



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: Unity Care Group Transitional Age Youth Flexible Housing Subsidy Pool

<i>Agreement Information</i>	
F\$P#	1000027756
Provider	Unity Care Group
Program Name	Transitional Age Youth Flexible Housing Subsidy Pool
Agreement Action	First Amendment
Agreement Term	October 1, 2022 to June 30, 2026

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$2,630,778	\$4,717,270	\$7,348,048	\$943,454	\$8,291,502

Funding History

Fiscal Year (FY)	Budget	Actual Spent ³	Amended to Add	New Budget
2022-23	\$1,459,300	\$233,373	--	\$233,373
2023-24	\$2,397,405	\$1,154,045	--	\$2,397,405
2024-25	--	--	\$2,323,778	\$2,323,778
2025-26	--	--	\$2,393,492	\$2,393,492
TOTAL⁴	\$3,856,705	\$1,387,418	\$4,717,270	\$7,348,048
			<i>Contingency</i>	<i>\$943,454</i>
			Total NTE⁵	\$8,291,502

<i>Funding Information</i>	
Funding Sources⁶	100% Our City, Our Home (Prop C)

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$4,482,840

² Contingency only applied to FY 24-25 - FY 25-26 budgeted amount.

³ Actual spent through February of FY23-24.

⁴ Due to rounding, numbers presented may not add up precisely to the totals provided.

⁵ NTE is calculated using the Actual Spent for prior years.

⁶ The funding sources listed reflect future years.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Unity Care Group for the provision of Transitional Age Youth (TAY) Flexible Housing Subsidy Pool (FHSP) for the period of October 1, 2022 to June 30, 2026, in an additional amount of \$4,717,270. The addition of funds includes two additional performance years. The new amount is \$8,291,502, which includes a 20 percent contingency of \$943,454 on the FY24-25 and FY25-26 amounts.

Background

The FHSP program provides permanent solutions to homelessness by offering ongoing rental subsidies for units in the private rental market. Participants housed through the FHSP program pay 30 percent of their income towards rent and sign their own leases to secure tenant rights. To ensure participants receive ongoing support and maintain housing stability, these rental subsidies are accompanied by housing-focused supportive services.

Unity Care initiated the FHSP program during FY22-23, with referrals commencing in March 2023. Unity Care enrolled 26 participants and housed one participant during FY22-23. As of May 2024, Unity Care has provided housing services to 50 participants, resulting in the placement of 41 participants into permanent housing.

Unity Care experienced delays in the contract execution resulting in delayed program start and referrals which impacted spending. The program is currently ramping-up to full capacity of 50 TAY households. Monthly invoicing will continue to increase as Unity Care places participants in the private rental market. Further, HSH and Unity Care are partnering to over lease by at least three TAY to ensure program spenddown.

Services to be Provided

The purpose of the grant is to administer housing location, housing coordination, landlord liaison, subsidy administration and housing focused case management services to TAY households enrolled in the FHSP program. Grantee will provide services to at least 50 program participants with a budgeted staff of 6.6 full time equivalent (FTE).

Selection

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness. Unity Care Group was selected for provision of these services based on the organization's experience serving TAY and ability to begin services in a timely manner.

Performance History

Unity Care Group first began providing services in FY22-23 and is currently participating in the FY23-24 citywide fiscal monitoring cycle.

Unity Care underwent program monitoring most recently in FY22-23. The program findings were as follows:

- Program documents, including copy of lease agreements and habitability standards inspection reports, were missing from participant files.



- Unity Care did not have written information on the reasonable accommodation policy for participants.
- Unity Care did not meet the outcome objective to house at least 90 percent (73%) of participants.
- Unity Care did not have a method for participants to evaluate services received.
- Unity Care's overdose prevention policy did not address all the policy elements listed on the Guide to Developing Overdose Prevention Policy.

Unity Care has provided responses to the findings and is in compliance with programmatic requirements.



Appendix A: Services to be Provided
by
Unity Care Group
Transitional Age Youth (TAY) Flexible Housing Subsidy Pool

I. Purpose of Grant

The purpose of the grant is to administer all service components of the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing, and to facilitate moves to other appropriate housing, as needed.

II. Served Population

Grantee shall serve Transition Age Youth (TAY) participants experiencing homelessness, aged 18 to 24, and will also serve those aged 25 to 29 who have been part of the Homelessness Response System (HRS) as TAY. Grantee shall also provide services for TAY who are parenting.

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 ("Households Served" tab). FHSP services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain

housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:

- a. Search for and secure housing;
 - b. Increase income, connect to benefits, and secure employment
 - c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assist with housing coordination services to support a successful transition into permanent housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
 5. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
 6. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (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 FHSP resources.
 8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.
- C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process;
 2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
 3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
 4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
 5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
 6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;

8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
 9. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
 10. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
 11. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 12. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
 2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
 3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
 4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
 5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
 7. The participant portion of the rent shall equal no more than thirty percent of the participant's monthly adjusted income. Adjustment factors include number of people in household; age of household members; anticipated income; expenses; allowances; and utilities paid by the household.
- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;

2. Grantee shall regularly collaborate with FHSP case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; 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 1278 Indiana Street, Suite 402, San Francisco, CA 94107. Grantee shall provide services at tenants' 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. 1:16 Case Manager Ratio: Grantee shall maintain a 1:16 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,

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

Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

- A. Housing Location Services
 1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
 1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
 1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
 2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
 1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;

2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE system data:

A. Housing Coordination and Housing Location Services:

1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$.

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

1. At least 90 percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements; and
2. At least 75 percent of participants will be referred to community resources.

IX. Reporting Requirements

A. Grantee shall input data into systems required by HSH.

B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:

1. The total number of unduplicated households receiving a subsidy or case management services during that quarter;
2. The total number of new placements during the quarter not including relocations; and
3. The total number of program exits and destinations.

- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- 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	E	F
1	Program Budget History					
2						
3	Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
4	10/1/2022	Agreement Start	Ongoing	\$ 2,276,400.00	https://app.asana.com	New Agreement, amount in Change Amount field is annualized
5	7/1/2023	Modification	Ongoing	\$ 21,005.00	https://app.asana.com	FY23-24 TAY FHSP
6	9/11/2023	Revision	Ongoing	\$ -	n/a	Revision to adjust budget between line items.
7	9/11/2023	Adjustment to Ac	Ongoing	\$ (1,225,926.85)	n/a	Adjustment to Actuals for FY22-23
8	12/20/2023	Modification	One-Time	\$ 100,000.00	https://app.asana.com	BIPOC Equity Fund Award
9	12/20/2023	Modification	Ongoing	\$ 17,780.00	n/a	FY23-24 COLA Funding Award
10	7/1/2024	Amendment	Ongoing	\$ 4,717,270.13	https://app.asana.com	Amendment to extend term two additional years, at \$ 2,232,778 for FY24-25, and \$2,393,492 for FY25-26
11						

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 4 of 5
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2024			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	10/1/2022	6/30/2024	2	
7					
8	Approved Subcontractors				
10	None.				
11					
12					
13					
14					
15					
16					
17					
18					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 5 of 5									
2	APPENDIX B, BUDGET																
3	Document Date	7/1/2024															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	10/1/2022	6/30/2024	2													
6	Amended Term	10/1/2022	6/30/2026	4													
7					Year 1	Year 2	Year 3	Year 4									
8	Service Component				10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026									
10	Housing Location Services				50	50	50	50									
11	Housing Coordination Services				50	50	50	50									
12	Landlord Liason Services				50	50	50	50									
13	Subsidy Administration				50	50	50	50									
14	Housing-Focused Case Managemet				50	50	50	50									
15																	

	A	B	C	D	E	H	K	L	M	N	O	P	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	10/1/2022	6/30/2024	2												
6	Amended Term	10/1/2022	6/30/2026	4												
7	Provider Name	Unity Care Group														
8	Program	TAY Flexible Housing Subsidy Pool														
9	FSP Contract ID#	1000027756														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Names	Prop C - TAY FHSP, BIPOC Equity Fund														
13		Current	New													
14	Term Budget	\$ 2,630,778	\$ 7,348,048													
15	Contingency	\$ 1,852,062	\$ 943,454	20%												
16	Not-To-Exceed	\$ 4,482,840	\$ 8,291,502													
					Year 1	Year 2	Year 3			Year 4			All Years			
17					10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	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	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026	
18					Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	
19	Expenditures															
20	Salaries & Benefits	\$ 486,969	\$ 663,469	\$ -	\$ 698,866	\$ 698,866	\$ -	\$ 698,866	\$ 698,866	\$ -	\$ 723,451	\$ 723,451	\$ 1,150,438	\$ 1,422,317	\$ 2,572,754	
21	Operating Expense	\$ 105,700	\$ 120,600	\$ -	\$ 120,600	\$ 120,600	\$ -	\$ 120,600	\$ 120,600	\$ -	\$ 120,600	\$ 120,600	\$ 226,300	\$ 241,200	\$ 467,500	
22	Subtotal	\$ 592,669	\$ 784,069	\$ -	\$ 819,466	\$ 819,466	\$ -	\$ 819,466	\$ 819,466	\$ -	\$ 844,051	\$ 844,051	\$ 1,376,738	\$ 1,663,517	\$ 3,040,254	
23	Indirect Percentage															
24	Indirect Cost (Line 21 X Line 22)	\$ 88,900	\$ 117,610	\$ -	\$ 122,920	\$ 122,920	\$ -	\$ 122,920	\$ 122,920	\$ -	\$ 126,608	\$ 126,608	\$ 206,511	\$ 249,528	\$ 456,038	
25	Other Expenses (Not subject to indirect %)	\$ (448,196)	\$ 1,495,726	\$ -	\$ 1,381,392	\$ 1,381,392	\$ -	\$ 1,381,392	\$ 1,381,392	\$ -	\$ 1,422,834	\$ 1,422,834	\$ 1,047,530	\$ 2,804,225	\$ 3,851,755	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures	\$ 233,373	\$ 2,397,405	\$ -	\$ 2,323,778	\$ 2,323,778	\$ -	\$ 2,323,778	\$ 2,323,778	\$ -	\$ 2,393,492	\$ 2,393,492	\$ 2,630,778	\$ 4,717,270	\$ 7,348,048	
29																
30	HSR Revenues (select)															
31	Prop C	\$ 1,459,300	\$ 2,297,405	\$ -	\$ 2,323,778	\$ 2,323,778	\$ -	\$ 2,323,778	\$ 2,323,778	\$ -	\$ 2,393,492	\$ 2,393,492	\$ 3,756,705	\$ 4,717,270	\$ 8,473,975	
33	Adjustment to Actuals	\$ (1,225,927)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,225,927)	\$ -	\$ (1,225,927)	
34	Prop C - COLA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35	General Fund - One-Time	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSR Revenues	\$ 233,373	\$ 2,397,405	\$ -	\$ 2,323,778	\$ 2,323,778	\$ -	\$ 2,323,778	\$ 2,323,778	\$ -	\$ 2,393,492	\$ 2,393,492	\$ 2,630,778	\$ 4,717,270	\$ 7,348,048	
41	Other Revenues (to offset Total Expenditures & Reduce HSR Revenues)															
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48																
49	Total HSR + Other Revenues	\$ 233,373	\$ 2,397,405	\$ -	\$ 2,323,778	\$ 2,323,778	\$ -	\$ 2,323,778	\$ 2,323,778	\$ -	\$ 2,393,492	\$ 2,393,492	\$ 2,630,778	\$ 4,717,270	\$ 7,348,048	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52	Total Adjusted Salary FTE (All Budgets)							6.60				6.60				
53																
54	Prepared by	Cherie Herbert				*NOTE: HSR 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	Phone	408-971-9822 ext 4009														
56	Email	cherbert@unitycare.org														
57																

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														Page 1 of 5
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	10/1/2022	6/30/2024	2											
6	Amended Term	10/1/2022	6/30/2026	4											
7	Provider Name	The Unity Care Group													
8	Program	TAY Flexible Housing Subsidy Pool													
9	F\$P Contract ID#	1000027756													
10	Action (select)	Amendment													
11	Effective Date	7/1/2024													
12	Budget Name	Prop C - TAY FHSP													
13		Current	New												
14	Term Budget	\$ 2,530,778	\$ 7,248,048												
15	Contingency	\$ 1,852,062	\$ 943,454	20%											
16	Not-To-Exceed	\$ 4,482,840	\$ 8,291,502												
				EXTENSION YEAR					EXTENSION YEAR			All Years			
17		10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	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	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026			
18		Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures														
20	Salaries & Benefits	\$ 486,969	\$ 663,469	\$ -	\$ 698,866	\$ 698,866	\$ -	\$ 723,451	\$ 723,451	\$ 1,150,438	\$ 1,422,317	\$ 2,572,754			
21	Operating Expense	\$ 105,700	\$ 120,600	\$ -	\$ 120,600	\$ 120,600	\$ -	\$ 120,600	\$ 120,600	\$ 226,300	\$ 241,200	\$ 467,500			
22	Subtotal	\$ 592,669	\$ 784,069	\$ -	\$ 819,466	\$ 819,466	\$ -	\$ 844,051	\$ 844,051	\$ 1,376,738	\$ 1,663,517	\$ 3,040,254			
23	Indirect Percentage	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 88,900	\$ 117,610	\$ -	\$ 122,920	\$ 122,920	\$ -	\$ 126,608	\$ 126,608	\$ 206,511	\$ 249,528	\$ 456,038			
25	Other Expenses (Not subject to indirect %)	\$ (448,196)	\$ 1,395,726	\$ -	\$ 1,381,392	\$ 1,381,392	\$ -	\$ 1,422,834	\$ 1,422,834	\$ 947,530	\$ 2,804,225	\$ 3,751,755			
28	Total Expenditures	\$ 233,373.19	\$ 2,297,405	\$ -	\$ 2,323,778.02	\$ 2,323,778.02	\$ -	\$ 2,393,491.73	\$ 2,393,491.73	\$ 2,530,778.20	\$ 4,717,269.75	\$ 7,248,047.94			
29															
30	HSH Revenues (select)														
31	Prop C	\$ 1,459,300	\$ 2,297,405		\$ 2,323,778	\$ 2,323,778		\$ 2,393,492	\$ 2,393,492	\$ 3,756,705	\$ 4,717,270	\$ 8,473,975			
33	Adjustment to Actuals	\$ (1,225,927)				\$ -			\$ -	\$ (1,225,927)	\$ -	\$ (1,225,927)			
36						\$ -			\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 233,373.15	\$ 2,297,405	\$ -	\$ 2,323,778.39	\$ 2,323,778.39	\$ -	\$ 2,393,491.74	\$ 2,393,491.74	\$ 2,530,778.15	\$ 4,717,270.13	\$ 7,248,048.28			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			
52															
53	Prepared by	Cherie Herbert													
54	Phone	408-971-9822 ext 4009													
55	Email	cherbert@unitycare.org													
56															

	A	F	M	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date 7/1/2024																			
4	Provider Name The Unity Care Group																			
5	Program TAY Flexible Housing Subsidy Pool																			
6	FSP Contract ID# 1000027756																			
7	Budget Name Prop C - TAY FHSP																			
8						EXTENSION YEAR					EXTENSION YEAR									
9	POSITION TITLE	Year 1		Year 2		Year 3						Year 4						All Years		
10		10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026
11		Current/Actuals	Current/Actuals	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current/Actuals	Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
12		Budgeted Salary	Budgeted Salary	Time Salary (for 1.00 FTE)	FTE		Budgeted Salary	Change	Budgeted Salary		Time Salary (for 1.00 FTE)	FTE		Budgeted Salary	Change	Budgeted Salary		Budgeted Salary	Change	Budgeted Salary
12	Housing Director (Gary Dumlao)	\$ 46,750	\$ 121,000	\$ 124,630	1.00	100%	1.00	\$ 124,630	\$ 124,630	\$ 128,369	1.00	100%	1.00	\$ 128,369	\$ 128,369	\$ 167,750	\$ 252,999	\$ 420,749		
13	TAY Flexible Housing Pool Program Manager (R. Suber)	\$ 68,000	\$ 87,000	\$ 89,610	1.00	100%	1.00	\$ 89,610	\$ 89,610	\$ 92,298	1.00	100%	1.00	\$ 92,298	\$ 92,298	\$ 155,000	\$ 181,908	\$ 336,908		
14	Housing Inventory Manager	\$ 68,000	\$ 35,000	\$ 84,872	1.00	42%	0.42	\$ 36,050	\$ 36,050	\$ 87,418	1.00	42%	0.42	\$ 37,132	\$ 37,132	\$ 103,000	\$ 73,182	\$ 176,182		
15	Housing Specialist 1 (M. Silva)	\$ 55,250	\$ 66,950	\$ 68,959	1.00	100%	1.00	\$ 68,959	\$ 68,959	\$ 71,028	1.00	100%	1.00	\$ 71,028	\$ 71,028	\$ 122,200	\$ 139,986	\$ 262,186		
16	Housing Specialist 2	\$ 33,335	\$ 66,950	\$ 68,959	1.00	100%	1.00	\$ 68,959	\$ 68,959	\$ 71,028	1.00	100%	1.00	\$ 71,028	\$ 71,028	\$ 100,285	\$ 139,986	\$ 240,271		
17	Housing Specialist 3	\$ 31,200	\$ 66,950	\$ 68,959	1.00	100%	1.00	\$ 68,959	\$ 68,959	\$ 71,028	1.00	100%	1.00	\$ 71,028	\$ 71,028	\$ 98,150	\$ 139,986	\$ 238,136		
18	Accounts Payable Accountant	\$ -	\$ 11,925	\$ 68,959	1.00	18%	0.18	\$ 12,283	\$ 12,283	\$ 71,028	1.00	18%	0.18	\$ 12,651	\$ 12,651	\$ 11,925	\$ 24,934	\$ 36,858		
19	Employment Coordinator 1	\$ 37,500	\$ 75,000	\$ 77,250	1.00	100%	1.00	\$ 77,250	\$ 77,250	\$ 79,568	1.00	100%	1.00	\$ 79,568	\$ 79,568	\$ 112,500	\$ 156,818	\$ 269,318		
20	Chief Impact & Strategy Officer (T. Colon)	\$ 13,275		\$ -	0.00	0%	0.00	\$ -	\$ -	\$ -	0.00	0%	0.00	\$ -	\$ -	\$ 13,275	\$ -	\$ 13,275		
21	Data Impact Analyst (D. Bhat)	\$ 8,640		\$ -	0.00	0%	0.00	\$ -	\$ -	\$ -	0.00	0%	0.00	\$ -	\$ -	\$ 8,640	\$ -	\$ 8,640		
22	Admin Assistant/AP	\$ 27,625		\$ -	0.00	0%	0.00	\$ -	\$ -	\$ -	0.00	0%	0.00	\$ -	\$ -	\$ 27,625	\$ -	\$ 27,625		
23							0.00	\$ -	\$ -				0.00	\$ -	\$ -	\$ -	\$ -	\$ -		
54							0.00	\$ -	\$ -				0.00	\$ -	\$ -	\$ -	\$ -	\$ -		
55							0.00	\$ -	\$ -				0.00	\$ -	\$ -	\$ -	\$ -	\$ -		
56		\$ 389,575	\$ 530,775	TOTAL SALARIES		\$ -	\$ 546,698	\$ 546,698	TOTAL SALARIES		\$ -	\$ 563,101	\$ 563,101	\$ 920,350	\$ 1,109,799	\$ 2,030,149				
57				TOTAL FTE		6.60	TOTAL FTE		6.60	TOTAL FTE		6.60	TOTAL FTE		6.60	TOTAL FTE		6.60		
58		25.00%	25.00%	FRINGE BENEFIT RATE		27.83%	0.00%	27.83%	FRINGE BENEFIT RATE		28.48%	0.00%	28.48%	FRINGE BENEFIT RATE		28.48%	0.00%	28.48%		
59		\$ 97,394	\$ 132,694	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 152,168	\$ 152,168	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 160,350	\$ 160,350	\$ 230,088	\$ 312,518	\$ 542,605				
60		\$ 486,969	\$ 663,469	TOTAL SALARIES & BENEFITS		\$ -	\$ 698,866	\$ 698,866	TOTAL SALARIES & BENEFITS		\$ -	\$ 723,451	\$ 723,451	\$ 1,150,438	\$ 1,422,317	\$ 2,572,754				
61																				

	A	B	E	H	I	J	K	L	M	AF	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date	7/1/2024											
4	Provider Name	The Unity Care Group											
5	Program	TAY Flexible Housing Subsidy Pool											
6	FSP Contract ID#	1000027756											
7	Budget Name	Prop C - TAY FHSP											
8		EXTENSION YEAR					EXTENSION YEAR						
9		Year 1	Year 2	Year 3			Year 4			All Years			
10		10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	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	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026	
11		Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Occupancy	\$ 50,000	\$ 66,000		\$ 66,000	\$ 66,000		\$ 66,000	\$ 66,000	\$ 116,000	\$ 132,000	\$ 248,000	
14	Cell phone and internet	\$ 5,500	\$ 6,000		\$ 6,000	\$ 6,000		\$ 6,000	\$ 6,000	\$ 11,500	\$ 12,000	\$ 23,500	
15	Office Supplies, Postage	\$ 3,300	\$ 7,000		\$ 7,000	\$ 7,000		\$ 7,000	\$ 7,000	\$ 10,300	\$ 14,000	\$ 24,300	
16	Printing and Reproduction	\$ 5,500	\$ 5,500		\$ 5,500	\$ 5,500		\$ 5,500	\$ 5,500	\$ 11,000	\$ 11,000	\$ 22,000	
17	Insurance	\$ 1,100	\$ 1,200		\$ 1,200	\$ 1,200		\$ 1,200	\$ 1,200	\$ 2,300	\$ 2,400	\$ 4,700	
18	Staff Training	\$ 3,500	\$ 7,500		\$ 3,500	\$ 3,500		\$ 3,500	\$ 3,500	\$ 11,000	\$ 7,000	\$ 18,000	
19	Staff Travel (Local & Out of Town)	\$ 26,400	\$ 19,900		\$ 23,900	\$ 23,900		\$ 23,900	\$ 23,900	\$ 46,300	\$ 47,800	\$ 94,100	
20	AWARDS Database	\$ 5,500	\$ 7,500		\$ 7,500	\$ 7,500		\$ 7,500	\$ 7,500	\$ 13,000	\$ 15,000	\$ 28,000	
21	Staff Laptops	\$ 4,900				\$ -			\$ -	\$ 4,900	\$ -	\$ 4,900	
67													
68	TOTAL OPERATING EXPENSES	\$ 105,700	\$ 120,600	\$ -	\$ 120,600	\$ 120,600	\$ -	\$ 120,600	\$ 120,600	\$ 226,300	\$ 241,200	\$ 467,500	
69													
70	<u>Other Expenses (not subject to indirect cost %)</u>												
71	Direct Client Housing Subsidy	\$ 428,400	\$ 1,231,005		\$ 1,218,363	\$ 1,218,363		\$ 1,254,913	\$ 1,254,913	\$ 1,659,405	\$ 2,473,276	\$ 4,132,681	
72	Bridge Housing for clients	\$ 100,000	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	
73	Move-in Costs for clients	\$ 150,000	\$ 50,000		\$ 49,487	\$ 49,487		\$ 50,971	\$ 50,971	\$ 200,000	\$ 100,458	\$ 300,458	
74	Removing Barriers fund	\$ 99,331	\$ 64,721		\$ 64,056	\$ 64,056		\$ 65,978	\$ 65,978	\$ 164,052	\$ 130,034	\$ 294,086	
75	Landlord Property Repairs		\$ 50,000		\$ 49,487	\$ 49,487		\$ 50,971	\$ 50,971	\$ 50,000	\$ 100,458	\$ 150,458	
76	Adjustment to Actuals	\$ (1,225,927)			\$ -	\$ -		\$ -	\$ -	\$ (1,225,927)	\$ -	\$ (1,225,927)	
77	DCA Adjustment				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
82													
83	TOTAL OTHER EXPENSES	\$ (448,196)	\$ 1,395,726	\$ -	\$ 1,381,392	\$ 1,381,392	\$ -	\$ 1,422,834	\$ 1,422,834	\$ 947,530	\$ 2,804,225	\$ 3,751,755	
84													
85	<u>Capital Expenses</u>												
86					\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
96	HSH #3									Template last modified	4/9/2024		

	A	B	C	D	E	F
1	BUDGET NARRATIVE	Fiscal Year				
2	Prop C - TAY FHSP	FY24-25		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective		
		<u>Adjusted</u>	<u>Budgeted</u>			
		<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
3	Salaries & Benefits					
	Housing Director (Gary Dumlaio)	1.00	\$ 124,630	A 3% COLA will be added for year 3 & 4.	\$121,000*.03=\$124,630	Gary Suandumlao
4	TAY Flexible Housing Pool Program Manager (R. Suber)	1.00	\$ 89,610	A 3% COLA will be added for year 3 & 4.	\$89,610*1.0= \$89,610 *.03= \$92,298	Kimberly Suber
5	Housing Inventory Manager	0.42	\$ 36,050	Our Realtor/Housing Inventory Manager will oversee available housing ensuring we have sufficient housing to support TAY. They will also negotiate special rates for bridge housing. A 3% COLA will be added for year 3 & 4.	\$84,872*.03=\$87,418 (.42 funded = \$37,132)	Open
6	Housing Specialist 1 (M. Silva)	1.00	\$ 68,959	Case managers will support TAY with their ability to become successfully housed, providing 1:1 support, regular check-ins and connections to services. Case managers will also provide support when any challenges arise that may threaten a TAY's ability to remain housed. Case Manager to client ratio is 1:16 A 3% COLA will be added for year 3 & 4.	\$68,959*.03=\$71,028	Michael Gilber Silva
7	Housing Specialist 2	1.00	\$ 68,959	Case managers will support TAY with their ability to become successfully housed, providing 1:1 support, regular check-in's and connections to services. Case managers will also provide support when any challenges arise that may threaten a TAY's ability to remain housed. A 3% COLA will be added for year 2.	\$68,959*.03=\$71,029	Michaelangelo Ison
8	Housing Specialist 3	1.00	\$ 68,959	Case managers will support TAY with their ability to become successfully housed, providing 1:1 support, regular check-in's and connections to services. Case managers will also provide support when any challenges arise that may threaten a TAY's ability to remain housed. Case Manager 3 will be hired by January 1, 2023. As we expect that clients will not all be referred at once, we will bring on additional staff as client numbers grow. A 3% COLA will be added for year 3 & 4.	\$68,959*.03=\$71,030	Jennifer Schoonover
9	Accounts Payable Accountant	0.18	\$ 12,283	This position will live in the accounting department and will be processing payments for all clients to property owners/managers. A 3% COLA will be added for year 3 & 4..	\$68,959*.03=\$71,028 (.18 funded = \$12,651)	Harvinder Singh
10	Employment Coordinator 1	1.00	\$ 77,250	This position will be hired with a start date of January 1, 2023. The position will not be needed until a sufficient amount of youth (at least 15) have reached a level of housing stability where they can now benefit from employment support. An employment coordinator is necessary to ensure that TAY are continuously employed and have the ability to pay their portion of the rent. The salary for this position has been prorated for year 1 for only 3 months of the year and for the full salary for year two. A 3% COLA will be added for year 3 & 4. HSH Note: Provider did not apply COLA increase to the Year 2 budget for this position.	\$77,250*.03=\$79,568	DeVann Cristi
11	Data Impact Analyst (D. Bhat)	0.00	\$ -	This position will be responsible for collecting, monitoring, analyzing and reporting data and outcomes for the program	\$80,855*.03 = \$83,281 (.15 funded = \$12,492)	.
13	Admin Assistant/AP	0.40	\$ 27,584	Note: Not in Year 3. Assists the A/P Accountant with a broader support for the	\$68,960 (.40 funded = \$27,584)	.
14	TOTAL	7.00	\$ 574,282			
48	Employee Fringe Benefits		\$ 152,168	Includes FICA, SSUI, Workers Compensation and Medical calculated at 25% of		
49	Salaries & Benefits Total		\$ 726,450			
50						
51	Operating Expenses		<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>	
			<u>Expense</u>			
51	Occupancy		\$ 66,000	Cost of occupancy/office space (prorated year one for 10 months and increased by 500 per months year two to account for inflation)	\$5,000*12 month = \$60,000 Prorated to 11 months \$55,000	
52	Cell phone and internet		\$ 6,000	Cost of Cell phones and lines for 7 staff	Cell Phones \$60*7= \$420/	
53	Office Supplies, Postage		\$ 7,000	Based on the current expense for the average monthly cost of supplies for a team of	\$300*12month = \$3600. Prorated to 11 months = \$3200	
54	Printing and Reproduction		\$ 5,500	Based on the current expense for the average annual cost to support the design and printing of program materials		
55	Insurance		\$ 1,200	Based on the average cost per program		
56	Staff Training		\$ 3,500	Based on a \$500 stipend per staff budget for training per year	\$500*7 staff = \$3500	
57	Staff Travel (Local & Out of Town)		\$ 23,900	For Staff mileage reimbursement. Average travel of 6,973 miles per year at a rate	\$28,800*\$0.59= 48,814 miles	
58	AWARDS Database		\$ 7,500	Based on the average shared cost by program of \$500 per month	\$500*12months=\$6,000	
59	Staff Laptops		\$ -	\$700 per laptop for 7 staff year one	\$4900/\$700 = 7 laptops	
60						
106	TOTAL OPERATING EXPENSES		\$ 120,600			
107	Indirect Cost	15.0%	\$ 122,920			
108						
109						
110						
111	Other Expenses (not subject to indirect cost %)		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
111	Direct Client Housing Subsidy		\$ 1,218,363	\$2100 per month per client. Annual max per client of \$25,200. Year one assumes 204 duplicated clients over 10 months up to 50 unduplicated.	Year one: \$2100*204=\$428,400 Year 2= \$2100*50*12=\$1,260,000	
112	Move-in Costs for clients		\$ 49,487	\$3,000 per client for move in costs.	Year 1: \$3000*50 clients = \$150,000. Year	
114	Removing Barriers fund		\$ 64,056	A flexible fund to be used for a variety of barrier removal costs including credit repair (including repayment of debt) necessary to increase possibility of TAY positively scoring on credit reports requested by landlords. This is intended to be a flexible fund. While roughly \$3300 could be used per client, not all clients will need this support and not some needs will exceed the allotment of \$3300	Total for years 1 and 2 \$164,052 /50 roughly \$3,281 per client	
115	Landlord Property Repairs		\$ 49,487	We expect that some properties will incur damages. This is meant to be a flexible fund to support any property damages or violations that may impact a TAY's ability to remain housed. Funds will go directly to property owners as needed. Fund is limited to year 2 because of insufficient funds in year 1 and an assumption that TAY will be housed without incident towards the beginning of their housing experience.		
116						
123	TOTAL OTHER EXPENSES		\$ 1,381,392			

	A	B	C	D	E	H	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	10/1/2022	6/30/2024	2					
6	Amended Term	10/1/2022	6/30/2026	4					
7	Provider Name	The Unity Care Group							
8	Program	TAY Flexible Housing Subsidy Pool							
9	F\$P Contract ID#	1000027756							
10	Action (select)	Amendment							
11	Effective Date	7/1/2024							
12	Budget Name	BIPOC Equity Fund							
13		Current	New						
14	Term Budget	\$ 100,000	\$ 100,000	20%					
15	Contingency	\$ 1,852,062	\$ 943,454						
16	Not-To-Exceed	\$ 4,482,840	\$ 8,291,502						
17					Year 1	Year 2	All Years		
18					10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026
19	Expenditures				Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New
20	Salaries & Benefits	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
23	Indirect Percentage					0.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 100,000		\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ 100,000		\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -
29									
30	HSH Revenues (select)								
31	Prop C				\$ -	\$ -	\$ -	\$ -	\$ -
33	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ -	\$ -
34	Prop C - COLA				\$ -	\$ -	\$ -	\$ -	\$ -
35	General Fund - One-Time		\$ 100,000		\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -
36					\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 100,000		\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42					\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
48									
49	Total HSH + Other Revenues	\$ -	\$ 100,000		\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
52									
53	Prepared by	Cherie Herbert							
54	Phone	408-971-9822 ext 4009							
55	Email	cherbert@unitycare.org							
56									

	A	B	E	AF	AG	AH	AI	AJ
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2024						
4	Provider Name	The Unity Care Group						
5	Program	TAY Flexible Housing Subsidy Po						
6	F\$P Contract ID#	1000027756						
7	Budget Name	BIPOC Equity Fund						
9		Year 1	Year 2	All Years				
10		10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026		
11		Current/Actuals	Current/Actuals	Current/Actuals	Modification	New		
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense		
67								
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -		
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Financial Systems Consulting		\$ 60,000	\$ 60,000	\$ -	\$ 60,000		
72	HR Admin and Training Resource		\$ 30,000	\$ 30,000	\$ -	\$ 30,000		
73	Advisor to the Board; recruit, train and strategy		\$ 10,000	\$ 10,000	\$ -	\$ 10,000		
74				\$ -	\$ -	\$ -		
83								
84	TOTAL OTHER EXPENSES	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000		
85								
86	<u>Capital Expenses</u>							
94								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -		
96								
97	HSH #3				Template last modified	4/9/2024		

	A	B	C	D	E	F
1	BUDGET NARRATIVE		Fiscal Year			
2	BIPOC Equity Fund	FY23-24	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			
109						
110	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation		
	Financial Systems Consulting	\$ 60,000	Contract with systems consultants to assist in developing and installing enhanced financial system which will accommodate a new staff allocation process required by the existing, and more complicated funding sources through grants, contracts and licensed programs. Contract consult will assist with assessment, design, testing and implementation of a new system and initial software costs.	Contract terms estimated to be \$250/hour for 138 hours and \$15,650 flat fee + travel & incidentals. Estimated software cost is \$9,700 (1st qtr.)		
111	HR Admin and Training Resource	\$ 30,000	Support to Human Resources for targeted recruiting, orientation, training and coaching for staff and leaders. Funds will be used for additional professional and administrative support to recruit, develop training materials and assist in orientation and follow-up.	The hourly rate to include pay benefits are expected to be \$45 hour for recruiting / training coordinator and \$32 hour for other administrative support		
112	Advisor to the Board; recruit, train and strategy	\$ 10,000	Capacity-building funds will support dedicated efforts to secure board members with expertise that fills knowledge gaps in operations, finance and housing. Funding will be used for professional recruiting services, marketing, and outreach. Funding will also be used for onboarding and orientation and assistance with updating strategic plan.	20 hours a month at a rate of \$125 / hour; goal reached by June 30, 2024		
113						
114		\$ -		-		
115		\$ -		-		
116		\$ -		-		
117		\$ -		-		
118		\$ -		-		
119		\$ -		-		
120		\$ -		-		
121		\$ -		-		
122		\$ -		-		
123		\$ -		-		
124	TOTAL OTHER EXPENSES	\$ 100,000				
125						