



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	August 6, 2026
Subject	Grant Agreement Approval: Housing Authority of the City and County of San Francisco Emergency Housing Voucher Administration

<i>Agreement Information</i>	
FSP#	1000038764
Provider	Housing Authority of the City and County of San Francisco
Program Name	Emergency Housing Voucher Administration
Agreement Action	Original Agreement
Agreement Term	October 1, 2026 - June 30, 2029

Agreement Amount

New	Contingency¹	Total Not to Exceed (NTE)
\$25,000,000	\$3,750,000	\$28,750,000

<i>Funding Information</i>	
Funding Sources²	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 Housing Authority of the City and County of San Francisco (Housing Authority) for the provision of Emergency Housing Voucher (EHV) Administration for the period of October 1, 2026 to June 30, 2029. This new agreement is for new services.

Background

The EHV Program was created pursuant to the American Rescue Plan Act of 2021 as part of the federal government's broader response to COVID-19. Seeded as a novel initiative between the Continuum of Care (CoC) and Public Housing Authority (PHA), the EHV Program provides rental assistance to individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. As the local CoC, HSH was responsible for identifying and referring candidates to the Housing Authority, which issued the voucher and continues to administer rental assistance and ongoing occupancy functions. Beyond facilitating referrals, which

¹ Contingency applied to FY 26-27 - FY 28-29 budgeted amount.

² The funding sources listed reflect current and future years.

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concluded on September 30, 2023, HSH continues to fund a network of grantee provider partners spanning the Adult, Transitional Age Youth, Family, and Victim Service Provider networks to offer housing location, housing coordination, landlord liaison, and case management services to EHV households.

While the U.S. Department of Housing and Urban Development (HUD) allocated 906 EHV to San Francisco, over 1,300 households were referred during the life of the program due to voucher expiration, turnover, or absorption by a receiving public housing authority under portability. At its height, more than 950 EHV were simultaneously housed, comprising households residing in San Francisco or in jurisdictions in which the receiving PHA was billing assistance back to the Housing Authority.

While EHV funds were originally projected to be available through 2030, HUD announced early termination of the program. In anticipation of that early termination, HSH's adopted FY25-27 budget included a \$27 million reserve to support the EHV transition beginning in FY26-27. As such, this new agreement is intended to support the continuation of rental assistance payments and associated program administration services for households currently housed through the EHV Program after funding from HUD is depleted, expires, or is otherwise no longer available. Funding under this agreement will support these costs while HSH and the Housing Authority coordinate the transition of EHV households to other permanent housing subsidies, voucher programs, or funding sources, as available. Transitions are anticipated to begin prior to the onset of this agreement and continue throughout the agreement term, with an estimated 675 households active at the time the agreement commences. As households transition to alternative housing resources, utilization of funds under this agreement is expected to decrease proportionally over time.

Services to be Provided

The purpose of this grant is to support the continuation of rental assistance payments and program administration services for households currently housed through the EHV Program after funding from HUD is depleted, expires, or is otherwise no longer available. Grantee shall provide services to households that are currently housed through the EHV Program and have been confirmed eligible by both the Housing Authority and HSH. Rental assistance payments (Housing Assistance Payments (HAP)) are calculated based on current per unit costs averaging \$2,975 per month. HAP will be payable to property owners and management companies in accordance with executed leases, HAP contracts, and applicable program requirements.

Similarly, Administrative Fees, which are payable through the Housing Authority to the existing and competitively procured third-party subcontractor (i.e. Paul Edwards Management and Consulting, LLC), are calculated at an approximate rate of \$100 per voucher per month. Administrative fees are intended to support requisite program administration services, including reexaminations, inspections, processing moves, existing portability functions, and administering informal hearings and reasonable accommodation requests.

Selection



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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
Housing Authority of the City and County of San Francisco
Emergency Housing Voucher Administration

I. Purpose of Grant

The purpose of this grant is to support the continuation of rental assistance payments and program administration services for households currently housed through the Emergency Housing Voucher (EHV) Program after funding from the U.S. Department of Housing and Urban Development (HUD) is depleted, expires, or is otherwise no longer available. Funding under this agreement shall support ongoing rental assistance payments and program administration costs while the San Francisco Department of Homelessness and Supportive Housing (HSH) and the Housing Authority of the City and County of San Francisco (Housing Authority) coordinate the transition of EHV households to other permanent housing subsidies, voucher programs, or funding sources, as available.

II. Eligible Households and Prioritization

Households served through this agreement shall be actively housed through the EHV Program and approved by the Housing Authority and HSH for continued rental assistance following the depletion, expiration, or discontinuation of HUD funding. Households shall continue to receive rental assistance and program administration services, in accordance with applicable policies and procedures, including the [Housing Authority's Housing Choice Voucher Administrative Plan](#).

III. Description of Services

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate rental assistance payments and provide program administration services as outlined in the Housing Authority's Housing Choice Voucher Administrative Plan for households previously assisted through HUD funds. Services include the following:

A. Subsidy Administration:

1. Grantee shall administer rental assistance payments for eligible households identified by HSH and the Housing Authority for continued assistance following the depletion, expiration, or discontinuation of HUD funding.
2. Grantee shall complete timely and accurate payments to property owners and management entities in accordance with executed leases, Housing Assistance Payment (HAP) contracts, and applicable program requirements.
3. Grantee shall maintain administrative and financial systems necessary to support subsidy issuance, payment processing, financial reconciliation, and documentation related to participating households.
4. Grantee shall coordinate with HSH and applicable service providers regarding household voucher status, continuation of rental assistance, and transition to another permanent housing subsidy or funding source, as available.

B. Program Administration:

1. Consistent with annual and interim reexaminations, verify household income and family composition, and calculate tenant rent and HAP

2. Perform initial, special, annual and/or biennial inspections of units, in accordance with the National Standards for the Physical Inspection of Real Estate (NSPIRE).
3. Process landlord requested rent increases in a timely and accurate manner.
4. Process non-elective Intent to Move requests in a timely and accurate manner, including scheduling, conducting, and document participant briefings.
5. Issue accurate rent change notices to participants and property owners no later than 30 days prior to the effective date of change.
6. Administer all portability functions, including coordination with receiving public housing authorities billing the Housing Authority for assistance provided to EHV households initially referred to the program by HSH.
7. Administer an informal hearing process to consider and respond to all participant grievances in a timely and accurate manner.
8. Review and respond to all reasonable accommodation requests in a timely, consistent, and compliant manner.

IV. Location and Time of Services

Grantee shall provide services at the Housing Authority, 1815 Egbert Avenue, San Francisco, CA 94124, Monday through Friday from 8:00 am to 5:00 pm, except for holidays. Services may be provided at additional times and locations, as needed.

V. 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. Data Standards:

1. Data will be maintained consistent with current Housing Authority practices in Emphasys Elite®, and in accordance with applicable policies and procedures for the Housing Choice Voucher Program and EHV Program. Other platforms that may remain in use as required or otherwise applicable during operation of said programs include Microsoft 365, GoSection8 (Affordablehousing.com, CRM, KnowledgeLake, and Granicus (Screening reports) and Landis Technologies, LLC.
 2. Grantee is not required to enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to Grantee regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
- C. 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, consistent with the Housing Authority's [Limited English Proficiency Plan](#).
- D. Critical Incident: Grantee shall report critical incidents, as defined in the [Critical Incident Policy](#), to HSH, according to the policy. Critical incidents shall be reported using the [Critical Incident Report form](#). In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager.
- E. 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; and
 2. Attendance at all meetings requested by HSH.

VI. Outcome Objectives

Grantee shall achieve the following outcome objectives during the term of this grant.

- A. Ensure timely disbursement of HAP, with a target of at least 98 percent of HAP payments issued by the 5th business day of each month.
- B. Complete annual reexaminations of household income and composition in accordance with HUD requirements, ensuring that at least 95 percent of reexaminations are completed at least once every 12 months.

VII. Reporting Requirements

- A. Grantee shall provide a monthly report by the 15th of the following month that includes HAP disbursements, moves, exits, and, if applicable, transitions to another permanent housing subsidy or funding source. This report will be submitted through a preauthorized template and/or platform, including encrypted email or file transfer protocol (e.g. ShareFile).
- B. Grantee shall provide complete and accurate annual reexamination information on a biweekly basis using a preauthorized template and/or platform, including encrypted email or File Transfer Protocol site.
- C. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

VIII. Monitoring Activities

- A. 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 memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

PROVIDER:	Housing Authority o
PROGRAM:	Emergency Housing

BUDGET HISTORY:

#	Date of Budget Change	Contract Action	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
1	10/1/2026	New Agreement	Ongoing	\$25,000,000.00		a new agreement to cover the fund for EHV programs that is ending

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	10/1/2026											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	10/1/2026	6/30/2029	3									
6	Amended Term	10/1/2026	6/30/2029	3									
7	Provider Name	Housing Authority of the City and County of San Francisco (SFHA)											
8	Program	Emergency Housing Voucher Administration (EHV)											
9	F\$P Contract ID#	1000038764											
10													
11													
12	NUMBER SERVED				Year 1		Year 2		Year 3				
13	Service Component				10/1/2026 - 6/30/2027		7/1/2027 - 6/30/2028		7/1/2028 - 6/30/2029				
14	This agreement does not fund direct services. Funding supports Housing Assistance Payments and administrative fees for existing EHV households as they transition to other permanent rental assistance programs. The number of households supported will decrease over the term of the agreement as households transition.				Up to 675		Up to 400		Up to 150				

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	10/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	10/1/2026	6/30/2029	3
6	Amended Term	10/1/2026	6/30/2029	3
7	Provider Name	g Authority of the City and County of San Francisco		
8	Program	Emergency Housing Voucher Administration (EHV)		
9	FSP Contract ID#	1000038764		
10				
11	APPROVED SUBCONTRACTORS			
12	None			

	A	B	C	D	G	J	M	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	10/1/2026									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	10/1/2026	6/30/2029	3							
6	Amended Term	10/1/2026	6/30/2029	3							
7	Provider Name	Authority of the City and County of San Francisco									
8	Program	Emergency Housing Voucher Administration (EHV)									
9	FSP Contract ID#	1000038764									
10	Contract Action (Select)	New Agreement									
11	Effective Date	10/1/2026									
12	Budget Name	Prop C - EHV program									
13	Funding:	Current	New	15%							
14	Term Budget	\$ -	\$ 25,000,000								
16	Contingency	\$ -	\$ 3,750,000								
17	Not-To-Exceed (NTE)	\$ -	\$ 28,750,000								
18											
19					Year 1	Year 2	Year 3	All Years			
20					10/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	10/1/2026 - 6/30/2029	10/1/2026 - 6/30/2029	10/1/2026 - 6/30/2029	
21					9 Months	12 Months	12 Months				
22					New	New	New			New	
23	EXPENDITURES										
29	Other Expenses (Not Eligible for Indirect %)				\$ 14,000,000	\$ 9,000,000	\$ 2,000,000	\$ -	\$ 25,000,000	\$ 25,000,000	
32	TOTAL EXPENDITURES				\$ 14,000,000	\$ 9,000,000	\$ 2,000,000	\$ -	\$ 25,000,000	\$ 25,000,000	
33											
34	HSH REVENUES* (Select)										
35	Prop C				\$ 14,000,000	\$ 9,000,000	\$ 2,000,000	\$ -	\$ 25,000,000	\$ 25,000,000	
54	TOTAL HSH REVENUES				\$ 14,000,000	\$ 9,000,000	\$ 2,000,000	\$ -	\$ 25,000,000	\$ 25,000,000	
55											
56	OTHER REVENUES (NON-HSH) (Select)										
61	TOTAL OTHER REVENUES				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
62											
63	TOTAL HSH + OTHER REVENUES				\$ 14,000,000	\$ 9,000,000	\$ 2,000,000	\$ -	\$ 25,000,000	\$ 25,000,000	
64	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -		\$ -	
65											
66											
67											
68	Approved by:	Joe Mueller									
71	Email:	muellerj@sfha.org									

	A	B	C	D	G	J	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	10/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	10/1/2026	6/30/2029	3						
6	Amended Term	10/1/2026	6/30/2029	3						
7	Provider Name	Authority of the City and County of San Francisco								
8	Program	Emergency Housing Voucher Administration (EHV)								
9	FSP Contract ID#	1000038764								
10	Contract Action (Select)	New Agreement								
11	Effective Date	10/1/2026								
12	Budget Name	Prop C - EHV program								
13	Funding:	Current	New	15%						
14	Term Budget	\$ -	\$ 25,000,000							
16	Contingency	\$ -	\$ 3,750,000							
17	Not-To-Exceed (NTE)	\$ -	\$ 28,750,000							
72										
73										
74	* 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.									
75										
76										

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	OPERATING DETAIL					
4	Document Date	10/1/2026				
5	Provider Name	Housing Authority of the City and County of San Francisco (SFHA)				
6	Program	Emergency Housing Voucher Administration (EHV)				
7	F\$P Contract ID#	1000038764				
8	Budget Name	Prop C - EHV program				
9						
10						
11						
12						
13						
14	OPERATING EXPENSES					
62	TOTAL OPERATING EXPENSES		\$ -	\$ -	\$ -	\$ -
63						
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)					
65	Housing Assistance Payment (HAP)			\$ 13,550,000	\$ 13,550,000	
66	Admin Fees			\$ 450,000	\$ 450,000	
91	TOTAL OTHER EXPENSES		\$ -	\$ 14,000,000	\$ 14,000,000	\$ -
93	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -	\$ -	\$ -	\$ -
94						
104	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ -

	A	B	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	OPERATING DETAIL					
4	Document Date	10/1/2026				
5	Provider Name	Housing Authority of the City and County of San Francisco				
6	Program	Emergency Housing Voucher Administration (EHV)				
7	FSP Contract ID#	1000038764				
8	Budget Name	Prop C - EHV program				
9						
10			Year 2		Year 3	
11			7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029
12			12 Months	12 Months	12 Months	12 Months
13				New		
14	OPERATING EXPENSES		Change	Budgeted Expense	Budgeted Expense	Change
62	TOTAL OPERATING EXPENSES		\$ -	\$ -	\$ -	\$ -
63						
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)					
65	Housing Assistance Payment (HAP)		\$ 8,700,000	\$ 8,700,000		\$ 1,940,000
66	Admin Fees		\$ 300,000	\$ 300,000		\$ 60,000
91	TOTAL OTHER EXPENSES		\$ 9,000,000	\$ 9,000,000	\$ -	\$ 2,000,000
93	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -	\$ -	\$ -	\$ -
94						
104	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ -

	A	B	K	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	OPERATING DETAIL					
4	Document Date	10/1/2026				
5	Provider Name	Housing Authority of the City and County of San Francisco				
6	Program	Emergency Housing Voucher Administration (EHV)				
7	FSP Contract ID#	1000038764				
8	Budget Name	Prop C - EHV program				
9						
10				All Years		
11			7/1/2028 - 6/30/2029	10/1/2026 - 6/30/2029	10/1/2026 - 6/30/2029	10/1/2026 - 6/30/2029
12			12 Months			
13			New			New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
62	TOTAL OPERATING EXPENSES		\$ -	\$ -	\$ -	\$ -
63						
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)					
65	Housing Assistance Payment (HAP)		\$ 1,940,000	\$ -	\$ 24,190,000	\$ 24,190,000
66	Admin Fees		\$ 60,000	\$ -	\$ 810,000	\$ 810,000
91	TOTAL OTHER EXPENSES		\$ 2,000,000	\$ -	\$ 25,000,000	\$ 25,000,000
93	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -	\$ -	\$ -	\$ -
94						
104	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ -

	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 - EHV program		FY26-27			
51						
52	OPERATING EXPENSES		<u>Budgeted Expense</u>		<u>Justification</u>	<u>Calculation</u>
105	<u>OTHER EXPENSES (Not Eligible for Indirect Cost %)</u>		<u>Amount</u>		<u>Justification</u>	<u>Calculation</u>
	Housing Assistance Payment (HAP)		\$ 13,550,000		Rental assistance paid by the Authority to the owner of a unit occupied by a voucher holder. This HAP is critical to ensuring affordability of the unit and preventing the displacement of any participants - many of whom are below 50% of the area median income.	Calculation is based on current average rate of approximately \$2,975 per voucher per month. HAP amount is determined on a case-by-case basis and varies based on household income, household composition, and contract rent.
106						
	Admin Fees		\$ 450,000		Used to pay the Authority's 3rd party contractor for the administration of the program. This covers processing annual reexaminations, unit changes, and any other ongoing program operations, including the process of transitioning EHV participants to the HCV program.	Calculated at a rate of approximately \$100 per voucher per month.
107						
133	TOTAL OTHER EXPENSES		\$ 14,000,000			
134						