

City and County of San Francisco
Fiscal Year 2019 HOPWA Permanent Supportive Housing Renewal
Grant Application

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Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

04/12/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

CA-H160008

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City and County of San Francisco

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

94-6000417

*** c. Organizational DUNS:**

0703842550000

d. Address:

*** Street1:**

Mayor's Office of Housing and Community Development

Street2:

1 S. Van Ness Ave, 5th Floor

*** City:**

San Francisco

County/Parish:

*** State:**

CA: California

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

94103-1267

e. Organizational Unit:

Department Name:

Mayor's Office of Housing

Division Name:

Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Brian

Middle Name:

*** Last Name:**

Cheu

Suffix:

Title:

Director of Community Development

Organizational Affiliation:

Mayor's Office of Housing and Community Development

*** Telephone Number:**

415-701-5584

Fax Number:

415-701-5501

*** Email:**

brian.cheu@sfgov.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

B: County Government

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-241

CFDA Title:

Housing Opportunities for Persons with AIDS

*** 12. Funding Opportunity Number:**

CPD-19-03

*** Title:**

Procedural Guidance for Fiscal Year 2019 HOPWA Permanent Supportive Housing Renewal Grant Applications

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

see Areas Affected by Project attachment

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Second Start Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

[See Additional list of Program/Project Congressional District Attachment](#)[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)**17. Proposed Project:*** a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,430,000.00"/>
* b. Applicant	<input type="text" value="300,000.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="650,000.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="2,380,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

Areas Affected by Project (Cities, Counties, States, etc.)

City and County of San Francisco - Grant #CA-H160008

City and County of San Francisco

Additional list of Program/Project Congressional Districts

City and County of San Francisco - Grant #CA-H160008

CA-14

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.


As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation

Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director, Mayor's Office of Housing and Community Development
APPLICANT ORGANIZATION City and County of San Francisco	DATE SUBMITTED 4/12/2019

Appendix A to Part 87—Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL
KATE HARTLEY, Director
Mayor's Office of Housing and Community Development
City and County of San Francisco

4/8/19
DATE

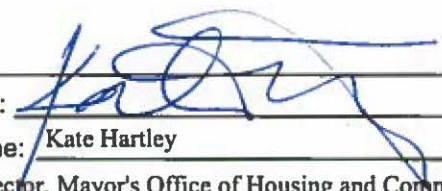
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Mayor's Office of Housing + Community 1 South Van Ness Avenue, 5th Fl. Development San Francisco, CA 94103 Congressional District, if known: CA-12			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: U.S. Department of Housing and Urban Development			7. Federal Program Name/Description: HOPWA CFDA Number, if applicable: 14.241		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): No services were requested or performed			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): See 10.a.		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: Kate Hartley Title: Director, Mayor's Office of Housing and Community Development Telephone No.: (415) 701-5528 Date: 4/8/19		
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

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HOPWA Competitive Application & Renewal of Permanent Supportive Housing Project Budget Summary

**U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Office of HIV/AIDS Housing**

The information collection requirements pertain to grant application submission requirements which will be used to rate applications, determine eligibility, and establish grant amounts. Selections of applications for funding under the HOPWA Program are based on the criteria established in the published Notice of Funding Availability (NOFA) for new competitions or annual HOPWA renewal notice for grantees seeking renewal funding for eligible permanent supportive housing projects.

The public reporting burden for the collection of information for a HOPWA Renewal Application (including this form, narratives, and other requirements listed in the renewal notice) is estimated at 15 hours. The public reporting burden for the collection of information for a new HOPWA Competitive Application (including this form, narratives, and other requirements listed in the applicable NOFA) is estimated at 45 hours. The information collected on this form is required to obtain a benefit. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a currently valid OMB control number. **OMB Approval No. 2506-0133 (Expiration Date: 01/31/2021)**

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Application Budget Summary (all applicants)

Applicant Name	City and County of San Francisco	Number of Project Sponsors	1	Plan dates for grant agreement and activities	1/1/2020 - 12/31/2022 (mo./yr.)
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A.	Eligible Activity	HOPWA Request				Leveraged Funds
		A. Year 1	B. Year 2	C. Year 3	D. Total	
Facility Development (new applications only)	1. Acquisition					
	2. Rehabilitation, Repair & Conversion					
	3. New Construction (for Community Residences and SRO dwellings only)					
Facility Operations	4. Operating Costs for Housing Facility					
	5. Leasing					
TBRA	6. Tenant-based Rental Assistance					
STRMU	7. Short-term Rent, Mortgage, & Utility Payments to Prevent Homelessness					
Support Services	8. Supportive Services	\$54,450	\$54,450	\$54,450	\$163,350	\$300,000
Other Program Expenses	9. Housing Information Services	\$15,000	\$15,000	\$15,000	\$45,000	
	10. Permanent Housing Placement	\$15,000	\$15,000	\$15,000	\$45,000	
	11. Resource Identification to Establish, Coordinate & Develop Housing Assistance					
	12. Other Housing Activity (Approved by HUD)	\$348,884	\$348,883	\$348,883	\$1,046,650	\$650,000
	13. Total Program Costs: (total of lines 1-12)				\$1,300,000	
Administrative Expenses	14. Grantee's Administrative				\$39,000	
	15. Project Sponsor's Administrative Costs				\$91,000	
	16. Total HOPWA Request (total of lines 13-15)				\$1,430,000	

Detailed Project Budget & Housing Outputs (each organization)

Name of organization:	Catholic Charities CYO			
Type:	Grantee: <input type="checkbox"/> ; Project Sponsor: <input checked="" type="checkbox"/>	If applicable:	Faith based: <input checked="" type="checkbox"/>	Grassroots: <input type="checkbox"/>

B.	Eligible Activity		HOPWA Request			
			Yr. 1	Yr. 2	Yr. 3	Totals:
Facility Development (new applications only)	1. Acquisition Description:	Budget				
		# of Units				
	2. Rehabilitation/Repair/Conversion Description:	Budget				
		# of Units				
	3. New Construction (Community Residences & SRO dwellings only) Description:	Budget				
		# of Units				
	Type of Facility: Short-term shelter <input type="checkbox"/> ; Transitional housing <input type="checkbox"/> ; Community residence <input type="checkbox"/> ; SRO dwelling <input type="checkbox"/> ; or other permanent supportive housing <input type="checkbox"/>					
Facility Operations	4. Operating Costs for Housing Facility Description:	Budget				
		# of Units				
TBRA	5. Leasing Description:	Budget				
		# of Units				
STRM U	6. Tenant-Based Rental Assistance Payments Description:	Budget				
		# of Households				
Supp ort Serv	7. Short-Term Rent, Mortgage & Utility Payments to Prevent Homelessness Description:	Budget				
		# of Households				
Other Program Expenses	8. Supportive Services Costs Description: Case management, vocational counseling, benefits counseling, eviction prevention, other services	Budget	\$54,450	\$54,450	\$54,450	\$163,350
		# of Households	83	83	83	125
	9. Housing Information Services Description: Housing counseling and advocacy, information and referral services, fair housing information, housing search and assistance	Budget	\$15,000	\$15,000	\$15,000	\$45,000
		# of Households	22	22	22	33
	10. Permanent Housing Placement Services Description: Assist households in understanding leases, tenant counseling, making moving arrangements	Budget	\$15,000	\$15,000	\$15,000	\$45,000
		# of Households	19	19	19	29
	11. Resource Identification to Establish, Coordinate, & Develop Housing Assistance Description:	Budget				
	12. Other Housing Activity (Approved by HUD) Description: Shallow rent subsidies at \$400/mo for an estimated 70 units.	Budget	\$348,884	\$348,883	\$348,883	\$1,046,650
		# of Units	70	70	70	105
Administrative Expenses	13. Grantee's Administrative Costs Description:	Budget				
	14. Project Sponsor's Administrative Costs Description: Management, oversight, coordination and reporting on eligible activities (including data collection and annual performance reporting)	Budget	\$30,333	\$30,333	\$30,334	\$91,000

15. Total HOPWA Request for this Organization

\$1,391,000

Note: Activity/Service delivery costs such as salary and overhead costs directly relating to carrying out a particular eligible activity in a budget line item should be represented in the funding amount requested for that particular budget line item.

Detailed Project Budget & Housing Outputs (each organization)

Name of organization:	City and County of San Francisco			
Type:	Grantee: <input checked="" type="checkbox"/> ; Project Sponsor: <input type="checkbox"/>	If applicable:	Faith based: <input type="checkbox"/>	Grassroots: <input type="checkbox"/>

B.	Eligible Activity	HOPWA Request				
		Yr. 1	Yr. 2	Yr. 3	Totals:	
Facility Development (new applications only)	1. Acquisition Description:	Budget				
		# of Units				
	2. Rehabilitation/Repair/Conversion Description:	Budget				
		# of Units				
	3. New Construction (Community Residences & SRO dwellings only) Description:	Budget				
		# of Units				
	Type of Facility: Short-term shelter <input type="checkbox"/> ; Transitional housing <input type="checkbox"/> ; Community residence <input type="checkbox"/> ; SRO dwelling <input type="checkbox"/> ; or other permanent supportive housing <input type="checkbox"/>					
Facility Operations	4. Operating Costs for Housing Facility Description:	Budget				
		# of Units				
	5. Leasing Description:	Budget				
		# of Units				
TBRA	6. Tenant-Based Rental Assistance Payments Description:	Budget				
		# of Households				
STRMU	7. Short-Term Rent, Mortgage & Utility Payments to Prevent Homelessness Description:	Budget				
		# of Households				
Support Services	8. Supportive Services Costs Description:	Budget				
		# of Households				
Other Program Expenses	9. Housing Information Services Description:	Budget				
		# of Households				
	10. Permanent Housing Placement Services Description:	Budget				
		# of Households				
	11. Resource Identification to Establish, Coordinate, & Develop Housing Assistance Description:	Budget				
		# of Units				
Administrative Expenses	13. Grantee's Administrative Costs Description: Contract and program oversight, coordination and reporting (including Annual Progress Report to HUD)	Budget	\$13,000	\$13,000	\$13,000	\$39,000
	14. Project Sponsor's Administrative Costs Description:	Budget				

15. Total HOPWA Request for this Organization

\$39,000

Note: Activity/Service delivery costs such as salary and overhead costs directly relating to carrying out a particular eligible activity in a budget line item should be represented in the funding amount requested for that particular budget line item.

Descriptive Budget Justification Narrative

Supportive Services Costs		
Catholic Charities Personnel Costs		
(1) Position: Case Manager (.0415 FTE) Activities: Case management, vocational counseling, benefits counseling, eviction prevention, mediation services neighbor/landlord issues, other services	(\$63,039 salary/year including 32% fringe/benefits) x (.0415 FTE) x 3 years =	\$7,848
(2) Position: Associate Division Director (.0400 FTE) Activities: Day-to-Day program management and operations. As necessary and assist in case management, vocational counseling, benefits counseling, eviction prevention, mediation services neighbor/landlord issues, other services	(\$121,191 salary/year including 32% fringe/benefits) x (.0400 FTE) x 3 years =	\$14,543
Catholic Charities Non-personnel Program Activity Costs		
(1) Vocational Rehabilitation Services Payments to Positive Resource Center (Sub-Contractor) @ \$800/client/month to provide program participants with support services including educational enhancement and job preparedness. Approximately 1-5 clients will be served each month with a contracted total of \$11,200 per year.	\$11,200/year x 3 years =	\$33,600
(2) Direct Program Costs: including rent, utilities, maintenance, equipment rental, telephone, insurance and supplies.	\$29,310/year x 3 years=	\$87,930
	Subtotal	\$143,921
Catholic Charities Indirect Costs: Federal Approved Indirect Rate: 13.5% This rate was based on eligible management and general expenses divided by eligible agency expenses. Indirect Costs primarily consists of general costs not directly allocable to any specific program.	\$143,921 x 13.5% =	\$19,429
Total Supportive Services		\$163,350

Housing Information Services		
Catholic Charities Personnel Costs		
Position: Case Manager (.20965 FTE) Activities: Housing counseling, housing advocacy, linkages and referrals to other specialized and mainstream services, fair housing information	(\$63,039 salary/year including 32% fringe/benefits) x (.20965 FTE) x 3 years =	\$39,648

Descriptive Budget Justification Narrative

<u>Catholic Charities Indirect Costs:</u> Federal Approved Indirect Rate: 13.5% This rate was based on eligible management and general expenses divided by eligible agency expenses. Indirect Costs primarily consists of general costs not directly allocable to any specific program.	$\$39,648 \times 13.5\% =$	\$5,352
Total Housing Information Services		\$45,000

Permanent Housing Placement Services		
<u>Catholic Charities Personnel Costs</u> Position: Case Manager (.20965 FTE) Activities: Assists households in understanding leases, tenant counseling, and re-location/moving assistance as needed.	$(\$63,039 \text{ salary/year including } 32\% \text{ fringe/benefits}) \times (.20965 \text{ FTE}) \times 3 \text{ years} =$	\$39,648
<u>Catholic Charities Indirect Costs:</u> Federal Approved Indirect Rate: 13.5% This rate was based on eligible management and general expenses divided by eligible agency expenses. Indirect Costs primarily consists of general costs not directly allocable to any specific program.	$\$39,648 \times 13.5\% =$	\$5,352
Total Permanent Housing Placement Services		\$45,000

Other Housing Costs		
<u>Catholic Charities Non-personnel Program Activity Costs (Shallow Rent Subsidies):</u> Shallow rent subsidies of \$400/month for 70 units. Subsidies help households to maintain their housing while searching for or returning to work, attending classes, or receiving vocational counselling.	$70 \text{ units} \times \$400/\text{month} \times 36 \text{ months} =$	\$1,008,000
	Subtotal	\$1,008,000
<u>Catholic Charities Indirect Costs:</u> Billing at 3.834% is less than the Federal Approved Indirect Rate of 13.5%. In order to fully cover rent subsidies, a lower indirect rate has been applied by Catholic Charities for Other Housing Costs. This rate was based on eligible management and general expenses divided by eligible agency expenses. Indirect Costs primarily consists of general costs not directly allocable to any specific program.	$\$1,008,000 \times 3.834\% =$	\$ 38,650
Total Other Housing Costs		\$1,046,650

Descriptive Budget Justification Narrative

Grantee's Administrative Costs		
Activities: Contract and program oversight, coordination and reporting (including Annual Progress Report to HUD).	\$13,000 x 3 years =	\$39,000
Total Grantee's Administrative Costs		\$39,000

Project Sponsor's Administrative Costs		
Activities: Management, oversight, coordination and reporting on eligible activities (including data collection and annual performance reporting).	\$30,333 x 3 years =	\$91,000
Total Project Sponsor's Administrative Costs		\$91,000

Budget Summary:

Supportive Services	\$163,350
Housing Information Services	\$45,000
Permanent Housing Placement	\$45,000
Other Housing Costs	\$1,046,650
Total Program Cost	\$1,300,000
Grantee's Administrative Costs	\$39,000
Project Sponsor's Administrative Costs	\$91,000
Total HOPWA Budget	\$1,430,000

Technical Assistance Narrative

City and County of San Francisco - Grant #CA-H160008

The technical assistance currently available for HOPWA and HUD has been sufficient for the implementation of the City and County of San Francisco's HOPWA Permanent Supportive Housing Grant.

We have been able to successfully work with our sponsor, Catholic Charities, to support and maintain a housing and training program for HIV+ persons who wish to expand their educational and vocational opportunities.

The webinars, written materials and one-on-one assistance provided by HUD have proved invaluable to maintain and develop the program, which has been in existence for over 15 years.