number and percentage of households referred to community resources.

F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.

G. Grantee shall participate, as required by 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.

H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf) to HSH at the following intervals: 1) at the point of project

setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

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

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

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

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Provider Name	Catholic Charities		
Program	SF HOME Rapid Rehousing		
FSP Contract ID#	1000012571		
Action (select)	Amendment		
Effective Date	3/1/2025		
Budget Names	**General Fund - Rapid Rehousing, General Fund - FHSP (MOHCD Work Order), Prop C - Family Rapid Rehousing (RRH), Prop C - One-time Bonus Pay, General Fund - FEPCO Homelessness Prevention, CalWORKs - HSA Work Order, Prop C - Safer Families RRH**		

	Current	**New**	
Term Budget	$ 9,620,834	$ 13,732,188	15%
Contingency	$ 176,669	$ 801,385	
Not-To-Exceed	$ 9,797,503	$ 14,533,573	

EXTENSION YEAR

	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**			**Year 8**			**All Years**		
	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
	Actuals	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**
Expenditures															
Salaries & Benefits	$ 472,102	$ 606,303	$ 667,113	$ 270,529	$ 328,314	$ 295,823	$ 238,342	$ 178,258	$ 416,600	$ -	$ 534,670	$ 534,670	$ 2,878,527	$ 712,929	$ 3,591,455
Operating Expense	$ 107,884	$ 184,032	$ 211,668	$ 110,944	$ 114,331	$ 54,839	$ 54,785	$ 65,815	$ 120,601	$ -	$ 137,285	$ 137,285	$ 838,484	$ 203,100	$ 1,041,584
Subtotal	$ 579,986	$ 790,335	$ 878,782	$ 381,473	$ 442,645	$ 350,662	$ 293,127	$ 244,074	$ 537,201	$ -	$ 671,955	$ 671,955	$ 3,717,011	$ 916,029	$ 4,633,040
Indirect Percentage															
Indirect Cost (Line 24 X Line 25)	$ 97,547	$ 133,999	$ 148,938	$ 62,360	$ 71,690	$ 57,308	$ 47,577	$ 39,048	$ 86,626	$ -	$ 105,251	$ 105,251	$ 619,419	$ 144,300	$ 763,719
Other Expenses (Not subject to indirect %)	$ 793,384	$ 916,593	$ 982,409	$ 217,772	$ 463,003	$ 1,020,729	$ 890,512	$ 732,589	$ 1,623,101	$ -	$ 2,318,436	$ 2,318,436	$ 5,284,402	$ 3,051,026	$ 8,335,428
Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ 1,470,918**	**$ 1,840,928**	**$ 2,010,129**	**$ 661,604**	**$ 977,337**	**$ 1,428,699**	**$ 1,231,217**	$ 1,015,711	**$ 2,246,928**	**$ -**	$ 3,095,643	**$ 3,095,643**	**$ 9,620,832**	$ 4,111,355	**$ 13,732,187**
HSH Revenues (select)*															
General Fund - Ongoing	$ 1,541,501	$ 1,742,229	$ 1,721,621	$ 938,760	$ 956,692	$ 981,096	$ 660,895	$ 330,448	$ 991,343	$ -	$ 991,343	$ 991,343	$ 8,542,794	$ 1,321,791	$ 9,864,585
General Fund - CODB	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Adjustment to Actuals	$ (70,583)	$ (756,638)	$ (125,598)	$ (278,445)	$ (572,196)	$ (191,797)	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,995,258)	$ -	$ (1,995,258)
General Fund - MOHCD Work Order	$ -	$ -	$ -	$ -	$ 300,000	$ 300,000	$ 200,000	$ 100,000	$ 300,000	$ -	$ 300,000	$ 300,000	$ 800,000	$ 400,000	$ 1,200,000
Prop C - Family RRH	$ -	$ -	$ -	$ -	$ 292,843	$ 339,400	$ 226,267	$ 113,133	$ 339,400	$ -	$ 339,400	$ 339,400	$ 858,510	$ 452,533	$ 1,311,043
Prop C - One-time COVID-19 Bonus Pay	$ -	$ -	$ -	$ 1,290	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,290	$ -	$ 1,290
CalWORKs - HSA Work Order	$ -	$ 855,337	$ 414,106	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,269,443	$ -	$ 1,269,443
Prop C - Safer Families RRH	$ -	$ -	$ -	$ -	$ -	$ -	$ 144,055	$ 472,130	$ 616,185	$ -	$ 1,464,899	$ 1,464,899	$ 144,055	$ 1,937,030	$ 2,081,085
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total HSH Revenues*	**$ 1,470,918**	**$ 1,840,928**	**$ 2,010,129**	**$ 661,605**	**$ 977,339**	**$ 1,428,699**	**$ 1,231,217**	$ 1,015,712	**$ 2,246,928**	**$ -**	$ 3,095,642	**$ 3,095,642**	**$ 9,620,834**	$ 4,111,354	**$ 13,732,188**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -
Total Adjusted Salary FTE (All Budgets)									5.93			5.82			

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

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Template last modified	**7/26/2022**

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Provider Name	Catholic Charities		
Program	SF HOME Rapid Rehousing		
F$P Contract ID#	1000012571		
Action (select)	Amendment		
Effective Date	3/1/2025		
Budget Name	**General Fund - Rapid Rehousing**		
	Current	**New**	
Term Budget	$ 5,689,054	$ 7,010,845	15%
Contingency	$ 176,669	$ 801,385	
Not-To-Exceed	$ 9,797,503	$ 14,533,573	

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			EXTENSION YEAR Year 8			All Years		
	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
	Actuals	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**
Expenditures															
Salaries & Benefits	$ 184,535	$ 208,225	$ 237,703	$ 270,529	$ 283,511	$ 295,823	$ 195,757	$ 97,879	$ 293,635	$ -	$ 295,823	$ 295,823	$ 1,676,083	$ 393,701	$ 2,069,784
Operating Expense	$ 39,537	$ 86,450	$ 93,648	$ 110,944	$ 109,419	$ 53,699	$ 44,960	$ 22,482	$ 67,442	$ -	$ 67,442	$ 67,442	$ 538,656	$ 89,924	$ 628,580
Subtotal	$ 224,072	$ 294,675	$ 331,350	$ 381,473	$ 392,930	$ 349,522	$ 240,717	$ 120,361	$ 361,077	$ -	$ 363,265	$ 363,265	$ 2,214,739	$ 483,625	$ 2,698,364
Indirect Percentage	17.94%	18.25%	18.01%	16.35%	16%	16.35%	16.35%		16.35%	16.35%		16.35%			
Indirect Cost (Line 24 X Line 25)	$ 40,209	$ 53,778	$ 59,663	$ 62,360	$ 64,233	$ 57,137	$ 39,354	$ 19,675	$ 59,029	$ -	$ 56,842	$ 56,842	$ 376,733	$ 76,517	$ 453,250
Other Expenses (Not subject to indirect %)	$ 516,473	$ 526,075	$ 520,404	$ 216,482	$ 392,309	$ 545,013	$ 380,824	$ 190,412	$ 571,236	$ -	$ 571,236	$ 571,236	$ 3,097,581	$ 761,649	$ 3,859,230
Total Expenditures	**$ 780,754**	**$ 874,528**	**$ 911,417**	**$ 660,315**	**$ 849,472**	**$ 951,672**	**$ 660,895**	$ 330,448	**$ 991,343**	**$ -**	$ 991,343	**$ 991,343**	**$ 5,689,054**	$ 1,321,791	**$ 7,010,844**
HSH Revenues (select)															
General Fund - Ongoing	$ 782,465	$ 955,623	$ 911,417	$ 938,760	$ 956,692	$ 981,096	$ 660,895	$ 330,448	$ 991,343		$ 991,343	$ 991,343	$ 6,186,948	$ 1,321,791	$ 7,508,739
Adjustment to Actuals	$ (1,711)	$ (81,095)		$ (278,445)	$ (107,219.47)	$ (29,424)			$ -			$ -	$ (497,894)	$ -	$ (497,894)
									$ -			$ -	$ -	$ -	$ -
Total HSH Revenues	**$ 780,754**	**$ 874,528**	**$ 911,417**	**$ 660,315**	**$ 849,473**	**$ 951,672**	**$ 660,895**	$ 330,448	**$ 991,343**	**$ -**	$ 991,343	**$ 991,343**	**$ 5,689,054**	$ 1,321,791	**$ 7,010,845**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -

Template last modified **7/26/2022**

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	3/1/2025
Provider Name	Catholic Charities
Program	SF HOME Rapid Rehousing
FSP Contract ID#	1000012571
Budget Name	**General Fund - Rapid Rehousing**

	A	F	M	T	AA	AH	AO	AR	AS	AT	AU	AV	AW	AX
8		**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**						
9	**POSITION TITLE**	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	Agency Totals		For HSH Funded Program		7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025
10		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals					Current	**Amendment**	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	**Change**	Budgeted Salary
12	Sr. Program Director	$ 23,614	$ 11,906				$ -	$ -				$ -	$ -	$ -
13	Case Manager	$ 48,713	$ 8,567	$ 10,585	$ 11,713	$ 12,298	$ -	$ -				$ -	$ -	$ -
14	Program Coordinator	$ 56,635	$ 9,785	$ -	$ -	$ -	$ -	$ -				$ -	$ -	$ -
15	Case Manager / Housing Locator	$ 11,189	$ 45,329	$ -	$ -	$ -	$ 61,320	$ 61,320	1.00	100%	1.00	$ 40,880	**$ 20,440**	$ 61,320
16	Program Director		$ 50,717	$ 47,840	$ 53,572	$ 58,822	$ 69,898	$ 86,501	1.00	65%	0.65	$ 37,599	**$ 18,800**	$ 56,399
17	Clinical Dir./Training Mgr.		$ 2,650	$ 60,602	$ 64,325	$ 60,525	$ -	$ -				$ -	$ -	$ -
18	Program Administrator (Bilingual)		$ -	$ 2,653	$ 2,653	$ 2,786	$ -	$ -				$ -	$ -	$ -
19	Rapid Re-Housing Case Manager		$ 16,834	$ -	$ -	$ -	$ 61,320	$ 61,320	1.00	100%	1.00	$ 40,880	**$ 20,440**	$ 61,320
20	Program Coordinator 2		$ 8,061	$ 47,840	$ 53,572	$ 58,822	$ -	$ -				$ -	$ -	$ -
21	Program Manager			$ 7,870	$ -	$ -	$ 13,651	$ 78,113	1.00	33%	0.33	$ 16,987	**$ 8,493**	$ 25,480
22	Director of Client Services				$ 10,828	$ 11,794	$ -	$ -				$ -	$ -	$ -
23	Assistant Deputy Director				$ 9,848	$ 11,373	$ 19,630	$ 96,096	1.00	20%	0.20	$ 13,087	**$ 6,543**	$ 19,630
24								$ -				$ -	$ -	$ -
55		**$ 140,150**	**$ 153,849**	**$ 177,390**	**$ 206,511**	**$ 216,420**	**$ 225,819**				**TOTAL SALARIES**	**$ 149,433**	**$ 74,716**	**$ 224,149**
56											**TOTAL FTE**	**3.18**		
57		31.67%	35.34%	34.00%	31.00%	31.00%	31.00%				**FRINGE BENEFIT RATE**	31.00%		31.00%
58		**$ 44,385**	**$ 54,376**	**$ 60,313**	**$ 64,018**	**$ 67,090**	**$ 70,004**				**EMPLOYEE FRINGE BENEFITS**	**$ 46,324**	**$ 23,162**	**$ 69,486**
59		**$ 184,535**	**$ 208,225**	**$ 237,703**	**$ 270,529**	**$ 283,511**	**$ 295,823**				**TOTAL SALARIES & BENEFITS**	**$ 195,757**	**$ 97,879**	**$ 293,635**

	A	AY	AZ	BA	BB	BC	BD	BE	BT	BU	BV
8		**Year 8**							**All Years**		
9	**POSITION TITLE**	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
10						Current	**Amendment**	New	Current	**Amendment**	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	**Change**	Budgeted Salary	Budgeted Salary	**Change**	Budgeted Salary
12	Sr. Program Director	$ -					$ -	$ -	$ 35,520	$ -	$ 35,520
13	Case Manager	$ -					$ -	$ -	$ 91,877	$ -	$ 91,877
14	Program Coordinator	$ -					$ -	$ -	$ 66,419	$ -	$ 66,419
15	Case Manager / Housing Locator	$ 61,320	1.00	100%	1.00		**$ 61,320**	$ 61,320	$ 158,718	**$ 81,760**	$ 240,478
16	Program Director	$ 83,982	1.00	83%	0.83		**$ 69,898**	$ 69,898	$ 318,448	**$ 88,698**	$ 407,146
17	Clinical Dir./Training Mgr.	$ -					$ -	$ -	$ 188,102	$ -	$ 188,102
18	Program Administrator (Bilingual)	$ -					$ -	$ -	$ 8,092	$ -	$ 8,092
19	Rapid Re-Housing Case Manager	$ 61,320	1.00	100%	1.00		**$ 61,320**	$ 61,320	$ 119,034	**$ 81,760**	$ 200,794
20	Program Coordinator 2	$ -					$ -	$ -	$ 168,295	$ -	$ 168,295
21	Program Manager	$ 75,838	1.00	18%	0.18		**$ 13,651**	$ 13,651	$ 38,508	**$ 22,144**	$ 60,652
22	Director of Client Services	$ -					$ -	$ -	$ 22,622	$ -	$ 22,622
23	Assistant Deputy Director	$ 96,096	1.00	20%	0.20		**$ 19,630**	$ 19,630	$ 53,938	**$ 26,173**	$ 80,111
24							$ -	$ -	$ -	$ -	$ -
55					**TOTAL SALARIES**	**$ -**	**$ 225,819**	**$ 225,819**	**$ 1,269,573**	**$ 300,535**	**$ 1,570,108**
56				**TOTAL FTE**	**3.22**						
57				**FRINGE BENEFIT RATE**		31.00%		31.00%			
58				**EMPLOYEE FRINGE BENEFITS**		**$ -**	**$ 70,004**	**$ 70,004**	**$ 406,510**	**$ 93,166**	**$ 499,676**
59				**TOTAL SALARIES & BENEFITS**		**$ -**	**$ 295,823**	**$ 295,823**	**$ 1,676,083**	**$ 393,701**	**$ 2,069,784**

	A	B	E	H	K	N	Q	T	U	V	W	X	Y	AF	AG	AH
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**															Page 4 of 18
2	**OPERATING DETAIL**															
3	**Document Date**	3/1/2025														
4	**Provider Name**	Catholic Charities														
5	**Program**	SF HOME Rapid Rehousing														
6	**F$P Contract ID#**	1000012571														
7	**Budget Name**	**General Fund - Rapid Rehousing**														
8												**EXTENSION YEAR**				
9		**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**			**Year 8**			**All Years**		
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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
11		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	**Amendment**	New	Current	**Amendment**	New	Current	**Amendment**	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense
13	Rental of Property	$ 21,707	$ 50,191	$ 48,893	$ 56,745	$ 55,220	$ 24,147	$ 16,098	**$ 8,049**	$ 24,147		**$ 24,147**	$ 24,147	$ 273,001	**$ 32,196**	$ 305,197
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 5,265	$ 10,499	$ 10,028	$ 11,028	$ 11,028	$ 6,901	$ 5,934	**$ 2,967**	$ 8,901		**$ 8,901**	$ 8,901	$ 60,682	**$ 11,868**	$ 72,550
15	Office Supplies, Postage	$ 257	$ 1,812	$ 1,647	$ 2,647	$ 2,647	$ 2,000	$ 2,667	**$ 1,333**	$ 4,000		**$ 4,000**	$ 4,000	$ 13,676	**$ 5,333**	$ 19,010
16	Building Maintenance Supplies and Repair	$ 34	$ 1,295	$ 2,200	$ 3,200	$ 3,200	$ 5,450	$ 4,422	**$ 2,211**	$ 6,633		**$ 6,633**	$ 6,633	$ 19,801	**$ 8,844**	$ 28,645
17	Printing and Reproduction	$ -	$ 246	$ 820	$ 820	$ 820	$ 500	$ 333	**$ 167**	$ 500		**$ 500**	$ 500	$ 3,540	**$ 667**	$ 4,206
18	Insurance	$ 1,778	$ 2,752	$ 2,752	$ 4,744	$ 4,744	$ 4,809	$ 3,206	**$ 1,603**	$ 4,809		**$ 4,809**	$ 4,809	$ 24,785	**$ 6,412**	$ 31,197
19	Staff Training	$ -	$ 128	$ 1,265	$ 1,965	$ 1,965	$ 1,300	$ 867	**$ 433**	$ 1,300		**$ 1,300**	$ 1,300	$ 7,490	**$ 1,733**	$ 9,223
20	Staff Travel-(Local & Out of Town)	$ 4,349	$ 2,072	$ 5,189	$ 5,189	$ 5,189	$ 3,550	$ 3,033	**$ 1,517**	$ 4,550		**$ 4,550**	$ 4,550	$ 28,571	**$ 6,067**	$ 34,638
21	Rental of Equipment	$ 1,396	$ 1,537	$ 1,635	$ 1,635	$ 1,635	$ 1,000	$ 667	**$ 333**	$ 1,000		**$ 1,000**	$ 1,000	$ 9,504	**$ 1,333**	$ 10,838
22	Staff Related: Recruitment, Fingerprinting	$ 438	$ 681	$ 1,518	$ 1,518	$ 1,518	$ 542	$ 361	**$ 181**	$ 542		**$ 542**	$ 542	$ 6,576	**$ 723**	$ 7,299
23	Vehicle Expenses (Fuel, Maintenance & Licensing)	$ -	$ 1,236	$ 3,000	$ 5,850	$ 5,850	$ 3,500	$ 2,333	**$ 1,169**	$ 3,502		**$ 3,502**	$ 3,502	$ 21,769	**$ 4,671**	$ 26,440
24	Program Activities							$ 1,113	**$ 557**	$ 1,670		**$ 1,670**	$ 1,670	$ 1,113	**$ 2,227**	$ 3,340
25	Program Supplies							$ 992	**$ 496**	$ 1,488		**$ 1,488**	$ 1,488	$ 992	**$ 1,984**	$ 2,976
26	Computer Related							$ 2,933	**$ 1,467**	$ 4,400		**$ 4,400**	$ 4,400	$ 2,933	**$ 5,867**	$ 8,800
27		$ -	$ -	$ -		$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
45	Consultants	$ -	$ -	$ -		$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
46	JSCO Property Management Fee of Family Service Spa	$ 130	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ 130	**$ -**	$ 130
47	Janitorial Services - Commercial Cleaning Pros/ David M	$ 4,184	$ 7,713	$ 9,900	$ 9,900	$ 9,900	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ 41,597	**$ -**	$ 41,597
48	Temp Help (Receptionist) THE JOB SHOP	$ -	$ 6,288	$ 4,801	$ 5,703	$ 5,703	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ 22,495	**$ -**	$ 22,495
49			$ -	$ -			$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
57	Subcontractors (First $25k Only)							$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
58									**$ -**			**$ -**		$ -	**$ -**	$ -
70																
71	TOTAL OPERATING EXPENSES	$ 39,537	$ 86,450	$ 93,648	$ 110,944	$ 109,419	$ 53,699	$ 44,960	$ 22,482	$ 67,442	$ -	$ 67,442	$ 67,442	$ 538,656	**$ 89,924**	$ 628,580
72																
73	Other Expenses (not subject to indirect cost %)															
74	Program Activities	$ -	$ 414	$ 1,800	$ 1,800	$ 4,000	$ 1,000	$ -	**$ -**	$ -		**$ -**	$ -	$ 9,014	**$ -**	$ 9,014
75	Program Supplies	$ 1,234	$ 562	$ 500	$ 1,469	$ 3,871	$ 1,001	$ -	**$ -**	$ -		**$ -**	$ -	$ 8,637	**$ -**	$ 8,637
76	Computer Related	$ 1,276	$ 7,167	$ 1,100	$ 1,200	$ 1,200	$ 1,200	$ -	**$ -**	$ -		**$ -**	$ -	$ 13,143	**$ -**	$ 13,143
77	Rental Subsidies	$ 471,842	$ 471,700	$ 442,943	$ 442,943	$ 426,943	$ 511,558	$ 341,039	**$ 170,519**	$ 511,558		**$ 511,558**	$ 511,558	$ 3,108,968	**$ 682,078**	$ 3,791,046
78	Direct Assistance For Families	$ 42,120	$ 46,233	$ 47,515	$ 47,515	$ 47,515	$ 56,178	$ 37,452	**$ 18,726**	$ 56,178		**$ 56,178**	$ 56,178	$ 324,528	**$ 74,904**	$ 399,432
79	One-Time CODB (FY 2020-21)			$ 26,546	$ -	$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ 26,546	**$ -**	$ 26,546
80	Rental Bonus					$ 16,000	$ 3,500	$ 2,333	**$ 1,167**	$ 3,500		**$ 3,500**	$ 3,500	$ 21,833	**$ 4,667**	$ 26,500
81	Adjustment to Actuals				$ (278,445)	$ (107,219.47)	$ (29,424)	$ -	**$ -**	$ -		**$ -**	$ -	$ (415,088)	**$ -**	$ (415,088)
82	FY24-25 CODB placeholder - do not bill						$ -		**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
87	TOTAL OTHER EXPENSES	$ 516,473	$ 526,075	$ 520,404	$ 216,482	$ 392,309	$ 545,013	$ 380,824	**$ 190,412**	$ 571,236	$ -	**$ 571,236**	$ 571,236	$ 3,097,581	**$ 761,649**	$ 3,859,230
88																
99																
100	**HSH #3**													**Template last modified**		**7/26/2022**

BUDGET NARRATIVE | **Fiscal Year**

General Fund - Rapid Rehousing | **FY24-25** | **<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective**

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Case Manager / Housing Locator	1.00	$ 61,320	Provide housing placement, help families access mainstream resources, work with families toward educational and vocational attainment and housing stability to ensure successful transition off the subsidy	$29.4807 per hour X 2080 = $61,320.00 annually	Anieka Membreno Sanchez
Program Director	0.65	$ 56,399	Monitor and direct daily operations, supervise and support staff, problem resolution, prepares reports, monitor program budget and provide some case management and family services	$86,501 annually * 0.65 FTE	Noemy Membreno Martinez
Rapid Re-Housing Case Manager	1.00	$ 61,320	Provide housing placement, help families access mainstream resources, work with families toward educational and vocational attainment and housing stability to ensure successful transition off the subsidy	$29.4807 per hour X 2080 = $61,320.00 annually	Jennifer Lam
Program Manager	0.33	$ 25,480	Oversight of program staff and services.	$78,113 annually * 0.33 FTE	Leidy Fernandez
Assistant Deputy Director	0.20	$ 19,630	Oversee all of Family Housing Assistance Program and Homelessness Prevention Program. Works closely with the Program Directors to adhere to all contract and budget obligations.	$46.20 per hour X 2080 = $96,096.04 X .204275 FTE = $19,630.00	Jose Guadalupe
		$ -			
		$ -			
TOTAL	3.18	$ 224,149			
Employee Fringe Benefits		$ 69,486	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.		
Salaries & Benefits Total		$ 293,635			

Operating Expenses	Budgeted Expense	Justification	Calculation: Estimated monthly cost
Rental of Property	$ 24,147	Share of office space based on square footage and # of program staff for two buildings	$2,012.25
Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 8,901	Share of cost for electricity, water, garbage, telephone for two buildings	$742.00
Office Supplies, Postage	$ 4,000	To purchase folders, paper, and everything needed for office use	$333.00
Building Maintenance Supplies and Repair	$ 6,633	Share of cost for building maintenance facilities and supplies	$553.00
Printing and Reproduction	$ 500	To pay for pamphlets and building signs for our program outreach and engagement; staff business cards.	$41.67
Insurance	$ 4,809	Commercial General Liability Insurance, excluding van insurance	$417.42
Staff Training	$ 1,300	Ongoing staff training to help staff build skills.	$108.33
Staff Travel-(Local & Out of Town)	$ 4,550	To pay for mileage, parking and tolls when traveling for home visits, to view units or going to trainings.	$379.00
Rental of Equipment	$ 1,000	Share of cost for copy and scan machine lease and shredder for two offices	$83.33
Staff Related: Recruitment, Fingerprinting	$ 542	Recruitment expenses for hiring new staff.	$45.10
Vehicle Expenses (Fuel, Maintenance & Licensing)	$ 3,502	Van fuel and maintenance to bring families to view units, move families, visit landlords. Also used for home visits, recertifications, rent delivery.	$291.67
Program Activities	$ 1,670	Events for clients.	$139.00
Program Supplies	$ 1,488	To purchase items required for program office to serve clients	$124.00
Computer Related	$ 4,400	Expected cost of maintenance, equipment replacement, software licenses. IT support	$367.00
	$ -		
TOTAL OPERATING EXPENSES	$ 67,442		
Indirect Cost 16.35%	$ 59,029		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation: Estimated monthly cost
Rental Subsidies	$ 511,558	Subsidies for rent, based on expected number served.	$42,629.83
Direct Assistance For Families	$ 56,178	Help for families related to keeping their housing and jobs. For example, help for paying utilities, transportation for job related purposes, or paying for books for a training related to employment.	$4,681.50
Rental Bonus	$ 3,500	Funds to provide landlord bonuses for leasing units.	291.67
TOTAL OTHER EXPENSES	$ 571,236		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Provider Name	Catholic Charities		
Program	SF HOME Rapid Rehousing		
FSP Contract ID#	1000012571		
Action (select)	Amendment		
Effective Date	3/1/2025		
Budget Name	**General Fund - FHSP (MOHCD Work Order)**		
	Current	**New**	
Term Budget	$ 592,079	$ 992,079	15%
Contingency	$ 176,669	$ 801,385	
Not-To-Exceed	$ 9,797,503	$ 14,533,573	

Template last modified **7/26/2022**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8			All Years		
										EXTENSION YEAR					
	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
	Actuals	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**
Expenditures															
Salaries & Benefits	$ -	$ -	$ -	$ -	$ 37,607	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 37,607	$ -	$ 37,607
Operating Expense	$ -	$ -	$ -	$ -	$ 4,912	$ 1,140	$ 760	$ 7,073	$ 7,833	$ -	$ 7,833	$ 7,833	$ 6,812	$ 14,906	$ 21,718
Subtotal	$ -	$ -	$ -	$ -	$ 42,519	$ 1,140	$ 760	$ 7,073	$ 7,833	$ -	$ 7,833	$ 7,833	$ 44,419	$ 14,906	$ 59,325
Indirect Percentage					15.00%	15%	15.00%		15.00%	0.00%		15.00%			
Indirect Cost (Line 24 X Line 25)	$ -	$ -	$ -	$ -	$ 6,378	$ 171	$ 114	$ 1,061	$ 1,175	$ -	$ 1,175	$ 1,175	$ 6,663	$ 2,236	$ 8,899
Other Expenses (Not subject to indirect %)	$ -	$ -	$ -	$ -	$ 55,644	$ 286,227	$ 199,126	$ 91,866	$ 290,992	$ -	$ 290,992	$ 290,992	$ 540,997	$ 382,858	$ 923,855
Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ 104,541**	**$ 287,538**	**$ 200,000**	$ 100,000	**$ 300,000**	**$ -**	$ 300,000	**$ 300,000**	**$ 592,079**	$ 400,000	**$ 992,079**
HSH Revenues (select)															
Adjustment to Actuals					$ (195,459)	$ (12,462)			$ -			$ -	$ (207,921)	$ -	$ (207,921)
General Fund - MOHCD Work Order					$ 300,000	$ 300,000	$ 200,000	$ 100,000	$ 300,000		$ 300,000	$ 300,000	$ 800,000	$ 400,000	$ 1,200,000
Total HSH Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ 104,541**	**$ 287,538**	**$ 200,000**	$ 100,000	**$ 300,000**	**$ -**	$ 300,000	**$ 300,000**	**$ 592,079**	$ 400,000	**$ 992,079**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -

	A	F	M	T	AA	AH	AO	AV	AW	AX	BE	BT	BU	BV
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**													Page 6 of 18
2	**SALARY & BENEFIT DETAIL**													
3	**Document Date**	3/1/2025												
4	**Provider Name**	Catholic Charities												
5	**Program**	SF HOME Rapid Rehousing												
6	**F$P Contract ID#**	1000012571												
7	**Budget Name**	**General Fund - FHSP (MOHCD Work Order)**												
8		**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**			**Year 8**	**All Years**		
9	**POSITION TITLE**	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
10		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	**Amendment**	New	New	Current	**Amendment**	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	**Change**	Budgeted Salary	Budgeted Salary	Budgeted Salary	**Change**	Budgeted Salary
12	Accounts Payable Specialist					$ 14,456			$ -	$ -	$ -	$ 14,456	$ -	$ 14,456
13	Case Manager					$ 14,252			$ -	$ -	$ -	$ 14,252	$ -	$ 14,252
54									$ -	$ -	$ -	$ -	$ -	$ -
55		**$ -**	**$ -**	**$ -**	**$ -**	**$ 28,708**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 28,708**	**$ -**	**$ 28,708**
56														
57						31.00%								
58		**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,899**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,899**	**$ -**	**$ 8,899**
59		**$ -**	**$ -**	**$ -**	**$ -**	**$ 37,607**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 37,607**	**$ -**	**$ 37,607**
60														
61														
62														

	A	B	E	H	K	N	Q	T	U	V	W	X	Y	AF	AG	AH
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**															Page 7 of 18
2	**OPERATING DETAIL**															
3	**Document Date**	3/1/2025														
4	**Provider Name**	Catholic Charities														
5	**Program**	SF HOME Rapid Rehousing														
6	**FSP Contract ID#**	1000012571														
7	**Budget Name**	**General Fund - FHSP (MOHCD Work Order)**														
8												**EXTENSION YEAR**				
9		**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**			**Year 8**			**All Years**		
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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
11		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	**Amendment**	New	Current	**Amendment**	New	Current	**Amendment**	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense
13	Rental of Property					$ 2,689	$ -	$ -	**$ 5,651**	$ 5,651		**$ 5,651**	$ 5,651	$ 2,689	**$ 11,302**	$ 13,991
14	Utilities(Elec, Water, Gas, Phone, Scavenger)					$ 500	$ -	$ -	**$ 598**	$ 598		**$ 598**	$ 598	$ 500	**$ 1,196**	$ 1,696
15	Office Supplies, Postage					$ 123	$ 540	$ 360	**$ 180**	$ 540		**$ 540**	$ 540	$ 1,023	**$ 720**	$ 1,743
16	Building Maintenance Supplies and Repair					$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
17	Printing and Reproduction					$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
18	Insurance					$ 400	$ -	$ -	**$ 444**	$ 444		**$ 444**	$ 444	$ 400	**$ 888**	$ 1,288
19	Staff Training					$ 400	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ 400	**$ -**	$ 400
20	Staff Travel-(Local & Out of Town)					$ 500	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ 500	**$ -**	$ 500
21	Rental of Equipment					$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
22	Computer Related					$ 300	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ 300	**$ -**	$ 300
23	Barrier Removal					$ -	$ 600	$ 400	**$ 200**	$ 600		**$ 600**	$ 600	$ 1,000	**$ 800**	$ 1,800
24						$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
42	Consultants					$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
43						$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
54	Subcontractors (First $25k Only)					$ -	$ -	$ -	**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
55							$ -		**$ -**			**$ -**	$ -	$ -	**$ -**	$ -
68	TOTAL OPERATING EXPENSES	$ -	$ -	$ -	$ -	$ 4,912	$ 1,140	$ 760	$ 7,073	$ 7,833	$ -	$ 7,833	$ 7,833	$ 6,812	**$ 14,906**	$ 21,718
69																
70	Other Expenses (not subject to indirect cost %)															
71	Direct client assistance					$ 251,103	$ 298,689	$ 199,126	**$ 91,866**	$ 290,992		**$ 290,992**	$ 290,992	$ 748,918	**$ 382,858**	$ 1,131,776
72	Adjustment to Actuals					$ (195,459)	$ (12,462)		**$ -**	$ -		**$ -**	$ -	$ (207,921)	**$ -**	$ (207,921)
73									**$ -**			**$ -**		$ -	**$ -**	$ -
84	TOTAL OTHER EXPENSES	$ -	$ -	$ -	$ -	$ 55,644	$ 286,227	$ 199,126	**$ 91,866**	$ 290,992	$ -	**$ 290,992**	$ 290,992	$ 540,997	**$ 382,858**	$ 923,855
85																
96																
97	**HSH #3**													**Template last modified**		**7/26/2022**

BUDGET NARRATIVE

General Fund - FHSP (MOHCD Work Order)	Fiscal Year: FY24-25	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effect

Operating Expenses		Budgeted Expense	Justification	Calculation
Rental of Property		$ 5,651	Sharing office space based on square footage with other programs in two locations	Share of total cost
Utilities(Elec, Water, Gas, Phone, Scavenger)		$ 598	Estimated cost for utilities at location	Estimated cost
Office Supplies, Postage		$ 540	Estimated additional basic supplies for desks, including PPE, copier paper, postage and ongoing replacement needs	Estimated cost
Insurance		$ 444	Commercial General Liability Insurance, excluding van insurance	Share of agency total
Barrier Removal		$ 600	E.g., immigration-related fees and other assistance to help clients enter housing.	Estimated cost
TOTAL OPERATING EXPENSES		$ 7,833		
Indirect Cost	15.0%	$ 1,175		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Direct client assistance	$ 290,992	Direct client assistance includes rental subsidies, landlord incentives, move in costs (security deposits, furniture, moving costs, relocation costs, damage mitigation)	5 households
Adjustment to Actuals	$ -		
TOTAL OTHER EXPENSES	$ 290,992		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Provider Name	Catholic Charities		
Program	SF HOME Rapid Rehousing		
FSP Contract ID#	1000012571		
Action (select)	Amendment		
Effective Date	3/1/2025		
Budget Name	**Prop C - Family Rapid Rehousing (RRH)**		
	Current	**New**	
Term Budget	$ 439,080	$ 891,613	15%
Contingency	$ 176,669	$ 801,385	
Not-To-Exceed	$ 9,797,503	$ 14,533,573	

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8			All Years		
										EXTENSION YEAR					
	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
	Actuals	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**
Expenditures															
Salaries & Benefits	$ -	$ -	$ -	$ -	$ 7,196	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,196	$ 0	$ 7,196
Operating Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ 7,196	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,196	$ 0	$ 7,196
Indirect Percentage					15%	0.00%	0.00%		0.00%	0.00%		0.00%			
Indirect Cost (Line 24 X Line 25)	$ -	$ -	$ -	$ -	$ 1,079	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,079	$ 0	$ 1,079
Other Expenses (Not subject to indirect %)	$ -	$ -	$ -	$ -	$ 15,049	$ 189,488	$ 226,267	$ 113,133	$ 339,400	$ -	$ 339,400	$ 339,400	$ 430,804	$ 452,533	$ 883,337
Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ 23,324**	**$ 189,488**	**$ 226,267**	$ 113,133	**$ 339,400**	**$ -**	$ 339,400	**$ 339,400**	**$ 439,079**	$ 452,534	**$ 891,613**
HSH Revenues (select)															
Adjustment to Actuals					$ (269,518)	$ (149,912)			$ -			$ -	$ (419,430)	$ -	$ (419,430)
Prop C - Family RRH					$ 292,843	$ 339,400	$ 226,267	$ 113,133	$ 339,400		$ 339,400	$ 339,400	$ 858,510	$ 452,533	$ 1,311,043
									$ -			$ -	$ -	$ -	$ -
Total HSH Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ 23,325**	**$ 189,488**	**$ 226,267**	$ 113,133	**$ 339,400**	**$ -**	$ 339,400	**$ 339,400**	**$ 439,080**	$ 452,533	**$ 891,613**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -

Prepared by	Colleen McCarthy
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Template last modified **7/26/2022**

	A	F	M	T	AA	AH	AO	AV	AW	AX	BE	BT	BU	BV
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**													Page 9 of 18
2	**SALARY & BENEFIT DETAIL**													
3	**Document Date**	3/1/2025												
4	**Provider Name**	Catholic Charities												
5	**Program**	SF HOME Rapid Rehousing												
6	**F$P Contract ID#**	1000012571												
7	**Budget Name**	**Prop C - Family Rapid Rehousing (RRH)**												
8		**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**			**Year 8**	**All Years**		
9	**POSITION TITLE**	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
10		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	**Amendment**	New	New	Current	**Amendment**	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	**Change**	Budgeted Salary	Budgeted Salary	Budgeted Salary	**Change**	Budgeted Salary
12	Accounts Payable Specialist					$ 5,493			$ -	$ -	$ -	$ 5,493	**$ 0**	$ 5,493
54									$ -	$ -	$ -	$ -	$ -	$ -
55		**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,493**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,493**	**$ 0**	**$ 5,493**
56														
57						31%								
58		**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,703**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,703**	**$ 0**	**$ 1,703**
59		**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,196**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,196**	**$ 0**	**$ 7,196**
60														
61														
62														

	A	B	E	H	K	N	Q	T	U	V	Y	AF	AG	AH
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**													Page 10 of 18
2	**OPERATING DETAIL**													
3	**Document Date**	3/1/2025												
4	**Provider Name**	Catholic Charities												
5	**Program**	SF HOME Rapid Rehousing												
6	**F$P Contract ID#**	1000012571												
7	**Budget Name**	**Prop C - Family Rapid Rehousing (RRH)**												
8											**EXTENSION YEAR**			
9		**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**			**Year 8**	**All Years**		
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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
11		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	**Amendment**	New	New	Current	**Amendment**	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense
69														
70	Other Expenses (not subject to indirect cost %)													
71	Rental Subsidies					$ 57,600		$ -	**$ -**	$ -	$ -	$ 57,600	**$ -**	$ 57,600
72	Subsidy Extension					$ 223,967	$ 292,400	$ 194,933	**$ 97,467**	$ 292,400	$ 292,400	$ 711,300	**$ 389,867**	$ 1,101,167
73	Incentives/Barrier Removal					$ 3,000	$ 5,600	$ 3,733	**$ 1,867**	$ 5,600	$ 5,600	$ 490,333	**$ 7,467**	$ 593,400
74	Move-in Assistance						$ 41,400	$ 27,600	**$ 13,800**	$ 41,400	$ 41,400	$ 9,333	**$ 55,200**	$ 52,600
75	Adjustment to Actuals					$ (269,518)	$ (149,912)		**$ -**		$ -	$ (200,518)	**$ -**	$ (186,718)
76									**$ -**	$ -		$ -	**$ -**	$ -
84	TOTAL OTHER EXPENSES	$ -	$ -	$ -	$ -	$ 15,049	$ 189,488	$ 226,267	**$ 113,133**	$ 339,400	$ 339,400	$ 1,068,049	**$ 452,533**	$ 1,618,049
96														
97	**HSH #3**											**Template last modified**		**7/26/2022**

BUDGET NARRATIVE | **Fiscal Year**

Prop C - Family Rapid Rehousing | **FY24-25** | **<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effect**

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Rental Subsidies	$ -		
Subsidy Extension	$ 292,400	Extensions to provide an extra 12 months of subsidy for participants exiting in FY24-25.	
Incentives/Barrier Removal	$ 5,600	Incentives for participants to encourage engagement with program supports - attending check-ins, interviewing for jobs, self-searching for units, etc.	
Move-in Assistance	$ 41,400	Move-in costs for FY24-25.	
Adjustment to Actuals	$ -		
	$ -		
TOTAL OTHER EXPENSES	$ 339,400		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Provider Name	Catholic Charities		
Program	SF HOME Rapid Rehousing		
F$P Contract ID#	1000012571		
Action (select)	Amendment		
Effective Date	3/1/2025		
Budget Name	**Prop C - Safer Families RRH**		
	Current	**New**	
Term Budget	$ 144,055	$ 2,081,085	15%
Contingency	$ 176,669	$ 801,385	
Not-To-Exceed	$ 9,797,503	$ 14,533,573	

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			EXTENSION YEAR Year 8			All Years		
	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
	Actuals	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**
Expenditures															
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,585	$ 80,380	$ 122,965	$ -	$ 238,847	$ 238,847	$ 42,585	$ 319,227	$ 361,812
Operating Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,065	$ 36,260	$ 45,326	$ -	$ 62,010	$ 62,010	$ 9,065	$ 98,270	$ 107,336
Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ 51,650	$ 116,640	$ 168,291	$ -	$ 300,857	$ 300,857	$ 51,650	$ 417,497	$ 469,148
Indirect Percentage							15.70%		15.70%	0.00%		15.70%			
Indirect Cost (Line 24 X Line 25)	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,109	$ 18,312	$ 26,422	$ -	$ 47,235	$ 47,235	$ 8,109	$ 65,547	$ 73,656
Other Expenses (Not subject to indirect %)	$ -	$ -	$ -	$ -	$ -	$ -	$ 84,295	$ 337,178	$ 421,473	$ -	$ 1,116,808	$ 1,116,808	$ 84,295	$ 1,453,986	$ 1,538,281
Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 144,055**	$ 472,131	**$ 616,185**	**$ -**	$ 1,464,900	**$ 1,464,900**	**$ 144,055**	$ 1,937,030	**$ 2,081,085**
HSH Revenues (select)															
Prop C - Safer Families RRH							$ 144,055	$ 472,130	$ 616,185		$ 1,464,899	$ 1,464,899	$ 144,055	$ 1,937,030	$ 2,081,085
									$ -			$ -	$ -	$ -	$ -
Total HSH Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 144,055**	$ 472,130	**$ 616,185**	**$ -**	$ 1,464,899	**$ 1,464,899**	**$ 144,055**	$ 1,937,030	**$ 2,081,085**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -

Prepared by	Colleen McCarthy
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Template last modified **7/26/2022**

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	3/1/2025
Provider Name	Catholic Charities
Program	SF HOME Rapid Rehousing
FSP Contract ID#	1000012571
Budget Name	**Prop C - Safer Families RRH**

	A	F	M	T	AA	AH	AO	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BT	BU	BV
8		**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**							**Year 8**							**All Years**		
9	**POSITION TITLE**	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	Agency Totals		For HSH Funded Program		7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
10		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals					Current	**Amendment**	New					Current	**Amendment**	New	Current	**Amendment**	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	**Change**	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	**Change**	Budgeted Salary	Budgeted Salary	**Change**	Budgeted Salary
12	Case Manager							$ 60,590	1.00	100%	1.00	$ 10,098	**$ 20,197**	$ 30,295	$ 63,620	1.00	100%	1.00		**$ 63,620**	$ 63,620	$ 10,098	**$ 83,817**	$ 93,915
13	Program Director							$ 86,501	1.00	25%	0.25	$ 5,406	**$ 7,209**	$ 12,615	$ 90,826	1.00	25%	0.25		**$ 22,707**	$ 22,707	$ 5,406	**$ 29,915**	$ 35,321
14	Program Mananger							$ 77,000	1.00	50%	0.50	$ 6,417	**$ 12,833**	$ 19,250	$ 80,850	1.00	35%	0.35		**$ 28,298**	$ 28,298	$ 6,417	**$ 41,131**	$ 47,548
15	Case Manager							$ 60,590	1.00	100%	1.00	$ 10,098	**$ 20,197**	$ 30,295	$ 63,620	1.00	100%	1.00		**$ 63,620**	$ 63,620	$ 10,098	**$ 83,817**	$ 93,915
16													$ -	$ -						$ -	$ -	$ -	$ -	$ -
55		$ -	$ -	$ -	$ -	$ -	$ -				**TOTAL SALARIES**	**$ 32,019**	**$ 60,436**	**$ 92,455**				**TOTAL SALARIES**	$ -	**$ 178,244**	**$ 178,244**	**$ 32,019**	**$ 238,680**	**$ 270,699**
56											**TOTAL FTE**	**2.75**						**TOTAL FTE**	**2.60**					
57											**FRINGE BENEFIT RATE**	33.00%		33.00%				**FRINGE BENEFIT RATE**	34.00%		34.00%			
58		$ -	$ -	$ -	$ -	$ -	$ -				**EMPLOYEE FRINGE BENEFITS**	**$ 10,566**	**$ 19,944**	**$ 30,510**				**EMPLOYEE FRINGE BENEFITS**	$ -	**$ 60,603**	**$ 60,603**	**$ 10,566**	**$ 80,547**	**$ 91,113**
59		$ -	$ -	$ -	$ -	$ -	$ -				**TOTAL SALARIES & BENEFITS**	**$ 42,585**	**$ 80,380**	**$ 122,965**				**TOTAL SALARIES & BENEFITS**	$ -	**$ 238,847**	**$ 238,847**	**$ 42,585**	**$ 319,227**	**$ 361,812**
60																								
61																								
62																								

	A	B	E	H	K	N	Q	T	U	V	W	X	Y	AF	AG	AH
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**															
2	**OPERATING DETAIL**															
3	**Document Date**	3/1/2025														
4	**Provider Name**	Catholic Charities														
5	**Program**	SF HOME Rapid Rehousing														
6	**F$P Contract ID#**	1000012571														
7	**Budget Name**	**Prop C - Safer Families RRH**														
8												**EXTENSION YEAR**				
9		**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**			**Year 8**			**All Years**		
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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
11		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	**Amendment**	New	Current	**Amendment**	New	Current	**Amendment**	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense
13	Rental of Property							$ 1,800	**$ 7,200**	$ 9,000		**$ 18,000**	$ 18,000	$ 1,800	**$ 25,200**	$ 27,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)							$ 1,000	**$ 4,000**	$ 5,000		**$ 10,000**	$ 10,000	$ 1,000	**$ 14,000**	$ 15,000
15	Office Supplies, Postage							$ 400	**$ 1,600**	$ 2,000		**$ 4,000**	$ 4,000	$ 400	**$ 5,600**	$ 6,000
16	Building Maintenance Supplies and Repair							$ 700	**$ 2,800**	$ 3,500		**$ 6,000**	$ 6,000	$ 700	**$ 8,800**	$ 9,500
17	Printing and Reproduction							$ 140	**$ 560**	$ 700		**$ 1,400**	$ 1,400	$ 140	**$ 1,960**	$ 2,100
18	Insurance							$ 485	**$ 1,940**	$ 2,426		**$ 4,500**	$ 4,500	$ 485	**$ 6,440**	$ 6,926
19	Staff Training							$ 400	**$ 1,600**	$ 2,000		**$ 4,000**	$ 4,000	$ 400	**$ 5,600**	$ 6,000
20	Staff Travel-(Local & Out of Town)							$ 1,000	**$ 4,000**	$ 5,000		**$ 10,210**	$ 10,210	$ 1,000	**$ 14,210**	$ 15,210
21	Rental of Equipment							$ 140	**$ 560**	$ 700		**$ 1,400**	$ 1,400	$ 140	**$ 1,960**	$ 2,100
22	Recruitment Cost							$ 300	**$ 1,200**	$ 1,500		**$ 500**	$ 500	$ 300	**$ 1,700**	$ 2,000
23	Start Up: Computer workstations(3 staff) Hardware, Licensing, IT set up							$ 2,400	**$ 9,600**	$ 12,000		**$ -**	$ -	$ 2,400	**$ 9,600**	$ 12,000
24	Small Equipment Desk-1, 3 chairs							$ 300	**$ 1,200**	$ 1,500		**$ -**	$ -	$ 300	**$ 1,200**	$ 1,500
25	Computer Related (IT Troubleshooting)								**$ -**	$ -		**$ 2,000**	$ 2,000	$ -	**$ 2,000**	$ 2,000
26									**$ -**			**$ -**		$ -	**$ -**	$ -
42	Consultants								**$ -**			**$ -**		$ -	**$ -**	$ -
43	Janitorial Services								**$ -**	$ -		**$ -**	$ -	$ -	**$ -**	$ -
44									**$ -**			**$ -**		$ -	**$ -**	$ -
54	Subcontractors (First $25k Only)								**$ -**			**$ -**		$ -	**$ -**	$ -
55									**$ -**			**$ -**		$ -	**$ -**	$ -
68	TOTAL OPERATING EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,065	$ 36,260	$ 45,326	$ -	$ 62,010	$ 62,010	$ 9,065	**$ 98,270**	$ 107,336
69																
70	Other Expenses (not subject to indirect cost %)															
71	Direct Assistance - Rent (15 Families)							$ 63,595	**$ 254,378**	$ 317,973		**$ 1,044,000**	$ 1,044,000	$ 63,595	**$ 1,298,378**	$ 1,361,973
72	Direct Assistance - Basic Needs							$ 20,700	**$ 82,800**	$ 103,500		**$ 72,808**	$ 72,808	$ 20,700	**$ 155,608**	$ 176,308
73									**$ -**			**$ -**		$ -	**$ -**	$ -
84	TOTAL OTHER EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ 84,295	**$ 337,178**	$ 421,473	$ -	**$ 1,116,808**	$ 1,116,808	$ 84,295	**$ 1,453,986**	$ 1,538,281
85																
86	Capital Expenses															
87									**$ -**			**$ -**		$ -	**$ -**	$ -
95	TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	**$ -**	$ -	$ -	**$ -**	$ -
96																
97	**HSH #3**														**Template last modified**	**7/26/2022**

BUDGET NARRATIVE

Prop C - Safer Families RRH	Fiscal Year: FY24-25	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Case Manager	1.00	$ 30,295	Provide housing placement, help families access mainstream resources, work with families toward educational and vocational attainment and housing stability to ensure successful transition off the subsidy	$29.13 X 2080 = $60,590 for approximately 6 months	TBD
Program Director	0.25	$ 12,615	Monitor and direct daily operations, supervise and support staff, problem resolution, prepares reports, monitor program budget and provide some case management and family services	$86,501.00 X 0.25 FTE, prorated for 7 months	Noemy Martinez
Program Mananger	0.50	$ 19,250	Oversight of program staff and services.	$37.0192 X 2080 = $77,000 X .25 = $19,250	TBD
Case Manager	1.00	$ 30,295	Provide housing placement, help families access mainstream resources, work with families toward educational and vocational attainment and housing stability to ensure successful transition off the subsidy	$29.13 X 2080 = $60,590 for approximately 6 months	TBD
TOTAL	2.75	$ 92,455			
Employee Fringe Benefits		$ 30,510	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.		
Salaries & Benefits Total		$ 122,965			

Operating Expenses		Budgeted Expense	Justification	Calculation
Rental of Property		$ 9,000	Share of office space based on square footage and # of program staff for two buildings	$1,800.00 monthly for 5 months (Feb. to Jun.)
Utilities(Elec, Water, Gas, Phone, Scavenger)		$ 5,000	Share of cost for electricity, water, garbage, telephone for two buildings	$1,000.00 monthly
Office Supplies, Postage		$ 2,000	To purchase folders, paper, and everything needed for office use	$400.00 monthly
Building Maintenance Supplies and Repair		$ 3,500	Share of cost for building maintenance facilities and supplies	$700.00 monthly
Printing and Reproduction		$ 700	To pay for pamphlets and building signs for our program outreach and engagement; staff business cards.	$140.00 monthly
Insurance		$ 2,426	Commercial General Liability Insurance, excluding van insurance	$485.20 monthly
Staff Training		$ 2,000	Ongoing staff training to help staff build skills.	$400.00 monthly
Staff Travel-(Local & Out of Town)		$ 5,000	To pay for mileage, parking and tolls when traveling for home visits, to view units or going to trainings.	$1,000.00 monthly
Rental of Equipment		$ 700	Share of cost for copy and scan machine lease and shredder for two offices	$140.00 monthly
Recruitment Cost		$ 1,500	Recruitment expenses for hiring new staff.	$500 each for 3 staff
Start Up: Computer workstations(3 staff) Hardware, Licensi		$ 12,000	Including computer for 3 staff, hardware, licensing, consulting	$4,000 each for 3 staff
Small Equipment Desk-1, 3 chairs		$ 1,500	Desk for 1 staff	esk for 1 staff $500, plus additional chairs
		$ -		
TOTAL OPERATING EXPENSES		$ 45,326		
Indirect Cost	15.7%	$ 26,422		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Direct Assistance - Rent (15 Families)	$ 317,973	Monthly subsidy covering a portion of the household's rent, paid to the landlord, facilitating immediate access to stable housing	Estimated amount to serve 15 families during the second half of FY24-25.
Direct Assistance - Basic Needs	$ 103,500	Security Deposit and Other Needs for clients	$20,700.00/month
	$ -		
TOTAL OTHER EXPENSES	$ 421,473		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Provider Name	Catholic Charities		
Program	SF HOME Rapid Rehousing		
F$P Contract ID#	1000012571		
Action (select)	Amendment		
Effective Date	3/1/2025		
Budget Name	**Prop C - One-time Bonus Pay**		
	Current	**New**	
Term Budget	$ 1,290	$ 1,290	15.0%
Contingency	$ 176,669	$ 801,385	
Not-To-Exceed	$ 9,797,503	$ 14,533,573	

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			EXTENSION YEAR Year 8	All Years		
	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
	Actuals	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Current**	**Amendment**	**New**	**New**	**Current**	**Amendment**	**New**
Expenditures													
Other Expenses (Not subject to indirect %)	$ -	$ -	$ -	$ 1,290	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,290	$ -	$ 1,290
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ 1,290**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,290**	**$ -**	**$ 1,290**
HSH Revenues (select)													
Prop C - One-time COVID-19 Bonus Pay				$ 1,290					$ -	$ -	$ 1,290	$ -	$ 1,290
Total HSH Revenues	**$ -**	**$ -**	**$ -**	**$ 1,290**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,290**	**$ -**	**$ 1,290**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Provider Name	Catholic Charities		
Program	SF HOME Rapid Rehousing		
F$P Contract ID#	1000012571		
Action (select)	Amendment		
Effective Date	3/1/2025		
Budget Name	**General Fund - FEPCO Homelessness Prevention**		
	Current	**New**	
Term Budget	$ 2,041,498	$ 2,041,498	15.0%
Contingency	$ 176,669	$ 801,385	
Not-To-Exceed	$ 9,797,503	$ 14,533,573	

EXTENSION YEAR

	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**			**Year 8**	**All Years**		
	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
	Actuals	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Current**	**Amendment**	**New**	**New**	**Current**	**Amendment**	**New**
Expenditures													
Salaries & Benefits	$ 287,567	$ 291,940	$ 349,096	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 928,603	$ -	$ 928,603
Operating Expense	$ 68,347	$ 79,802	$ 104,224	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 252,374	$ -	$ 252,374
Subtotal	$ 355,915	$ 371,742	$ 453,320	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,180,976	$ -	$ 1,180,976
Indirect Percentage	16.11%	16.58%	16.58%			0.00%	0.00%		0.00%	0.00%			
Indirect Cost (Line 24 X Line 25)	$ 57,338	$ 61,633	$ 75,159	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 194,130	$ -	$ 194,130
Other Expenses (Not subject to indirect %)	$ 276,912	$ 233,353	$ 156,127	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 666,392	$ -	$ 666,392
Total Expenditures	**$ 690,164**	**$ 666,729**	**$ 684,606**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,041,498**	**$ -**	**$ 2,041,498**
HSH Revenues (select)													
General Fund - Ongoing	$ 759,036	$ 786,606	$ 810,204						$ -	$ -	$ 2,355,846	$ -	$ 2,355,846
Adjustment to Actuals	$ (68,872)	$ (119,877)	$ (125,598)						$ -	$ -	$ (314,348)	$ -	$ (314,348)
									$ -	$ -	$ -	$ -	$ -
Total HSH Revenues	**$ 690,164**	**$ 666,729**	**$ 684,606**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,041,498**	**$ -**	**$ 2,041,498**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -

Template last modified **7/26/2022**

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Provider Name	Catholic Charities		
Program	SF HOME Rapid Rehousing		
F$P Contract ID#	1000012571		
Action (select)	Amendment		
Effective Date	3/1/2025		
Budget Name	**CalWORKs - HSA Work Order**		
	Current	**New**	
Term Budget	$ 713,777	$ 713,777	15.0%
Contingency	$ 176,669	$ 801,385	
Not-To-Exceed	$ 9,797,503	$ 14,533,573	

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			EXTENSION YEAR Year 8	All Years		
	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	7/1/2024 - 2/28/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2018 - 2/28/2025	7/1/2018 - 6/30/2026	7/1/2018 - 6/30/2026
	Actuals	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Actuals**	**Current**	**Amendment**	**New**	**New**	**Current**	**Amendment**	**New**
Expenditures													
Salaries & Benefits	$ -	$ 106,138	$ 80,315	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 186,453	$ -	$ 186,453
Operating Expense	$ -	$ 17,780	$ 13,797	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 31,577	$ -	$ 31,577
Subtotal	$ -	$ 123,918	$ 94,112	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 218,030	$ -	$ 218,030
Indirect Percentage		15.00%	15.00%			0.00%	0.00%		0.00%	0.00%			
Indirect Cost (Line 24 X Line 25)	$ -	$ 18,588	$ 14,117	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 32,704	$ -	$ 32,704
Other Expenses (Not subject to indirect %)	$ -	$ 157,165	$ 305,878	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 463,043	$ -	$ 463,043
Total Expenditures	**$ -**	**$ 299,671**	**$ 414,106**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 713,777**	**$ -**	**$ 713,777**
HSH Revenues (select)													
Adjustment to Actuals		$ (555,666)							$ -	$ -	$ (555,666)	$ -	$ (555,666)
CalWORKs - HSA Work Order		$ 855,337	$ 414,106						$ -	$ -	$ 1,269,443	$ -	$ 1,269,443
Prop C - Safer Families RRH									$ -	$ -	$ -	$ -	$ -
									$ -	$ -	$ -	$ -	$ -
Total HSH Revenues	**$ -**	**$ 299,671**	**$ 414,106**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 713,777**	**$ -**	**$ 713,777**
Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -

Template last modified **7/26/2022**

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	3/1/2025		
Contract Term	**Begin Date**	**End Date**	**Duration (Years)**
Current Term	7/1/2018	2/28/2025	7
Amended Term	7/1/2018	6/30/2026	8
Program	SF HOME Rapid Rehousing		

Service Component	**Year 1** 7/1/2018 - 6/30/2019	**Year 2** 7/1/2019 - 6/30/2020	**Year 3** 7/1/2020 - 6/30/2021	**Year 4** 7/1/2021 - 6/30/2022	**Year 5** 7/1/2022 - 6/30/2023	**Year 6** 7/1/2023 - 6/30/2024	**Year 7** 7/1/2024 - 6/30/2025	**Year 8** 7/1/2025 - 6/30/2026
Flexible Housing Subsidy Pool subsidies (MOHCD)	0	0	0	0	5	5	5	5
Rapid Rehousing (General Fund)	32	32	32	32	32	32	32	32
Family Rapid Rehousing (Prop C) - subset of the RRH General Fund	0	0	0	0	10	10	10	10
Safer Families RRH (Prop C)							25	29

	A	B	C	D
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**			
2	**APPENDIX B, BUDGET**			
3	**Document Date**	3/1/2025		
4	**Contract Term**	**Begin Date**	**End Date**	**Duration (Years)**
5	**Current Term**	7/1/2018	2/28/2025	7
6	**Amended Term**	7/1/2018	6/30/2026	8
7	**Program**	SF HOME Rapid Rehousing		
9	**Approved Subcontractors**			
10	None.			
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12				
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25				

Appendix C, Method of Payment

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

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

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

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

E. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: https://contracts.sfhsa.org.

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.

4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.

5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.

6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.

F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: http://hsh.sfgov.org/overview/provider-updates/.

G. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.

2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

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

H. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
   a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
   b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
      1) Program Monitoring;
      2) Fiscal and Compliance Monitoring;
      3) Year End Invoice Review;
      4) Monthly Invoice Review;
      5) As needed per HSH request; and/or
      6) As needed to fulfill audit and other monitoring requirements.

2. All documentation requested by and submitted to HSH must:
   a. Be easily searchable (e.g., PDF) and summarized in excel;
   b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
   c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
   d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
   e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
   f. Include the Grantee's cost allocation plan.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

General Fund / Our City, Our Home (Prop C)	
Type	**Instructions and Examples of Documentation**
Salaries & Benefits	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. Documentation shall include, but is not limited to, a personnel report in excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed $10,000. Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Operating - 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 detailed summary report in excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.
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 shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.

4. HSH will conduct regular monitoring of provider operating expenses under $10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

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

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);

2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and

3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.

2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment.

2. All advance repayments must be recovered within the fiscal year for which it was made.

3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. **Timely Submission of Reports and Compliance**: If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

Appendix D - Interests In Other City Grants

**Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	10th & Mission LOSP – Support Services	January 1, 2021 – June 30, 2027	$4,003,231
Human Services Agency	Adult Day Program (ADP) for Older Adults and Adults with Disabilities	July 1, 2024 – June 30, 2028	$896,294
Human Services Agency	Alzheimer's Day Care Resource Centers (ADCRCs) for Older Adults & Adults with Disabilities	July 1, 2024 – June 30, 2028	$712,653
Department of Homelessness and Supportive Housing	Bayview Family Access Point	July 1, 2022 – June 30, 2026	$4,012,287
Human Services Agency	CalWorks Housing Locator, Housing Connector, and Case Management Services	July 1, 2022 – June 30, 2025	$8,014,038
Human Services Agency	Case Management	July 1, 2023 – June 30, 2027	$1,256,780
Department of Homelessness and Supportive Housing	COC Housing Plus (COC – Rental Assistance & General Fund)	July 1, 2022 – August 31, 2025	$2,645,764
Human Services Agency	Community Services	January 1, 2023 – June 30, 2027	$3,081,280
Department of Homelessness and Supportive Housing	Edith Witt Senior Community LOSP	July 1, 2019 – June 30, 2025	$1,085,154
Department of Homelessness and Supportive Housing	Emergency Housing Voucher	December 15, 2021 – June 30, 2026	$2,098,750
Department of Homelessness and Supportive Housing	ESG Homelessness Prevention	July 1, 2020 – June 30, 2025	$1,277,658
Department of Homelessness and Supportive Housing	FEPCO Homelessness Prevention	July 1, 2021 – June 30, 2025	$9,786,606
Human Services Agency	Housing Subsidies to Seniors and Adults with Disabilities	July 1, 2024 – June 30, 2028	$4,472,638
Department of Homelessness and Supportive Housing	Mission Family Access Point	July 1, 2018 – June 30, 2026	$7,331,673
Department of Homelessness and Supportive Housing	Rita da Cascia (COC Support Services and Leasing, General Fund/Prop C)	July 1, 2020 – October 31, 2027	$3,477,381
Department of Homelessness and Supportive Housing	Scattered Sites (General Fund/Prop C, COC Rental Assistance)	July 1, 2023 – July 31, 2026	$7,119,725
Department of Homelessness and Supportive Housing	St. Joseph's Family Center	July 1, 2021 – June 30, 2027	$8,791,043

Department of Homelessness and Supportive Housing	Treasure Island (General Fund/Prop C, CoC Rental Assistance)	July 1, 2023 – March 31, 2026	$8,812,214
Department of Children, Youth and Their Families	San Francisco Boys' and Girls' Homes (STRTP)	July 1, 2024 – June 30, 2029	$4,247,300
Mayor's Office of Housing and Community Development	Assisted Housing and Health – Tenant Based Rental Subsidies	July 1, 2023 – June 30, 2025	$627,082
Mayor's Office of Housing and Community Development	Peter Claver Community RCFCI	July 1, 2023 – June 30, 2025	$1,534,950
Mayor's Office of Housing and Community Development	Locally Funded Emergency Rental Assistance Program	July 1, 2024 – June 30, 2025	$3,300,000
Mayor's Office of Housing and Community Development	Anti Displacement Tenant-Based Rental Subsidy Program	October 1, 2024 – June 30, 2025	$1,074,347
Mayor's Office of Housing and Community Development	Older Adults/Adults with Disabilities Tenant-Based Rental Subsidy Program	March 1, 2022 – June 30, 2025	$5,052,604
Mayor's Office of Housing and Community Development	Persons with HIV/AIDS Tenant-Based Rental Subsidy Program	July 1, 2023 – June 30, 2025	$6,753,790
Mayor's Office of Housing and Community Development	Partial Rental Subsidy Program for People with HIV/Aids - Competitive	June 1, 2023 – May 31, 2026	$1,465,375
Mayor's Office of Housing and Community Development	Partial Rental Subsidy Program for People with HIV/Aids - Formula	June 1, 2023 – May 31, 2026	$300,000
Department of Public Health	Rita da Cascia / Hazel Betsey	March 1, 2021 – February 28, 2026	$1,005,271
Department of Public Health	Derek Silva Community	March 1, 2021 – February 28, 2026	$2,246,905
Department of Public Health	HIV Facility-based Care - Peter Claver	March 1, 2020 – June 30, 2025	$3,991,806
Department of Public Health	HIV Assisted Housing Subsidies	July 1, 2021 – June 30, 2026	$6,178,065