



SAN FRANCISCO HUMAN SERVICES AGENCY

Memorandum

To: Disability And Aging Services Commission

Through: Kelly Dearman, Executive Director

From: Cindy Kauffman, Deputy Director
Esperanza Zapien, Director Of Office of Contract Management

Date: September 2, 2026

Subject: Grant Modification: **Openhouse** (Nonprofit) For Provision Of Housing Resource List

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	<u>Current</u>	<u>Mod</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
	7/1/26- 6/30/28	9/1/26- 6/30/27	7/1/26- 6/30/28		
Grant Amount:	\$109,720	\$24,840	\$134,560	\$13,456	\$148,016

Modified Annual Amount:	<u>FY 26-27</u>	<u>FY 27-28</u>
	\$79,700	\$54,860

Funding Source:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$134,560			\$13,456	\$148,016

Percentage:	100%	100%
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The San Francisco Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with Openhouse for the period of September 1, 2026 through June 30, 2027, in the additional amount of \$24,840 plus a 10% contingency for a revised total amount not to exceed \$148,016. The purpose of this modification is to increase the amount to support the initial translations of the Housing Resource List in the threshold languages.



Background

Affordable housing is a critical need for many older adults and adults with disabilities living in San Francisco. The Housing Resource List is a regularly maintained and distributed list/database of affordable housing opportunities available for the benefit of the San Francisco Bay Area community, with housing opportunities researched via phone, online, and lottery-based housing portals of Bay Area counties.

Services to be Provided

Openhouse will research affordable housing opportunities in the Bay Area, compile active opportunities such as affordable housing providers that are actively accepting applications, housing waitlists open to applicants, and rental properties that have available units, and then widely distribute the Housing Resource List to older adults, adults with disabilities, and organizations working with these individuals. On an annual basis, Openhouse will create and distribute 12 Housing Resource Lists (one per month) and maintain the monthly Housing Resource List in threshold languages, including English, Spanish, Chinese, Russian, Filipino, and Vietnamese.

The additional funds requested from this modification will support the initial translations of the Housing Resource List in the threshold languages.

Selection

The grantee was selected through RFP #1228 issued February 2, 2026.

Funding

Funding for this grant is provided through County General Funds.

ATTACHMENTS

Appendix A, Scope of Services

Appendix B-1, Budget



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Appendix A – Scope of Services

Openhouse
Housing Resource List
July 1, 2026 - June 30, 2028

I. Purpose of Grant

The purpose of this grant is to provide a regularly maintained and distributed list/database of affordable housing opportunities for older adults and adults with disabilities available in the San Francisco Bay Area community.

II. Definitions

Adult with a Disability	Person 18 years of age or older living with a disability
Affordable Housing Opportunities	Housing rental units that are affordable to people with low to moderate income.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living: eating, dressing, transfer, bathing, toileting, grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living: preparing meals, managing money, shopping for groceries or personal items, performing housework, using a phone.
CARBON	SFHSA's web-based Contracts Administration, Reporting, and Billing On-line System
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
DAS	Department of Disability and Aging Services
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning mobility, and self-direction, capacity for independent living, economic self-sufficiency,



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	cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Grantee	Openhouse
Housing Resource List	A document or database that provides information about available affordable housing and housing-related assistance that can help individuals and families find housing that meets their needs, used interchangeably with “the List”
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non-heterosexual and /or whose gender identity does not correspond to their sex assigned at birth. This includes, but is not limited to lesbian, gay, bisexual, transgender, genderqueer, and gender nonbinary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person’s primary language.
Low to Moderate Income	Having income at or below 200% of the federal poverty line defined by the Federal Bureau of the Census and published annually by the U.S. Dept. of Health & Human Services.
Older Adult	Person who is 60 years of age or older, used interchangeably with “senior”
Senior	Person who is 60 years of age or older, used interchangeably with “older adult”
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 - 104.9</i>).

III. Target Population

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, the Grantee shall ensure that program services are accessible to:

- A.** Persons with low to moderate income
- B.** Persons who are socially isolated
- C.** Persons with limited English-speaking proficiency



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- D.** Persons from communities of color or historically underserved communities that have historically been under-served
- E.** Members of the LGBTQIA+ community
- F.** Persons at risk of institutionalization
- G.** Older adults
- H.** Adults with a disability

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

- A.** Research affordable housing opportunities in the Bay Area, compile active opportunities such as affordable housing providers that are actively accepting applications, housing waitlists open to applicants, and rental properties that have available units, and then widely distribute the Housing Resource List to older adults, adults with disabilities, and organizations working with these individuals.

Grantee will:

- 1.** Develop a standardized approach for researching, compiling, and updating a document / database of affordable housing opportunities including rental units and rental assistance in San Francisco and nearby counties (e.g. Marin, Alameda, Contra Costa, San Mateo) on a monthly basis.
- 2.** Update and distribute the Housing Resource List by no later than the 5th calendar day of each month via publication of the Grantee's website, email through an electronic mailing list of individuals and service partners created and maintained by the organizations, and in print.
- 3.** Develop a standardized introduction to the List and/or "Frequently Asked Questions/Answers" section on the List.
- 4.** Develop and maintain the List in the following target population threshold languages in addition to English:
 - Spanish
 - Chinese
 - Russian
 - Filipino
 - Vietnamese
- 5.** Supply the List to community-based organizations who work with the target population.
- 6.** Supply the List directly to interested individuals upon request.
- 7.** Maintain a distribution list of all monthly recipients, including whether the recipient is an individual or a community-based organization.
- 8.** Develop policies and procedures that detail general maintenance and processes for all aspects of the program service, including addition/removal of housing resources to/from the List, and addition/removal of recipients so the community is informed of how they can receive the List every month.



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9. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS Hub. The Grantee will share the survey results with DAS Hub by March 15th each grant year or on a mutually agreed upon date between DAS Hub and the grantee.
10. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
11. Grantee will ensure that units of service provided are tracked and distinguishable.

V. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- A. Grantee will create and distribute 12 Housing Resource Lists annually (one per month)
 1. The List will be updated and revised on a monthly basis with revision date clearly noted.
 2. Grantee will submit the List to DAS by the 1st business day of each month.
- B. Grantee will meet the minimum number of recipients beginning 7/1/2026, and increase the number of individual consumers and organizations/agency providers who receive and/or access the List by the following amounts:
 1. A minimum of 7,000 individual recipients beginning 7/1/2026, to be increased by 5% for a minimum of 7,350 by 6/30/2027.
 2. The number of individual recipients must increase by 5% each fiscal year thereafter.
 3. A minimum of 800 organization/agency recipients beginning 7/1/2026, to be increased by 20% for a minimum of 960 by 6/30/2027.
 4. The number of organization/agency recipients must increase by 20% each fiscal year thereafter.

VI. Outcome Objectives

During the grant term, Grantee will meet the following outcome objectives:

- A. Grantee will conduct an annual survey, distributed to the List recipients to ascertain and ensure the following:
 1. A minimum of 85% of respondents are satisfied with the relevancy of the information contained in the List.
 2. A minimum of 85% of respondents are satisfied with the reliability of the information contained in the List.
- B. The annual survey must meet the following number of survey respondents:



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1. A minimum of 50 completed surveys by community-based organizations
2. A minimum of 100 completed surveys by individual consumers.

VII. Data Collection and Reporting Requirements

- A.** Grantee will submit the updated Housing Resource List via email to the assigned Program Analyst by the 1st business day of each month.
- B.** Grantee will provide an annual report summarizing the grant/contract activities, referencing the tasks described in Sections V & VI – Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON system by the 15th of the month following the end of the program year.
- C.** Grantee will provide ad hoc reports as required by the Department.

For assistance with reporting requirements or submission of reports, contact:

Emmy Miller, Contract Manager
Office of Contract Management, SFHSA
emmy.miller@sfgov.org

or

Dana Leavitt, Program Manager
DAS Benefits and Resources Hub, SFHSA
dana.leavitt@sfgov.org

VIII. Monitoring Activities

- A.** Program Monitoring will include review of compliance to specific program standards or requirements, consumer eligibility and targeted mandates, back-up documentation for the units of service, agency and organization standards, and program operation.
- B.** Fiscal Compliance and 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 policy manual, 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 MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Grantee/Contractor: <i>Openhouse</i>					7/1/26 - 6/30/28
Program: <i>Housing Resource List</i>					
New ☐ Modification ☒ Revisor ☐ (Check One)					
date of modification: September 2026					
	7/1/26 - 6/30/27	7/1/26 - 6/30/27	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/26 - 6/30/28
Expenses	Original	MOD/Revision	Revised	Budget	Total
Salaries & Benefits	\$44,204		\$44,204	\$44,204	\$88,408
Operating-Direct	\$3,500	\$21,600	\$25,100	\$3,500	\$28,600
Subtotal	\$47,704	\$21,600	\$69,304	\$47,704	\$117,008
Indirect Percentage (%)	15%		15%	15%	15%
Indirect Costs (Line 16 X Line 15)	\$7,156	\$3,240	\$10,396	\$7,156	\$17,552
Consultant/Subcontractor (\$50,000+)					
Direct Client Pass-Through					
Capital Expenses					
Total Expenses	\$54,860	\$24,840	\$79,700	\$54,860	\$134,560
HSA / DAS Revenues					
General Fund	\$54,860		\$54,860	\$54,860	\$109,720
State					
Federal					
OTO General Fund		\$24,840	\$24,840		\$24,840
Total HSA / DAS Revenues	\$54,860	\$24,840	\$79,700	\$54,860	\$134,560
Grantee/Contractor Revenues					
Total Grantee/Contractor Revenues					
Total Revenues	\$54,860	\$24,840	\$79,700	\$54,860	\$134,560
Prepared By/Date:					
Telephone No. & Email: 415-530-2783 mcimino@openhousesf.org					HSA Budget Form (12/25)

Grantee/Contractor: Openhouse
Program: Housing Resource List

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Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		7/1/26 - 6/30/27	7/1/26 - 6/30/27	7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27 - 6/30/28	7/1/26 - 6/30/28
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	MOD/Revision	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budget	Total
Housing Resource Navigator	\$68,640	1.00	22%	0.22	\$15,077		\$15,077	\$68,640	1.00	22%	0.22	\$15,077	\$30,154
Housing Resource Manager	\$78,032	1.00	20%	0.20	\$15,606		\$15,606	\$78,032	1.00	20%	0.20	\$15,606	\$31,212
Director of CSS	\$125,000	1.00	5%	0.05	\$6,154		\$6,154	\$125,000	1.00	5%	0.05	\$6,154	\$12,308
				-							-		
TOTALS	\$271,672	3.00	0.47	0.47	\$36,837		\$36,837	\$271,672	3.00	47%	0.47	\$36,837	\$73,674
FRINGE BENEFIT RATE	20%						20%						
EMPLOYEE FRINGE BENEFITS					\$7,367		\$7,367					\$7,367	\$14,734
TOTAL SALARIES & BENEFITS					\$44,204		\$44,204					\$44,204	\$88,408

HSA Budget Form (12/25)

Grantee/Contractor: Openhouse
Program: Housing Resource List

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Operating Expenses Detail

	7/1/26 - 6/30/27 Original	7/1/26 - 6/30/27 MOD/Revision	7/1/26 - 6/30/27 Revised	7/1/27 - 6/30/28 Budget	7/1/26 - 6/30/28 Total
<u>Expenditure Category</u>					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Consulting/Professional Services</u>					
Lan Do (translation services)	\$2,500	\$21,600	\$24,100	\$2,500	\$26,600
<u>Other</u>					
Housing List Printing & Postage	\$1,000		\$1,000	\$1,000	\$2,000
<u>Total Operating Expense</u>	\$3,500	\$21,600	\$25,100	\$3,500	\$28,600

HSA Budget Form (12/25)