



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	March 21, 2024
Subject	Grant Agreement Approval: Hamilton Families Transitional Housing

<i>Agreement Information</i>	
F\$P#	1000013716
Provider	Hamilton Families
Program Name	Transitional Housing
Agreement Action	1 st Amendment
Agreement Term	July 1, 2019 - June 30, 2027

Agreement Amount

Current Budget ¹	Amended	New	Contingency	Total Not to Exceed (NTE)
\$4,443,710	\$3,305,654	\$7,749,364	\$1,549,873	\$9,299,236

Funding History

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2019-20	\$843,715	\$832,714		\$832,714
2020-21	\$879,698	\$874,920		\$874,920
2021-22	\$923,985	\$923,985		\$923,985
2022-23	\$938,779	\$934,011		\$934,011
2023-24	\$878,080	\$437,116 ²	\$204,017	\$1,082,097
2024-25			\$1,033,879	\$1,033,879
2025-26			\$1,033,879	\$1,033,879
2026-27			\$1,033,879	\$1,033,879
TOTAL	\$4,464,257	\$4,002,746	\$3,305,654	\$7,749,364
			20% Contingency	\$1,549,873
			Total NTE³	\$9,299,236

<i>Funding Information</i>	
Funding Sources⁴	100% General Fund

¹ Current Not-to-Exceed Amount is \$4,453,708.

² Actuals spent as of November 2023 invoice period.

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

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Hamilton Families for the provision of Transitional Housing for the period of July 1, 2019 to June 30, 2027, in an additional amount of \$3,305,654. The addition of funds includes the full funding amount for fiscal year (FY) 23-24 and three additional performance years. The new amount is \$9,299,236, which includes a 20 percent contingency.

Background

Hamilton Families Transitional Housing is a long-standing program that provides transitional housing to 20 families for up to 18 months. Transitional Housing programs are designed to support families with barriers to housing who may need additional time in a shelter program for stabilization and skill development. The program addresses barriers to housing such as mental health, substance abuse, domestic violence, and employment and education. Life skills training and case management are provided to help prepare families for permanent housing.

Services to be Provided.

The purpose of the grant is to provide Transitional Housing and Support Services to families. Grantee will provide services to 20 families with a budgeted staff of 8.26 full time equivalent (FTE).

The grantee was selected through Request for Proposals (RFP) #HSH2019-120, which is valid until June 30, 2029.

Performance History

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

Hamilton Families Transitional Housing underwent program monitoring and a site visit most recently on July 27, 2023. The site visit included a review of program policies and procedures, staff development and training activities, outreach procedures and materials, staffing pattern and job descriptions and monthly and quarterly reports. The program passed successfully with no concerning findings.

⁴ The funding sources listed reflect current and future years. This amendment includes the addition of General Funds

