



Shireen McSpadden, Executive Director

Daniel Lurie, 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	November 21, 2025
Subject	Amended Grant Agreement Approval: Catholic Charities FEPCO Homelessness Prevention

Agreement Information	
FSP#	1000021763
Provider	Catholic Charities
Program Name	FEPCO Homelessness Prevention
Agreement Action	3rd Amendment
Agreement Term	July 1, 2021 to June 30, 2028

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$9,534,057	\$7,197,589	\$16,731,645	\$1,727,421	\$18,459,066

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent ³	Amended to Add	New Budget
2021-22	\$2,834,510	\$1,195,227	--	\$1,195,227
2022-23	\$2,876,621	\$1,910,786	--	\$1,910,786
2023-24	\$2,923,927	\$2,349,302	--	\$2,349,302
2024-25	\$2,850,529 ⁴	\$2,639,224	--	\$2,639,224
2025-26	\$1,439,518 ⁵	\$392,857	\$1,439,518	\$2,879,036
2026-27			\$2,879,036	\$2,879,036
2027-28			\$2,879,036	\$2,879,036
TOTAL⁶	\$12,925,105	\$8,487,396	\$7,197,589	\$16,731,645
Contingency				\$1,727,421
Total NTE ⁷				18,459,066

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$9,786,606.

² Contingency only applied to budgeted amounts between FY25-26 and FY27-28.

³ Actual spent through August 2025.

⁴ FY24-25 budget is slightly lower than FY23-24 due to \$100,000 in direct assistance funding being transferred to an ESG agreement with Catholic Charities.

⁵ Current agreement ends December 31, 2025.

⁶ Due to rounding, numbers presented may not add up precisely to the totals provided.

⁷ NTE is calculated using the Actual Spent for prior years.

Funding Information	
Funding Sources⁸	69% Our City, Our Home (Prop C) 31% General Fund

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Catholic Charities for the provision of FEPCO (Family Eviction Prevention Collaborative) Homelessness Prevention for the period of July 1, 2021 to June 30, 2028 in an additional amount of \$7,197,589. This agreement is part of the San Francisco Emergency Rental Assistance Program (SF ERAP) initiative. The addition of funds includes an extension of the term for an additional two years and six months, which is aligned with HSH's Multiyear Procurement Plan for homelessness prevention services. The new amount is \$18,459,066, which includes a 20 percent contingency of \$1,727,421 on the FY25-26 – FY27-28 amounts.

Background

HSH, in partnership with the Mayor's Office of Housing & Community Development, provides critical homelessness prevention services through SF ERAP, which serves more than 2,300 households per year. Catholic Charities provides back rent, future rent, and move-in assistance for households at high risk of experiencing homelessness, as well as referrals to other housing stability resources. These services help stem inflow into the Homelessness Response System and help address the racial disparities in the City's homeless population by providing services upstream to stabilize highly vulnerable populations before they become homeless. This request will allow Catholic Charities to continue providing these critical services.

In the initial years of the agreement, there was some underspending due to staffing transitions and the provider's need to balance multiple funding sources. Spending in FY24-25 was 93% of budget, including almost 99% of direct assistance funds.

Services to be Provided

The purpose of the grant is to provide homelessness prevention services to households who are at the highest risk of becoming homeless, as defined by HSH's vulnerability assessment questionnaire. Grantee will provide services to 200 households with a budgeted staff of 9 full time equivalent (FTE).

In FY24-25, the grantee processed 1631 applications and provided assistance to 588 households. The difference between applications received and households served reflects the program's eligibility screening process, which ensures that limited resources are directed to applicants who meet the program criteria. To maximize impact and address the needs of Problem Solving clients, the grantee also leveraged additional direct client assistance funds available through a separate prevention agreement. The goal of these services is to ensure that the homelessness response system can identify and assist these households and provide services to prevent homelessness.

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. Catholic Charities was

⁸ The funding sources listed reflect current and future years.



selected for provision of these services based on the organization's experience and ability to begin services in a timely manner.

Catholic Charities has been providing services for FEPCO Homelessness Prevention since July 1, 2018, when it was selected for a previous agreement through Request for Proposals #111, Homelessness Response System Housing Solutions: Homelessness Prevention Assistance and Rapid Rehousing.

Performance History

Catholic Charities underwent citywide nonprofit fiscal monitoring most recently in FY24-25, and there were no unresolved findings.

Catholic Charities underwent program monitoring for the FEPCO program most recently in FY24-25, and there were no findings.

Agreement Materials

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



**Appendix A, Services to be Provided
by
Catholic Charities
FEPCO Homelessness Prevention**

I. Purpose of Grant

The purpose of the grant is to provide targeted homelessness prevention assistance to the served population. The goal of this intervention is to prevent households from entering the homelessness response system (HRS).

II. Served Population

Grantee shall serve households who are at the highest risk of becoming homeless, as defined by the San Francisco Department of Homelessness and Supportive Housing (HSH)'s vulnerability assessment questionnaire.¹

Based on HSH's data and experience, certain populations in San Francisco are at a particularly high risk of becoming homeless, including but not limited to seniors, youth, low-income Black individuals, and low-income Chinese-, Russian-, and Spanish-speaking individuals. These vulnerable sub-populations often do not have knowledge of or access to homeless prevention assistance services, and as such grantee shall ensure that outreach efforts include these populations, and that those outreach efforts are conducted in a culturally appropriate way. Even though Grantee shall focus on reaching these populations, no one who otherwise meets the criteria for services will be turned away due to their race, ethnicity, or national origin.

III. Referral and Prioritization

Households may self-refer for targeted homelessness prevention assistance. Grantee shall determine eligibility for all homelessness prevention assistance services by verifying that the household meets the criteria for services. Grantee shall utilize the HSH-provided vulnerability assessment questionnaire to assess households seeking services for those most likely to enter the HRS.

Participation in targeted homelessness prevention assistance services is voluntary. Households may elect to end services at any point in the process.

IV. Description of Services

Grantee shall provide services to the total number of tenants/guests as described in Appendix B, Budget ("Number Served" tab). Grantee shall provide the following services during the term of this grant:

A. Homelessness Prevention Platform (HPP):

Grantee shall utilize the HPP, a web-based end-to-end platform, to screen and identify households at high risk of homelessness and to deliver services. HPP includes a multi-lingual online application and extensive back-office capabilities, including an embedded household vulnerability assessment questionnaire, inter-provider

¹ HSH's vulnerability assessment questionnaire prioritizes households who are at the highest risk of becoming homeless by identifying vulnerability factors that are tied to homelessness based on available best practices and research. The vulnerability assessment questionnaire is embedded in the "Homelessness Prevention Platform."

communication/client coordination tool, performance reporting, and programmatic and financial workflow controls.

B. Flexible Financial Assistance:

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate flexible financial assistance. Grantee shall issue flexible financial assistance to eligible households in accordance with program guidelines and procedures.

1. Grantee shall issue flexible financial assistance in line with the following:
 - a. Allowable expenditure categories
 - b. Allowable payment types
 - c. Allowable limits/frequency
 - d. Allowable and required documentation
2. Grantee shall issue flexible financial assistance within five business days from application approval and in accordance with program guidelines and procedures.

C. Housing-Focused Referrals

Grantee shall arrange, coordinate, monitor and/or deliver any services that will ensure housing stability and prevent entry into homelessness. Participation in housing-focused referrals is not a requirement to receive flexible financial assistance. Receipt of, or eligibility for, flexible financial assistance is not a prerequisite to receiving housing-focused referrals. Housing-focused referrals include but are not limited to:

1. Budgeting and money management assistance and/or connection to related services that support housing stabilization; and
2. Referrals and linkages to community resources like legal services, mediation, public benefits, behavioral health services, health care, domestic violence advocacy/support, substance use treatment, and/or others, as appropriate.

V. Location and Time of Services

Grantee shall provide services at 2871 Mission Street, San Francisco, CA, 94110, Monday through Friday from 9:00 a.m. to 5:00 p.m., with the exception of holidays. Services may be provided at additional times and locations, as needed.

VI. Service Requirements

- A. 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>.

- B. 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.
- C. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
 - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
 - 2. A written annual survey, which shall be offered to the served population to gather feedback, 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.
- D. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
 - 1. Regular communication to HSH about the implementation of the program;
 - 2. Attendance of HSH meetings as needed, such as, but not limited to, hearings on issues related to homelessness; and
 - 3. Attendance of trainings, as requested.
- E. 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.
- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- G. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website

H. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
2. Data entered in the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards.
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 monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

I. Record Keeping, Documentation, and Files:

1. Grantee shall maintain all eligibility documentation in the ONE System and maintain hard copy files with eligibility, including, but not limited to, homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

J. Homelessness Prevention Platform: Grantee shall enter into a “User Participation, Data Sharing and Confidentiality Agreement” with Bay Area Community Services (BACS) for access to the “Homelessness Prevention Platform” (HPP) and must remain in compliance with BACS Agreement terms in order to have continued access and use of the HPP.

K. Vulnerability Assessment: Grantee shall use HSH’s vulnerability assessment questionnaire to determine eligibility and assess households seeking targeted homelessness prevention assistance services. The vulnerability assessment questionnaire is subject to ongoing system analysis that will be used to evaluate outcomes and guide necessary changes in assessment criteria.

L. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the ongoing development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional strategy to homelessness prevention and includes a focus on best practices and evidence-based programing.

² HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

- M. 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 tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- N. 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 tenant-centered, low-barrier access to housing and services.
- O. Confidentiality:
1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
 2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
 3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
 4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

Grantee shall achieve the following annual service objectives during the term of this grant. All service objectives shall be calculated at a household level. All service objectives will be monitored by gathering ONE system data, data in other web-based portals and platforms, and/or by sampling participant files during annual program monitoring visits:

- A. Grantee shall complete a vulnerability assessment with a minimum of 250 households.
- B. Grantee shall provide targeted homelessness prevention assistance to a minimum of 200 households.
- C. Grantee shall issue 90 percent of Flexible Financial Assistance within five business days from application approval and in accordance with program guidelines and procedures.

VIII. Outcome Objectives

Grantee shall achieve the following annual outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level. All outcome objectives will be monitored by gathering ONE system data, data in other web-based portals, and/or by sampling participant files during annual program monitoring visits:

- A. At least 90 percent of applications will have a resolution (i.e.: denial or check issued) within 45 days of receipt of application by the Agency.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, including but not limited to the ONE system and CARBON.
- B. 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 Department in writing and shall specify the number of underutilized units of service.
- C. Grantee shall provide a quarterly and annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter required metrics in the CARBON database by the 15th of the month following the end of the quarter and end of the year, respectively.
- D. 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.

- E. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, at any time, such as, but not limited to, review of the following: served population 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 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, 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 and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may 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 policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), 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	H	K	N	Q	R	S	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															Page 1 of 11
2	APPENDIX B, BUDGET															
3	Document Date	1/1/2026														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2021	12/31/2025	5												
6	Amended Term	7/1/2021	6/30/2028	7												
7	Provider Name	Catholic Charities														
8	Program	FEPCO Homelessness Prevention														
9	FSP Contract ID#	1000021763														
10	Action (select)	Amendment														
11	Effective Date	1/1/2026														
12	Budget Names	General Fund - Homelessness Prevention, Prop C - Homelessness Prevention														
13		Current	New													
14	Term Budget	\$ 9,534,057	\$ 16,731,645													
15	Contingency	\$ 252,549	\$ 1,727,421	20%												
16	Not-To-Exceed	\$ 9,786,606	\$ 18,459,066													
17		Year 1	Year 2	Year 3	Year 4	Year 5			Year 6	Year 7	All Years					
18		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028			
19	Expenditures	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New			
20	Salaries & Benefits	\$ 829,086	\$ 890,096	\$ 702,044	\$ 742,129	\$ 395,578	\$ 395,578	\$ 791,156	\$ 791,156	\$ 791,156	\$ 3,558,933	\$ 1,977,890	\$ 5,536,824			
21	Operating Expense	\$ 251,003	\$ 203,824	\$ 220,963	\$ 183,586	\$ 58,202	\$ 58,202	\$ 116,405	\$ 116,405	\$ 116,405	\$ 917,579	\$ 291,012	\$ 1,208,590			
22	Subtotal	\$ 1,080,089	\$ 1,093,920	\$ 923,007	\$ 925,715	\$ 453,780	\$ 453,780	\$ 907,561	\$ 907,561	\$ 907,561	\$ 4,476,512	\$ 2,268,902	\$ 6,745,414			
24	Indirect Cost	\$ 165,313	\$ 167,361	\$ 141,059	\$ 145,337	\$ 68,067	\$ 68,067	\$ 136,134	\$ 136,135	\$ 136,135	\$ 687,138	\$ 340,337	\$ 1,027,475			
25	Other Expenses (Not subject to indirect %)	\$ (50,175)	\$ 649,504	\$ 1,285,236	\$ 1,568,171	\$ 917,668	\$ 917,672	\$ 1,835,340	\$ 1,835,340	\$ 1,835,340	\$ 4,370,404	\$ 4,588,352	\$ 8,958,756			
28	Total Expenditures	\$ 1,195,227	\$ 1,910,786	\$ 2,349,302	\$ 2,639,223	\$ 1,439,515	\$ 1,439,519	\$ 2,879,035	\$ 2,879,036	\$ 2,879,036	\$ 9,534,054	\$ 7,197,591	\$ 16,731,645			
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing	\$ 834,510	\$ 856,326	\$ 882,023	\$ 892,800	\$ 450,864	\$ 450,864	\$ 901,728	\$ 901,728	\$ 901,728	\$ 3,916,523	\$ 2,254,320	\$ 6,170,843			
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33	Prop C - Ongoing	\$ 2,000,000	\$ 2,020,295	\$ 2,041,904	\$ 1,957,729	\$ 988,654	\$ 988,654	\$ 1,977,308	\$ 1,977,308	\$ 1,977,308	\$ 9,008,582	\$ 4,943,269	\$ 13,951,851			
34	Prop C - COLA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35	Adjustment to Actuals	\$ (1,639,283)	\$ (965,835)	\$ (574,625)	\$ (211,305)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,391,048)	\$ -	\$ (3,391,048)			
40	Total HSH Revenues	\$ 1,195,227	\$ 1,910,786	\$ 2,349,302	\$ 2,639,224	\$ 1,439,518	\$ 1,439,518	\$ 2,879,036	\$ 2,879,036	\$ 2,879,036	\$ 9,534,057	\$ 7,197,589	\$ 16,731,645			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)							9.00	9.00	9.00						
53																
54	Prepared by	Delilah M. Perez														
55	Phone	(415) 972-1208														
56	Email	DPerez@catholiccharitiessf.org														
58	Template last modified	1/31/2020														

NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayor / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.

[illegible]

	A	F	M	T	AA	AD	AE	AF	AG	AH	AI	AJ	AQ	AX	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	Page 3 of 11
2	SALARY & BENEFIT DETAIL																	
3	Document Date	1/1/2026																
4	Provider Name	Catholic Charities																
5	Program	FEPCO Homelessness Prevention																
6	FSP Contract ID#	1000021763																
7	Budget Name	General Fund - Homelessness Prevention																
8		Year 1	Year 2	Year 3	Year 4	Year 5							EXTENSION YEAR		EXTENSION YEAR			
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded program		7/1/2025 - 12/31/2025 Current	7/1/2025 - 6/30/2026 Amendment	7/1/2025 - 6/30/2026 New	7/1/2026 - 6/30/2027 New	7/1/2027 - 6/30/2028 New	7/1/2021 - 12/31/2025 Current	7/1/2021 - 6/30/2028 Amendment	7/1/2021 - 6/30/2028 New	
10		Actuals	Actuals	Actuals	Actuals													
		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
11																		
12	Senior Program Director/Assistant Deputy Director	\$ 14,223	\$ 14,933	\$ 12,492	\$ 12,866.77	\$ 104,918	\$ 1.00	10%	\$ 0.10	\$ 5,246	\$ 5,246	\$ 10,492	\$ 10,492	\$ 10,492	\$ 59,761	\$ 26,230	\$ 85,990	
15	Case Manager/Housing Specialist/Intake Coordinator	\$ 49,288	\$ 58,822	\$ 29,411	\$ 29,731.10	\$ 63,946	\$ 1.00	50%	\$ 0.50	\$ 15,987	\$ 15,987	\$ 31,973	\$ 31,973	\$ 31,973	\$ 183,239	\$ 79,933	\$ 263,172	
16	Case Manager/Housing Specialist/Intake Coordinator	\$ 53,098	\$ 54,926	\$ 58,822	\$ 58,604.00	\$ 52,002	\$ 1.00	100%	\$ 1.00	\$ 26,001	\$ 26,001	\$ 52,002	\$ 52,002	\$ 52,002	\$ 251,451	\$ 130,005	\$ 381,456	
17	Case Manager/Housing Specialist/Intake Coordinator	\$ 51,539	\$ 58,822	\$ 58,271	\$ 59,462.21	\$ 62,418	\$ 1.00	100%	\$ 1.00	\$ 31,209	\$ 31,209	\$ 62,418	\$ 62,418	\$ 62,418	\$ 259,304	\$ 156,045	\$ 415,349	
18	Billing Receptionist/Program Support	\$ 11,339	\$ 10,269	\$ 3,994	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,601	\$ -	\$ 25,601	
19	Clinical Director	\$ 2,677	\$ 2,677	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,355	\$ -	\$ 5,355	
21	Program Director	\$ 73,420	\$ 77,088	\$ 39,100	\$ 41,400.00	\$ 90,000	\$ 1.00	100%	\$ 1.00	\$ 45,000	\$ 45,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 276,008	\$ 225,000	\$ 501,008	
22	Director of Client Services	\$ 13,398.00	\$ 15,474	\$ 7,243	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,115	\$ -	\$ 36,115	
23	Associate Deputy Director			\$ -	\$ 6,480.34	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,480	\$ -	\$ 6,480	
54				\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 268,982	\$ 293,012	\$ 209,333	\$ 208,544.42	TOTAL SALARIES				\$ 123,442	\$ 123,442	\$ 246,885	\$ 246,885	\$ 246,885	\$ 1,103,314	\$ 617,212	\$ 1,720,526	
56						TOTAL FTE				3.60								
57						FRINGE BENEFIT RATE				31%								
58		\$ 91,454	\$ 99,624	\$ 71,173	\$ 72,990.55	EMPLOYEE FRINGE BENEFITS				\$ 38,267	\$ 38,267	\$ 76,534	\$ 76,534	\$ 76,534	\$ 373,509	\$ 191,336	\$ 564,845	
59		\$ 360,436	\$ 392,636	\$ 280,506	\$ 281,534.97	TOTAL SALARIES & BENEFITS				\$ 161,710	\$ 161,710	\$ 323,419	\$ 323,419	\$ 323,419	\$ 1,476,823	\$ 808,548	\$ 2,285,370	
60																		
62																		

	A	B	E	H	K	N	O	P	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 4 of 11
2	OPERATING DETAIL												
3	Document Date	1/1/2026											
4	Provider Name	Catholic Charities											
5	Program	FEPCO Homelessness Prevention											
6	FSP Contract ID#	1000021763											
7	Budget Name	General Fund - Homelessness Prevention											
8		EXTENSION YEAR EXTENSION YEAR											
9		Year 1	Year 2	Year 3	Year 4	Year 5			Year 6	Year 7	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
11		Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 32,628	\$ 27,200	\$ 50,250	\$ 50,250	\$ 12,000	\$ 12,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 172,328	\$ 60,000	\$ 232,328
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 7,670	\$ 4,000	\$ 9,416	\$ 12,000	\$ 6,000	\$ 6,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 39,086	\$ 30,000	\$ 69,086
15	Office Supplies, Postage	\$ 2,700	\$ 8,226	\$ 8,226	\$ 8,226	\$ 650	\$ 650	\$ 1,300	\$ 1,300	\$ 1,300	\$ 28,028	\$ 3,250	\$ 31,278
16	Building Maintenance Supplies and Repair	\$ 9,930	\$ 3,470	\$ 5,470	\$ 3,000	\$ 760	\$ 760	\$ 1,520	\$ 1,520	\$ 1,520	\$ 22,630	\$ 3,800	\$ 26,430
17	Printing and Reproduction	\$ 8,703	\$ 3,000	\$ 1,000	\$ 1,000	\$ 100	\$ 100	\$ 200	\$ 200	\$ 200	\$ 13,803	\$ 500	\$ 14,303
18	Insurance	\$ 6,719	\$ 6,719	\$ 7,119	\$ 7,119	\$ 3,175	\$ 3,175	\$ 6,350	\$ 6,350	\$ 6,350	\$ 30,851	\$ 15,875	\$ 46,726
19	Staff Training	\$ 800	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
20	Staff Travel-(Local & Out of Town)	\$ 138	\$ 200	\$ 100	\$ 300	\$ 50	\$ 50	\$ 100	\$ 100	\$ 100	\$ 788	\$ 250	\$ 1,038
21	Rental of Equipment	\$ 8,703	\$ 2,000	\$ 2,000	\$ 2,000	\$ 409	\$ 409	\$ 819	\$ 819	\$ 819	\$ 15,112	\$ 2,047	\$ 17,159
22	Conference, Meeting & Travel	\$ 200	\$ 200	\$ 200	\$ 200	\$ 25	\$ 25	\$ 50	\$ 50	\$ 50	\$ 825	\$ 125	\$ 950
23	Computer Related	\$ 5,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 200	\$ 200	\$ 400	\$ 400	\$ 400	\$ 15,200	\$ 1,000	\$ 16,200
24	Transportation	\$ 138	\$ 138	\$ 138	\$ 138	\$ 69	\$ 69	\$ 138	\$ 138	\$ 138	\$ 621	\$ 345	\$ 966
25	Program Supplies	\$ 3,843	\$ 3,843	\$ 1,775	\$ 2,300	\$ 300	\$ 300	\$ 600	\$ 600	\$ 600	\$ 12,061	\$ 1,500	\$ 13,561
26	Recruitment & Fingerprinting	\$ 985	\$ 985	\$ 985	\$ 1,200	\$ 1,031	\$ 1,031	\$ 2,062	\$ 2,062	\$ 2,062	\$ 5,186	\$ 5,155	\$ 10,341
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Janitorial Services - Robert Alvarenga	\$ 14,300	\$ 8,060	\$ -	\$ 5,000	\$ 2,700	\$ 2,700	\$ 5,400	\$ 5,400	\$ 5,400	\$ 30,060	\$ 13,500	\$ 43,560
44	The Job Shop (Temporary Receptionist Until Filled)	\$ 3,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000
45	Commercial Deep cleaning	\$ 5,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 110,957	\$ 74,941	\$ 92,079	\$ 98,133	\$ 27,469	\$ 27,469	\$ 54,939	\$ 54,939	\$ 54,939	\$ 403,580	\$ 137,347	\$ 540,927
69													
70	Other Expenses (not subject to indirect cost %)												
71	Rental Assistance	\$ 289,108	\$ 315,339.70	\$ 450,942	\$ 453,524	\$ 233,307	\$ 233,309	\$ 466,616	\$ 466,616	\$ 466,616	\$ 1,742,220	\$ 1,166,541	\$ 2,908,761
72	Adjustment to Actuals	\$ (228,122)	\$ (121,547)	\$ (45,109)	\$ (46,877)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (441,655)	\$ -	\$ (441,655)
73	FY25-26 CODB placeholder - do not bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ 60,986.00	\$ 193,793	\$ 405,833	\$ 406,647	\$ 233,307	\$ 233,309	\$ 466,616	\$ 466,616	\$ 466,616	\$ 1,300,565	\$ 1,166,541	\$ 2,467,106
85													
97	HSH #3										Template last modified 10/5/2021		

BUDGET NARRATIVE

Fiscal Year

General Fund - Homelessness Prevention

FY25-26

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Senior Program Director/Assistant Deputy Director	0.10	\$ 10,492	Overall supervision of program operations, site & system management. Works to train staff on procedures, approve applications and payments.	\$104,918 x 0.10 FTE
Case Manager/Housing Specialist/Intake Coordinator	0.50	\$ 31,973	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$63,946 x 0.50 FTE
Case Manager/Housing Specialist/Intake Coordinator	1.00	\$ 52,002	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$52,002 x 1 FTE
Case Manager/Housing Specialist/Intake Coordinator	1.00	\$ 62,418	Perform client interviews for eligibility to the program, prepare the application for the Rental Assistance	\$62,418 x 1 FTE
Program Director	1.00	\$ 90,000	Interface with larger city services system. Program planning and supervision. Resolution of escalated client complaints and facility concerns in two locations	\$90,000 x 1 FTE
		\$ -		
TOTAL	3.60	\$ 246,885		
<u>Employee Fringe Benefits</u>		\$ 76,534	<u>Includes FICA, SUI, Workers Compensation, Life and Health insurance, Commuter and Cell Stipend calculated at current 31% of total salaries.</u>	
Salaries & Benefits Total		\$ 323,419		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 24,000	Sharing office space based on square footage with other programs in two locations	\$2,000 monthly
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 12,000	Sharing cost of utilities: Water, Garbage, Gas, Electricity, Phone, Internet in two locations	\$1,000 monthly
Office Supplies, Postage	\$ 1,300	To purchase folders, paper, and everything needed for office use	\$108.33 monthly
Building Maintenance Supplies and Repair	\$ 1,520	Share of cost for building maintenance facility supplies	\$126.67 monthly
Printing and Reproduction	\$ 200	Paper and Toner for processing paperwork	\$16.67 monthly
Insurance	\$ 6,350	Commercial General Liability Insurance. Prorated based upon 1764 annually or 147 monthly per 3.6 FTE	\$529.20 monthly
Staff Travel-Local & Out of Town)	\$ 100	Mileage, parking, tolls when staff travel to go to meetings and trainings	Projected amount for unexpected need for staff to use personal vehicle for housing inspection.
Rental of Equipment	\$ 819	Shared cost for copy, scan, facsimile machine lease and shredder for two offices	\$68.22 monthly
Conference, Meeting & Travel	\$ 50	Meetings/Events/Conference and Travel. Projected amount if unexpected need to host meeting or attend out of town training or conference.	1 time event
Computer Related	\$ 400	Expected cost of Trouble Shooting maintenance, equipment replacement or updating software.	1 time event
Transportation	\$ 138	Client Transportation or ride share if unexpected need arises and program vehicle unavailable.	Projected 4 trips at approximately \$34.50 each
Program Supplies	\$ 600	Shared cost of supplies for children's area, waiting room, and other basic needs for client services.	Approx. \$50 monthly
Recruitment & Fingerprinting	\$ 2,062	Staff job advertisement and background fingerprint clearance for staff turnover	Projected 3 turnovers, approximately \$171.83 per month
	\$ -		
TOTAL OPERATING EXPENSES	\$ 54,939		
Indirect Cost	15.0% \$ 56,754	Agency Indirect is the expense of Executive Leadership, Finance, HR, Technology, Facilities, and related operating costs spread evenly to every program in agency based on budgeted expense (excluding pass through direct assistance). Indirect also includes costs for employee recognition or meals for staff only, per City Controller guidelines.	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental Assistance	\$ 466,616	Rental Assistance for back rent to provide eviction prevention; security deposits	Estimate based on current spending trends
TOTAL OTHER EXPENSES	\$ 466,616		

	A	B	C	D	E	H	K	N	O	R	S	V	Y	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																Page 6 of 11
2	APPENDIX B, BUDGET																
3	Document Date	1/1/2026															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	7/1/2021	12/31/2025	5													
6	Amended Term	7/1/2021	6/30/2028	7													
7	Provider Name	Catholic Charities															
8	Program	FEPCO Homelessness Prevention															
9	FSP Contract ID#	1000021763															
10	Action (select)	Amendment															
11	Effective Date	1/1/2026															
12	Budget Name	Prop C - Homelessness Prevention															
13		Current	New														
14	Term Budget	\$ 6,059,188	\$ 11,002,457														
15	Contingency	\$ 252,549	\$ 1,727,421														
16	Not-To-Exceed	\$ 9,786,606	\$ 18,459,066		Year 1	Year 2	Year 3	Year 4	Year 5			Year 6	Year 7	All Years			
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028	
18					Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New	
19	Expenditures																
20	Salaries & Benefits	\$ 468,650	\$ 497,460	\$ 421,538	\$ 460,594	\$ 233,869	\$ 233,869	\$ 467,737	\$ 467,737	\$ 467,737	\$ 467,737	\$ 2,082,111	\$ 1,169,343	\$ 3,251,453			
21	Operating Expense	\$ 140,046	\$ 128,883	\$ 128,884	\$ 85,453	\$ 30,733	\$ 30,733	\$ 61,466	\$ 61,466	\$ 61,466	\$ 61,466	\$ 513,999	\$ 153,665	\$ 667,664			
22	Subtotal	\$ 608,696	\$ 626,343	\$ 550,422	\$ 546,047	\$ 264,602	\$ 264,602	\$ 529,203	\$ 529,203	\$ 529,203	\$ 529,203	\$ 2,596,109	\$ 1,323,008	\$ 3,919,117			
23	Indirect Percentage	15.00%	15.00%	15.00%	15.70%	15.00%		15.00%		15.00%	15.00%		15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ 91,304	\$ 93,952	\$ 82,563	\$ 85,729	\$ 39,690	\$ 39,690	\$ 79,380	\$ 79,380	\$ 79,381	\$ 79,381	\$ 393,239	\$ 198,453	\$ 591,692			
25	Other Expenses (Not subject to indirect %)	\$ (111,161)	\$ 455,711	\$ 879,403	\$ 1,161,524	\$ 684,361	\$ 684,363	\$ 1,368,724	\$ 1,368,724	\$ 1,368,724	\$ 1,368,724	\$ 3,069,838	\$ 3,421,811	\$ 6,491,649			
26	Total Expenditures	\$ 588,839	\$ 1,176,006	\$ 1,512,388	\$ 1,793,300	\$ 988,653	\$ 988,655	\$ 1,977,307	\$ 1,977,308	\$ 1,977,308	\$ 1,977,308	\$ 6,059,187	\$ 4,943,272	\$ 11,002,458			
29																	
30	HSH Revenues (select)																
33	Prop C - Ongoing	\$ 2,000,000	\$ 2,020,295	\$ 2,041,904	\$ 1,957,729	\$ 988,654	\$ 988,654	\$ 1,977,308	\$ 1,977,308	\$ 1,977,308	\$ 1,977,308	\$ 9,008,582	\$ 4,943,269	\$ 13,951,851			
35	Adjustment to Actuals	\$ (1,411,161)	\$ (844,289)	\$ (529,516)	\$ (164,428)			\$ -	\$ -	\$ -	\$ -	\$ (2,949,394)	\$ -	\$ (2,949,394)			
40	Total HSH Revenues	\$ 588,839	\$ 1,176,006	\$ 1,512,388	\$ 1,793,301	\$ 988,654	\$ 988,654	\$ 1,977,308	\$ 1,977,308	\$ 1,977,308	\$ 1,977,308	\$ 6,059,188	\$ 4,943,269	\$ 11,002,457			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	
52																	

1	A				F	M	T	AA	AD	AE	AF	AG	AH	AI	AJ	AQ	AX	BT	BU	BV				
2	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				Page 7 of 11			
3	SALARY & BENEFIT DETAIL																							
4	Document Date				1/1/2026																			
5	Provider Name				Catholic Charities																			
6	Program				FEPKO Homelessness Prevention																			
7	F&P Contract ID#				1000021763																			
8	Budget Name				Prop C - Homelessness Prevention				EXTENSION YEAR												EXTENSION YEAR			
9	POSITION TITLE				Year 1	Year 2	Year 3	Year 4	Year 5				Year 6			Year 7	All Years							
7/1/2021 - 6/30/2022					7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 12/31/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028						
Actuals					Actuals		Actuals		Actuals		Current		Amendment	New	New	New	Current	Amendment	New					
10					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary					
11	Director of Client Services				\$ 21,437	\$ 24,759	\$ 8,047	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,242	\$ -	\$ 54,242				
12	Senior Program Director/Assistant Deputy Director				\$ 14,222	\$ 15,680	\$ 12,867	\$ 13,253	\$ 104,918	1.00	10%	0.10	\$ 5,246	\$ 5,246	\$ 10,492	\$ 10,492	\$ 10,492	\$ 61,267	\$ 26,230	\$ 87,497				
13	Program Manager/Coordinator				\$ 70,720	\$ 69,885	\$ 75,558	\$ 71,961	\$ 71,961	1.00	100%	1.00	\$ 35,980	\$ 35,980	\$ 71,961	\$ 71,961	\$ 71,961	\$ 324,104	\$ 179,901	\$ 504,005				
14	Case Manager/Intake Coordinator/Housing Rental Specialist				\$ 52,000	\$ 58,822	\$ 58,822	\$ 58,822	\$ 61,523	1.00	100%	1.00	\$ 30,762	\$ 30,762	\$ 61,523	\$ 61,523	\$ 61,523	\$ 259,229	\$ 153,808	\$ 413,037				
15	Case Manager/Intake Coordinator/Housing Rental Specialist				\$ 52,000	\$ 58,822	\$ 58,822	\$ 58,822	\$ 61,523	1.00	100%	1.00	\$ 30,762	\$ 30,762	\$ 61,523	\$ 61,523	\$ 61,523	\$ 259,228	\$ 153,808	\$ 413,037				
16	Case Manager/Intake Coordinator/Housing Rental Specialist				\$ 52,000	\$ 58,822	\$ 58,822	\$ 58,822	\$ 61,523	1.00	100%	1.00	\$ 30,762	\$ 30,762	\$ 61,523	\$ 61,523	\$ 61,523	\$ 259,229	\$ 153,808	\$ 413,037				
17	Accounts Payable Rental Data Quality Specialist				\$ 62,400	\$ 58,240	\$ 28,663	\$ 28,662	\$ 68,640	1.00	25%	0.25	\$ 8,580	\$ 8,580	\$ 17,160	\$ 17,160	\$ 17,160	\$ 186,545	\$ 42,900	\$ 229,445				
18	Bilingual Intake/Receptionist				\$ 24,960	\$ 26,208	\$ 12,979	\$ 46,904	\$ 52,002	1.00	100%	1.00	\$ 26,001	\$ 26,001	\$ 52,002	\$ 52,002	\$ 52,002	\$ 137,052	\$ 130,005	\$ 267,057				
19	Associate Deputy Director of Housing Services						\$ -	\$ 6,480	\$ 129,607	1.00	5%	0.05	\$ 3,240	\$ 3,240	\$ 6,480	\$ 6,480	\$ 6,480	\$ 9,721	\$ 16,201	\$ 25,921				
20					\$ 349,739	\$ 371,239	\$ 314,580	\$ 343,727	TOTAL SALARIES				\$ 171,332	\$ 171,332	\$ 342,664	\$ 342,664	\$ 342,664	\$ 1,550,617	\$ 856,661	\$ 2,407,279				
21									TOTAL FTE				\$ 5.40		36.50%		36.50%		36.50%					
22					\$ 118,911	\$ 126,221	\$ 106,957	\$ 116,867	EMPLOYEE FRINGE BENEFITS				\$ 62,536	\$ 62,536	\$ 125,073	\$ 125,073	\$ 125,073	\$ 531,493	\$ 312,681	\$ 844,175				
23					\$ 468,650	\$ 497,460	\$ 421,538	\$ 460,594	TOTAL SALARIES & BENEFITS				\$ 233,869	\$ 233,869	\$ 467,737	\$ 467,737	\$ 467,737	\$ 2,082,111	\$ 1,169,343	\$ 3,251,453				
24																								
25																								
26																								

	A	B	E	H	K	N	O	P	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 8 of 11
2	OPERATING DETAIL												
3	Document Date	1/1/2026											
4	Provider Name	Catholic Charities											
5	Program	FEPCO Homelessness Prevention											
6	FSP Contract ID#	1000021763											
7	Budget Name	Prop C - Homelessness Prevention											
9		Year 1	Year 2	Year 3	Year 4	Year 5			Year 6	Year 7	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 12/31/2025	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
11		Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 45,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 14,630	\$ 14,630	\$ 29,260	\$ 29,260	\$ 29,260	\$ 164,630	\$ 73,150	\$ 237,780
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,000	\$ 17,434	\$ 17,434	\$ 5,000	\$ 1,510	\$ 1,510	\$ 3,020	\$ 3,020	\$ 3,020	\$ 60,378	\$ 7,550	\$ 67,928
15	Office Supplies, Postage	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,157	\$ 2,157	\$ 4,314	\$ 4,314	\$ 4,314	\$ 14,157	\$ 10,785	\$ 24,942
16	Building Maintenance Supplies and Repair	\$ 2,000	\$ 3,574	\$ 3,574	\$ 3,077	\$ 294	\$ 294	\$ 588	\$ 588	\$ 588	\$ 12,519	\$ 1,471	\$ 13,990
17	Printing and Reproduction	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 600	\$ 600	\$ 1,200	\$ 1,200	\$ 1,200	\$ 12,600	\$ 3,000	\$ 15,600
18	Insurance	\$ 8,470	\$ 9,300	\$ 9,300	\$ 9,300	\$ 4,763	\$ 4,763	\$ 9,526	\$ 9,526	\$ 9,526	\$ 41,133	\$ 23,814	\$ 64,947
19	Staff Training	\$ 1,930	\$ 4,930	\$ 4,930	\$ 4,930	\$ 100	\$ 100	\$ 200	\$ 200	\$ 200	\$ 16,820	\$ 500	\$ 17,320
20	Staff Travel-Local & Out of Town)	\$ 7,646	\$ 7,646	\$ 7,646	\$ 7,646	\$ 100	\$ 100	\$ 200	\$ 200	\$ 200	\$ 30,683	\$ 500	\$ 31,183
21	Rental of Equipment	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 600	\$ 600	\$ 1,200	\$ 1,200	\$ 1,200	\$ 16,600	\$ 3,000	\$ 19,600
22	Computer Related	\$ 9,500	\$ 9,500	\$ 9,500	\$ 1,500	\$ 1,637	\$ 1,637	\$ 3,274	\$ 3,274	\$ 3,274	\$ 31,637	\$ 8,185	\$ 39,822
23	Workstation furniture	\$ 14,000	\$ 14,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ -	\$ 42,000
24	Staff Related: Recruitment, Fingerprint clearance	\$ 7,500	\$ 7,500	\$ 7,500	\$ 2,000	\$ 742	\$ 742	\$ 1,484	\$ 1,484	\$ 1,484	\$ 25,242	\$ 3,710	\$ 28,952
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Janitorial Service by Roberto Alvarenga	\$ 15,000	\$ 10,000	\$ 10,000	\$ 7,000	\$ 3,600	\$ 3,600	\$ 7,200	\$ 7,200	\$ 7,200	\$ 45,600	\$ 18,000	\$ 63,600
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67													
68	TOTAL OPERATING EXPENSES	\$ 140,046	\$ 128,883	\$ 128,884	\$ 85,453	\$ 30,733	\$ 30,733	\$ 61,466	\$ 61,466	\$ 61,466	\$ 513,999	\$ 153,665	\$ 667,664
69													
70	<u>Other Expenses (not subject to indirect cost %)</u>												
71	Direct Assistance - Homelessness Prevention	\$ 1,300,000	\$ 1,300,000	\$ 1,408,919	\$ 1,325,952	\$ 684,361	\$ 684,363	\$ 1,368,724	\$ 1,368,724	\$ 1,368,724	\$ 6,019,232	\$ 3,421,811	\$ 9,441,043
72	Adjustment to Actuals	\$ (1,411,161)	\$ (844,289)	\$ (529,516)	\$ (164,428)		\$ -	\$ -	\$ -	\$ -	\$ (2,949,394)	\$ -	\$ (2,949,394)
73	FY25-26 COLA placeholder - do not bill					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74							\$ -				\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (111,161)	\$ 455,711	\$ 879,403	\$ 1,161,524	\$ 684,361	\$ 684,363	\$ 1,368,724	\$ 1,368,724	\$ 1,368,724	\$ 3,069,838	\$ 3,421,811	\$ 6,491,649
96													
97	HSH #3										Template last modified 10/5/2021		

BUDGET NARRATIVE

Fiscal Year

Prop C - Homelessness Prevention

FY25-26

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Senior Program Director/Assistant Deputy C	0.10	\$ 10,492	Overall supervision of program operations, site & system management. Supervises the (PMC) program manager/coordinator. Works to train staff on procedures, approve applications and payments.	\$104,918 x 0.10 FTE
Program Manager/Coordinator	1.00	\$ 71,961	Manager/Coordinator is onsite day to day supervisor of all staff, site operations, training, client customer support. Will review all Housing Focused Case Management Plans and assist with problem solving solutions.	\$71,960.512 x 1 FTE
Case Manager/Intake Coordinator/Housing	1.00	\$ 61,523	Provides direct services to clients, assesses situation and offers resources to support client to provide targeted intervention of high risk households at the greatest risk of becoming homeless. Works with client to complete the Vulnerability Assessment Questionnaire. Offers problem solving outside of the HRS. Obtains and completes application with all required documentation needed for support and submits to manager for review.	\$61,523.28 x 1 FTE
Case Manager/Intake Coordinator/Housing	1.00	\$ 61,523	Provides direct services to clients, assesses situation and offers resources to support client to provide targeted intervention of high risk households at the greatest risk of becoming homeless. Works with client to complete the Vulnerability Assessment Questionnaire. Offers problem solving outside of the HRS. Obtains and completes application with all required documentation needed for support and submits to manager for review.	\$61,523.28 x 1 FTE
Case Manager/Intake Coordinator/Housing	1.00	\$ 61,523	Provides direct services to clients, assesses situation and offers resources to support client to provide targeted intervention of high risk households at the greatest risk of becoming homeless. Works with client to complete the Vulnerability Assessment Questionnaire. Offers problem solving outside of the HRS. Obtains and completes application with all required documentation needed for support and submits to manager for review.	\$61,523.28 x 1 FTE
Accounts Payable Rental Data Quality Spec	0.25	\$ 17,160	Reviews all documents required for program approval and completeness. Enters documentation into City and Catholic Charities databases and Agency PaperSave System for payment, sends to managers for final review and approval.	\$68,640 x 0.25 FTE
Bilingual Intake/Receptionist	1.00	\$ 52,002	Manages front door, COVID safety clearance, performs initial intake for walk-ins and phone calls for appropriate program eligibility and referral. Assists clients with paperwork and translations. Assists program with administrative support.	\$52,002 x 1 FTE
Associate Deputy Director of Housing Servi	0.05	\$ 6,480	Direct supervisor of Asst. Deputy Director. Responsible for overall services and contract compliance, best practices per COA standards and cultural competency.	\$129,606.88 x 0.05 FTE
		\$ -		
TOTAL	5.40	\$ 342,664		
<u>Employee Fringe Benefits</u>		\$ 125,073	Includes FICA, SUI, Workers Compensation, Life and Health insurance, Commuter and Cell Stipend calculated at 36.5% of total salaries.	
Salaries & Benefits Total		\$ 467,737		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 29,260	Cost for program space.	\$2,438.33 monthly
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,020	Cost for program share of utilities.	\$251.67 monthly
Office Supplies, Postage	\$ 4,314	Estimated \$1,500 basic supplies for desks, waiting area, including PPE, copier paper, postage and ongoing replacement needs	\$359.50 monthly
Building Maintenance Supplies and Repair	\$ 588	Basic daytime supplies for cleaning, TP and Paper towels for bathrooms and non-structural repairs	\$49 monthly
Printing and Reproduction	\$ 1,200	Printing of brochures or flyers for outreach or signage	\$100 monthly
Insurance	\$ 9,526	Agency Commercial Liability Insurance is \$1,764 annually or \$147 monthly per FTE.	\$147 monthly
Staff Training	\$ 200	Funds for external training as needed for position, computer programs and agency COA best practices	Projected need for online or in person training that may become available during the year
Staff Travel-Local & Out of Town)	\$ 200	Staff travel for residence verification, housing locator assistance, visits, meetings	\$16.67 monthly
Rental of Equipment	\$ 1,200	Share of monthly copier, scanner, fax service agreement and lease	\$100 monthly
Computer Related	\$ 3,274	Trouble Shooting IT support if needed at \$115 per hour, replacements if needed for docking workstations, shared printer, headsets, software	\$272.83 monthly
Staff Related: Recruitment, Fingerprint clearance	\$ 1,484	Recruitment ads and background fingerprint clearances	\$124 monthly
	\$ -		
<u>Consultants</u>	\$ -		
Janitorial Service by Roberto Alvarenga	\$ 7,200	Janitorial Services	\$600 monthly
	\$ -		
TOTAL OPERATING EXPENSES	\$ 61,466		
Indirect Cost	\$ 79,380	Agency Indirect is the expense of Executive Leadership, Finance, HR, Technology, Facilities, and related operating costs spread evenly to every program in agency based on budgeted expense (excluding pass through direct assistance). Indirect also includes costs for employee recognition or meals for staff only, per City Controller guidelines.	
	15.0%		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Assistance - Homelessness Prevention	\$ 1,368,724	Portion of funds for Direct Assistance. \$100K less than FY23-24 to offset the \$100K increase in the separate ESG agreement for homelessness prevention.	\$110,496 monthly
	\$ -		
TOTAL OTHER EXPENSES	\$ 1,368,724		

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	1/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	12/31/2025	5
6	Amended Term	7/1/2021	6/30/2028	7
7				
8	Approved Subcontractors			
10	None.			
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