



Mike Levine, Executive Director

Daniel Lurie, Mayor

To	Homelessness Oversight Commission
Through	Mike Levine, Executive Director
From	Marion Sanders, Chief Deputy Director Dylan Schneider, Interim Deputy Director of Administration and Finance Edilyn Velasquez, Director, Contracts
Date	October 1, 2026
Subject	Grant Agreement Approval: San Francisco Network Ministries Housing Corporation Family Rapid Re-housing

<i>Agreement Information</i>	
FSP Contract ID#	1000039169
Provider Name	San Francisco Network Ministries Housing Corporation
Program Name	Family Rapid Re-housing
Agreement Action	Original Agreement
Agreement Term	November 1, 2026 to June 30, 2030

Agreement Amount

Budget	Contingency	Total Not to Exceed (NTE)
\$4,000,318	\$800,064	\$4,800,382

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

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with San Francisco Network Ministries Housing Corporation for the provision of Family Rapid Re-housing (RRH) for the period of November 1, 2026 to June 30, 2030. This new agreement is for new services.

Background

This agreement aligns with HSH's *Home by the Bay Strategic Plan* and the *Home by the Bay Family Addendum* by expanding access to permanent housing for households experiencing homelessness, including families with minor children who are fleeing or attempting to flee violence. RRH provides time-limited rental assistance to help households quickly secure and maintain permanent housing in the private rental market and housing stabilization services to support either a transition to self-sufficiency or a transfer to a longer-term housing program, as appropriate.

For households fleeing violence, access to flexible housing assistance provides an important pathway to safe, stable housing while reducing barriers that may otherwise delay their transition from homelessness.

In 2025, Proposition C funding was allocated for 130 new Family RRH slots as part of HSH's FY 2025–27

budget, including the 30 slots funded through this agreement. San Francisco Network Ministries Housing Corporation has administered RRH subsidies since 2022 for both family and single adult households fleeing violence.

Services to be Provided

The purpose of this grant is to provide RRH services to family households with minor children experiencing homelessness who are fleeing or attempting to flee violence. Services include housing location assistance, housing coordination, subsidy administration, landlord liaison services, and housing-focused case management, with services tailored to address safety considerations and housing barriers experienced by families fleeing violence. Through partnerships with the Office of Economic and Workforce Development (OEWD) and the Economic Justice Center (EJC) SF, participants will also be connected to workforce development, financial capability, and other economic mobility opportunities. The goals of the program are to reduce the length of time families experience homelessness, support housing retention and economic mobility, and increase exits to long-term housing stability. Families may participate in the program for up to two years, with the possibility of extensions.

Grantee will provide services to 30 family households with a budgeted staffing level of 3.35 full-time equivalent (FTE).

This program is structured as a one-time funded subsidy model. Funding increases during program implementation as households are enrolled and the program reaches full capacity before declining over time as households exit the program and subsidy slots are not refilled. This one-time funding and time-limited program is not included in HSH's Multi-Year Procurement Plan.

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.

Agreement Materials

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



Appendix A: Services to be Provided
by
San Francisco Network Ministries Housing Corporation
Family Rapid Re-housing

I. Purpose of Grant

The purpose of the grant is to provide short-to-medium term Rapid Re-Housing (RRH) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness and support the served population in retaining their housing and exiting to rent stability.

II. Served Population

Grantee shall serve formerly homeless or at-risk of homelessness and income-eligible family households with an adult and at least one natural, adoptive and/or foster child below the age of 18. This may include a pregnant person, with or without a partner; and

Grantee shall serve households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

III. Referral and Prioritization

Individuals and families who are fleeing or attempting to flee domestic or intimate partner violence, including sexual assault, or stalking or human trafficking to ensure their safety and connect them to related emergency services including but not limited to the following categories:

- A. Survivors who are receiving victim services from the named Grantee;
- B. Survivors identify as currently fleeing or experiencing active domestic violence at any point during the Coordinated Entry process and engaged with Adult, Family or Youth Coordinated Entry;
- C. Survivors in need of an Emergency Transfer in compliance with requirements outlined in both 24 CFR 5.2005 and 24 CFR 578.99(j)(6). A survivor qualifies for an emergency transfer if:
 - 1. The survivor is a victim of domestic violence, dating violence; including sexual assault or stalking by a spouse or intimate partner;
 - 2. The survivor expressly requests the transfer;
 - 3. The survivor is not disqualified under admission policies; and
 - 4. The survivor reasonably believes there is a threat of imminent harm from further violence by a spouse or intimate partner if the survivor remains in the same dwelling unit, or the survivor is a victim of sexual assault by a spouse or intimate partner and the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.

IV. Description of Services

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). RRH services are voluntary and shall be

available to all participants within the serviced population referred to this program. Support Services shall include, but are not limited to, the following:

- A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with RRH administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
 2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
 3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:
 - a. Search for and secure housing;
 - b. Increase income, connect to benefits, and secure employment
 - c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
 4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.
 5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
 6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
 7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (IHSS) or any other services the participant needs to achieve housing stability.
 8. Should the participant's needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money

management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;

9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;
 10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
 11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
 12. Grantee shall begin program exit planning early in the housing process. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;
 3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
 4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
 5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
 6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
 7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.

8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.
- C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process;
 2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
 3. Grantee shall support participants in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
 4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
 5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
 6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
 8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
 9. Grantee shall communicate the following expectations with participants:
 - a. Contribution toward the rent is due on the first month and how to make the payment; and
 - b. How much the participant is responsible for each month; and
 - c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
 10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
 11. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
 12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
 14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches

200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.

- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
 2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
 3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
 4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
 5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
 7. Grantee shall provide monthly rental subsidies for the minimum length of time necessary for the household to exit to rent stability or transition to an alternative permanent housing situation.
 8. Grantee shall not administer the subsidy beyond the maximum duration established by HSH policy for the specific program.
 9. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the rental assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month to six month increments until the tenant can sustain the rent on their own or exit to an alternative permanent housing situation.
- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
 2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of

regular, informal communication as well as structured case coordination meetings that occur at least monthly;

3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

F. Workforce Development Services:

1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;
5. Grantee shall collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships;
6. Grantee shall provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries;
7. Grantee shall match tenants with employment opportunities and coach them through the job search process; and
8. Provide training and support to employers and tenants to ensure job retention after placement.

V. Location and Time of Services

Grantee shall provide services at 1089 Mission Street, San Francisco, CA 94103. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. 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. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH family units.
- B. 1:14 Case Manager Ratio: Grantee shall maintain a 1:14 ratio of Case Manager to HSH family units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must

include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identity, disability, HIV status, or immigration status unless otherwise required by law.

G. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.

J. Feedback, Complaint, and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

- K. City Communications and Policies: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to the Department of Homelessness and Supportive Housing (HSH), within 24 hours according to Department policy and as permissible in accordance with state and federal laws protecting the confidentiality of survivors of violence. All critical incidents subject to protections of confidentiality under the Violence Against Women Act (VAWA) or which result in the involvement of Adult Protective Services/Child Protective Services will be reported to the Department in a redacted format that shares no personally identifying information. A critical incident report is not a substitute for a mandated report.
- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- O. Data Standards:
1. Grantee shall enter client data into the Housing Opportunities for People Experiencing Violence (“HOPE System”), a Homeless Management Information System (HMIS) comparable database. Grantee shall not enter client data into the ONE System.
 2. Grantee shall provide HSH with aggregate data and reports consistent with U.S. Department of Housing and Urban Development reporting requirements, including but not limited to Annual Performance Reports (APR). Grantee shall not provide identifiable client data to HSH.
- P. Confidentiality:
1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data used by Grantee 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) HMIS Data and

Technical Standards Final Notice; 24 C.F.R. Part 578, Continuum of Care; the Violence Against Women Act (VAWA); the Family Violence Prevention and Services Act (FVPSA); the Victims of Crime Act (VOCA); California Welfare and Institutions Code Sections 18290 et seq; California Evidence Code Sections et seq; and California Penal Code Section 273.7.

2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and confidentiality 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.
- Q. Overdose Prevention: Grantee shall follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on overdose recognition and response.
- R. 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.
- S. 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.

T. Record Keeping and Files:

1. Grantee shall maintain all eligibility, inspection, and services documentation and care plans in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall document services in the ONE System as needed to meet external funding and/or billing requirements.
3. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress. Hard copy files shall be stored securely within a locked cabinet and within a locked office.

VII. Service Objectives

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

A. Housing Location Services

1. Grantee shall provide 100 percent of participants with Housing Location Services.

B. Housing Coordination Services

1. Grantee shall offer 100 percent of participants with Housing Coordination services.

C. Subsidy Administration Services

1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.

D. Housing-Focused Case Management Services

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

E. Workforce Development Services

1. Grantee shall offer 100 percent of participants with Workforce Development Services; and
2. Grantee shall offer a workforce development assessment to 100 percent of participants; and
3. Grantee shall offer 100 percent of participants referrals to workforce development program partnerships specifically designed for RRH participants.

F. Landlord Liaison Services

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

VIII. Outcome Objectives

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

A. Housing Coordination and Housing Location Services:

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

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

1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and
3. At least 75 percent of participants will be referred to community resources.

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.

1. At least 75 percent of tenants shall obtain employment or increase their income by the first annual tenant assessment compared to their status at program enrollment.

IX. Reporting Requirements

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

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

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

- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 - 1. The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination; and
 - 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 - 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 - 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data

is used for reporting mandated by 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, including, but not limited to review of the following: participant files, administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of 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 memorandum of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	11/1/2026														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	11/1/2026	6/30/2030	4												
7	Provider Name	San Francisco Network Ministries Housing Corporation														
8	Program	Family Rapid Re-housing														
9	FSP Contract ID#	1000039169														
10																
11																
12	NUMBER SERVED				Year 1		Year 2		Year 3		Year 4					
13	Service Component				11/1/2026 - 6/30/2027		7/1/2027 - 6/30/2028		7/1/2028 - 6/30/2029		7/1/2029 - 6/30/2030					
14	Housing location				30		30		30		18					
15	Housing coordination				30		30		30		18					
16	Landlord liaison				30		30		30		18					
17	Subsidy administration				30		30		30		18					
18	Housing-focused case management				30		30		30		18					
19	Workforce development				30		30		30		18					

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	11/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	11/1/2026	6/30/2030	4
7	Provider Name	San Francisco Network Ministries Housing Corporation		
8	Program	Family Rapid Re-housing		
9	FSP Contract ID#	1000039169		
10				
11	APPROVED SUBCONTRACTORS			
12	None.			

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	11/1/2026							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	11/1/2026	6/30/2030	4					
6	Amended Term	11/1/2026	6/30/2030	4					
7	Provider Name	Francisco Network Ministries Housing Corpora							
8	Program	Family Rapid Re-housing							
9	FSP Contract ID#	1000039169							
10	Contract Action	New Agreement							
11	Effective Date	11/1/2026							
12	Budget Name	Prop C - Rapid Re-housing							
13	Funding:	Current	New	20%					
14	Term Budget	\$ -	\$ 4,000,318						
15		\$ -	\$ -						
16	Total Budget	\$ -	\$ 4,000,318						
17	Contingency	\$ -	\$ 800,064						
18	Not-To-Exceed (NTE)	\$ -	\$ 4,800,382						
19									
20					Year 1	Year 2	Year 3	Year 4	All Years
21					11/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	11/1/2026 - 6/30/2030
22					8 Months	12 Months	12 Months	12 Months	
23					New	New	New	New	New
24	EXPENDITURES								
25	Salaries & Benefits				\$ 196,664	\$ 321,667	\$ 321,667	\$ 147,853	\$ 987,851
26	Operating Expenses				\$ 43,955	\$ 142,868	\$ 126,600	\$ 111,600	\$ 425,023
27	Subtotal				\$ 240,619	\$ 464,535	\$ 448,267	\$ 259,453	\$ 1,412,874
28	Indirect Percentage								
29	Indirect Cost				\$ 36,094	\$ 69,682	\$ 67,240	\$ 38,918	\$ 211,934
30	Other Expenses (Not Eligible for Indirect %)				\$ 371,595	\$ 912,000	\$ 729,847	\$ 362,068	\$ 2,375,510
33	TOTAL EXPENDITURES				\$ 648,308	\$ 1,446,217	\$ 1,245,354	\$ 660,439	\$ 4,000,318
34									
35	HSH REVENUES*								
36	Prop C				\$ 648,308	\$ 1,446,217	\$ 1,245,354	\$ 660,439	\$ 4,000,318
55	TOTAL HSH REVENUES				\$ 648,308	\$ 1,446,217	\$ 1,245,354	\$ 660,439	\$ 4,000,318
56									
65	Total Adjusted Salary FTE (All Budgets)				3.35	3.35	3.35	1.95	
66	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -
67									
68	Approved by:	Kristen Moore							
69	Title:	Chief Program Officer							
70	Phone Number:	415.343.7861 ext. 102							
71	Email:	kristen@sfsafehouse.org							
72									
73	* 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.								
74									
75									

	A	B	C	D	G	J	M	P	AK		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	11/1/2026									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	11/1/2026	6/30/2030	4							
7	Provider Name	San Francisco Network Ministries Housing Corporation									
8	Program	Family Rapid Re-housing									
9	FSP Contract ID#	1000039169									
10	Contract Action (Select)	New Agreement									
11	Effective Date	11/1/2026									
12	Budget Name	Prop C - Rapid Re-housing									
13	Funding:	Current	New								
14	Term Budget	\$ -	\$ 4,000,318	20%							
16	Contingency	\$ -	\$ 800,064								
17	Not-To-Exceed (NTE)	\$ -	\$ 4,800,382								
18											
19					Year 1	Year 2	Year 3	Year 4	All Years		
20					11/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	11/1/2026 - 6/30/2030		
21					8 Months	12 Months	12 Months	12 Months			
22					New	New	New	New	New		
23	EXPENDITURES										
24	Salaries & Benefits	\$	196,664	\$	321,667	\$	321,667	\$	147,853	\$	987,851
25	Operating Expenses	\$	43,955	\$	142,868	\$	126,600	\$	111,600	\$	425,023
26	Subtotal	\$	240,619	\$	464,535	\$	448,267	\$	259,453	\$	1,412,874
27	Indirect Percentage		15.00%		15.00%		15.00%		15.00%		
28	Indirect Cost	\$	36,094	\$	69,682	\$	67,240	\$	38,918	\$	211,934
29	Other Expenses (Not Eligible for Indirect %)	\$	371,595	\$	912,000	\$	729,847	\$	362,068	\$	2,375,510
32	TOTAL EXPENDITURES	\$	648,308	\$	1,446,217	\$	1,245,354	\$	660,439	\$	4,000,318
33											
34	HSH REVENUES* (Select)										
35	Prop C	\$	648,308	\$	1,446,217	\$	1,245,354	\$	660,439	\$	4,000,318
63	TOTAL HSH + OTHER REVENUES	\$	648,308	\$	1,446,217	\$	1,245,354	\$	660,439	\$	4,000,318
64	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$	-	\$	-

	A	B	C	D	E	F	I	J	K	L	M	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	SALARY & BENEFITS DETAIL											
4	Document Date	11/1/2026										
5	Provider Name	San Francisco Network Ministries Housing Corporation										
6	Program	Family Rapid Re-housing										
7	F\$P Contract ID#	1000039169										
8	Budget Name	Prop C - Rapid Re-housing										
9												
10												
11		Year 1					Year 2					
12		Agency Totals		For HSH Funded Program		11/1/2026 - 6/30/2027	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028	
13						8 Months					12 Months	
14						New					New	
15		POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
16	Family RRH Case Manager	\$ 67,000	2.00	100%	2.00	\$ 80,400	\$ 67,000	2.00	100%	2.00	\$ 134,000	
17	Family Housing Coordinator	\$ 67,000	1.00	100%	1.00	\$ 40,200	\$ 67,000	1.00	100%	1.00	\$ 67,000	
18	Housing Program Manager	\$ 115,000	1.00	25%	0.25	\$ 19,263	\$ 115,000	1.00	25%	0.25	\$ 28,750	
19	Finance Coordinator	\$ 103,000	1.00	10%	0.10	\$ 6,901	\$ 103,000	1.00	10%	0.10	\$ 10,300	
59	TOTAL SALARIES:						\$ 146,764					\$ 240,050
60	TOTAL FTE :		3.35					3.35				
61	FRINGE BENEFIT RATE:						34.00%					34.00%
62	EMPLOYEE FRINGE BENEFITS:						\$ 49,900					\$ 81,617
63	TOTAL SALARIES & BENEFITS:						\$ 196,664					\$ 321,667

	A	B	Q	R	S	T	W	X	Y	Z	AA	AD
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	SALARY & BENEFITS DETAIL											
4	Document Date	11/1/2026										
5	Provider Name	San Francisco Network Ministries Housing Corporation										
6	Program	Family Rapid Re-housing										
7	F\$P Contract ID#	1000039169										
8	Budget Name	Prop C - Rapid Re-housing										
9												
10												
11		Year 3					Year 4					
12		Agency Totals		For HSH Funded Program		7/1/2028 - 6/30/2029	Agency Totals		For HSH Funded Program		7/1/2029 - 6/30/2030	
13						12 Months					12 Months	
14						New					New	
15		POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
16	Family RRH Case Manager	\$ 67,000	2.00	100%	2.00	\$ 134,000	\$ 67,000	1.00	100%	1.00	\$ 50,250	
17	Family Housing Coordinator	\$ 67,000	1.00	100%	1.00	\$ 67,000	\$ 67,000	1.00	75%	0.75	\$ 37,688	
18	Housing Program Manager	\$ 115,000	1.00	25%	0.25	\$ 28,750	\$ 115,000	1.00	15%	0.15	\$ 17,250	
19	Finance Coordinator	\$ 103,000	1.00	10%	0.10	\$ 10,300	\$ 103,000	1.00	5%	0.05	\$ 5,150	
59	TOTAL SALARIES:						\$ 240,050					\$ 110,338
60	TOTAL FTE :		3.35					1.95				
61	FRINGE BENEFIT RATE:						34.00%					34.00%
62	EMPLOYEE FRINGE BENEFITS:						\$ 81,617					\$ 37,515
63	TOTAL SALARIES & BENEFITS:						\$ 321,667					\$ 147,853

	A	B	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING		
2	APPENDIX B, BUDGET		
3	SALARY & BENEFITS DETAIL		
4	Document Date	11/1/2026	
5	Provider Name	San Francisco Network Ministries Housing Corporation	
6	Program	Family Rapid Re-housing	
7	FSP Contract ID#	1000039169	
8	Budget Name	Prop C - Rapid Re-housing	
9			
10			
11			All Years
12			11/1/2026 - 6/30/2030
13			
14			New
			Budgeted Salary
15	POSITION TITLE		
16	Family RRH Case Manager		\$ 398,650
17	Family Housing Coordinator		\$ 211,888
18	Housing Program Manager		\$ 94,013
19	Finance Coordinator		\$ 32,651
59		TOTAL SALARIES:	\$ 737,201
60		TOTAL FTE :	
61		FRINGE BENEFIT RATE:	
62		EMPLOYEE FRINGE BENEFITS:	\$ 250,649
63		TOTAL SALARIES & BENEFITS:	\$ 987,851

	A	B	E	H	K	N	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	11/1/2026					
5	Provider Name	San Francisco Network Ministries Housing Corporation					
6	Program	Family Rapid Re-housing					
7	F\$P Contract ID#	1000039169					
8	Budget Name	Prop C - Rapid Re-housing					
9							
10			Year 1	Year 2	Year 3	Year 4	All Years
11			11/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	11/1/2026 - 6/30/2030
12			8 Months	12 Months	12 Months	12 Months	
13			New	New	New	New	New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Rental of Property		\$ 15,600	\$ 31,200	\$ 31,200	\$ 31,200	\$ 109,200
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 4,855	\$ 32,400	\$ 32,400	\$ 32,400	\$ 102,055
17	Office Supplies, Postage		\$ 7,500	\$ 4,000	\$ 4,000	\$ 2,000	\$ 17,500
18	Building Maintenance Supplies and Repair		\$ -	\$ 10,000	\$ 7,500	\$ 7,500	\$ 25,000
19	Printing and Reproduction		\$ -	\$ 10,000	\$ 7,500	\$ 7,500	\$ 25,000
20	Insurance		\$ 5,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 30,000
21	Staff Training		\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,000	\$ 11,000
22	Staff Travel - (Local & Out-of-Town)		\$ 3,000	\$ 9,000	\$ 9,000	\$ 6,000	\$ 27,000
23	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
24	Gift Cards		\$ 2,000	\$ 4,000	\$ 4,000	\$ 3,000	\$ 13,000
25	Barrier Removal		\$ 3,000	\$ 17,268	\$ 6,000	\$ 3,000	\$ 29,268
26	Client Activities - Wellness, Groups, Therapy, Art Therapy, etc.		\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 36,000
27			\$ -	\$ -	\$ -	\$ -	\$ -
62	TOTAL OPERATING EXPENSES		\$ 43,955	\$ 142,868	\$ 126,600	\$ 111,600	\$ 425,023
63							
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)						
65	Rental Assistance/Subsidy Payments		\$ 150,000	\$ 864,000	\$ 681,847	\$ 355,268	\$ 2,051,115
66	Move-in Costs		\$ 137,595	\$ 32,000	\$ 32,000	\$ 5,000	\$ 206,595
67	Furniture		\$ 84,000	\$ 16,000	\$ 16,000	\$ 1,800	\$ 117,800
91	TOTAL OTHER EXPENSES		\$ 371,595	\$ 912,000	\$ 729,847	\$ 362,068	\$ 2,375,510

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE			Fiscal Year		
4	Prop C - Rapid Re-housing		FY26-27			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	
6	Family RRH Case Manager	2.00	\$ 80,400	2 FTE Case Managers to provide housing focused case management services including client assessments, document gathering, referrals to outside resources, accompaniment to housing appointments, advocacy, workforce development and client support.	2 FTE x \$40,200 (salary over 8 months) = \$80,400	
7	Family Housing Coordinator	1.00	\$ 40,200	1 FTE Housing Coordinator to provide housing location services including assisting participants with housing searches, barrier removal, landlord and community education, landlord relationship building and recruitment, and coordination with HSH staff.	1 FTE x \$40,200 (salary over 8 months) = \$40,200	
8	Housing Program Manager	0.25	\$ 19,263	.25 FTE Housing Program Manager to provide administration of the RRH program, oversees and supervises Case Manager and Housing Coordinator, and assists with OA for landlords and community partners.	Annual Salary \$115,000 x .25 FTE = \$28,750 x .67 (proration) = \$19,263	
9	Finance Coordinator	0.10	\$ 6,901	.10 FTE Finance Coordinator to provide subsidy administration services, including initial setup of participants and landlords in financial system, and ongoing administration of subsidy payments, and move-in costs.	Annual Salary \$103,000 x .10 FTE = 10,300 x .67 (proration) = \$6,901	
48	TOTAL		3.35	\$ 146,764		
49	Employee Fringe Benefits	34%	\$ 49,900	Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.		
50	TOTAL SALARIES & BENEFITS		\$ 196,664			
51						
52	OPERATING EXPENSES	Budgeted Expense	Justification	Calculation		
53	Rental of Property	\$ 15,600	Partial expense for building rental for RRH program operation (offices, client meeting space)	Annual Rental Fees of \$180,158 /12 x 8 = \$120,105 x .129 = \$15,600		
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 4,855	Utilities for building operating RRH program	Hope Center Utilities \$54,600/12 x 8 = \$36,400 x .1334 = \$4,855		
55	Office Supplies, Postage	\$ 7,500	Initial set-up of new Family Rapid Rehousing staff, including PC, and other office supplies	Approximately \$5,382.50 x 2 New Employees, prorated		
56	Building Maintenance Supplies and Repair	\$ -	Building maintenance supplies and repairs for the drop in space where clients meet with case manager and housing coordinator to receive services.			
57	Printing and Reproduction	\$ -	Printing materials for materials, forms and check distribution			
58	Insurance	\$ 5,000	Property, liability, and auto insurance for the program.	Approximately \$625 mo x 8 months = \$5,000		
59	Staff Training	\$ 3,000	Training for new staff, including system trainings, Human Trafficking and DV trainings, trauma informed care, working with survivors, housing location training, etc.	Approx. \$2,500 per staff x 2 new staff = \$5,000, prorated		
60	Staff Travel - (Local & Out-of-Town)	\$ 3,000	Travel to take participants to housing appointments, mobile advocacy, etc.	Approx. 60 trips x \$50 per trip = \$3,000		
61	Rental of Equipment	\$ -				
62	Gift Cards	\$ 2,000	Gift cards for client participants for one-time costs to assist participants with basic needs for themselves and their children. Gift cards will be administered in alignment with HSH's policy and not exceed \$300 per unique client.	Approx. \$100 per card x 20 participants = \$2,000		
63	Barrier Removal	\$ 3,000	Barrier Removal funding will support flexible, client-specific expenses that address immediate barriers to housing stabilization, increased income, and successful transition to permanent housing. Eligible expenses may include food assistance, transportation, employment-related costs, documentation fees, and other necessary supports not otherwise covered by existing resources.	Approx. \$375 per month x 8 months = \$3,000		
64	Client Activities - Wellness, Groups, Therapy, Art Therapy, etc.	\$ -	Support groups and activities aimed at supporting clients in maintaining housing and recovering from trauma related to their experiences of violence.			
100	TOTAL OPERATING EXPENSES		\$ 43,955			
102	Indirect Cost	15.0%	\$ 36,094			
103						
104						
105	OTHER EXPENSES (Not Eligible for Indirect Cost %)	Amount	Justification	Calculation		
106	Rental Assistance/Subsidy Payments	\$ 150,000	Rental assistance paid directly to the landlord on or before the first of the month.	~50 subsidies paid as program ramps up with an average \$3000 per subsidy		
107	Move-in Costs	\$ 137,595	Funding to support payment of security deposits, landlord incentives, unit holds, application fees, utility arrears, movers and other move-in related expenses.	30 placements in year 1 x ~\$4,585 per HH		
108	Furniture	\$ 84,000	Funding for essential furniture such as bedroom furniture, kitchen items, towels, pillows and bedding, couch, chairs, lamps, and other household related items.	average HH size is 3, \$1800 for the base furniture package with an additional \$500 per child = \$2800 per HH		
133	TOTAL OTHER EXPENSES		\$ 371,595			