



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	May 2, 2024
Subject	Grant Agreement Approval: Bayview Hunters Point Foundation Emergency Housing Vouchers

<i>Agreement Information</i>	
F\$P Contract ID#	1000032308
Provider	Bayview Hunters Point Foundation
Program Name	Emergency Housing Vouchers
Agreement Action	Original Agreement
Agreement Term	July 1, 2024 – June 30, 2026

Agreement Amount

Budget	Contingency¹	Total Not to Exceed (NTE)
\$1,951,902	\$390,380	\$2,342,283

<i>Funding Information</i>	
Funding Sources	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 Bayview Hunters Point Foundation for the provision of Emergency Housing Vouchers for the period of July 1, 2024 to June 30, 2026. This new agreement is for continuing services.

Background

Appropriated by the American Rescue Plan Act of 2021 and administered by the U.S. Department of Housing and Urban Development (HUD), the Emergency Housing Voucher 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.

In 2021 HSH began partnering with Bayview Hunters Point Foundation to provide housing location services, housing coordination services, housing-focused case management services, and landlord liaison services to Emergency Housing Voucher holders to support voucher utilization and ongoing housing stability. This program is currently funded through an agreement covering multiple scattered site

¹ A 20 percent contingency was applied to the total program budget.

Grant Agreement Approval: Bayview Hunters Point Foundation | Emergency Housing Vouchers

housing programs², which expires June 30, 2024. This new agreement would continue funding for the provider's Emergency Housing Voucher services under its own program-specific agreement.

Services to be Provided

The purpose of the grant is to administer all service components of the Emergency Housing Voucher program to individuals. Bayview Hunters Point Foundation will provide services to up to 118 individuals with a budgeted staff of 8.19 full time equivalent (FTE) in FY24-25 and 6.89 FTE in FY25-26 to account for anticipated programmatic changes.

Selection

Board of Supervisors adopted Ordinance No. 61-19, which authorizes 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, which is valid until May 2029, or until the Point In Time (PIT) count is at 5,350. Bayview Hunters Point Foundation was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. Provider has been providing services for Emergency Housing Vouchers since February 15, 2021.

Performance History

Bayview Hunters Point Foundation underwent fiscal monitoring most recently in FY22-23. The Final Status Letter for the monitoring included the following findings:

- Audited financial statements
 - Not yet in conformance - All sections included; opinion and other audit letters are signed
 - Not yet in conformance - Audit completed within nine months of the close of the contractor's fiscal year

Bayview Hunters Point Foundation has been assigned an expanded fiscal monitoring for FY23-24, which will include review of progress toward resolution of unresolved findings from FY22-23. The expected completion date of the FY23-24 fiscal monitoring is June 30, 2024.

Bayview Hunters Point Foundation underwent program monitoring most recently for services administered in FY22-23. The program monitoring results letter is pending finalization. It will be issued before the end of the FY23-24 fiscal year.

² The current agreement funds three scattered sites housing programs: Flexible Housing Subsidy Pool, Rapid Rehousing and Emergency Housing Voucher. For the next fiscal year, HSH intends to reprocure each service type under an individual agreement for more efficient program and budget administration.



**Appendix A: Services to be Provided
by
Bayview Hunters Point Foundation
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 and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.
- 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 ("Number Served" 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 Bayview Hunters Point Foundation at 150 Executive Park Blvd. on Monday through Friday from 9:00 am to 5:00 pm. 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 survey completion if the written format presents any problem.
- K. City Communications and Policies
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.

- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.
 3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

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

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 program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by

HSH.

- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to review of the following: participant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE system may include, but is not limited to, the audit of data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will

include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts and memoranda of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	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	Emergency Housing Vouchers		
8				
9	Approved Subcontractors			
10	Ina Moon - Clinical Supervision			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
7/1/2024	Baseline	Ongoing	\$1,038,298.00	PENDING	FY24-25 Budget: \$1,038,298

	A	B	C	D	E	F	G	H	I	J
1	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	Emergency Housing Vouchers								
8					Year 1		Year 2			
9					7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026			
10	Service Component									
11	Housing Location Services				0		0			
12	Housing Coordination Services				72		72			
13	Landlord Liaison Services				72		72			
14	Housing-Focused Case Management Services				118		99			
15										
16										
17										
18										
19										

	A	B	C	D	G	J	AJ	AK			
1	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	Bayview Hunters Point Foundation									
8	Program	Emergency Housing Vouchers									
9	F\$P Contract ID#	1000032308									
10	Action (select)	New Agreement									
11	Effective Date	7/1/2024									
12	Budget Name	Prop C - Emergency Housing Vouchers									
13		Current	New								
14	Term Budget	\$ -	\$ 1,951,902	20%							
15	Contingency	\$ -	\$ 390,380								
16	Not-To-Exceed	\$ -	\$ 2,342,283								
17					Year 1	Year 2	All Years				
18					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026	7/1/2024 - 6/30/2026			
19					New	New		New			
20											
21	Expenditures										
22	Salaries & Benefits	\$ 822,681	\$ 726,004	\$ 1,548,685	\$ 1,548,685						
23	Operating Expense	\$ 69,292	\$ 68,434	\$ 137,726	\$ 137,726						
24	Subtotal	\$ 891,973	\$ 794,438	\$ 1,686,411	\$ 1,686,411						
25	Indirect Percentage	15.00%		15.00%							
26	Indirect Cost (Line 24 X Line 25)	\$ 133,796	\$ 119,166	\$ 252,962	\$ 252,962						
27	Other Expenses (Not subject to indirect %)	\$ 12,529	\$ -	\$ 12,529	\$ 12,529						
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -						
29	Admin Cost (HUD Agreements Only)			\$ -	\$ -						
30	Total Expenditures	\$ 1,038,298	\$ 913,604	\$ 1,951,902	\$ 1,951,902						
31											
32	HSH Revenues (select)*										
33	Prop C	\$ 1,038,298	\$ 913,604	\$ 1,951,902	\$ 1,951,902						
51	Total HSH + Other Revenues	\$ 1,038,298	\$ 913,604	\$ 1,951,902	\$ 1,951,902						
52	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -						
54					*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 information, please see Article 2 of the G-100 Grant Agreement document.						
55	Prepared by	Simba Ndemera									
56	Phone	415-350-5205									
57	Email	simbarashe.ndemera@bayviewci.org									

	A	B	C	D	E	H	I	J	K	L	O	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	7/1/2024										
4	Provider Name	Bayview Hunters Point Foundation										
5	Program	Emergency Housing Vouchers										
6	F\$P Contract ID#	1000032308										
7	Budget Name	Prop C - Emergency Housing Vouchers										
8		Year 1					Year 2					All Years
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
10						New					New	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Director	\$ 114,400	1.00	30%	0.30	\$ 34,320	\$ 118,976	1.00	30%	0.30	\$ 35,693	\$ 70,013
13	Asst Director	\$ 100,880	1.00	29%	0.29	\$ 29,640	\$ 104,915	1.00	29%	0.29	\$ 30,825	\$ 60,465
14	Housing Locator - Real Estate	\$ 88,400	1.00	50%	0.50	\$ 44,200	\$ 91,936	1.00	50%	0.50	\$ 45,968	\$ 90,168
15	Housing Coordinator / Liaison	\$ 76,960	1.00	100%	1.00	\$ 76,960	\$ 80,038	1.00	100%	1.00	\$ 80,038	\$ 156,998
16	Housing Focus Case Managers	\$ 74,880	6.00	100%	6.00	\$ 449,280	\$ 77,875	4.70	100%	4.70	\$ 366,013	\$ 815,293
17	Life Skill Coach	\$ 83,200	1.00	10%	0.10	\$ 8,320	\$ 86,528	1.00	10%	0.10	\$ 8,653	\$ 16,973
18						\$ -					\$ -	\$ -
54		TOTAL SALARIES				\$ 642,720	TOTAL SALARIES				\$ 567,191	\$ 1,209,910
55		TOTAL FTE			8.19		TOTAL FTE			6.89		
56		FRINGE BENEFIT				28.00%	FRINGE BENEFIT				28.00%	
57		EMPLOYEE FRINGE B				\$ 179,961	EMPLOYEE FRINGE B				\$ 158,813	\$ 338,775
58		TOTAL SALARIES & B				\$ 822,681	TOTAL SALARIES & B				\$ 726,004	\$ 1,548,685
59												
60												
61												

	A	D	G	AH
1	MENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	OPERATING DETAIL			
3	Document Date	7/1/2024		
4	Provider Name	Bayview Hunters Point Foundation		
5	Program	Emergency Housing Vouchers		
6	F\$P Contract ID#	1000032308		
7	Budget Name	Prop C - Emergency Housing Vouchers		
8				
9		Year 1	Year 2	All Years
10		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
11		New	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 16,000	\$ 16,000	\$ 32,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,225	\$ 7,225	\$ 14,450
15	Office Supplies, Postage	\$ 5,300	\$ 5,234	\$ 10,534
17	Printing and Reproduction	\$ 2,150	\$ 2,150	\$ 4,300
18	Insurance	\$ 11,867	\$ 11,867	\$ 23,734
19	Staff Training	\$ 6,000	\$ 6,000	\$ 12,000
20	Staff Travel-(Local & Out of Town)	\$ 9,000	\$ 8,210	\$ 17,210
22	Barrier Removal	\$ 7,600	\$ 7,598	\$ 15,198
46				\$ -
54	<u>Subcontractors (First \$25k Only)</u>			\$ -
55	Lic. Clinical Supervisor, LMFT or LCSW - Ina Moon	\$ 4,150	\$ 4,150	\$ 8,300
56				\$ -
68	TOTAL OPERATING EXPENSES	\$ 69,292	\$ 68,434	\$ 137,726
69				
70	<u>Other Expenses (not subject to indirect cost %)</u>			
71	Direct Client Pass Through	\$ 12,529	\$ -	\$ 12,529
74				\$ -
84	TOTAL OTHER EXPENSES	\$ 12,529	\$ -	\$ 12,529

BUDGET NARRATIVE		Fiscal Year			
Prop C - Emergency Housing Vouchers		FY24-25			
<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	
Director	0.30	\$ 34,320	<p>General management oversight and coordination. Provides direct supervision to Assist. Director; problem solves, guides, consults regarding management operations, and EHV services, assist with program design, implementing and administrating programs; charts the direction of the program development. Establishes program procedures/protocol with AD. Performs A, B, D, E,</p> <p>Provides direct management of supportive services and collaborates with the Director to establish performance standards and objectives for the team and develop program procedures, protocol and adherence to HSH rules & requirements . Directly supervises case management, clinical/non-clinical operations. Ensure that guests are afforded quantitative/qualitative care/services from APMs, case managers (CMs); review of CMs work performance, files, case notes, reports and logs to ensure guest cases are being tracked properly; oversees and monitors coordination of services for intakes/assessments & delivery of guest plans; improves team cohesion and staff competences by making training/educational resources accessible to team. Performs D, F, G, H. Make sure that program requirements are being met and APMs are meeting objectives and goals of the program. Reviews reporting QA and other requirements with APMs.</p>	\$114,400 @30% = 34,320 Yearly	
Asst Director	0.29	\$ 29,640	<p>Housing Locator 1:60 ratio HL will perform lease negotiation and rental subsidy administration on behalf of tenants placed into housing and lease review to ensure compliance with all local and State laws. HL will function as a manager and utilize their expertise in real estate in partnership with the Housing Coordinator to secure appropriate housing units that match the tenants needs; HL will perform locator services/ activities to identify, negotiate, and secure housing units as follows: HL will conduct comprehensive housing searches and landlords recruitment to establish a portfolio of housing units based on the needs of potential tenants; HL will act as a liaison and establish/maintain successful relationships/effective communication; builds clear expectations with landlords, HSH, tenants and other community partners. HL will respond quickly and appropriately to any problem or concerns; HL shall partner with HSH to identify and act upon opportunities to secure units including presentations, planning, and other activities needed to engage new partners. HL will expand the housing inventory supported with EHV resources. HL and HC will ensure that landlords fulfil their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms,</p>	\$100,880 @ 30% = 29,640 yearly	
Housing Locator - Real Estate	0.50	\$ 44,200	<p>Housing Locator 1:60 ratio HL will perform lease negotiation and rental subsidy administration on behalf of tenants placed into housing and lease review to ensure compliance with all local and State laws. HL will function as a manager and utilize their expertise in real estate in partnership with the Housing Coordinator to secure appropriate housing units that match the tenants needs; HL will perform locator services/ activities to identify, negotiate, and secure housing units as follows: HL will conduct comprehensive housing searches and landlords recruitment to establish a portfolio of housing units based on the needs of potential tenants; HL will act as a liaison and establish/maintain successful relationships/effective communication; builds clear expectations with landlords, HSH, tenants and other community partners. HL will respond quickly and appropriately to any problem or concerns; HL shall partner with HSH to identify and act upon opportunities to secure units including presentations, planning, and other activities needed to engage new partners. HL will expand the housing inventory supported with EHV resources. HL and HC will ensure that landlords fulfil their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms,</p>	\$88.4K FTE yearly salary	

Housing Coordinator / Liaison	1.00	\$	76,960	<p>Housing Coordinator 1:50 ratio will work in partnership with the Housing Locator to match tenants to housing opportunities. HC shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. HC will eliminate barriers to housing placements for rapid placement into housing. HC will also perform the following services: communication/coordination with Coordinated Entry Access Points, Housing Authority, HL, EHV case managers, and any community partners to remove any barriers to the housing referral process; HC will assist HL with tenant lease negotiations, rental subsidy administration, and placement into housing. HC will provide support and oversight for CMs' day-to-day operations including helping future tenants to secure units and completing housing applications. HC will work as a mediator with HL and CMs around scheduling viewing appointments, understanding leases, and supporting documentation. HC will ensure that CM's collect all necessary documents to support tenants to move into housing successfully; HC will reduce barriers to housing by assisting with clearance of outstanding utility debt, credit repair and assist HL with correcting erroneous, unlawful detainers. HC will Collaborate with community partners and the HA to complete initial and annual unit inspections to ensure compliance with Housing Quality Standards and/or comparable habitability standards. HC will be responsible for assessments and coordination of completion of minor repairs necessary to improve accessibility or other functional improvements. HC will coordinate with HL payments for items needed during housing searches, move-in fees such as application fees/security deposits/furniture, and moving costs, etc.; HC will ensure support for and assist HL on behalf of tenants' income verification, rent calculations upon initial move-in, annually, or sooner if income changes. HC shall also check in with each landlord at least quarterly to ensure satisfaction. HC will collaborate with provider partners to ensure that tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. HC and CM will work closely with landlords and tenants to resolve lease violations, and coordinate relocation prior to eviction if necessary.</p>	\$76,960 FTE yearly salary
-------------------------------	------	----	--------	---	----------------------------

Housing Focus Case Managers	6.00	\$ 449,280	<p>Housing-Focused Case Manager 1:20 ratio HFCM will provide all the necessary services to ensure a seamless transition to permanent housing. HFCM will include assisting the tenants getting needed documentation to move into housing. HFCM will work closely with the HC to ensure all needed services are in place prior to housing placement. These services will include but are not limited to engagement with all tenants referred for housing placement to determine preferred housing options, required services, and needed documentation; HFCM will assist successful transition into permanent housing, including unit viewings, selections, move-ins, neighborhood orientation and surrounding services. HFCM will coach tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy. HFCM will provide linkages to necessary supportive services after housing placement, such as IHSS, medical primary care providers, behavior health, substance use, crisis intervention within a Housing First, trauma-informed harm reduction modality as needed to not jeopardize the tenant's housing retention or health. HFCM will provide education on tenancy requirements and support to address barriers to housing retention. HFCM will, support with completing any required processes for housing provider's income certification and re-certification. HFCM will participate in ongoing coordination with EHV partners who are serving the tenant, through meetings, calls, and other communication, as needed. HFCM will do regular communications with landlords to identify and address concerns on a proactive basis. HFCM coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least a minimum of once a monthly, HFCM will respond immediately with HC to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability.</p> <p>The life skills will set up workshops for life skills such as how to live in an live in an apartment environment. As many of our participants, this is their first time living independently and in their own place for many years. How to clean and cook, operate, utilize the appliances, and grocery shop and store food? Things many of our participants have not done in many years, work on hygiene, pepper communication skills, and self-esteem.</p>	2.7 CM's @74,880K FTE =202K yearly
Life Skill Coach	0.10	\$ 8,320		83.2K/.20=\$8,320 yearly
TOTAL	8.19	\$ 642,720		
Employee Fringe Benefits		\$ 179,961	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 28% of total salaries.</u>	
Salaries & Benefits Total		\$ 822,681		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 16,000	Program space/ Staff relocated to 1625 Carroll Ave, San Francisco, CA /	9% rental cost/16,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,225	Utilities	\$7,225 yearly
Office Supplies, Postage	\$ 5,300	Funds are used to support the Housing department with the following material throughout the year,{papers, folders, and meet the documentation requirements of HSH.	\$5,300 yearly supports 6 staff
Building Maintenance Supplies and Repair	\$ -	NA	NA

Printing and Reproduction	\$ 2,150	Funds are used to support the Housing department with the following material throughout the year,{papers, folders, and meet the documentation requirements of HSH.	\$2,150 yearly support 6 staff
Insurance	\$ 11,867	employee insurance(department is now fully staffed requiring increase)	\$11,867 yearly
Staff Training	\$ 6,000	Funds are used to support the staff's professional development and is supported by funding. To assist each case manager with their unique population of participants. As well as the required HUD and other professional-focused trainings for case managers	6 staff /\$1,000 =6000.00 yearly
Staff Travel-(Local & Out of Town)	\$ 9,000	Funds used to help with cost of transportation within the Bay area so Case Manager can meet the participants "where they are" and due mobility issues	for 6 staff yearly /\$750 monthly=\$9,000
Rental of Equipment	\$ -		
Barrier Removal	\$ 7,600	Funds used to remove barriers related to employment or stabilizing in housing. For example but not limited to, cleaning supplies, utility arrears, transportation, DMV or identity docs fees. Required to assist with back electrical bills, and other stabilization material to help stabilize participants in new unit.	Yearly
Subcontractors (First \$25k Only)	\$ -		
Lic. Clinical Supervisor, LMFT or LCSW - Ina Moon	\$ 4,150	Provides clinical supervision and conduct case conferences to CM; supervise clinical hours for AMFTs or ASWs towards licensure and trains teams as necessary to provide clinical case management services.	Yearly
	\$ -		
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 69,292		
Indirect Cost	15.0%	\$ 133,796	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Client Pass Through	\$ 12,529	Tenant Deposits and Landlord Mitigation	Yearly
	\$ -		
TOTAL OTHER EXPENSES	\$ 12,529		