



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	June 6, 2024
Subject	Grant Agreement Approval: Abode Services Adult Shallow Subsidy Housing Program

<i>Agreement Information</i>	
F\$P#	1000032841
Provider	Abode Services
Program Name	Adult Shallow Subsidy Housing Program
Agreement Action	Original Agreement
Agreement Term	July 1, 2024 – June 30, 2026

Agreement Amount

New	Contingency	Total Not to Exceed (NTE)
\$2,146,837	\$429,367	\$2,576,204

<i>Funding Information</i>	
Funding Sources¹	100% Our City, Our Home (Prop C)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Abode Services for the provision of Adult Shallow Subsidy Housing Program for the period of July 1, 2024 to June 30, 2026. This new agreement is for new services.

Background

The Shallow Subsidy Housing Program is a critical housing assistance initiative aimed at mitigating housing instability and homelessness. This program is intentionally designed for the minimum duration necessary, but for a maximum of five years, to achieve financial independence and rent stability by connecting the participant to resources essential to maintaining long-term housing stability. Eligible participants will be referred through the homelessness response system with a self-reported income of 30-50% area median income, will receive financial assistance for move-in costs and a maximum monthly rental subsidy of \$1,100 per single adult.

The Grantee will also facilitate referrals to community resources and economic mobility programs, such as Smart Money Coaching through the Office of Financial Empowerment (OFE) and the job training and career development programs with the Office of Economic and Workforce Development (OWED).

Services to be Provided

¹ The funding sources listed reflect current and future years.

Grant Agreement Approval: Abode Services | Adult Shallow Subsidy Housing Program

The purpose of the grant is to provide shallow rental subsidies to single adults 18 years or older who are experiencing homelessness, at imminent risk of homelessness or recently homeless, and do not have minor children or do not have physical custody of their children. Grantee will deliver a range of program services to households, including housing location assistance, housing coordination, subsidy administration, landlord liaison services, and light-touch housing-focused case management, which is defined as a 1:60 staff-to-household ratio. Grantee will provide services to sixty adults with a budgeted staff of 2.83 full-time equivalent (FTE) in FY24-25 and 3.05 FTE in FY 25-26.

Selection

Grantee was selected pursuant to San Francisco Administrative Code Section 21B which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; which is valid until May 5, 2029 or until the Point In Time (PIT) count is fewer than 2,199. Abode Services was selected through a streamlined selection process (Solicitation of Interest (SOI): Shallow Subsidy Housing Program for Adults & Families) that enabled HSH to evaluate proposed program models and program budgets from nonprofit service providers.

Agreement Materials

- HOC Approval Package
 - Appendix A, Services to be Provided
 - Appendix B, Budget



Appendix A, Services to be Provided
by
Abode Services
Adult Shallow Subsidy Housing Program

I. Purpose of Grant

The purpose of the grant is to administer all service components of the Shallow Subsidy to the served population. The shallow subsidy program is intentionally designed to assist families for the minimum duration necessary, but for a maximum of five years, to achieve financial independence and rent stability by connecting them to resources essential to maintaining long-term housing stability.

II. Served Population

Grantee shall serve single adults aged 18 and older who are experiencing homelessness, at imminent risk of homelessness or recently homeless and do not have minor children or do not have physical custody of their children.

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). Shallow Subsidy services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

A. Light-touch Housing-Focused Case Management Services:

Grantee shall provide light-touch housing-focused case management services within a harm reduction model to ensure tenants' housing retention and improved well-being. To the extent that participants are placed outside of San Francisco, case management should focus on referrals to mainstream resources in the county of residence. 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. 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; and
 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 Shallow Subsidy resources; and
 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 Shallow Subsidy 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 work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
 5. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 6. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
 7. 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;
 8. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;

9. 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;
 10. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 11. 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; and
 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation.
- 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 regularly collaborate with Shallow Subsidy 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;
 2. 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;
 3. 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

4. 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 40849 Fremont Blvd, Fremont, CA 94538. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

- A. 1:60 Housing Coordinator Ratio: Grantee shall maintain a 1:60 ratio of Housing Coordinator to HSH adult units.
- B. 1:60 Case Manager Ratio: Grantee shall maintain a 1:60 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 to Online Navigation and Entry (ONE) System (or record in a comparable system for Domestic Violence (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 satisfaction. 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 ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement 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 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.

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

- 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.
- R. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhoods, including:
1. Collaborating with the surrounding community and relevant city agencies to ensure that neighborhood concerns are addressed;
 2. Having a public phone line (and/or email) available for the community to report concerns;
 3. Grantee management staff are available to respond to neighbors within two business days;
 4. Participating in community, renter, or apartment association events to improve relationships with appropriate entities;
 5. Grantee leadership or designated staff attendance in regular meetings (monthly or as needed) with HSH Staff and the community working group.
 6. Providing staff training in de-escalation and crisis response, including protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
 7. Offering a “good neighbor” onboarding for tenants as they move in that outlines community resources, community norms, and expectations.

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. Light-Touch Housing-Focused Case Management Services

1. Grantee shall offer 100 percent of participants Light-Touch 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 24 months or exit to permanent housing and
2. At least 75 percent of participants will be referred to community resources by the first annual ONE System assessment compared to their status at program enrollment and
3. At least 80 percent of participants will increase their income within the first 24 months of the program compared to their income reported during at program enrollment in the ONE System or exit the program to permanent housing.

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 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.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2024	6/30/2026	2
6	Amended Term	7/1/2024	6/30/2026	2
7	Program	Adult Shallow Subsidy Housing Program		
8				
9	Approved Subcontractors			
10	None.			
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	A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2024	6/30/2026	2						
6	Amended Term	7/1/2024	6/30/2026	2						
7					Year 1			Year 2		
8	Service Component				7/1/2024 - 6/30/2025			7/1/2025 - 6/30/2026		
10	Housing focused case management				60			60		
11	Housing coordination				60			60		
12	Landlord liaison				60			60		
13	Subsidy administration				60			60		
14	Housing location				60			60		

	A	B	C	D	E	F	G	H	I	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2024											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2024	6/30/2026	2									
6	Amended Term	7/1/2024	6/30/2026	2									
7	Provider Name	Abode Services											
8	Program	Adult Shallow Subsidy Housing Program											
9	FSP Contract ID#	1000032841											
10	Action (select)	New Agreement											
11	Effective Date	7/1/2024											
12	Budget Name	Adult Shallow Subsidy Housing Program											
13		Current	New										
14	Term Budget	\$ -	\$ 2,146,837										
15	Contingency	\$ -	\$ 429,367	20%									
16	Not-To-Exceed	\$ -	\$ 2,576,204										
17		Year 1			Year 2			All Years					
18		7/1/2024 - 6/30/2025	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	7/1/2024 - 6/30/2026	7/1/2024 - 6/30/2026	7/1/2024 - 6/30/2026			
19	Expenditures		New Agreement	New		New Agreement	New		New Agreement	New			
20	Salaries & Benefits	\$ -	\$ 284,591	\$ 284,591.45	\$ -	\$ 321,100	\$ 321,100	\$ -	\$ 605,691	\$ 605,691			
21	Operating Expense	\$ -	\$ 30,368	\$ 30,368.00	\$ -	\$ 37,556	\$ 37,556	\$ -	\$ 67,924	\$ 67,924			
22	Subtotal	\$ -	\$ 314,959	\$ 314,959.45	\$ -	\$ 358,656	\$ 358,656	\$ -	\$ 673,615	\$ 673,615			
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 47,244	\$ 47,243.92	\$ -	\$ 53,798	\$ 53,798	\$ -	\$ 101,042	\$ 101,042			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 609,850	\$ 609,850.00	\$ -	\$ 762,327	\$ 762,327	\$ -	\$ 1,372,177	\$ 1,372,177			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 972,053	\$ 972,053	\$ -	\$ 1,174,781	\$ 1,174,781	\$ -	\$ 2,146,834	\$ 2,146,834			
29													
30	HSH Revenues (select)												
31	Prop C (Adult)		\$ 972,056	\$ 972,056		\$ 1,174,781	\$ 1,174,781	\$ -	\$ 2,146,837	\$ 2,146,837			
39			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 972,056.00	\$ 972,056.00	\$ -	\$ 1,174,781.00	\$ 1,174,781.00	\$ -	\$ 2,146,837.00	\$ 2,146,837.00			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
42			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48													
49	Total HSH + Other Revenues	\$ -	\$ 972,056.00	\$ 972,056.00	\$ -	\$ 1,174,781.00	\$ 1,174,781.00	\$ -	\$ 2,146,837.00	\$ 2,146,837.00			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52													
53	Prepared by	Lauryn Young		*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.									
54	Phone	510.657.7409 x1320											
55	Email	Lauryn.Young											
56													
57	Template last modified	9/1/2021											

	A	B	C	D	E	F	G	H	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Abode Services							
5	Program	Adult Shallow Subsidy Housing Program							
6	FSP Contract ID#	1000032841							
7	Budget Name	Adult Shallow Subsidy Housin							
8		Year 1							
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	
10							New Agreement	New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	
12	Director of Housing & Services - SF	\$ 124,800	1.00	20%	0.20		\$ 24,960	\$ 24,960	
13	Program Manager	\$ 90,000	1.00	50%	0.50		\$ 45,000	\$ 45,000	
14	Lead Real Estate Specialist	\$ 90,000	1.00				\$ -	\$ -	
15	Housing Specialist	\$ 70,000	1.00	100%	1.00		\$ 70,000	\$ 70,000	
16	Service Coordinators	\$ 70,000	1.00	100%	1.00		\$ 70,000	\$ 70,000	
17	Data/ Compliance Specialist	\$ 70,000	1.00	13%	0.13		\$ 8,957	\$ 8,957	
55		TOTAL SALARIES				\$ -	\$ 218,917	\$ 218,917	
56		TOTAL FTE		2.83					
57		FRINGE BENEFIT RATE		30.00%					
58		EMPLOYEE FRINGE BENEFITS				\$ -	\$ 65,674.95	\$ 65,674.95	
59		TOTAL SALARIES & BENEFITS				\$ -	\$ 284,591.45	\$ 284,591.45	
60									
61									
62									

	A	I	J	K	L	M	N	O
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date							
4	Provider Name							
5	Program							
6	FSP Contract ID#							
7	Budget Name							
8	Year 2							
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026
10							New Agreement	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary
12	Director of Housing & Services - SF	\$ 130,000	1.00	20%	0.20		\$ 26,000	\$ 26,000
13	Program Manager	\$ 93,600	1.00	50%	0.50		\$ 46,800	\$ 46,800
14	Lead Real Estate Specialist	\$ 93,600	1.00	15%	0.15		\$ 14,040	\$ 14,040
15	Housing Specialist	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800
16	Service Coordinators	\$ 72,800	1.00	100%	1.00		\$ 72,800	\$ 72,800
17	Data/ Compliance Specialist	\$ 72,800	1.00	20%	0.20		\$ 14,560	\$ 14,560
55		TOTAL SALARIES				\$ -	\$ 247,000	\$ 247,000
56		TOTAL FTE		3.05				
57		FRINGE BENEFIT RATE				30.00%		30.00%
58		EMPLOYEE FRINGE BENEFITS				\$ -	\$ 74,100	\$ 74,100
59		TOTAL SALARIES & BENEFITS				\$ -	\$ 321,100	\$ 321,100
60								
61								
62								

	A	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	SALARY & BENEFIT DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	FSP Contract ID#			
7	Budget Name			
8		All Years		
9	POSITION TITLE	7/1/2024 - 6/30/2026	7/1/2024 - 6/30/2026	7/1/2024 - 6/30/2026
10			Modification	New
11		Budgeted Salary	Change	Budgeted Salary
12	Director of Housing & Services - SF	\$ -	\$ 50,960	\$ 50,960
13	Program Manager	\$ -	\$ 91,800	\$ 91,800
14	Lead Real Estate Specialist	\$ -	\$ 14,040	\$ 14,040
15	Housing Specialist	\$ -	\$ 142,800	\$ 142,800
16	Service Coordinators	\$ -	\$ 142,800	\$ 142,800
17	Data/ Compliance Specialist	\$ -	\$ 23,517	\$ 23,517
55		\$ -	\$ 465,917	\$ 465,917
56				
57				
58		\$ -	\$ 139,775	\$ 139,775
59		\$ -	\$ 605,691	\$ 605,691
60				
61				
62				

	A	B	C	D	E	F	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Abode Services								
5	Program	Adult Shallow Subsidy Housing								
6	FSP Contract ID#	1000032841								
7	Budget Name	Adult Shallow Subsidy Housir								
8										
9		Year 1			Year 2			All Years		
10		7/1/2024 - 6/30/2025	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	7/1/2024 - 6/30/2026	7/1/2024 - 6/30/2026	7/1/2024 - 6/30/2026
11		New Agreement	New	New	New Agreement	New	New	Modification	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
		Change			Change			Change		
13	Rental of Property	\$ 6,000	\$ 6,000		\$ 9,000	\$ 9,000	\$ -	\$ 15,000	\$ 15,000	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 4,800	\$ 4,800		\$ 7,200	\$ 7,200	\$ -	\$ 12,000	\$ 12,000	
15	Office Supplies, Postage	\$ 5,568	\$ 5,568		\$ 9,356	\$ 9,356	\$ -	\$ 14,924	\$ 14,924	
16	Building Maintenance Supplies and Repair	\$ 1,200	\$ 1,200		\$ 1,200	\$ 1,200	\$ -	\$ 2,400	\$ 2,400	
17	Printing and Reproduction	\$ 1,200	\$ 1,200		\$ 1,200	\$ 1,200	\$ -	\$ 2,400	\$ 2,400	
18	Insurance	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
19	Staff Training	\$ 2,000	\$ 2,000		\$ 3,000	\$ 3,000	\$ -	\$ 5,000	\$ 5,000	
20	Staff Travel-(Local & Out of Town)	\$ 3,600	\$ 3,600		\$ 5,400	\$ 5,400	\$ -	\$ 9,000	\$ 9,000	
21	Rental of Equipment	\$ 1,200	\$ 1,200		\$ 1,200	\$ 1,200	\$ -	\$ 2,400	\$ 2,400	
22	Start Up Expenses	\$ 4,800	\$ 4,800.00		\$ -	\$ -	\$ -	\$ 4,800	\$ 4,800	
67										
68	TOTAL OPERATING EXPENSES	\$ -	\$ 30,368	\$ 30,368	\$ -	\$ 37,556	\$ 37,556	\$ -	\$ 67,924	\$ 67,924
69										
70	Other Expenses (not subject to indirect cost %)									
71	Direct Client Assistance	\$ 546,951	\$ 546,950.67		\$ 677,624	\$ 677,623.64	\$ -	\$ 1,224,574	\$ 1,224,574	
72	Subsidy Admin Fee	\$ 62,899	\$ 62,899.33		\$ 84,703	\$ 84,702.96	\$ -	\$ 147,602	\$ 147,602	
73		\$ -			\$ -		\$ -	\$ -	\$ -	
84	TOTAL OTHER EXPENSES	\$ -	\$ 609,850	\$ 609,850	\$ -	\$ 762,327	\$ 762,327	\$ -	\$ 1,372,177	\$ 1,372,177
85										
86	Capital Expenses									
93		\$ -			\$ -		\$ -	\$ -	\$ -	
94										
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96										
97	HS#3									Template last modified 9/1/2021

BUDGET NARRATIVE

Adult Shallow Subsidy Housing Fiscal Year **FY24-25** **- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective**

Fiscal Term Start 7/1/2024 Fiscal Term End 6/30/2025

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Director of Housing & Services - SF	0.20	\$ 24,960	Direct support to program, to ramp up and build partnerships.	20% of Total Salary \$124,800	Kate Deltmer
Program Manager	0.50	\$ 45,000	program manager responsible for staff supervision, reporting, workflow, program operations. For Services Manager & Housing Manager	50% of total salary \$90,000	TBD
Lead Real Estate Specialist		\$ -	- real estate specialist brokering high level relationships with property management companies-- multiple unit acquisitions (prorated as not staffed up the full year)	15% of total salary \$90,000	TBD
Housing Specialist	1.00	\$ 70,000	Intake and service coordination staff: Active caseload at any point in time	100% of total salary \$70,000	TBD
Service Coordinators	1.00	\$ 70,000	Supports participants with identifying and viewing units, completing applications, and housing retention	100% of total salary \$70,000	TBD
Data/ Compliance Specialist	0.13	\$ 8,957	To support timely, accurate HMIS entry, and other required systems (WMMAT/ salesforce),and to manage compliance functions.	20% of total salary \$70,000	Matthew Rodriguez, Melody Miranda
		\$ -			
TOTAL	2.83	\$ 218,917			
Employee Fringe Benefits		\$ 65,675	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ 284,591			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 6,000	Represents "rental" of shared "co-working" space, a rental of Abode office space.	\$3,000 per month for 3 staff
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 4,800	Represents cell phones, phones plus utilities of an office space.	\$200 x FTE x 12 months
Office Supplies, Postage	\$ 5,568	Office supplies to operate and provide oversight to programs.	\$160 x FTE x 12 months
Building Maintenance Supplies and Repair	\$ 1,200	Maintenance/ security/ cleaning costs for office space starting	\$1,200 per year
Printing and Reproduction	\$ 1,200	Costs for making copies and mailing checks, etc.	\$1,200 per year
Insurance	\$ -	Included in admin coverage	
Staff Training	\$ 2,000	Training to support staff in evidence based practices and other core competencies.	\$1,000 per FTE
Staff Travel-(Local & Out of Town)	\$ 3,600	Staff mileage to office, landlord sites, meeting with participants, etc.	\$150 x 12 months x FTE
Rental of Equipment	\$ 1,200	Cost for rental of copy machine starting	\$100 x 12 months
Start Up Expenses	\$ 4,800	Cost to secure necessary computers and equipment and office set up, and/or computers	\$2400 per new staff
	\$ -		
TOTAL OPERATING EXPENSES	\$ 30,368		
Indirect Cost	15.0%	\$ 47,244	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Direct Client Assistance	\$ 546,951	Eligible financial assistance for EHV households needing housing location assistance by Abode Services (security deposits, moving, furniture, etc).	Estimated \$700 monthly rent, \$1,100 Security Deposit per Family, \$2,000 Furniture Voucher, Fees, Application, Barrier Removal, Etc . Target # of 60 Adults.
Subsidy Admin Fee	\$ 62,899	Cost to cut, process, account for and support subsidy administration.	12.5% of Direct Client Assistance
	\$ -		
TOTAL OTHER EXPENSES	\$ 609,850		