



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	March 21, 2024
Subject	Grant Agreement Approval: Abode Services Fiscal Agent - Prevention

<i>Agreement Information</i>	
F\$P#	1000031803
Provider	Abode Services
Program Name	Fiscal Agent - Prevention
Agreement Action	Original Grant Agreement Approval
Agreement Term	April 1, 2024 to June 30, 2026

Agreement Amount

New	Contingency	Total Not to Exceed (NTE)
\$8,378,711	\$1,521,289	\$9,900,000

<i>Funding Information</i>	
Funding Sources¹	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 Abode Services for the provision of Prevention Fiscal Agent for the period of April 1, 2024 to June 30, 2026. This new agreement is for new services.

Background

HSH, in partnership with the Mayor’s Office of Housing & Community Development, provides critical homelessness prevention services through the San Francisco Emergency Rental Assistance Program (SF ERAP), which serves more than 2,300 households per year. The provision of financial assistance at this level is complex, requiring significant organizational and fiscal capacity to ensure that assistance is issued in a timely manner to maintain the client’s housing. As the need for homelessness prevention services in San Francisco continues to grow, SF ERAP Providers require additional support to continue issuing assistance efficiently and effectively. Through this grant agreement, Abode Services will serve as the Fiscal Agent for SF ERAP and issue financial assistance on the program’s behalf. This grant agreement is modeled after similar services provided by Abode for HSH’s Problem Solving program, which has proven highly successful. HSH expects that this agreement will reduce the time for issuing assistance by several days, which can have a significant impact when a household is on the verge of losing their housing.

¹ The funding sources listed reflect current and future years.

Services to be Provided

The purpose of the grant is to provide Prevention Fiscal Agent services to all populations at high risk of homelessness, including families, adults, and transitional age youth (TAY). Grantee will provide services to 980 households over the *course of the initial agreement term* with a budgeted staff of 1.68 full-time equivalent (FTE) in FY 23-24 and 3.35 FTE in FYs 24-25 and 25-26.

Selection

The Board of Supervisors adopted Ordinance No. 61-19, which authorizes HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis, which is valid until May 2024, or until the Point In Time (PIT) count is at 5,350. Abode Services was selected for provision of these services based on the organization’s experience and ability to begin services in a timely manner.



Appendix A, Services to be Provided
by
Abode Services
Fiscal Agent - Prevention

I. Purpose of Grant

The purpose of the grant is to provide Fiscal Agent Services (i.e., issue Homelessness Prevention Financial Assistance) to the City and County of San Francisco-funded grantees providing homelessness prevention services to households at high risk of experiencing homelessness. The goal of these services is to support homelessness prevention services outside of the Homelessness Response System via the San Francisco Emergency Rental Assistance Program (SF ERAP).

II. Served Population

Grantee shall serve people experiencing homelessness and at high risk of experiencing homelessness in San Francisco.

III. Referral and Prioritization

All referrals shall be made by SF ERAP providers via the SF ERAP Database, in accordance with established Fiscal Agent processes.

IV. Description of Services

Grantee shall provide the following services:

A. Homelessness Prevention Financial Assistance

Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate financial assistance to support SF ERAP.

1. In circumstances in which Homelessness Prevention Financial Assistance is being requested by an SF ERAP Provider, Grantee shall follow the guidelines and procedures included within the “SF ERAP Desk Guide¹” and the “Fiscal Agent Policy and Procedures²” document. Grantee shall issue Financial Assistance in accordance with the policies and procedures found in these documents, which are subject to change.
2. Upon receipt of documentation, Grantee shall issue Financial Assistance within the timeframe specified.
3. Grantee shall collect and maintain documentation supporting SF ERAP fund issuance as detailed in the “Fiscal Agent Policy and Procedures” document and SF ERAP Desk Guide.

V. Location and Time of Services

Grantee shall provide services in San Francisco, CA, Monday through Friday from 9:00 am to 5:00 pm, except for holidays. Services may be provided at additional times and

¹ SF ERAP Desk Guide: <https://dshs.box.com/s/9jcaen54jvk4ghxefhfuqv2gevk9km2t>

² Fiscal Agent Policy and Procedures: <https://dshs.box.com/s/nh4vtafp1zmrg2cp1zluej83dc0ffo3j>

locations, as needed, including from Abode Services' administrative site at 40849 Fremont Blvd., Fremont, CA.

VI. Service Requirements

- A. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- D. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
 3. Attendance of trainings, as requested.
- E. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

G. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System and SF ERAP Database, 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 the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

H. Record Keeping, Documentation, and Files:

1. Grantee shall maintain all eligibility documentation in the ONE System, SF ERAP Database, and maintain hard copy or electronic files with eligibility, including, but not limited to, homelessness verification documents.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here:
<https://hsh.sfgov.org/get-information/one-system/>

2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
- I. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants shall participate in annual trainings on harm reduction, overdose recognition and response.
 - J. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
 - K. Homelessness Prevention Platform: Grantee shall enter into a “User Participation, Data Sharing and Confidentiality Agreement” with Bay Area Community Services (BACS) for access to the “Homelessness Prevention Platform” (HPP) and must remain in compliance with BACS Agreement terms in order to have continued access and use of the HPP.
 - L. Regional Homelessness Prevention Network: Grantee shall contribute to efforts in the ongoing development, implementation and evaluation process of a Regional Homelessness Prevention Network that seeks to advance a coordinated regional strategy to homelessness prevention and includes a focus on best practices and evidence-based programing.

VII. Service Objectives

Grantee shall achieve the following annual service objectives during the term of this grant. All service objectives will be monitored by gathering data from the SF ERAP Database and/or by sampling participant files during annual program monitoring visits:

- A. Homelessness Prevention Financial Assistance
 1. Grantee shall issue 100 percent of homelessness prevention financial assistance within 48 hours from request and in accordance with the “SF ERAP Desk Guide” and the “Fiscal Agent Policy and Procedures” document.

VIII. Outcome Objectives

Due to the nature of this agreement, outcome objectives will be reported by the SF ERAP providers that utilize Fiscal Agent services to issue Homelessness Prevention Financial Assistance.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH, such as the ONE System and CARBON. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data.

- B. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. 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 thirty working days of receipt of any evaluation report and such response will become part of the official report.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- E. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates. .

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel 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 not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.

- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	1/19/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	4/1/2024	6/30/2026	3
6	Amended Term	4/1/2024	6/30/2026	3
7	Program	Prevention Fiscal Agent		
8				
9	Approved Subcontractors			
10	None			
11				
12				
13				
14				
15				
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24				
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	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	1/19/2024												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	4/1/2024	6/30/2026	3										
6	Amended Term	4/1/2024	6/30/2026	3										
7	Program	Prevention Fiscal Agent												
8					Year 1	Year 2	Year 3							
9														
10	Service Component				4/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026							
11	Prevention Resolution Financial Assistance (Households)				196	392	392							
12														
13														
14														
15														
16														
17														
18														
19														

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	1/19/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	4/1/2024	6/30/2026	3				
6	Amended Term	4/1/2024	6/30/2026	3				
7	Provider Name	Abode Services						
8	Program	Prevention Fiscal Agent						
9	FSP Contract ID#	1000031803						
10	Action (select)	New Agreement						
11	Effective Date	4/1/2024						
12	Budget Names	Prop C						
13		Current	New					
14	Term Budget	\$ -	\$ 8,378,711	19%				
15	Contingency	\$ -	\$ 1,521,289					
16	Not-To-Exceed	\$ -	\$ 9,900,000					
17								
18					Year 1	Year 2	Year 3	All Years
19					4/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	4/1/2024 - 6/30/2026
20					New	New	New	New
21	Expenditures							
22	Salaries & Benefits	\$ 91,569	\$ 380,926		\$ 396,163	\$ 868,658		
23	Operating Expense	\$ 13,900	\$ 55,600		\$ 55,600	\$ 125,100		
24	Subtotal	\$ 105,469	\$ 436,526		\$ 451,763	\$ 993,758		
25	Indirect Percentage							
26	Indirect Cost (Line 24 X Line 25)	\$ 15,820	\$ 65,479		\$ 67,764	\$ 149,064		
27	Other Expenses (Not subject to indirect %)	\$ 1,457,422	\$ 2,897,995		\$ 2,880,473	\$ 7,235,890		
28	Capital Expenditure	\$ -	\$ -		\$ -	\$ -		
30	Total Expenditures	\$ 1,578,711	\$ 3,400,000		\$ 3,400,000	\$ 8,378,711		
31								
32	HSH Revenues (select)*							
33	Prop C - Prevention	\$ 1,578,711	\$ 3,400,000		\$ 3,400,000	\$ 8,378,711		
34	Work Order - MOHCD	\$ -	\$ -		\$ -	\$ -		
41		\$ -	\$ -		\$ -	\$ -		
42	Total HSH Revenues*	\$ 1,578,711	\$ 3,400,000		\$ 3,400,000	\$ 8,378,711		
43	Other Revenues (to offset Total Expenditures)							
44		\$ -	\$ -		\$ -	\$ -		
49	Total Other Revenues	\$ -	\$ -		\$ -	\$ -		
50								
51	Total HSH + Other Revenues	\$ 1,578,711	\$ 3,400,000		\$ 3,400,000	\$ 8,378,711		
52	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -		
54	Total Adjusted Salary FTE (All Budgets)	0.84		3.35	3.35			
55	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning							
56	Prepared by	Lauryn Younge						
57	Phone	(510) 657-7409 x1320						
58	Email	younge@abode.org						

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	1/19/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	4/1/2024	6/30/2026	3				
6	Amended Term	4/1/2024	6/30/2026	3				
7	Provider Name	Abode Services						
8	Program	Prevention Fiscal Agent						
9	F\$P Contract ID#	1000031803						
10	Action (select)	New Agreement						
11	Effective Date	4/1/2024						
12	Budget Name	Prop C						
13		Current	New					
14	Term Budget	\$ -	\$ 8,378,711	19%				
15	Contingency	\$ -	\$ -					
16	Not-To-Exceed	\$ -	\$ 9,900,000					
17								
18					Year 1	Year 2	Year 3	All Years
19					4/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	4/1/2024 - 6/30/2026
20					New	New	New	New
21	Expenditures							
22	Salaries & Benefits	\$	91,569	\$	380,926	\$	396,163	\$ 868,658
23	Operating Expense	\$	13,900	\$	55,600	\$	55,600	\$ 125,100
24	Subtotal	\$	105,469	\$	436,526	\$	451,763	\$ 993,758
25	Indirect Percentage	15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$	15,820	\$	65,479	\$	67,764	\$ 149,064
27	Other Expenses (Not subject to indirect %)	\$	1,457,422	\$	2,897,995	\$	2,880,473	\$ 7,235,890
28	Capital Expenditure	\$	-	\$	-	\$	-	\$ -
29	Admin Cost (HUD Agreements Only)							
30	Total Expenditures	\$	1,578,711	\$	3,400,000	\$	3,400,000	\$ 8,378,712
31								
32	HSH Revenues (select)							
33	Prop C - Prevention	\$	1,578,711	\$	3,400,000	\$	3,400,000	\$ 8,378,711
41		\$	-	\$	-	\$	-	\$ -
42	Total HSH Revenues	\$	1,578,711.00	\$	3,400,000.00	\$	3,400,000.00	\$ 8,378,711.00
43	Other Revenues (to offset Total Expenditures)							
48		\$	-	\$	-	\$	-	\$ -
49	Total Other Revenues	\$	-	\$	-	\$	-	\$ -
50								
51	Total HSH + Other Revenues	\$	1,578,711.00	\$	3,400,000.00	\$	3,400,000.00	\$ 8,378,711.00
52	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$ -
53								
54								
55	Prepared by	Lauryn Young						
56	Phone	(510) 657-7409 x1320						
57	Email	lyoung@abode.org						

	A	B	C	D	E	H	I
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	SALARY & BENEFIT DETAIL						
3	Document Date	1/19/2024					
4	Provider Name	Abode Services					
5	Program	Prevention Fiscal Agent					
6	F\$P Contract ID#	1000031803					
7	Budget Name	Prop C					
8		Year 1					
9	POSITION TITLE	Agency Totals		For HSH Funded Program		4/1/2024 - 6/30/2024	Agency T
10						New	
11		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)
12	Compliance Analyst	\$ 75,000	1.00	25%	0.25	\$ 18,750	\$ 78,000
13	Compliance Manager	\$ 90,000	0.60	25%	0.15	\$ 13,500	\$ 93,600
14	Sr. Compliance Manager	\$ 110,000	0.15	25%	0.04	\$ 4,125	\$ 114,400
15	Finance	\$ 75,000	0.30	25%	0.08	\$ 5,625	\$ 78,000
16	Accounts Payable	\$ 87,500	1.30	25%	0.33	\$ 28,438	\$ 91,000
54						\$ -	
55		TOTAL SALARIES				\$ 70,438	
56		TOTAL FTE			0.84		
57		FRINGE BENEFIT RATE				30.00%	
58		EMPLOYEE FRINGE BENEFITS				\$ 21,131	
59		TOTAL SALARIES & BENEFITS				\$ 91,569	

	A	J	K	L	O	P	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	SALARY & BENEFIT DETAIL						
3	Document Date						
4	Provider Name						
5	Program						
6	F\$P Contract ID#						
7	Budget Name						
8	Year 2						
9	POSITION TITLE	Totals	For HSH Funded Program		7/1/2024 - 6/30/2025	Agency Totals	
10					New		
11		Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE
12	Compliance Analyst	1.00	100%	1.00	\$ 78,000	\$ 81,120	1.00
13	Compliance Manager	0.60	100%	0.60	\$ 56,160	\$ 97,344	0.60
14	Sr. Compliance Manager	0.15	100%	0.15	\$ 17,160	\$ 118,976	0.15
15	Finance	0.30	100%	0.30	\$ 23,400	\$ 81,120	0.30
16	Accounts Payable	1.30	100%	1.30	\$ 118,300	\$ 94,640	1.30
54					\$ -		
55	TOTAL SALARIES				\$ 293,020		
56	TOTAL FTE			3.35			
57	FRINGE BENEFIT RATE				30.00%		
58	EMPLOYEE FRINGE BENEFITS				\$ 87,906	E	
59	TOTAL SALARIES & BENEFITS				\$ 380,926	T	

	A	R	S	V	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	FSP Contract ID#				
7	Budget Name				
8		Year 3			All Years
9	POSITION TITLE	For HSH Funded Program		7/1/2025 - 6/30/2026	4/1/2024 - 6/30/2026
10				New	New
11		% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Compliance Analyst	100%	1.00	\$ 81,120	\$ 177,870
13	Compliance Manager	100%	0.60	\$ 58,406	\$ 128,066
14	Sr. Compliance Manager	100%	0.15	\$ 17,846	\$ 39,131
15	Finance	100%	0.30	\$ 24,336	\$ 53,361
16	Accounts Payable	100%	1.30	\$ 123,032	\$ 269,770
54				\$ -	\$ -
55		TOTAL SALARIES		\$ 304,741	\$ 668,198
56		TOTAL FTE	3.35		
57		FRINGE BENEFIT RATE		30.00%	
58		EMPLOYEE FRINGE BENEFITS		\$ 91,422	\$ 200,459
59		TOTAL SALARIES & BENEFITS		\$ 396,163	\$ 868,658

	A	D	G	J	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date	1/19/2024			
4	Provider Name	Abode Services			
5	Program	Prevention Fiscal Agent			
6	FSP Contract ID#	1000031803			
7	Budget Name	Prop C			
8					
9		Year 1	Year 2	Year 3	All Years
10		4/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	4/1/2024 - 6/30/2026
11		New	New	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 2,500	\$ 10,000	\$ 10,000	\$ 22,500
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 1,500	\$ 6,000	\$ 6,000	\$ 13,500
15	Office Supplies, Postage	\$ 300	\$ 1,200	\$ 1,200	\$ 2,700
19	Staff Training	\$ 1,250	\$ 5,000	\$ 5,000	\$ 11,250
20	Staff Travel-(Local & Out of Town)	\$ 300	\$ 1,200	\$ 1,200	\$ 2,700
21	Rental of Equipment	\$ 300	\$ 1,200	\$ 1,200	\$ 2,700
22	Start Up Expenses	\$ 1,750	\$ 7,000	\$ 7,000	\$ 15,750
23	Courier Services	\$ 6,000	\$ 24,000	\$ 24,000	\$ 54,000
66					\$ -
67					
68	TOTAL OPERATING EXPENSES	\$ 13,900	\$ 55,600	\$ 55,600	\$ 125,100
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Prevention Direct Financial Assistance to Clients	\$ 1,270,453	\$ 2,526,218	\$ 2,510,943	\$ 6,307,614
72	Fiscal Agent Admin Fee	\$ 158,807	\$ 315,777	\$ 313,868	\$ 788,452
73	Admin (Staffing and Operations 27%)	\$ 28,163	\$ 56,000	\$ 55,662	\$ 139,825
82					\$ -
83					
84	TOTAL OTHER EXPENSES	\$ 1,457,422	\$ 2,897,995	\$ 2,880,473	\$ 7,235,890
85					
86	<u>Capital Expenses</u>				
87					\$ -
94					
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -
96					
97	HSH #3				12/21/2023

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start

Fiscal Term End

Prop C

FY23-24

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

4/1/2024

6/30/2024

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
Compliance Analyst	0.25	\$ 18,750	Coordinator of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.05 X \$75,000	Jamie Blatter, TBD
Compliance Manager	0.15	\$ 13,500	Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.30 X \$90,000	Joshua Siebalt
Sr. Compliance Manager	0.04	\$ 4,125	Senior Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.075 X \$110,000	Stephanie Suchit
Finance	0.08	\$ 5,625	Full time Financial Associate staff to audit, verify, and process purchase orders in coordination with Compliance staff.	0.15 X \$75,000	Eric Chung, Matthew Kohlman
Accounts Payable	0.33	\$ 28,438	Full time accounts payable staff to process checks, prepare invoicing to the county, and ensure vendors are set up quickly.	0.65 X \$87,500	Rhine Himan, Shruthi Nanjundegowda
		\$ -			
TOTAL	0.84	\$ 70,438			
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>		
		\$ 21,131			
Salaries & Benefits Total		\$ 91,569			

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
	<u>Expense</u>		
Rental of Property	\$ 2,500	Represents proportionate cost of "co-working" space.	\$833.34 X 6 months
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 1,500	Represents cell phones and any internet connection in "co-working" space.	\$500 X 6 months
Office Supplies, Postage	\$ 300	Office supplies to operate and provide oversight to programs.	\$100 X 6 months
Building Maintenance Supplies and Repair	\$ -	Office cleaning and maintenance needs	N/A
Printing and Reproduction	\$ -	Cost of additional printing/ ink / mailing	N/A
Insurance	\$ -	N/A	N/A
Staff Training	\$ 1,250	Training to support staff in evidence based practices and other core competencies.	\$1250 X 2 FTE
Staff Travel-(Local & Out of Town)	\$ 300	Staff mileage to office, landlord sites, meeting with participants, etc.	\$50 X 2 FTE X 6 months
Rental of Equipment	\$ 300	Cost for rental of copy machine.	\$100 X 6 months
Start Up Expenses	\$ 1,750	Cost to secure necessary computers and equipment and office set up.	\$1750 X 2 FTE
Courier Services	\$ 6,000	Based on FedEx and UPS Priority mail for 1-3 day delivery averages 24.90 per client	\$2000 X 6 months
TOTAL OPERATING EXPENSES	\$ 13,900		
Indirect Cost	15.0%	\$ 15,820	

<u>Other Expenses (not subject to indirect cost)</u>			
<u>%</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Prevention Direct Financial Assistance to Clients	\$ 1,270,453	Eligible financial assistance for problem solving households through other providers.	Financial Assistance as needed
Fiscal Agent Admin Fee	\$ 158,807	Transaction cost for administration of direct financial assistance.	Estimated based on ~ 12.5% of financial assistance. Calculated based on actual transaction (not dollar amount). Examples of transaction fees include vendor set up (and verification), check cutting, invoicing, and general accounting
Admin (Staffing and Operations 27%)	\$ 28,163	This is a unique type of program, that requires fewer direct staff and more admin lifting, administering dollars on behalf a many providers in a timely manner. The totals of staffing + admin + operations vs. direct client assistance stick to the 25% operations/ 75% financial assistance rule.	25% operations/ 75% financial assistance rule.
TOTAL OTHER EXPENSES	\$ 1,457,422		