



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chef Deputy Director for Programs Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	May 2, 2024
Subject	Grant Agreement Approval: Hamilton Families Emergency Housing Voucher

<i>Agreement Information</i>	
F\$P#	1000024433
Provider	Hamilton Families
Program Name	Emergency Housing Voucher
Agreement Action	1 st Amendment
Agreement Term	January 1, 2022 - June 30, 2028

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$1,780,779	\$2,088,161	\$3,868,940	\$417,632	\$4,286,572

Funding History

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2021-22	\$1,501,244	\$208,303	--	\$208,303
2022-23	\$1,526,050	\$777,046	--	\$777,046
2023-24	\$795,430	--	--	\$795,431
2024-25	--	--	\$555,746	\$555,746
2025-26	--	--	\$510,805	\$510,805
2026-27	--	--	\$510,805	\$510,805
2027-28	--	--	\$510,805	\$510,805
TOTAL	\$3,822,724	\$985,349	\$2,088,161	\$3,868,941
			20% Contingency	\$417,632
			Total NTE ³	\$4,286,572

<i>Funding Information</i>	
Funding Sources⁴	100% Our City Our Home (Prop C)

¹ Current Not-to-Exceed Amount is \$2,233,330.

² Contingency only applied to FY24-25 – FY27-28 budgeted amount.

³ NTE is calculated using the Actual Spent for prior years.

⁴ The funding sources listed reflect future years.

Grant Agreement Approval: Hamilton Families | Emergency Housing Voucher

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Hamilton Families for the provision of Emergency Housing Vouchers (EHV) for the period of January 1, 2022, to June 30, 2028, in an additional amount of \$2,088,161. The addition of funds includes four additional performance years. The new amount is \$4,286,572 which includes a 20% percent contingency of \$417,632 on the FY24-25 through FY27-28 amounts.

Background

Appropriated by the American Rescue Plan Act of 2021 and administered by the U.S. Department of Housing and Urban Development (HUD), the EHV program is a novel collaboration between public housing authorities, continuums of care, and victim service providers to target tenant-based vouchers to households experiencing homelessness, at risk of homelessness, recently homeless and at high risk of housing instability, and fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. The EHV program has many parallels to the more traditional Housing Choice Voucher program, including affording households the opportunity to rent in the larger marketplace by paying no more than 30 percent of their income towards rent.

HSH began partnering with Hamilton Families in January 2022 to administer housing location, housing coordination, case management, and landlord liaison services to family Emergency Housing Voucher (EHV) holders. Hamilton Families administers housing services to 71 families, 43 of which are anticipated to additionally receive opt-in case management services.

In fiscal years 2022, 2023, and 2024, a combination of one-time General Fund, MOHCD Housing Trust Fund, and Our City Our Home-Prop C funded EHV services. While the funding history captured in the above chart reflects underspending on the aggregate, remaining General Fund balances were carried over to the ensuing fiscal year on a one-time basis to support housing placements given the varying timelines associated with each voucher holder's housing search. On balance, Hamilton Families is on track for the current year, with 50.85% of the budget expended as of February 29, 2024.

This amendment consolidates funding sources into Our City Our Home-Prop C, including backfilling for MOHCD Housing Trust Fund, a two-year workorder that began July 1, 2022 and is set to expire June 30, 2024. Further, previous years required one-time funding for housing placements. All EHV placements will be finalized by June 2024, thus eliminating the need for additional one-time funding. Ongoing rental assistance is administered by the San Francisco Housing Authority with HUD funding.

Lastly, HSH anticipates that households will stabilize over time, resulting in a reduced need for case management services. The year-over-year funding reduction is reflected through the decrease in funding from FY24-25 to FY25-26 and the client counts tab in the grant agreement Appendix B.

Services to be Provided.

The purpose of the grant is to provide housing location, housing coordination, landlord liaison, housing focused case management services to Emergency Housing Voucher holders. The grantee offers housing coordination and landlord liaison services to a minimum of 71 families.

Housing-focused case management will be extended to all voucher holders, with approximately 43 households (60 percent) utilizing these services. Over time, as households stabilize, the demand for case management services is expected to decrease, leading to a reduction in funding. As such, services will be supported by a budgeted staff of 5.06 full-time equivalent (FTE) for FY 24-25 and 4.54 FTE for subsequent years.



Grant Agreement Approval: Hamilton Families | Emergency Housing Voucher

Selection

The Board of Supervisors originally adopted Ordinance No. 61-19 which was extended under Ordinance No. 38-24, authorizing HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis. The authorization is valid through May 5, 2029, or until the Point In Time (PIT) count is at 5,350.

Performance History

Hamilton Families underwent fiscal monitoring most recently in FY22-23 and there were no unresolved findings.

Hamilton Families underwent program monitoring most recently in FY21-22. Hamilton Families received findings in the areas of Program Management and Oversight, Eligibility, Service Provision, HMIS Reporting, and Performance and Compliance. It is important to note that FY21-22 program monitoring was the first program monitoring conducted for the EHV program at large. Hamilton Families responded satisfactorily and expeditiously to each of these findings, with the substance of the findings being administrative in nature with no material impact on the scope of services for which they are engaged.

Program monitoring for FY22-23 is scheduled to be conducted in May 2024.



Appendix A, Services to be Provided
by
Hamilton Families
Emergency Housing Voucher

I. Purpose of Grant

The purpose of the grant is to administer all service components of the Emergency Housing Voucher program (EHV) 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

- A. Grantee shall serve formerly homeless or at-risk of homelessness and income-eligible family households with two or more individuals who reside or wish to reside together, with an emphasis on the inclusion 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.
- B. Grantee shall serve households who meet one of the below eligible categories:
1. Homeless; or
 2. At risk of homelessness; or
 3. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking; or
 4. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

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 ("Client Counts" tab). EHV 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 EHV 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, San Francisco Housing Authority 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 (IHSS) 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, the 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 resources.
- 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, San Francisco Housing Authority and case management partners to remove any barriers to the housing 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 including submitting necessary paperwork to San Francisco Housing Authority (e.g. Request for Tenancy Approval, Housing Assistance Payment Contract, completing housing applications, scheduling viewing and inspection 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 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;
 7. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
 8. 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;
 9. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 10. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
 11. Grantee shall support the participant to ensure the annual recertification process is completed through San Francisco Housing Authority; and
 12. Grantee shall assist participants with completing required processes through San Francisco Housing Authority, including the porting process if the participant would like to utilize the voucher outside San Francisco.
- D. 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 EHV 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; and
 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 Hamilton Families, 832 Folsom Street, San Francisco, CA 94107, Monday through Friday 9am-5pm. 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. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult 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 DV 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 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 ONE system shall meet or exceed the ONE System CDQI Process standard.¹
 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.

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

- 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. 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.

D. 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; and
 2. The total number of new placements during the quarter not including relocations; and
 3. The total number of programs 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 Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
 - H. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
 - I. Grantee shall submit Project Descriptor data elements as described in 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 the U.S. Department of Housing and Urban Development 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 the following: participant files, review of the 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 memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
1/1/2022	New	One-Time	\$ 1,501,244		New agreement effective 1/1/2022
10/14/2022	Modification	ongoing	\$ 191,362		Addition of MOHCD Housing trust fund
7/1/2023	Modification	One-time	\$ 312,699		One-Time Carryforward
7/1/2023	Modification	One-time	\$ 230,000		One-time Prop C addition
2/28/2024	Amendment	ongoing	\$ 2,261,720		Amend to extend and add funds through FY28

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2021		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2022	6/30/2024	3
Amended Term	1/1/2022	6/30/2028	7

Approved Subcontractors

None.

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2021					
Contract Term	Begin Date	End Date	Duration (Years)			
Current Term	1/1/2022	6/30/2024	3			
Amended Term	1/1/2022	6/30/2028	7			
				Year 1	Year 2	Year 3
Service Component	1/1/2022 - 6/30/2022			7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024
General Fund & Prop C						
Housing Location Services	71			71	71	71
Housing Coordination Services	71			71	71	71
Landlord Liaison Services	71			71	71	71
Housing-Focused Case Management	0			0	28	
MOHCD						
Housing-Focused Case Management	47			47	15	

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
APPENDIX B, BUDGET**

Document Date				
Contract Term				
Current Term				
Amended Term				
	Year 4	Year 5	Year 6	Year 7
	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028
Housing Location Services	0	0	0	0
Housing Coordination	71	71	71	71
Landlord Liaison Services	71	71	71	71
Housing-Focused Case Management	43	36	36	36
Housing-Focused Case Management	0	0	0	0

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2022	6/30/2024	3
Amended Term	1/1/2022	6/30/2028	7
Provider Name	Hamilton Families		
Program	Emergency Housing Vouchers (EHV)		
FSP Contract ID#	1000024433		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Names	General Fund & Prop C - EHV, Work Order -		
	Current	New	
Term Budget	\$ 1,780,779	\$ 3,868,940	20%
Contingency	\$ 452,551	\$ 417,632	
Not-To-Exceed	\$ 2,233,330	\$ 4,286,572	
	Year 1	Year 2	Year 3
	1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
	Actuals	Actuals	New
Expenditures			
Salaries & Benefits	\$ 265,876	\$ 504,780	\$ 429,445
Operating Expense	\$ 93,460	\$ 234,803	\$ 62,232
Subtotal	\$ 359,336	\$ 739,583	\$ 491,677
Indirect Percentage			
Indirect Cost (Line 21 X Line 22)	\$ 53,903	\$ 110,943	\$ 73,754
Other Expenses (Not subject to indirect %)	\$ (204,937)	\$ (73,480)	\$ 230,000
Capital Expenditure	\$ -	\$ -	\$ -
Admin Cost (HUD Only)	\$ -	\$ -	\$ -
Total Expenditures	\$ 208,303	\$ 777,046	\$ 795,431
HSH Revenues (select)			
General Fund - One-Time	\$ 1,501,244	\$ 346,465	\$ -
General Fund - CODB	\$ -	\$ -	\$ -
MOHCD - Housing Trust Fund	\$ -	\$ 191,362	\$ 191,362
General Fund - One-Time Carryforward	\$ (988,223)	\$ 988,223	\$ -
Prop C Family	\$ -	\$ -	\$ 374,068
Prop C COLA	\$ -	\$ -	\$ -
Prop C - One-time	\$ -	\$ -	\$ 230,000
Adjustment to Actuals	\$ (304,718)	\$ (749,004)	\$ -
	\$ -	\$ -	\$ -
Total HSH Revenues	\$ 208,303	\$ 777,046	\$ 795,430
Other Revenues (to offset Total Expenditures & Reduce HSH)			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Other Revenues	\$ -	\$ -	\$ -
Total HSH + Other Revenues	\$ 208,303	\$ 777,046	\$ 795,430
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2022	6/30/2024	3
Amended Term	1/1/2022	6/30/2028	7
Provider Name	Hamilton Families		
Program	Emergency Housing Vouchers (EHV)		
FSP Contract ID#	1000024433		
Action (select)	Amendment		
Effective Date	7/1/2024		
Total Adjusted Salary FTE (All Budgets)			5.17

Prepared by	Maritza Penagos
Phone	
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*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability and are not guaranteed. For further

DEPARTMENT OF H
APPENDIX B, BUDG

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Names

Term Budget		
Contingency	EXTENSION YEAR EXTENSION YEAR	
Not-To-Exceed	Year 4	Year 5
	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
	New	New
Expenditures		
Salaries & Benefits	\$ 421,025	\$ 381,947
Operating Expense	\$ 62,232	\$ 62,232
Subtotal	\$ 483,257	\$ 444,179
Indirect Percentage		
Indirect Cost (Line 2	\$ 72,489	\$ 66,627
Other Expenses (No	\$ -	\$ -
Capital Expenditure	\$ -	\$ -
Admin Cost (HUD O	\$ -	\$ -
Total Expenditures	\$ 555,746	\$ 510,805
HSH Revenues (sele		
General Fund - One	\$ -	\$ -
General Fund - COD	\$ -	\$ -
MOHCD - Housing T	\$ -	\$ -
General Fund - One	\$ -	\$ -
Prop C Family	\$ 555,746	\$ 510,805
Prop C COLA	\$ -	\$ -
Prop C - One-time	\$ -	\$ -
Adjustment to Actua	\$ -	\$ -
	\$ -	\$ -
Total HSH Revenue	\$ 555,746	\$ 510,805
Other Revenues (to		
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Total Other Revenu	\$ -	\$ -
Total HSH + Other R	\$ 555,746	\$ 510,805
Rev-Exp (Budget M	\$ -	\$ -

DEPARTMENT OF H
APPENDIX B, BUDGI

Document Date		
Contract Term		
Current Term		
Amended Term		
Provider Name		
Program		
F\$P Contract ID#		
Action (select)		
Effective Date		
Total Adjusted Salar	5.06	4.54

Prepared by
Phone
Email

DEPARTMENT OF H
APPENDIX B, BUDG

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Names

Term Budget
Contingency

Not-To-Exceed	EXTENSION YEAR EXTENSION YEAR		All Years		
	Year 6 7/1/2026 - 6/30/2027	Year 7 7/1/2027 - 6/30/2028	1/1/2022 - 6/30/2024	1/1/2022 - 6/30/2028	1/1/2022 - 6/30/2028
	New	New	Current/Actuals	Amendment	New
Expenditures					
Salaries & Benefits	\$ 381,947	\$ 381,947	\$ 1,200,101	\$ 1,566,865	\$ 2,766,966
Operating Expense	\$ 62,232	\$ 62,232	\$ 390,495	\$ 248,928	\$ 639,423
Subtotal	\$ 444,179	\$ 444,179	\$ 1,590,596	\$ 1,815,793	\$ 3,406,389
Indirect Percentage					
Indirect Cost (Line 2	\$ 66,627	\$ 66,627	\$ 238,600	\$ 272,369	\$ 510,969
Other Expenses (No	\$ -	\$ -	\$ (48,417)	\$ (0)	\$ (48,417)
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Cost (HUD O	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 510,805	\$ 510,805	\$ 1,780,779	\$ 2,088,162	\$ 3,868,942
HSH Revenues (sele					
General Fund - One	\$ -	\$ -	\$ 1,847,709	\$ -	\$ 1,847,709
General Fund - COD	\$ -	\$ -	\$ -	\$ -	\$ -
MOHCD - Housing T	\$ -	\$ -	\$ 382,724	\$ -	\$ 382,724
General Fund - One	\$ -	\$ -	\$ -	\$ -	\$ -
Prop C Family	\$ 510,805	\$ 510,805	\$ 374,068	\$ 2,088,161	\$ 2,462,229
Prop C COLA	\$ -	\$ -	\$ -	\$ -	\$ -
Prop C - One-time	\$ -	\$ -	\$ 230,000	\$ -	\$ 230,000
Adjustment to Actu	\$ -	\$ -	\$ (1,053,722)	\$ -	\$ (1,053,722)
	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH Revenue	\$ 510,805	\$ 510,805	\$ 1,780,779	\$ 2,088,161	\$ 3,868,940
Other Revenues (to					
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Revenu	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH + Other R	\$ 510,805	\$ 510,805	\$ 1,780,779	\$ 2,088,161	\$ 3,868,940
Rev-Exp (Budget M	\$ -	\$ -	\$ -	\$ -	\$ -

DEPARTMENT OF H
APPENDIX B, BUDG

Document Date		
Contract Term		
Current Term		
Amended Term		
Provider Name		
Program		
F\$P Contract ID#		
Action (select)		
Effective Date		
Total Adjusted Salar	4.54	4.54

Prepared by
Phone
Email

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2022	6/30/2024	3
Amended Term	1/1/2022	6/30/2028	7
Provider Name	Hamilton Families		
Program	Emergency Housing Vouchers (EHV)		
F\$P Contract ID#	1000024433		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	General Fund & Prop C - EHV		

	Current	New	
Term Budget	\$ 1,253,715	\$ 3,341,876	20%
Contingency	\$ 452,551	\$ 417,632	
Not-To-Exceed	\$ 2,233,330	\$ 4,286,572	

EXTENSION YEAR

	Year 1	Year 2	Year 3		Year 4
	1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
	Actuals	Actuals	Current/Actuals	New	New
Expenditures					
Salaries & Benefits	\$ 265,876	\$ 338,381	\$ 263,045	\$ 263,045	\$ 421,025
Operating Expense	\$ 93,460	\$ 234,803	\$ 62,232	\$ 62,232	\$ 62,232
Subtotal	\$ 359,336	\$ 573,184	\$ 325,277	\$ 325,277	\$ 483,257
Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost (Line 21 X Line 22)	\$ 53,903	\$ 85,981	\$ 48,791	\$ 48,791	\$ 72,489
Other Expenses (Not subject to indirect %)	\$ (204,937)	\$ (217,820)	\$ 230,000	\$ 230,000	\$ -
Total Expenditures	\$ 208,303	\$ 441,344	\$ 604,068	\$ 604,068	\$ 555,746
HSH Revenues (select)					
General Fund - One-Time	\$ 1,501,244	\$ 346,465		\$ -	\$ -
General Fund - CODB				\$ -	\$ -
General Fund - One-Time Carryforward	\$ (988,223)	\$ 312,699		\$ -	\$ -
Prop C Family			\$ 374,068	\$ 374,068	\$ 555,746
Prop C COLA				\$ -	\$ -
Prop C - One-time			\$ 230,000	\$ 230,000	\$ -
Adjustment to Actuals	\$ (304,718)	\$ (217,820)		\$ -	\$ -
Total HSH Revenues	\$ 208,303	\$ 441,344	\$ 604,068	\$ 604,068	\$ 555,746
Total HSH + Other Revenues	\$ 208,303	\$ 441,344	\$ 604,068	\$ 604,068	\$ 555,746
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by	Maritza Penagos
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DEPARTMENT OF H
APPENDIX B, BUDG

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Name

Term Budget
Contingency

EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR

Not-To-Exceed	Year 5	Year 6	Year 7	All Years		
	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	1/1/2022 - 6/30/2024	1/1/2022 - 6/30/2028	1/1/2022 - 6/30/2028
	New	New	New	Current/Actuals	Amendment	New
Expenditures						
Salaries & Benefits	\$ 381,947	\$ 381,947	\$ 381,947	\$ 867,302	\$ 1,566,865	\$ 2,434,167
Operating Expense	\$ 62,232	\$ 62,232	\$ 62,232	\$ 390,495	\$ 248,928	\$ 639,423
Subtotal	\$ 444,179	\$ 444,179	\$ 444,179	\$ 1,257,797	\$ 1,815,793	\$ 3,073,590
Indirect Percentage	15.00%	15.00%	15.00%			
Indirect Cost (Line 2)	\$ 66,627	\$ 66,627	\$ 66,627	\$ 188,675	\$ 272,369	\$ 461,044
Other Expenses (No	\$ -	\$ -	\$ -	\$ (192,757)	\$ (0)	\$ (192,757)
Total Expenditures	\$ 510,805	\$ 510,805	\$ 510,805	\$ 1,253,715	\$ 2,088,162	\$ 3,341,877
HSH Revenues (sele						
General Fund - One	\$ -	\$ -	\$ -	\$ 1,847,709	\$ -	\$ 1,847,709
General Fund - COD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund - One	\$ -	\$ -	\$ -	\$ (675,524)	\$ -	\$ (675,524)
Prop C Family	\$ 510,805	\$ 510,805	\$ 510,805	\$ 374,068	\$ 2,088,161	\$ 2,462,229
Prop C COLA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prop C - One-time	\$ -	\$ -	\$ -	\$ 230,000	\$ -	\$ 230,000
Adjustment to Actua	\$ -	\$ -	\$ -	\$ (522,538)	\$ -	\$ (522,538)
Total HSH Revenue	\$ 510,805	\$ 510,805	\$ 510,805	\$ 1,253,715	\$ 2,088,161	\$ 3,341,876
Total HSH + Other	\$ 510,805	\$ 510,805	\$ 510,805	\$ 1,253,715	\$ 2,088,161	\$ 3,341,876
Rev-Exp (Budget Ma	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by
Email

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Emergency Housing Vouchers (EHV)
FSP Contract ID#	1000024433
Budget Name	General Fund & Prop C - EHV

POSITION TITLE	Year 1	Year 2
	1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023
	Actuals	Actuals
	Budgeted Salary	Budgeted Salary
Housing Navigation Specialist	\$ 48,672	\$ 54,180
Real Estate Specialist	\$ 54,080	\$ 119,160
Housing Navigation Manager	\$ 18,912	\$ 21,627
Real Estate Manager	\$ 18,912	\$ 23,787
Housing Intake Specialist	\$ 5,408	\$ 5,408
Director of Housing & Real Estate		\$ 25,800
Contracts Administrator		\$ 10,331
Family Services Manager		
Data Entry Analyst		
EHV Case Manager		
	\$ 204,520	\$ 260,293
	30.00%	30.00%
	\$ 61,356	\$ 78,088
	\$ 265,876	\$ 338,381

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	
Provider Name	
Program	
FSP Contract ID#	
Budget Name	

POSITION TITLE	Year 3	
	7/1/2023 - 6/30/2024	
	Current/Actuals	
	Budgeted Salary	
Housing Navigation Specialist	\$	58,420
Real Estate Specialist	\$	58,420
Housing Navigation Manager	\$	15,858
Real Estate Manager	\$	15,858
Housing Intake Specialist	\$	5,824
Director of Housing & Real Estate	\$	15,000
Contracts Administrator	\$	8,800
Family Services Manager	\$	9,602
Data Entry Analyst	\$	14,560
EHV Case Manager		
	\$	202,342
		30.00%
	\$	60,703
	\$	263,045

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
FSP Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Year 4				
	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Housing Navigation Specialist	\$ 58,420	1.00	100%	1.00	\$ 58,420
Real Estate Specialist	\$ 58,420	1.00	100%	1.00	\$ 58,420
Housing Navigation Manager	\$ 79,290	1.00	20%	0.20	\$ 15,858
Real Estate Manager	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Intake Specialist	\$ 58,240	1.00	10%	0.10	\$ 5,824
Director of Housing & Real Estate	\$ 150,000	1.00	10%	0.10	\$ 15,000
Contracts Administrator	\$ 88,000	1.00	10%	0.10	\$ 8,800
Family Services Manager	\$ 96,020	1.00	22%	0.22	\$ 21,122
Data Entry Analyst	\$ 58,240	1.00	25%	0.25	\$ 14,560
EHV Case Manager	\$ 58,240	1.89	100%	1.89	\$ 110,004
	TOTAL SALARIES				\$ 323,866
			TOTAL FTE	5.06	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		\$ 97,160
			TOTAL SALARIES & BENEFITS		\$ 421,025

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	
Provider Name	
Program	
F\$P Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Year 5				
	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Housing Navigation Specialist	\$ 58,420	1.00	100%	1.00	\$ 58,420
Real Estate Specialist	\$ 58,420	1.00	100%	1.00	\$ 58,420
Housing Navigation Manager	\$ 79,290	1.00	20%	0.20	\$ 15,858
Real Estate Manager	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Intake Specialist	\$ 58,240	1.00	10%	0.10	\$ 5,824
Director of Housing & Real Estate	\$ 150,000	1.00	10%	0.10	\$ 15,000
Contracts Administrator	\$ 88,000	1.00	10%	0.10	\$ 8,800
Family Services Manager	\$ 96,020	1.00	22%	0.22	\$ 21,122
Data Entry Analyst	\$ 58,240	1.00	25%	0.25	\$ 14,560
EHV Case Manager	\$ 58,240	1.37	100%	1.37	\$ 79,943
	TOTAL SALARIES				\$ 293,805
	TOTAL FTE				4.54
	FRINGE BENEFIT RATE				30.00%
	EMPLOYEE FRINGE BENEFITS				\$ 88,142
	TOTAL SALARIES & BENEFITS				\$ 381,947

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	
Provider Name	
Program	
F\$P Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Year 6				
	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Housing Navigation Specialist	\$ 58,420	1.00	100%	1.00	\$ 58,420
Real Estate Specialist	\$ 58,420	1.00	100%	1.00	\$ 58,420
Housing Navigation Manager	\$ 79,290	1.00	20%	0.20	\$ 15,858
Real Estate Manager	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Intake Specialist	\$ 58,240	1.00	10%	0.10	\$ 5,824
Director of Housing & Real Estate	\$ 150,000	1.00	10%	0.10	\$ 15,000
Contracts Administrator	\$ 88,000	1.00	10%	0.10	\$ 8,800
Family Services Manager	\$ 96,020	1.00	22%	0.22	\$ 21,122
Data Entry Analyst	\$ 58,240	1.00	25%	0.25	\$ 14,560
EHV Case Manager	\$ 58,240	1.37	100%	1.37	\$ 79,943
	TOTAL SALARIES				\$ 293,805
	TOTAL FTE				4.54
	FRINGE BENEFIT RATE				30.00%
	EMPLOYEE FRINGE BENEFITS				\$ 88,142
	TOTAL SALARIES & BENEFITS				\$ 381,947

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
 SALARY & BENEFIT DETAIL

Document Date	
Provider Name	
Program	
FSP Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Year 7				
	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	New Budgeted Salary
Housing Navigation Specialist	\$ 58,420	1.00	100%	1.00	\$ 58,420
Real Estate Specialist	\$ 58,420	1.00	100%	1.00	\$ 58,420
Housing Navigation Manager	\$ 79,290	1.00	20%	0.20	\$ 15,858
Real Estate Manager	\$ 79,290	1.00	20%	0.20	\$ 15,858
Housing Intake Specialist	\$ 58,240	1.00	10%	0.10	\$ 5,824
Director of Housing & Real Estate	\$ 150,000	1.00	10%	0.10	\$ 15,000
Contracts Administrator	\$ 88,000	1.00	10%	0.10	\$ 8,800
Family Services Manager	\$ 96,020	1.00	22%	0.22	\$ 21,122
Data Entry Analyst	\$ 58,240	1.00	25%	0.25	\$ 14,560
EHV Case Manager	\$ 58,240	1.37	100%	1.37	\$ 79,943
	TOTAL SALARIES				\$ 293,805
			TOTAL FTE	4.54	
			FRINGE BENEFIT RATE		30.00%
			EMPLOYEE FRINGE BENEFITS		\$ 88,142
			TOTAL SALARIES & BENEFITS		\$ 381,947

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	
Provider Name	
Program	
F\$P Contract ID#	
Budget Name	

POSITION TITLE	All Years		
	1/1/2022 - 6/30/2024	1/1/2022 - 6/30/2028	1/1/2022 - 6/30/2028
	Current/Actuals	Modification	New
	Budgeted Salary	Change	Budgeted Salary
Housing Navigation Specialist	\$ 161,272	\$ 233,680	\$ 394,952
Real Estate Specialist	\$ 231,660	\$ 233,680	\$ 465,340
Housing Navigation Manager	\$ 56,397	\$ 63,432	\$ 119,829
Real Estate Manager	\$ 58,557	\$ 63,432	\$ 121,989
Housing Intake Specialist	\$ 16,640	\$ 23,296	\$ 39,936
Director of Housing & Real Estate	\$ 40,800	\$ 60,000	\$ 100,800
Contracts Administrator	\$ 19,131	\$ 35,200	\$ 54,331
Family Services Manager	\$ 9,602	\$ 84,488	\$ 94,090
Data Entry Analyst	\$ 14,560	\$ 58,240	\$ 72,800
EHV Case Manager	\$ -	\$ 349,833	\$ 349,833
	\$ 667,155	\$ 1,205,281	\$ 1,872,436
	\$ 200,147	\$ 361,584	\$ 561,731
	\$ 867,302	\$ 1,566,865	\$ 2,434,167

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Emergency Housing Vouchers (EHV)
FSP Contract ID#	1000024433
Budget Name	General Fund & Prop C - EHV

	Year 1	Year 2	Year 3	Year 4	Year 5
	1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
	Actuals	Actuals	Current/Actuals	New	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
<u>Operating Expenses</u>					
Rental of Property	\$ 20,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
Staff Training		\$ 20,000		\$ -	\$ -
Staff Travel-(Local & Out of Town)		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Temporary agency	\$ 69,120			\$ -	\$ -
Computer Services and Equipment	\$ 4,340	\$ 12,803	\$ 10,232	\$ 10,232	\$ 10,232
Software Integration (DocuSign<->Salesforce)		\$ 150,000		\$ -	\$ -
Public Relations/Landlord Incentives		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
TOTAL OPERATING EXPENSES	\$ 93,460	\$ 234,803	\$ 62,232	\$ 62,232	\$ 62,232
<u>Other Expenses (not subject to indirect cost %)</u>					
Direct Client Expenses	\$ 934,404		\$ 230,000	\$ -	\$ -
Adjustment to Actuals	\$ (304,718)	\$ (217,820)		\$ -	\$ -
TOTAL OTHER EXPENSES	\$ (204,937)	\$ (217,820)	\$ 230,000	\$ -	\$ -
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
HSH #3					

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE SERVICES
OPERATING DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

	Year 6	Year 7	All Years		
	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	1/1/2022 - 6/30/2024	1/1/2022 - 6/30/2028	1/1/2022 - 6/30/2028
	New	New	Current/Actuals	Modification	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
<u>Operating Expenses</u>					
Rental of Property	\$ 22,000	\$ 22,000	\$ 64,000	\$ 88,000	\$ 152,000
Staff Training	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
Staff Travel-(Local & Out of Town)	\$ 10,000	\$ 10,000	\$ 20,000	\$ 40,000	\$ 60,000
Temporary agency	\$ -	\$ -	\$ 69,120	\$ -	\$ 69,120
Computer Services and Equipment	\$ 10,232	\$ 10,232	\$ 27,375	\$ 40,928	\$ 68,303
Software Integration (DocuSign<->Salesforce)	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Public Relations/Landlord Incentives	\$ 20,000	\$ 20,000	\$ 40,000	\$ 80,000	\$ 120,000
TOTAL OPERATING EXPENSES	\$ 62,232	\$ 62,232	\$ 390,495	\$ 248,928	\$ 639,423
<u>Other Expenses (not subject to indirect cost %)</u>					
Direct Client Expenses	\$ -	\$ -	\$ 1,164,404	\$ -	\$ 1,164,404
Adjustment to Actuals	\$ -	\$ -	\$ (522,538)	\$ -	\$ (522,538)
TOTAL OTHER EXPENSES	\$ -	\$ -	\$ (192,757)	\$ (0)	\$ (192,757)
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
HSH #3			Template last modified 9/1/2021		

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - EHV

FY22-23

<- 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>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
Housing Navigation Specialist	1.00	\$ 54,180	Supports families during housing search on the open market. Assists with unit viewings, applications, removal of housing barriers, and move-in.	1 FTE x \$54,180 = \$54,180	Darrell Johnson
Real Estate Specialist	2.00	\$ 119,160	Acquires unit/landlord leads and maintains landlord relationships. Works with Housing Navigation Specialists to match unit leads to families. Works with colleagues to ensure units pass HQS inspections and have all necessary paperwork.	1 FTE x \$54,180 = \$54,180	Cynthia Jackson, Diana Bik Boeck
Housing Navigation Manager	0.30	\$ 21,627	oversees intake and navigation teams; ensures compliance	.2 FTE x \$79,290 = \$15,858	Matthieu Kaman
Real Estate Manager	0.30	\$ 23,787	Supervises and supports Real Estate Specialists.	.2 FTE x \$79,290 = \$15,858	Frank De La Campa
Housing Intake Specialist	0.10	\$ 5,408	ensures eligibility and assesses barriers, needs and plan for housing search and stability	.1 FTE x \$54,180 = \$5,418	Erika Chiquillo
Director of Housing & Real Estate	0.20	\$ 25,800	oversees all day to day operations and compliance of EHV interventions	.1 FTE x \$150,000 = \$15,000	Mayo Lunt
Contracts Administrator	0.16	\$ 10,331	ensures deliverables and budget, audits and compliance processes in place and monitored	.1 FTE x \$88000 = \$8,800	Tracy Liu
Family Services Manager		\$ 21,122	Provides supervision, training, and support to EHV case managers.	.1 FTE x \$96,020 = \$9,602	Diana Kenlow
Data Entry Analyst		\$ -	enters data and ensures quality of data entered into various systems	.25 FTE x \$58,240 = \$14,560	TBD
EHV Case Manager		\$ -	Provides case management support directly to participants.	1.89 FTE X \$58,240 = \$110,004	Ibtihaj Hammond and TBD
TOTAL	4.06	\$ 281,415			
Employee Fringe Benefits		\$ 78,088	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.		
Salaries & Benefits Total		\$ 359,503			

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
	<u>Expense</u>		
Rental of Property	\$ 22,000	Share cost of office rent in San Francisco	\$20,000
Staff Travel-(Local & Out of Town)	\$ 10,000	Travel to and from unit viewings and home visits.	\$10,000
Computer Services and Equipment	\$ 10,230	IT infrastructure upgrades including laptops, licensing, internet and IT consultant	\$10,230
Public Relations/Landlord Incentives	\$ 20,000	Landlord engagement programming.	\$20,000
TOTAL OPERATING EXPENSES	\$ 62,230		
Indirect Cost	15.0%	\$ 85,981	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Client Expenses	\$ -	client prorated first month's rent, transportation to units, owner recruitment, outreach, and retention, moving costs, essential household items, security deposits, damage mitigation funds, owner incentives, renters insurance, groceries & utilities for two months, barrier removal, furniture.	
TOTAL OTHER EXPENSES	\$ (217,820)		

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2022	6/30/2024	3
Amended Term	1/1/2022	6/30/2028	7
Provider Name	Hamilton Families		
Program	Emergency Housing Vouchers (EHV)		
F\$P Contract ID#	1000024433		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	Work Order - MOHCD		

	Current	New	
Term Budget	\$ 241,238	\$ 241,238	20%
Contingency	\$ 452,551	\$ 417,632	
Not-To-Exceed	\$ 2,233,330	\$ 4,286,572	

	Year 1	Year 2	Year 3	Year 4	Year 5
	1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
	Actuals	Actuals	Current/Actuals	New	New
Expenditures					
Salaries & Benefits	\$ -	\$ 166,399	\$ 166,400	\$ -	\$ -
Subtotal	\$ -	\$ 166,399	\$ 166,400	\$ -	\$ -
Indirect Percentage	0.00%	15.00%	15.00%	0.00%	0.00%
Indirect Cost (Line 21 X Line 22)	\$ -	\$ 24,962	\$ 24,962	\$ -	\$ -
Other Expenses (Not subject to indirect %)	\$ -	\$ (141,486)	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 49,876	\$ 191,362	\$ -	\$ 2
HSH Revenues (select)					
MOHCD - Housing Trust Fund		\$ 191,362	\$ 191,362	\$ -	\$ -
Adjustment to Actuals		\$ (141,486)		\$ -	\$ -
Total HSH Revenues	\$ -	\$ 49,876	\$ 191,362	\$ -	\$ -
Total HSH + Other Revenues	\$ -	\$ 49,876	\$ 191,362	\$ -	\$ -
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ (2)

Prepared by	Maritza Penagos
Email	mpenagos@hamiltonfamilies.org

DEPARTMENT OF
APPENDIX B, BUD

Document Date
Contract Term
Current Term
Amended Term
Provider Name
Program
F\$P Contract ID#
Action (select)
Effective Date
Budget Name

Term Budget
Contingency

Not-To-Exceed	Year 6	Year 7	All Years		
	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	1/1/2022 - 6/30/2024	1/1/2022 - 6/30/2028	1/1/2022 - 6/30/2028
	New	New	Actuals	Amendment	New
Expenditures					
Salaries & Benefits	\$ -	\$ -	\$ 332,799	\$ -	\$ 332,799
Subtotal	\$ -	\$ -	\$ 332,799	\$ -	\$ 332,799
Indirect Percentag	0.00%	0.00%			
Indirect Cost (Line	\$ -	\$ -	\$ 49,925	\$ -	\$ 49,925
Other Expenses (N	\$ -	\$ -	\$ (141,486)	\$ -	\$ (141,486)
Total Expenditure	\$ -	\$ -	\$ 241,238	\$ -	\$ 241,240
HSH Revenues (se					
MOHCD - Housing	\$ -	\$ -	\$ 382,724	\$ -	\$ 382,724
Adjustment to Act	\$ -	\$ -	\$ (141,486)	\$ -	\$ (141,486)
Total HSH Revenu	\$ -	\$ -	\$ 241,238	\$ -	\$ 241,238
Total HSH + Other	\$ -	\$ -	\$ 241,238	\$ -	\$ 241,238
Rev-Exp (Budget I	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by
Email

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	7/1/2024
Provider Name	Hamilton Families
Program	Emergency Housing Vouchers (EHV)
FSP Contract ID#	1000024433
Budget Name	Work Order - MOHCD

POSITION TITLE	Year 1	Year 2
	1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023
	Actuals	Actuals
	Budgeted Salary	Budgeted Salary
Project Manager		\$ 11,397
EHV Case Manager		\$ 50,228
Family Services Intervention Manager		\$ 19,380
Real Estate Coordinator		\$ 18,023
Real Estate Specialist		\$ 28,972
	\$ -	\$ 128,000
		30.00%
	\$ -	\$ 38,400
	\$ -	\$ 166,399

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

POSITION TITLE	Year 3
	7/1/2023 - 6/30/2024
	Current/Actuals
	Budgeted Salary
Project Manager	
EHV Case Manager	\$ 116,480
Family Services Intervention Manager	\$ 11,520
Real Estate Coordinator	
Real Estate Specialist	
	\$ 128,000
	30.00%
	\$ 38,400
	\$ 166,400

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	
Provider Name	
Program	
FSP Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Year 4
	7/1/2024 - 6/30/2025
	New
	Budgeted Salary
Project Manager	\$ -
EHV Case Manager	\$ -
Family Services Intervention Manager	\$ -
Real Estate Coordinator	\$ -
Real Estate Specialist	\$ -
	\$ -
	30.00%
	\$ -
	\$ -

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	
Provider Name	
Program	
FSP Contract ID#	
Budget Name	

EXTENSION YEAR

POSITION TITLE	Year 5	
	7/1/2025 - 6/30/2026	
	New	
	Budgeted Salary	
Project Manager	\$	-
EHV Case Manager	\$	-
Family Services Intervention Manager	\$	-
Real Estate Coordinator	\$	-
Real Estate Specialist	\$	-
	\$	-
		30.00%
	\$	-
	\$	-

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

EXTENSION YEAR

POSITION TITLE	Year 6
	7/1/2026 - 6/30/2027
	New
	Budgeted Salary
Project Manager	\$ -
EHV Case Manager	\$ -
Family Services Intervention Manager	\$ -
Real Estate Coordinator	\$ -
Real Estate Specialist	\$ -
	\$ -
	30.00%
	\$ -
	\$ -

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	
Provider Name	
Program	
FSP Contract ID#	
Budget Name	EXTENSION YEAR

POSITION TITLE	Year 7	All Years		
	7/1/2027 - 6/30/2028	1/1/2022 - 6/30/2024	1/1/2022 - 6/30/2028	1/1/2022 - 6/30/2028
	New	Actuals	Modification	New
	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
Project Manager	\$ -	\$ 11,397	\$ -	\$ 11,397
EHV Case Manager	\$ -	\$ 166,708	\$ -	\$ 166,708
Family Services Intervention Manager	\$ -	\$ 30,900	\$ -	\$ 30,900
Real Estate Coordinator	\$ -	\$ 18,023	\$ -	\$ 18,023
Real Estate Specialist	\$ -	\$ 28,972	\$ -	\$ 28,972
	\$ -	\$ 256,000	\$ -	\$ 256,000
	30.00%			
	\$ -	\$ 76,800	\$ -	\$ 76,800
	\$ -	\$ 332,799	\$ -	\$ 332,799

BUDGET NARRATIVE

Fiscal Year

Work Order - MOHCD

FY23-24

<- 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>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
EHV Case Manager	2.00	\$ 116,480	Provides case management support directly to participants.	\$54240 x 2 FTE	Ibtihaj Hammond, vacant
Family Services Intervention Manager	0.12	\$ 11,520	Provides supervision, training, and support to EHV case managers.	\$96,000 x .12 FTE	Diana Kenlow
TOTAL	2.12	\$ 128,000			
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>		
		\$ 38,400			
Salaries & Benefits Total		\$ 166,400			
TOTAL OPERATING EXPENSES		\$ -			
Indirect Cost	15.0%	\$ 24,962			