



Shireen McSpadden, Executive Director

Daniel Lurie, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Dylan Schneider, Interim Deputy Director of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	May 7, 2026
Subject	Grant Agreement Approval: San Francisco Pretrial Diversion Project Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)

<i>Agreement Information</i>	
F\$P Contract ID#	1000035856
Provider	San Francisco Pretrial Diversion Project
Program Name	Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)
Agreement Action	Original Agreement
Agreement Term	June 1, 2026 – June 30, 2028

Agreement Amount

Budget	Contingency¹	Total Not to Exceed (NTE)
\$1,136,325	\$227,265	\$1,363,590

<i>Funding Information</i>	
Funding Sources	100% State Board of State and Community Corrections (BSCC) Proposition 47 Grant Program (Cohort 4)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with San Francisco Pretrial Diversion Project (“SF Pretrial”) for the provision of the Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS) program, for the period of June 1, 2026 to June 30, 2028. This new agreement is for new services as proposed under the Prop 47 Cohort 4 Grant Application submitted in June 2024.

Background

The HEARTTSS program is part of a broader citywide effort across multiple Departments and community-based agencies to approach services for justice-involved populations (i.e., people who have been arrested, released, or diverted from jail) more intentionally and holistically. The program aims to bridge the gap between vulnerable reentry populations and the homelessness response system (HRS) by incorporating housing support into the spectrum of available services, including as part of jail discharge planning and case management.

¹ A 20% contingency applied to the budgeted amount.

Grant Agreement Approval: San Francisco Pretrial Diversion Project | Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)

The funding for these services was awarded through the BSCC Proposition 47 Grant Program, which supports programs for housing assistance, substance use disorder and mental health treatment, job training, and civil legal services in California. HSH joins Cohort 4 as a key partner and will be the lead agency. These services will augment the City's prior Proposition 47 cohort grant programs with a greater focus on housing, problem solving, and cultural congruence. The overall goal of the program is to reduce incarceration and recidivism by advancing stability through housing and recovery.

Services to be Provided

The purpose of the grant is to provide HEARTTSS program services to criminal justice-involved adults with substance use disorder and/or mental health issues, including but not limited to Latine and Spanish monolingual clients. Grantee shall provide housing navigation services and assistance by connecting individuals to supportive services that reduce recidivism and remove barriers to permanent housing. This may involve assessing needs and providing referrals to treatment beds, bridge housing, and/or expungement services in the client's preferred language. Starting Fiscal Year (FY) 26-27, SF Pretrial will serve 85 participants per year with a budgeted staff of 4.30 full time equivalent (FTE).²

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

Agreement Materials

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

² The first month of the Agreement term (June 2026) will be dedicated to hiring staff and ramping up program systems. HSH anticipates the program will begin serving participants in FY 26-27.



**Appendix A, Services to be Provided
San Francisco Pretrial Diversion Project
Housing, Expungement and Recovery through Treatment & Support Services
(HEARTTSS)**

I. Purpose of Grant

The purpose of the grant is to expand San Francisco Pretrial Access Point services with the addition of the Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS) program. The goal of these services is to provide the served population with culturally and linguistically appropriate support services that promote stability.

II. Served Population

Grantee shall serve justice-involved adults who meet the following requirements:

1. Incarcerated, arrested, charged with, or convicted of a criminal offense;
2. History of mental health or substance use disorder; and
3. Meet the San Francisco Department of Homelessness and Supportive Housing (HSH) Definitions of Homelessness.

III. Referral and Prioritization

Households shall be referred to the HEARTTSS program by HEARTTSS referral partners, remotely with or without a support person/case manager/social worker. Grantee shall confirm eligibility for HEARTTSS by verifying that households meet the criteria for services.

Grantee shall determine eligibility for all Access Point services by verifying that households meet the criteria for services.

IV. Description of Services

Grantee shall provide services to a minimum of 170 eligible households over the grant term. Participants may receive multiple one-time interventions throughout the duration of the grant (e.g., if a person receives a Problem Solving conversation multiple times or if a participant completes the program requirements, but continues to receive services or returns at a later time to receive additional services).

Grantee shall provide the following services for HEARTTSS-eligible households during the term of this grant:

- A. Access: Grantee shall provide in person and remote services to connect San Francisco eligible justice involved individuals to the HEARTTSS program.
- B. Problem Solving Services: Grantee shall provide Problem Solving conversations for all households. Problem Solving is a range of flexible, short-term financial and non-financial assistance that will be provided to participants to support housing resolutions outside of the homelessness response system (HRS). Grantee will issue all direct client expenditures in accordance with Problem Solving direct client assistance guidelines. Grantee shall provide participants with as many conversations as needed to support securing safe, permanent or temporary accommodation and to avoid

entering shelter or the experience of street homelessness. The scope of Problem Solving services is set in the HSH [Problem Solving Guide](#).

- C. Assessment: Grantee shall assess households using the Housing Primary Assessment Tool.
- D. Housing Prioritization Status: Grantee shall use HSH Prioritization Memo to determine a household's housing prioritization status.
- E. Referrals to Services: In collaboration with the evaluator, Grantee shall develop a list of services and community resources to provide to HEARTTSS program staff. Grantee shall use the HSH referral protocols to refer eligible households to include but not limited to:
 1. Mental Health and Substance Use Disorder services;
 2. Shelter or housing;
 3. Expungement services; and
 4. Other community resources.
- F. Peer Navigation and Case Management: Grantee shall provide peer navigation and case management services to households enrolled into the HEARTTSS program. Ninety (90) days of case management begins at HEARTTSS program enrollment. Case Management includes an Individualized Housing Service Plan (IHSP) that:
 1. Supports the household with completing recommended services determined by Department of Public Health (DPH) - Jail Health or Collaborative Courts.
 2. Develops goals for achieving permanent housing, mental health and/or substance abuse disorder treatment plans; and
 3. Documents identified support services and community resource.
 4. Grantee shall conduct monthly outreach via phone call, in-person visits, program-based contact (mental health or substance use disorder facility), or jail outreach to households enrolled in the HEARTTSS program.
 - a. Outreach must occur at least once per month for 90 days following HEARTTSS enrollment.
- G. Housing Navigation: Grantee shall provide housing navigation services that facilitate the enrollment of eligible households into HRS permanent housing resources. Housing navigation assistance involves activities that culminate in a housing move-in date, including gathering key documents as required by the housing program; scheduling housing viewing appointments or other appointments needed to obtain documents; coordinating regularly with providers; and representing the person experiencing homelessness in appeals of denials.

V. **Staff Requirements**

Staff serving as Lead Housing Case Manager and Housing Case Manager are considered key program personnel. Grantee shall ensure that HSH has current and correct contact information for individuals in these key positions.

VI. Location and Time of Services

During regular Access Point business hours, Grantee shall deliver in-person access point services with clients at 1200 Folsom Street, San Francisco, CA 94103, and meet with clients in custody at locations within the San Francisco Jail System and other remote locations specified by HSH and determined by the HEARTTSS program.

The San Francisco County Jail system includes an intake and release facility, housing facilities and the Community Programs Unit which provides alternatives to incarceration as well as post-release services.

Holiday closures to be specified by Grantee.

VII. Service Requirements

- A. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee under the Grant Plan, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.
- B. Entry Standards and Policies: Grantee shall be informed about and adhere to established standards, principles, and policies that are designed to effectively deliver the HRS services, as prescribed in the CE Standards, located on the HSH website: https://www.sf.gov/sites/default/files/2024-07/CE-Written-Standards_9.2023_Clean.pdf.
- C. 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.
- 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>. Grantee shall comply with Language Access standards that can be found on page ten of the San Francisco CE Standards, located on the HSH website: https://www.sf.gov/sites/default/files/2024-07/CE-Written-Standards_9.2023_Clean.pdf.
- E. Collaboration: Grantee shall work collaboratively with other HEARTTSS Program Partners, and HRS partners to coordinate care for households.
- F. Feedback, Follow-up, and Participant Survey Policies: Grantee shall adhere to feedback processes determined by HSH and the evaluator for the HEARTTSS program. This approach is intended to ensure that the population served can share their input regarding various aspects of the program, including its planning, design, and service satisfaction levels. Feedback activities conducted by the project's evaluator, may include, but is not limited to, focus groups, listening sessions, surveys, interviews or some combination. Grantee shall ensure that frontline staff are engaged with feedback activities.
- G. Grievance Policy: Grantee shall establish and maintain a written grievance policy that allows the served population to complain or submit a grievance, per the Participant Grievance Policy, located on the HSH website: <https://www.sf.gov/information--participant-grievance-policy>.
- H. 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 must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- I. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's related to a disaster or 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.
- J. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan that contains Site Specific Emergency Response Plan(s) for their 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 Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

- K. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.
- L. 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 shall participate in annual trainings on harm reduction, overdose recognition and response.
- M. Data Standards:
1. Grantee will be required to comply with all data collection and reporting requirements as established by the evaluator for the HEARTTSS program.
 2. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all participant data within 24 hours (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.
 3. Data entered in the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards.
 4. Grantee shall input data into the ONE system and may need to report specific measures or conduct interim reports to meet requirements, submitting de-identified participant measures as necessary to the project's evaluator and/or data coordinator. De-identified data will be shared with the Board of State and Community Corrections (BSCC). Specifically, data will be uploaded by a data coordinator at HSH and/or the project evaluator to a Microsoft OneDrive via an Excel file. From there, the data will be automatically updated to a data file in Smartsheet as part of the Quarterly Progress Report submitted to the BSCC. The purpose of collecting these data is to demonstrate progress made on program objectives and to evaluate the impacts of Proposition 47 at the statewide level.
 5. 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.
- N. Confidentiality:
1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of participant 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.

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

2. Grantee shall safeguard the confidentiality of all participant 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 participant data; (d) protecting against unauthorized disclosure, access, or use of all participant 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 participant 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.
- O. Data Privacy/Sharing: All client information gathered through the access point will conform to the HSH Privacy Practice and Release of Information (ROI) Policy and Practices: <https://hsh.sfgov.org/get-information/data-sharing-and-privacy/>
- P. Record Keeping, Documentation, and Files:
1. Grantee shall maintain all eligibility and inspection documentation in the ONE System including, but not limited to, homelessness verification documents.
 2. Grantee shall maintain confidential files on the served population. Grantee shall document interactions, service plans, referrals and status of participants in ONE System.
- Q. Mobile Services: Grantee shall provide mobile access to Coordinated Entry and Problem Solving services to eligible HEARTTSS program participants. Mobile services will be provided by appointment, and as needed to meet people experiencing homelessness where they are.
- R. Training: Grantee shall attend all HSH ongoing and ad-hoc trainings for access points and the HEARTTSS Program. Grantee shall ensure that all HEARTTSS program

employees receive adequate training to deliver all Service Requirements, Service Objectives, and Outcome Objectives. Grantees are encouraged to provide additional training to improve quality of care and develop the skills of their employees.

S. 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 quarterly HSH/HEARTTSS program meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
3. Attendance of trainings, as requested.

VIII. Service Objectives

Grantee shall achieve the following service objective:

- A. Ninety percent of enrolled households will complete a housing assessment within 90 days of enrollment to ensure timely identification of needs and appropriate service planning.

IX. Outcome Objectives

Grantee shall achieve the outcome objectives listed below.

- A. Fifty percent or fewer program participants recidivate within three (3) years (recidivism defined as a conviction of a new felony or misdemeanor committed within three (3) years of release from custody or committed within three (3) years of placement on supervision for a previous criminal conviction).
- B. Fifty percent or fewer of program participants will exit to: jail, prison, or juvenile detention facilities; a place not meant for human habitation; unknown; or other destinations. Exits due to death are excluded from this calculation.

X. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, such as the ONE System and contract management system. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data.
- B. Grantee shall participate, as required by HSH, and/or in coordination with other City, State and/or Federal government entities, in evaluative studies and coordination meetings designed to demonstrate 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 Contractor within 30 business days of receipt of any evaluation report and such response will become part of the official report.

- C. 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 and/or the project's evaluator. Data is used for reporting mandated by HUD, California's Interagency Council on Homelessness, and the Board of State and Community Corrections to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- D. Grantee shall provide Ad Hoc reports as required by HSH and/or respond to requests by the project's evaluator, as needed.
- E. Grantee shall provide reports as required by BSCC and respond to requests in a timely manner.

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

XI. 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, participant satisfaction and participant program evaluations and surveys, programmatic and physical accessibility, cultural competence, outreach records, staffing patterns and job descriptions, data tracking and compliance, 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 Grantee may include, but is not limited to, hiring practices, systems set up, initiation of collaborative processes, etc. to determine if:

1. Key positions are filled to ensure Grantee is sufficiently staffed to deliver services as outlined in section IV. Description of Services; and
2. Referral processes are effective in directing members of the served population to services and supports outlined in Description of Services subsection E. Referrals to Services.

- 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.

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	6/1/2026		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2026	6/30/2028	3
Amended Term	6/1/2026	6/30/2028	3
Provider Name	San Francisco Pretrial Diversion Project		
Program	Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)		
F\$P Contract ID#	1000035856		

NUMBER SERVED	Year 1	Year 2	Year 3
Service Component	6/1/2026 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028
Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)	0	85	85

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	6/1/2026		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2026	6/30/2028	3
Amended Term	6/1/2026	6/30/2028	3
Provider Name	San Francisco Pretrial Diversion Project		
Program	Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)		
FSP Contract ID#	1000035856		

APPROVED SUBCONTRACTORS
None.

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	6/1/2026		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2026	6/30/2028	3
Provider Name	San Francisco Pretrial Diversion Project		
Program	Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)		
F\$P Contract ID#	1000035856		
Contract Action (Select)	New Agreement		
Effective Date	6/1/2026		
Budget Name	BSCC - Housing Navigation & Support Services		
Funding:	Current	New	20%
Term Budget	\$ -	\$ 1,136,325	
Contingency	\$ -	\$ 227,265	
Not-To-Exceed (NTE)	\$ -	\$ 1,363,590	

	Year 1	Year 2	Year 3	All Years
	6/1/2026 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	6/1/2026 - 6/30/2028
	1 Month	12 Months	12 Months	
	New	New	New	New
EXPENDITURES				
Salaries & Benefits	\$ 33,906	\$ 406,879	\$ 406,879	\$ 847,664
Operating Expenses	\$ 22,445	\$ 34,400	\$ 34,400	\$ 91,245
Subtotal	\$ 56,351	\$ 441,279	\$ 441,279	\$ 938,909
Indirect Percentage	15.00%	15.00%	15.00%	15.00%
Indirect Cost	\$ 8,453	\$ 66,192	\$ 66,192	\$ 140,836
Other Expenses (Not Eligible for Indirect %)	\$ 580	\$ 28,000	\$ 28,000	\$ 56,580
TOTAL EXPENDITURES	\$ 65,384	\$ 535,471	\$ 535,471	\$ 1,136,325
HSH REVENUES* (Select)				
State - Board of State and Community Corrections (BSCC)	\$ 65,384	\$ 535,471	\$ 535,471	\$ 1,136,325
TOTAL HSH REVENUES	\$ 65,384	\$ 535,471	\$ 535,471	\$ 1,136,325

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

Approved by:	Martina Bouey, COO
Phone Number:	415-522-7534
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

SALARY & BENEFITS DETAIL

Document Date	6/1/2026
Provider Name	San Francisco Pretrial Diversion Project
Program	Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)
F\$P Contract ID#	1000035856
Budget Name	BSCC - Housing Navigation & Support Services

POSITION TITLE	Year 1				
	Agency Totals		For HSH Funded Program		6/1/2026 - 6/30/2026
					1 Month
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Bilingual Housing Case Manager	\$ 73,856	1.00	100%	1.00	\$ 6,155
LEAD Housing Case Manager	\$ 76,000	1.00	100%	1.00	\$ 6,333
Housing Case Manager	\$ 70,339	2.00	100%	2.00	\$ 11,723
Director of Reentry Services	\$ 122,811	1.00	15%	0.15	\$ 1,535
Chief Programs Officer	\$ 149,298	1.00	5%	0.05	\$ 622
Grants and Contracts Manager	\$ 90,834	1.00	10%	0.10	\$ 757
TOTAL SALARIES:					\$ 27,125
TOTAL FTE :				4.30	
FRINGE BENEFIT RATE:					25.00%
EMPLOYEE FRINGE BENEFITS:					\$ 6,781
TOTAL SALARIES & BENEFITS:					\$ 33,906

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

SALARY & BENEFITS DETAIL

Document Date	6/1/2026
Provider Name	San Francisco Pretrial Diversion Project
Program	Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)
FSP Contract ID#	1000035856
Budget Name	BSCC - Housing Navigation & Support Services

POSITION TITLE	Year 2				
	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027
					12 Months
					New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
Bilingual Housing Case Manager	\$ 73,856	1.00	100%	1.00	\$ 73,856
LEAD Housing Case Manager	\$ 76,000	1.00	100%	1.00	\$ 76,000
Housing Case Manager	\$ 70,339	2.00	100%	2.00	\$ 140,677
Director of Reentry Services	\$ 122,811	1.00	15%	0.15	\$ 18,422
Chief Programs Officer	\$ 149,298	1.00	5%	0.05	\$ 7,465
Grants and Contracts Manager	\$ 90,834	1.00	10%	0.10	\$ 9,083
TOTAL SALARIES:					\$ 325,503
TOTAL FTE :				4.30	
FRINGE BENEFIT RATE:					25.00%
EMPLOYEE FRINGE BENEFITS:					\$ 81,376
TOTAL SALARIES & BENEFITS:					\$ 406,879

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

SALARY & BENEFITS DETAIL

Document Date	6/1/2026
Provider Name	San Francisco Pretrial Diversion Project
Program	Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)
FSP Contract ID#	1000035856
Budget Name	BSCC - Housing Navigation & Support Services

POSITION TITLE	Year 3					All Years
	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028	6/1/2026 - 6/30/2028
					12 Months	
					New	New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
Bilingual Housing Case Manager	\$ 73,856	1.00	100%	1.00	\$ 73,856	\$ 153,867
LEAD Housing Case Manager	\$ 76,000	1.00	100%	1.00	\$ 76,000	\$ 158,333
Housing Case Manager	\$ 70,339	2.00	100%	2.00	\$ 140,677	\$ 293,078
Director of Reentry Services	\$ 122,811	1.00	15%	0.15	\$ 18,422	\$ 38,379
Chief Programs Officer	\$ 149,298	1.00	5%	0.05	\$ 7,465	\$ 15,552
Grants and Contracts Manager	\$ 90,834	1.00	10%	0.10	\$ 9,083	\$ 18,924
TOTAL SALARIES:					\$ 325,503	\$ 678,132
TOTAL FTE :				4.30		
FRINGE BENEFIT RATE:					25.00%	
EMPLOYEE FRINGE BENEFITS:					\$ 81,376	\$ 169,533
TOTAL SALARIES & BENEFITS:					\$ 406,879	\$ 847,664

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET
OPERATING DETAIL**

Document Date	6/1/2026
Provider Name	San Francisco Pretrial Diversion Project
Program	Housing, Expungement and Recovery through Treatment & Support Services (HEARTTSS)
FSP Contract ID#	1000035856
Budget Name	BSCC - Housing Navigation & Support Services

	Year 1	Year 2	Year 3	All Years
	6/1/2026 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	6/1/2026 - 6/30/2028
	1 Month	12 Months	12 Months	
	New	New	New	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
OPERATING EXPENSES				
Rental of Property			\$ -	\$ -
Utilities (Electricity, Water, Gas, Phone, Scavenger)			\$ -	\$ -
Office Supplies, Postage	\$ 350	\$ 4,500	\$ 4,500	\$ 9,350
Building Maintenance Supplies and Repair				\$ -
Printing and Reproduction	\$ 275	\$ 3,300	\$ 3,300	\$ 6,875
Insurance	\$ -	\$ -	\$ -	\$ -
Staff Training	\$ 4,020	\$ 9,500	\$ 9,500	\$ 23,020
Staff Travel - (Local & Out-of-Town)	\$ 1,200	\$ 7,200	\$ 7,200	\$ 15,600
Rental of Equipment	\$ -	\$ -	\$ -	\$ -
Program Supplies (describe in narrative)	\$ 15,200	\$ 6,000	\$ 6,000	\$ 27,200
Database Development	\$ 1,400	\$ 3,900	\$ 3,900	\$ 9,200
TOTAL OPERATING EXPENSES	\$ 22,445	\$ 34,400	\$ 34,400	\$ 91,245
OTHER EXPENSES (Not Eligible for Indirect Cost %)				
<i>Direct Assistance</i>			\$ -	
Direct Client Assistance: Client Flex Funds/Barrier Removal	\$ 580	\$ 18,000	\$ 18,000	\$ 36,580
Direct Client Assistance: Gift Cards (Participation Incentives)	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
TOTAL OTHER EXPENSES	\$ 580	\$ 28,000	\$ 28,000	\$ 56,580

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

BUDGET NARRATIVE

Fiscal Year

BSCC - Housing Navigation & Support Services	FY26-27
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<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Bilingual Housing Case Manager	1.00	\$ 73,856	1.0 FTE will serve as the program Bilingual Housing Case Manger. SF Pretrial will offer bilingual case management directly. Case managers will help clients build on strengths and access supports based on their individual needs and assets. SF Pretrial's case managers enroll project clients into appropriate housing programs. Individuals are referred to SF Pretrial Diversion by the SF Superior Court, and are released to their supervision directly from the County Jail. SF Superior Courts operate 7 collaborative adult courts, designed to minimize incarceration and provide support to avoid re-offending.	Annualized salary (\$73,856) * 1 FTE * 100% Funded = \$73,856/year; \$73,856/year * 25/12 years = \$153,867 total for term
LEAD Housing Case Manager	1.00	\$ 76,000	1.0 FTE will serve as the program Lead Housing Case Manger. This position will provide oversight and assistant to case manager. In addition, to helping clients build on strengths and access supports based on their individual needs and assets. SF Pretrial's case managers enroll project clients into appropriate housing programs. Individuals are referred to SF Pretrial Diversion by the SF Superior Court, and are released to their supervision directly from the County Jail. SF Superior Courts operate 7 collaborative adult courts, designed to minimize incarceration and provide support to avoid re-offending.	Annualized salary (\$76,000) * 1 FTE * 100% Funded = \$76,000/year; \$76,000/year * 25/12 years = \$158,333 total for term
Housing Case Manager	2.00	\$ 140,677	2.0 FTEs will serve as the program Housing Case Mangers. Case managers will help clients build on strengths and access supports based on their individual needs and assets. SF Pretrial's case managers enroll project clients into appropriate housing programs. Individuals are referred to SF Pretrial Diversion by the SF Superior Court, and are released to their supervision directly from the County Jail. SF Superior Courts operate 7 collaborative adult courts, designed to minimize incarceration and provide support to avoid re-offending.	Annualized salary (\$70,339) * 2 FTE * 100% Funded = \$140,677/year; \$140,677/year * 25/12 years = \$293,078 total for term
Director of Reentry Services	0.15	\$ 18,422	0.15 FTE The Housing Director oversees the day-to-day operations of this grant and is responsible for ensuring all grant objectives and outcomes are met. Their primary role is to remove barriers to housing access for adults experiencing homelessness. The Housing Director supervises and works collaboratively with case managers to deliver housing services that promote client stability and successful placement.	Annualized salary (\$122,811.20) * 1 FTE * 15% funded = \$18,422/year; \$18,422/year * 25/12 years = \$38,379 total for term
Chief Programs Officer	0.05	\$ 7,465	0.05 FTE The Senior Director of Programs will provide supervision and mentoring to the Director of Housing and other team members, ensuring strong leadership, accountability, and staff development. In this role, the Senior Director will guide staff in the effective implementation and continuous improvement of programs to achieve measurable program outcomes for clients.	Annualized salary (\$149,297.72) * 1 FTE * 5% funded = \$7,465/year; \$7,465/year * 25/12 years = \$15,552 total for term

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Fiscal Year

BSCC - Housing Navigation & Support Services	FY26-27
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<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Grants and Contracts Manager	0.10	\$ 9,083	0.10 FTE The Grants and Contracts Manager is responsible for data tracking, processing, and analysis, as well as coordinating invoicing for cost-reimbursable grants. This role ensures program compliance with reporting and procurement requirements, supports the implementation of approved program initiatives, and verifies alignment with the organization's mission and goals in collaboration with the Leadership staff. The Grants and Contracts Manager prepares all grant and contract financial reports, assists with budget development, reviews grant performance, and conducts budget analysis and corrective actions as needed in coordination with the Chief Operating Officer.	Annualized salary (\$90,834) * 1 FTE * 10% funded = \$9,083/year; \$9,083/year * 25/12 years = \$18,924 total for term
TOTAL	4.30	\$ 325,503		
Employee Fringe Benefits	25%	\$ 81,376	Includes FICA, SSUI, Workers Compensation and Medical calculated at 25% of total salaries.	
TOTAL SALARIES & BENEFITS		\$ 406,879		

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Fiscal Year

BSCC - Housing Navigation & Support Services		FY26-27	
<u>OPERATING EXPENSES</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Office Supplies, Postage	\$ 4,500	Costs associate with purchasing office supplies - pens/paper/printer ink/	\$350 June 2026 & \$375/month*12 months YRS 2 & 3
Printing and Reproduction	\$ 3,300	Cost associated with printing program and client materials	\$275/month *12 months
Staff Training	\$ 9,500	Cost associated with staff trainings, including annual Housing Conference \$775 Yrs 2&3 ; National Alliance to End Homelessness One-time Course \$600 each; Funding for additional trainings as apporopriate through out the year, \$405 each Yr 1 and \$1,000 each Yrs 2&3	See Justification
Staff Travel - (Local & Out-of-Town)	\$ 7,200	Transportation funding will ensure Hearts clients can reliably access the services that support their stability, recovery, and successful reentry. Requested amounts are based on historical use and projected need informed by the PS+ CE contract currently in place with the Department of Homelessness and Supportive Housing providing a realistic estimate of transportation costs. Funds will support travel to transitional housing, employment opportunities, probation and parole appointments, medical and behavioral health services, and other essential activities. Transportation assistance will also help clients with transportation to substance use treatment, connections to alternative housing solutions, legal services, and appointments	\$600/month *12
Program Supplies (describe in narrative)	\$ 6,000	Year 1: 15,200: Costs for Staff Cellphones \$75/month pp; 4 Hotspots @\$200; 4 laptops, 4 desktops Year 2/3 - 6,000 Costs for Staff Cellphones \$75/month pp; Connection service for 4 Hotspots	See Justification
Database Development	\$ 3,900	Funds will support the maintenance and ongoing use of SF Pretrial's OpenJustice system. OpenJustice enables the organization to track clients with housing needs and efficiently refer them to the housing team, supporting coordinated services and improved housing outcomes.	\$325/month *12 months
TOTAL OPERATING EXPENSES	\$ 34,400		
Indirect Cost	15.0% \$ 66,192		
<u>OTHER EXPENSES (Not Eligible for Indirect Cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
<u>Direct Assistance</u>			
Direct Client Assistance: Client Flex Funds/Barrier Removal	\$ 18,000	Client Direct Assistance will be used to support essential needs, including the purchase of hygiene kits, clothing items, and barrier-removal expenses. These resources help ensure clients can address immediate challenges and maintain stability as they work toward their goals.	\$580 June 2026 & \$1,500/month * 12 Yrs 2 & 3
Direct Client Assistance: Gift Cards (Participation Incentives)	\$ 10,000	Gift cards will be distributed to clients under a two-tier incentive system designed to strengthen participation, reinforce progress, and ensure meaningful client input. Tier 1 incentives reward clients for completing defined program objectives, supporting retention and acknowledging measurable achievement such as program completion. Tier 2 incentives compensate clients for the time and effort involved in providing feedback about their experience, helping the program remain responsive, client-centered, and continuously improving. The gift cards will both be incentivized at \$50 each.	\$50 each per client, estimated 200 clients
TOTAL OTHER EXPENSES	\$ 28,000		