



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	January 10, 2025
Subject	Grant Agreement Approval: Catholic Charities SF HOME Rapid Rehousing

<i>Agreement Information</i>	
F\$P#	1000012571
Provider	Catholic Charities
Program Name	SF HOME Rapid Rehousing
Agreement Action	4 th Amendment
Agreement Term	July 1, 2018 to June 30, 2026

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$9,620,834	\$4,111,354	\$13,732,188	\$801,385	\$14,533,573

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent ³	Amended to Add	New Budget
2018-19	\$1,541,501	\$1,470,918	--	\$1,470,918
2019-20	\$2,597,566	\$1,840,928	--	\$1,840,928
2020-21	\$2,135,727	\$2,010,129	--	\$2,010,129
2021-22	\$940,050 ⁴	\$661,605	--	\$661,605
2022-23	\$1,549,535 ⁵	\$977,339	--	\$977,339
2023-24	\$1,620,496	\$1,428,699		\$1,428,699
2024-25	\$1,231,217	\$355,349	\$1,015,712	\$2,246,928
2025-26	--	--	\$3,095,642	\$3,095,642
TOTAL⁶	\$11,616,092	\$8,744,967	\$4,111,354	\$13,732,188
			<i>Contingency</i>	\$801,385
			Total NTE⁷	\$14,533,573

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$9,797,503.

² Contingency only applied to FY24-25 and FY25-26 amounts.

³ Actual spent through September 2024.

⁴ The FY21-22 budget dropped due to funding that had previously been in this agreement being split out into a separate agreement.

⁵ Additional ongoing rapid rehousing subsidies were added in FY22-23.

⁶ Due to rounding, numbers presented may not add up precisely to the totals provided.

⁷ NTE is calculated using the Actual Spent for prior years.

Funding Information	
Funding Sources⁸	48% General Fund 52% Our City, Our Home (Prop C)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Catholic Charities for the provision of SF HOME Rapid Rehousing for the period of July 1, 2018 to June 30, 2026, in an additional amount of \$4,111,354. The addition of funds includes 16 additional performance months. The new amount is \$14,533,573, which includes a 15 percent contingency of \$801,385 on the FY24-25 and FY25-26 amounts.

Background

The Catholic Charities SF HOME Rapid Rehousing (RRH) program has assisted low-income families experiencing homelessness in San Francisco since 2018. By providing time-limited rental assistance and housing-focused case management to promote rent stability, the program enables families to transition from homelessness to stable housing in the private rental market. Families sign their own lease agreement and have tenant rights. The family pays a portion of the monthly rent, and the subsidy covers the remaining balance, helping the family transition to rental stability in the same unit. This program serves at least 32 families with minor children annually.

In 2022, recognizing the need for extended support, Catholic Charities received funding to administer up to 12-month extensions beyond the standard 24-month RRH period for households unable to achieve rent stability within the initial timeframe. This extension provides critical flexibility, allowing families facing ongoing economic challenges additional time to secure financial self-sufficiency and prevent a return to homelessness. Additionally, the program expanded to include services for five households through the Flexible Housing Subsidy Pool (FHSP), offering ongoing subsidy support funded by a 2022 budget addback.

In [May 2024, Mayor London Breed announced the Safer Families Plan](#), a strategic initiative aimed at reducing family homelessness in San Francisco. This plan addresses the increasing number of families whose homelessness is driven by post-COVID economic hardships, as well as new families arriving in the city. As part of this initiative, Catholic Charities RRH program is set to expand its services to an additional 29 households (starting with 25 in FY24-25, and ramping up to 29 next fiscal year), furthering its mission to provide emergency shelter and rehousing support.

Please note that, as indicated in the budget section above, this agreement previously incorporated additional scopes of work (including a homelessness prevention scope, and a program serving families enrolled in CalWORKs). These scopes were separated into their own agreements in prior years, and are no longer active in this SF HOME agreement.

Services to be Provided

The purpose of this grant is to deliver medium-term rapid rehousing support to family households who are formerly homeless, at risk of homelessness, and meet income eligibility requirements. Catholic Charities will provide comprehensive services, including housing-focused case management, housing location, housing coordination, landlord liaison services, and subsidy administration. These services will support at least 32 households under the SF HOME RRH program, an additional 29 households through

⁸ The funding sources listed reflect current and future years.



the Safer Families Plan, and 5 households through the FHSP program. The grant agreement includes 5.93 full-time employees dedicated to delivering these services.

Catholic Charities exceeded service requirements with 42 families actively housed through the SF HOME RRH program in FY23-24, surpassing the minimum requirement of 32 households due to subsidy turnover. As families exited the program, new families were referred, ensuring at least 32 families were consistently enrolled. Over the past two fiscal years, SF HOME RRH has maintained relatively consistent exit outcomes of housed and exited families, with 80% of families transitioning to permanent housing, 6% to temporary housing, and 13% classified as other. Additionally, Catholic Charities served 11 families through the RRH extension program, providing continued support for those requiring more time to reach rent stability. Their FHSP program fully served the intended number of households for the fiscal year.

Selection

Catholic Charities was selected through Request for Proposals (RFP) #111, which is valid until June 30, 2028.

Performance History

Catholic Charities underwent fiscal monitoring most recently in FY23-24. The Final Status Letter for the monitoring included the following findings:

- Notification of at least two Board meetings open to the public was not sent to the San Francisco Public Library and the Clerk of the Board of Supervisors.

The provider has updated their processes to ensure that these notices are sent at least 30 days in advance, as required.

Service Provision

Catholic Charities underwent program monitoring for FY 2022-23, with the next scheduled for December 2024. During the most recent monitoring activities, Catholic Charities demonstrated effective program service administration, complying with all requirements related to Program Management and Oversight, Eligibility, HMIS Reporting, Performance and Compliance, and Outcome Objectives.

Catholic Charities met service provision standards overall. However, the monitoring review noted gaps in the documentation of case management check-ins, including regular quarterly income verifications and Housing Stability Plans (HSPs). Catholic Charities outlined plans to enhance service documentation processes to ensure these requirements are consistently met for all participants.

Agreement Materials

- HOC Approval Package
- Appendix A-1, Services to be Provided (specific to Rapid Rehousing scope of work)
- Appendix A-2, Services to be Provided (specific to Flexible Housing Subsidy Pool scope of work)
- Appendix B, Budget



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

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

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

8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed.
 9. Grantee shall communicate the following expectations with participants:
 - a. Contribution toward the rent is due on the first month and how to make the payment;
 - 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 adult 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) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.
 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 $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$.

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

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

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

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

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
 - 2. The total number of new placements during the quarter not including relocations; and
 - 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 - 1. 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. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited to, the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants.
 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to

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

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants.
 4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns.
 5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace.
 6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs.
 7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with 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 adult 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) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the 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 $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$.

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

1. At least 90 percent of participants will maintain their housing for 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.
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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.

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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.

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	A	B	C	D	E	H	K	N	Q	T	W	X	Y	Z	AA	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	3/1/2025		Duration															
4	Contract Term	Begin Date	End Date	(Years)															
5	Current Term	7/1/2018	2/28/2025	7															
6	Amended Term	7/1/2018	6/30/2026	8															
7	Provider Name	Catholic Charities																	
8	Program	SF HOME Rapid Rehousing																	
9	FSP Contract ID#	1000012571																	
10	Action (select)	Amendment																	
11	Effective Date	3/1/2025																	
12	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																	
13		Current	New																
14	Term Budget	\$ 9,620,834	\$ 13,732,188	15%															
15	Contingency	\$ 176,669	\$ 801,385																
16	Not-To-Exceed	\$ 9,797,503	\$ 14,533,573																
17	EXTENSION YEAR																		
18		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8			All Years					
19		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			
20		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New			
21	Expenditures																		
22	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			
23	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			
24	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			
25	Indirect Percentage																		
26	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			
27	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			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	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			
31																			
32	HSH Revenues (select) *																		
33	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			
34	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35	Adjustment to Actuals	\$ (70,583)	\$ (756,638)	\$ (125,598)	\$ (278,445)	\$ (572,196)	\$ (191,797)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,995,258)	\$ -	\$ (1,995,258)			
36	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			
37	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			
38	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ -	\$ 1,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,290	\$ -	\$ 1,290			
39	CalWORKs - HSA Work Order	\$ -	\$ 855,337	\$ 414,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,269,443	\$ -	\$ 1,269,443			
40	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			
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
42	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			
43	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54	Total Adjusted Salary FTE (All Budgets)									5.93			5.82						
55																			
56	Prepared by	Colleen McCarthy																	
57	Phone	415 972 1211																	
58	Email	Cmccarthy@catholiccharitiesf.org																	
59																			
60	Template last modified	7/26/2022																	

*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 Mayor/ 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.

1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															AK
2	APPENDIX B, BUDGET															Page 2 of 18
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	Provider Name	Catholic Charities														
8	Program	SF HOME Rapid Rehousing														
9	FSP Contract ID#	1000012571														
10	Action (select)	Amendment														
11	Effective Date	3/1/2025														
12	Budget Name	General Fund - Rapid Rehousing														
13		Current	New													
14	Term Budget	\$ 5,689,054	\$ 7,010,845													
15	Contingency	\$ 176,669	\$ 801,385												15%	
16	Not-To-Exceed	\$ 9,797,503	\$ 14,533,573													
17																
18																
19																
20																
21	Expenditures															
22	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
23	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
24	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
25	Indirect Percentage	17.94%	18.25%	18.01%	16.35%	16%	16.35%	16.35%		16.35%		16.35%	16.35%			
26	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
27	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
30	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	\$ 7,010,845
31																
32	HSR Revenues (select)															
33	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
35	Adjustment to Actuals	\$ (1,711)	\$ (81,095)		\$ (278,445)	\$ (107,219.47)	\$ (29,424)			\$ -		\$ -	\$ -	\$ (497,894)	\$ -	\$ (497,894)
41																
42	Total HSR 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
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53																
58	Template last modified	7/26/2022														

		A	F	M	T	AA	AH	AO	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BT	BU	BV					
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								Page 2 of 18						
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																												
POSITION TITLE	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	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							
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current	Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New				
Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary					Budgeted Salary	Change	Budgeted Salary								Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary					
Sr. Program Director	\$ 23,614	\$ 11,906				\$ -	-			\$ -	\$ -	\$ -	\$ -	-							\$ -	\$ -	\$ -	\$ 35,520	\$ -	\$ 35,520				
Case Manager	\$ 48,713	\$ 8,567	\$ 10,585	\$ 11,713	\$ 12,298	\$ -	-			\$ -	\$ -	\$ -	\$ -	-							\$ -	\$ -	\$ -	\$ 91,877	\$ -	\$ 91,877				
Program Coordinator	\$ 56,635	\$ 9,785	\$ -	\$ -	\$ -	\$ -	-			\$ -	\$ -	\$ -	\$ -	-							\$ -	\$ -	\$ -	\$ 66,419	\$ -	\$ 66,419				
Case Manager / Housing Locator	\$ 11,189	\$ 45,329	\$ -	\$ -	\$ -	\$ 61,320	\$ 61,320	1.00	100%	1.00	\$ 40,880	\$ 20,440	\$ 61,320	\$ 61,320	1.00	100%	1.00				\$ 61,320	\$ 61,320	\$ -	\$ 158,718	\$ 81,760	\$ 240,478				
Program Director	\$ 50,717	\$ 47,840	\$ 47,840	\$ 53,572	\$ 58,822	\$ 69,898	\$ 86,501	1.00	65%	0.65	\$ 37,599	\$ 18,800	\$ 56,399	\$ 83,982	1.00	83%	0.83				\$ 69,898	\$ 69,898	\$ -	\$ 318,448	\$ 88,698	\$ 407,146				
Clinical Dir./Training Mgr.		\$ 2,650	\$ 60,602	\$ 64,325	\$ 60,525	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	-							\$ -	\$ -	\$ -	\$ 188,102	\$ -	\$ 188,102				
Program Administrator (Bilingual)		\$ -	\$ 2,653	\$ 2,653	\$ 2,786	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	-							\$ -	\$ -	\$ -	\$ 8,092	\$ -	\$ 8,092				
Rapid Re-Housing Case Manager		\$ 16,834	\$ -	\$ -	\$ -	\$ 61,320	\$ 61,320	1.00	100%	1.00	\$ 40,880	\$ 20,440	\$ 61,320	\$ 61,320	1.00	100%	1.00				\$ 61,320	\$ 61,320	\$ -	\$ 119,034	\$ 81,760	\$ 200,794				
Program Coordinator 2		\$ 8,061	\$ 47,840	\$ 53,572	\$ 58,822	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	-							\$ -	\$ -	\$ -	\$ 168,395	\$ -	\$ 168,395				
Program Manager			\$ 7,870	\$ -	\$ -	\$ 13,651	\$ 78,113	1.00	33%	0.33	\$ 16,987	\$ 8,493	\$ 25,480	\$ 75,838	1.00	18%	0.18				\$ 13,651	\$ 13,651	\$ -	\$ 38,508	\$ 22,144	\$ 60,652				
Director of Client Services				\$ 10,828	\$ 11,794	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	-							\$ -	\$ -	\$ -	\$ 22,622	\$ -	\$ 22,622				
Assistant Deputy Director				\$ 9,848	\$ 11,373	\$ 19,630	\$ 96,096	1.00	20%	0.20	\$ 13,087	\$ 6,543	\$ 19,630	\$ 96,096	1.00	20%	0.20				\$ 19,630	\$ 19,630	\$ -	\$ 53,938	\$ 26,173	\$ 80,111				
							\$ -			\$ -	\$ -	\$ -	\$ -	-							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
	\$ 140,150	\$ 153,849	\$ 177,390	\$ 206,511	\$ 216,420	\$ 225,819	TOTAL SALARIES						\$ 149,433	\$ 74,716	\$ 224,149	TOTAL SALARIES						\$ -	\$ 225,819	\$ 225,819	\$ 1,269,573	\$ 300,535	\$ 1,570,108			
							TOTAL FTE						3.18			TOTAL FTE						3.22								
							FRINGE BENEFIT RATE						31.00%			FRINGE BENEFIT RATE						31.00%								
	\$ 44,385	\$ 54,376	\$ 60,313	\$ 64,018	\$ 67,090	\$ 70,004	EMPLOYEE FRINGE BENEFITS						\$ 46,324	\$ 23,162	\$ 69,486	EMPLOYEE FRINGE BENEFITS						\$ -	\$ 70,004	\$ 70,004	\$ 406,510	\$ 93,166	\$ 499,676			
	\$ 184,535	\$ 208,225	\$ 237,703	\$ 270,529	\$ 283,511	\$ 295,823	TOTAL SALARIES & BENEFITS						\$ 195,757	\$ 97,879	\$ 293,635	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	FSP 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	\$ 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	HS#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

	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
<u>Salaries & Benefits</u>	<u>FTE</u>	<u>Salary</u>			
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	\$29,480.7 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	\$29,480.7 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			
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.</u>		
		\$ 69,486			
Salaries & Benefits Total		\$ 293,635			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation: Estimated monthly cost</u>
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	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation: Estimated monthly cost</u>
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		

1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																AK
2	APPENDIX B, BUDGET																Page 5 of 18
3	Document Date	3/1/2025		Duration													
4	Contract Term	Begin Date	End Date	(Years)													
5	Current Term	7/1/2018	2/28/2025	7													
6	Amended Term	7/1/2018	6/30/2026	8													
7	Provider Name	Catholic Charities															
8	Program	SF HOME Rapid Rehousing															
9	FSP Contract ID#	1000012571															
10	Action (select)	Amendment															
11	Effective Date	3/1/2025															
12	Budget Name	General Fund - FHSP (MOHCD Work Order)															
13		Current	New														
14	Term Budget	\$ 592,079	\$ 992,079	15%													
15	Contingency	\$ 176,669	\$ 801,385														
16	Not-To-Exceed	\$ 9,797,503	\$ 14,533,573														
17	EXTENSION YEAR																
18		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8			All Years			
19		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	
20		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	
21	Expenditures																
22	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ 37,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,607	\$ -	\$ 37,607	
23	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ 4,912	\$ 1,140	\$ 760	\$ 7,073	\$ 7,833	\$ -	\$ 7,833	\$ 7,833	\$ 6,812	\$ 14,906	\$ 21,718	
24	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 42,519	\$ 1,140	\$ 760	\$ 7,073	\$ 7,833	\$ -	\$ 7,833	\$ 7,833	\$ 44,419	\$ 14,906	\$ 59,325	
25	Indirect Percentage					15.00%	15%	15.00%		15.00%	0.00%		15.00%				
26	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	
27	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	
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
30	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 104,541	\$ 287,538	\$ 200,000	\$ 100,000	\$ 300,000	\$ -	\$ 300,000	\$ 300,000	\$ 592,079	\$ 400,000	\$ 992,079	
31																	
32	HSH Revenues (select)																
35	Adjustment to Actuals					\$ (195,459)	\$ (12,462)			\$ -			\$ -	\$ (207,921)	\$ -	\$ (207,921)	
36	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	
42	Total HSH Revenues	\$ -	\$ -	\$ -	\$ -	\$ 104,541	\$ 287,538	\$ 200,000	\$ 100,000	\$ 300,000	\$ -	\$ 300,000	\$ 300,000	\$ 592,079	\$ 400,000	\$ 992,079	
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53																	
54																	
58																	
59	Template last modified	7/26/2022															

	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	HS#3															Template last modified 7/26/2022

BUDGET NARRATIVE

Fiscal Year

General Fund - FHSP (MOHCD Work Order)

FY24-25

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

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
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		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
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		

1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															AK
2	APPENDIX B, BUDGET															Page 8 of 18
3	Document Date	3/1/2025		Duration												
4	Contract Term	Begin Date	End Date	(Years)												
5	Current Term	7/1/2018	2/28/2025	7												
6	Amended Term	7/1/2018	6/30/2026	8												
7	Provider Name	Catholic Charities														
8	Program	SF HOME Rapid Rehousing														
9	FSP Contract ID#	1000012571														
10	Action (select)	Amendment														
11	Effective Date	3/1/2025														
12	Budget Name	Prop C - Family Rapid Rehousing (RRH)														
13		Current	New	15%												
14	Term Budget	\$ 439,080	\$ 891,613													
15	Contingency	\$ 176,669	\$ 801,385													
16	Not-To-Exceed	\$ 9,797,503	\$ 14,533,573													
17	EXTENSION YEAR															
18		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8			All Years		
19		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
20		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
21	Expenditures															
22	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ 7,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,196	\$ 0	\$ 7,196
23	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 7,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,196	\$ 0	\$ 7,196
25	Indirect Percentage					15%	0.00%	0.00%		0.00%	0.00%		0.00%			
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ -	\$ -	\$ -	\$ 1,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,079	\$ 0	\$ 1,079
27	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
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 23,324	\$ 189,488	\$ 226,267	\$ 113,133	\$ 339,400	\$ -	\$ 339,400	\$ 339,400	\$ 439,079	\$ 452,534	\$ 891,613
31																
32	HSH Revenues (select)															
35	Adjustment to Actuals					\$ (269,518)	\$ (149,912)			\$ -			\$ -	\$ (419,430)	\$ -	\$ (419,430)
37	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
41																
42	Total HSH Revenues	\$ -	\$ -	\$ -	\$ -	\$ 23,325	\$ 189,488	\$ 226,267	\$ 113,133	\$ 339,400	\$ -	\$ 339,400	\$ 339,400	\$ 439,080	\$ 452,533	\$ 891,613
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54																
55	Prepared by	Colleen McCarthy														
56	Phone	415 972 1211														
57	Email	Cmccarthy@catholiccharitiesf.org														
58																
59	Template last modified	7/26/2022														

	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	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

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
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		

	A	B	C	D	E	H	K	N	O	T	W	X	Y	Z	AA	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	3/1/2025		Duration (Years)															
4	Contract Term	Begin Date	End Date	7															
5	Current Term	7/1/2018	2/28/2025	7															
6	Amended Term	7/1/2018	6/30/2026	8															
7	Provider Name	Catholic Charities																	
8	Program	SF HOME Rapid Rehousing																	
9	FSP Contract ID#	1000012571																	
10	Action (select)	Amendment																	
11	Effective Date	3/1/2025																	
12	Budget Name	Prop C - Safer Families RRH																	
13		Current	New	15%															
14	Term Budget	\$ 144,055	\$ 2,081,085																
15	Contingency	\$ 176,669	\$ 801,385																
16	Not-To-Exceed	\$ 9,797,503	\$ 14,533,573																
17	EXTENSION YEAR																		
18		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8			All Years					
19		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			
20		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New			
21	Expenditures																		
22	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,585	\$ 80,380	\$ 122,965	\$ -	\$ 238,847	\$ 238,847	\$ 42,585	\$ 319,227	\$ 361,812			
23	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,065	\$ 36,260	\$ 45,326	\$ -	\$ 62,010	\$ 62,010	\$ 9,065	\$ 98,270	\$ 107,336			
24	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,650	\$ 116,640	\$ 168,291	\$ -	\$ 300,857	\$ 300,857	\$ 51,650	\$ 417,497	\$ 469,148			
25	Indirect Percentage							15.70%		15.70%		0.00%							
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,109	\$ 18,312	\$ 26,422	\$ -	\$ 47,235	\$ 47,235	\$ 8,109	\$ 65,547	\$ 73,656			
27	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			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,055	\$ 472,131	\$ 616,185	\$ -	\$ 1,464,900	\$ 1,464,900	\$ 144,055	\$ 1,937,030	\$ 2,081,085			
31																			
32	HSH Revenues (select)																		
40	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			
41								\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
42	Total HSH Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,055	\$ 472,130	\$ 616,185	\$ -	\$ 1,464,899	\$ 1,464,899	\$ 144,055	\$ 1,937,030	\$ 2,081,085			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54																			
55	Prepared by	Colleen McCarthy																	
56	Phone	415 972 1211																	
57	Email	CMccarthy@catholiccharitiesf.org																	
58																			
59	Template last modified	7/26/2022																	

		A	F	M	T	AA	AH	AO	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BT	BU	BV																														
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																									Page 12 of 18																													
2	SALARY & BENEFIT 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	Prop C - Safer Families 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	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	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																															
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	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 Manager							\$ 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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																
56								TOTAL SALARIES						TOTAL SALARIES						TOTAL SALARIES						TOTAL SALARIES																													
57								2.75						2.60						2.60						2.60																													
58								FRINGE BENEFIT RATE						FRINGE BENEFIT RATE						FRINGE BENEFIT RATE						FRINGE BENEFIT RATE																													
59								33.00%						34.00%						34.00%						34.00%																													
59								EMPLOYEE FRINGE BENEFITS						EMPLOYEE FRINGE BENEFITS						EMPLOYEE FRINGE BENEFITS						EMPLOYEE FRINGE BENEFITS																													
59								\$ 10,566						\$ 10,566						\$ 10,566						\$ 10,566																													
59								\$ 42,585						\$ 42,585						\$ 42,585						\$ 42,585																													
60								TOTAL SALARIES & BENEFITS						TOTAL SALARIES & BENEFITS						TOTAL SALARIES & BENEFITS						TOTAL SALARIES & BENEFITS																													
61								\$ 80,380						\$ 80,380						\$ 80,380						\$ 80,380																													
61								\$ 122,965						\$ 122,965						\$ 122,965						\$ 122,965																													
61								\$ 238,847						\$ 238,847						\$ 238,847						\$ 238,847																													
61								\$ 319,227						\$ 319,227						\$ 319,227						\$ 319,227																													
61								\$ 361,812						\$ 361,812						\$ 361,812						\$ 361,812																													

	A	B	E	H	K	N	Q	T	U	V	W	X	Y	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																Page 13 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	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

Fiscal Year

Prop C - Safer Families RRH

FY24-25

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Salary</u>			
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 Manager	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			
<u>Employee Fringe Benefits</u>		\$ 30,510	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.</u>		
Salaries & Benefits Total		\$ 122,965			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
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	ask for 1 staff \$500, plus additional chairs
TOTAL OPERATING EXPENSES	\$ 45,326		
Indirect Cost	15.7%	\$ 26,422	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
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		

	A	B	C	D	E	H	K	N	Q	T	W	X	Y	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																Page 15 of 18
2	APPENDIX B, BUDGET																
3	Document Date	3/1/2025		Duration (Years)													
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	Provider Name	Catholic Charities															
8	Program	SF HOME Rapid Rehousing															
9	FSP Contract ID#	1000012571															
10	Action (select)	Amendment															
11	Effective Date	3/1/2025															
12	Budget Name	General Fund - FEPCO Homelessness Prevention															
13		Current	New														
14	Term Budget	\$ 2,041,498	\$ 2,041,498														
15	Contingency	\$ 176,669	\$ 801,385	15.0%													
16	Not-To-Exceed	\$ 9,797,503	\$ 14,533,573														
17	EXTENSION YEAR																
18		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8	All Years					
19		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			
20		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	Current	Amendment	New			
21	Expenditures																
22	Salaries & Benefits	\$ 287,567	\$ 291,940	\$ 349,096	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 928,603	\$ -	\$ 928,603			
23	Operating Expense	\$ 68,347	\$ 79,802	\$ 104,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,374	\$ -	\$ 252,374			
24	Subtotal	\$ 355,915	\$ 371,742	\$ 453,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,180,976	\$ -	\$ 1,180,976			
25	Indirect Percentage	16.11%	16.58%	16.58%			0.00%	0.00%			0.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 57,338	\$ 61,633	\$ 75,159	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,130	\$ -	\$ 194,130			
27	Other Expenses (Not subject to indirect %)	\$ 276,912	\$ 233,353	\$ 156,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 666,392	\$ -	\$ 666,392			
30	Total Expenditures	\$ 690,164	\$ 666,729	\$ 684,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,041,498	\$ -	\$ 2,041,498			
31																	
32	HSH Revenues (select)																
33	General Fund - Ongoing	\$ 759,036	\$ 786,606	\$ 810,204							\$ -	\$ 2,355,846	\$ -	\$ 2,355,846			
35	Adjustment to Actuals	\$ (68,872)	\$ (119,877)	\$ (125,598)							\$ -	\$ (314,348)	\$ -	\$ (314,348)			
41											\$ -	\$ -	\$ -	\$ -			
42	Total HSH Revenues	\$ 690,164	\$ 666,729	\$ 684,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,041,498	\$ -	\$ 2,041,498			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54																	
59	Template last modified	7/26/2022															

	A	B	C	D	E	H	K	N	Q	T	W	X	Y	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																Page 16 of 18
2	APPENDIX B, BUDGET																
3	Document Date	3/1/2025		Duration (Years)													
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	Provider Name	Catholic Charities															
8	Program	SF HOME Rapid Rehousing															
9	FSP Contract ID#	1000012571															
10	Action (select)	Amendment															
11	Effective Date	3/1/2025															
12	Budget Name	CalWORKs - HSA Work Order															
13		Current	New														
14	Term Budget	\$ 713,777	\$ 713,777	15.0%													
15	Contingency	\$ 176,669	\$ 801,385														
16	Not-To-Exceed	\$ 9,797,503	\$ 14,533,573														
17																	
18	EXTENSION YEAR																
19		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8	All Years					
20		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			
21	Expenditures	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	Current	Amendment	New			
22	Salaries & Benefits	\$ -	\$ 106,138	\$ 80,315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,453	\$ -	\$ 186,453			
23	Operating Expense	\$ -	\$ 17,780	\$ 13,797	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,577	\$ -	\$ 31,577			
24	Subtotal	\$ -	\$ 123,918	\$ 94,112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 218,030	\$ -	\$ 218,030			
25	Indirect Percentage	15.00%	15.00%	15.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ 18,588	\$ 14,117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,704	\$ -	\$ 32,704			
27	Other Expenses (Not subject to indirect %)	\$ -	\$ 157,165	\$ 305,878	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 463,043	\$ -	\$ 463,043			
30	Total Expenditures	\$ -	\$ 299,671	\$ 414,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 713,777	\$ -	\$ 713,777			
31																	
32	HSH Revenues (select)																
35	Adjustment to Actuals	\$ -	\$ (555,666)									\$ -	\$ (555,666)	\$ -	\$ (555,666)		
39	CalWORKs - HSA Work Order	\$ -	\$ 855,337	\$ 414,106								\$ -	\$ 1,269,443	\$ -	\$ 1,269,443		
40	Prop C - Safer Families RRH											\$ -	\$ -	\$ -	\$ -		
41												\$ -	\$ -	\$ -	\$ -		
42	Total HSH Revenues	\$ -	\$ 299,671	\$ 414,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 713,777	\$ -	\$ 713,777			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54																	
59	Template last modified	7/26/2022															

	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.			
11				
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