



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 | February 12, 2024 |
| Subject | Grant Agreement Approval Abode Services Problem Solving Fiscal Agent |

| <i>Agreement Information</i> | |
|------------------------------|--------------------------------|
| F\$P# | 1000026120 |
| Provider | Abode Services |
| Program Name | Problem Solving Fiscal Agent |
| Agreement Action | 1 st Amendment |
| Agreement Term | August 1, 2022 – June 30, 2025 |

Agreement Amount

| Current Budget ¹ | Amended | New | Contingency ² | Total Not to Exceed (NTE) |
|-----------------------------|-------------|-------------|--------------------------|---------------------------|
| \$4,642,764 | \$4,560,851 | \$9,203,615 | \$696,385 | \$9,900,000 |

Funding History

| Fiscal Year (FY) | Budget | Actual Spent | Amended to Add | New Budget |
|------------------|-------------|--------------|------------------------------|--------------------|
| 2022-23 | \$3,391,907 | \$3,140,719 | \$0 | \$3,140,719 |
| 2023-24 | \$2,627,063 | | \$2,025,833 | \$4,652,896 |
| 2024-25 | \$0 | \$0 | \$1,410,000 | \$1,410,000 |
| TOTAL | | | | \$9,203,615 |
| | | | <i>12% Contingency</i> | \$696,385 |
| | | | Total NTE³ | \$9,900,000 |

| <i>Funding Information</i> | |
|-----------------------------------|-------------|
| Funding Source⁴ | 100% Prop C |

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Abode Services for the provision of Problem Solving – Fiscal Agent for the period of August 1, 2022 to June 30, 2025, in an additional amount of \$5,257,236. The addition of

¹ Current Not-to-Exceed Amount is \$4,642,764

² Contingency only applied to FY 23-24 - FY 24-25 budgeted amount.

³ NTE is calculated using the Actual Spent for prior years.

⁴ The funding source listed reflect current and future years.

funds include: a Cost-of-Living Adjustment (COLA) for fiscal year 23-24 and 24-25; ongoing funding for staffing increases and increases to number of clients served; and one additional performance year. The new amount is \$9,900,000, which includes a 12 percent contingency on the FY23-24 and FY24-25 amounts.

Background

Prop C allocations for Problem Solving allowed for the development and implementation of a Fiscal Intermediary/hub and spoke model for Problem Solving financial assistance. Not all Problem Solving providers have the capacity to issue funds internally and smaller orgs (often black and brown led) have struggled operationally meeting this service objective. This model for issuance of financial assistance moves the burden from the direct service providers to a team at Abode, who has focused exclusively on financial assistance issuance for the last year and so. This model has proven to be a more streamlined and consistent way to issue assistance across the system, with assistance consistently being issued within 48 hours. This model has also allowed for increased oversight of the financial assistance verification and issuance process and is projected to generate some cost-savings for the system overall.

Services to be Provided

The purpose of the grant is to provide Fiscal Agent services to adult, youth and family households. Grantee will provide services to 505 households with a budgeted staff of 2.75 full-time equivalent (FTE).

The amendment includes an increase in the number of households served from 214 to 505 in FY 23-24, and 119 households in FY 24-25, and an increase of 0.92 FTE to budgeted staff.

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. Provider has been providing Fiscal Agent services since August 2022 under this agreement, and since December 2020 under a prior agreement.

Risks if Delayed

Should this amendment be delayed, the system will not be able to support households experiencing homelessness end their housing crisis through Problem Solving, as most Problem Solving financial assistance is issued through the Fiscal Intermediary process. This means that around 50+ people per month will not be able to end their housing crisis through these services and will remain at imminent risk of homelessness or homeless.

Performance History

Abode Services underwent fiscal monitoring most recently in FY22-23. The final monitoring disposition was Verification of Conformance (no findings). Abode will participate in program monitoring for FY22-23 in December 2023, with an estimated completion date of March 2024.

Agreement Materials

- [Appendix A, Services to be Provided](#)
- [Appendix B, Budget](#)



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

I. Purpose of Grant

The purpose of the grant is to provide Fiscal Agent Services (i.e., issue Problem Solving Resolution Financial Assistance) to the Department of Homelessness and Supportive Housing (HSH)- funded grantees providing Problem Solving services in working with people experiencing homelessness. The goal of these services is to support Problem Solving resolutions outside of the Homelessness Response System.

II. Served Population

Grantee shall serve people experiencing homelessness in San Francisco.

III. Referral and Prioritization

All referrals shall be made by HSH-funded Problem Solving providers via the Online Navigation and Entry (ONE) system, in accordance with established Fiscal Agent processes.

IV. Description of Services

Grantee shall provide the following services:

A. Problem Solving Resolution Financial Assistance

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

1. In circumstances in which Problem Solving Limited Financial Assistance is being requested by an HSH-funded Problem Solving Provider to achieve a Problem Solving resolution, Grantee shall follow the guidelines and procedures included within the “HSH Problem Solving Guide¹” and the “Fiscal Agent Policy and Procedures²” document. Grantee shall issue Financial Assistance in accordance with the following listed in the documents referenced above:
 - a. Allowable Expenditure Categories;
 - b. Allowable Payment Types; and
 - c. Allowable Limits
2. Upon receipt of documentation, Grantee shall issue Financial Assistance within the timeframe specified.
3. Grantee shall collect and maintain documentation supporting a Problem Solving fund issuance, including but not limited to the “Housing Resolution Plan” and the “Problem Solving Financial Assistance Request Form”, as well as any check, voucher or gift-card payments as specified in the HSH Problem Solving Guide.

¹ HSH Problem Solving Guide: <https://dhsh.box.com/s/jdbkv9vaivcx318eb7dvgt70qzh2s11>

² Fiscal Agent Policy and Procedures: <https://dhsh.box.com/s/dws2fchq3vfg72mhfat1j9tkprj9e49s>

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 locations, as needed.

VI. Service Requirements

- A. Translation and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services and tenants who primarily speak language(s) other than English.
- B. 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.
- C. 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.
- D. 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.
- E. City Communications, Trainings and Meetings:
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.
- F. 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.

- G. 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.
- H. 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.
- I. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement, 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 any errors.
 2. Grantee shall 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 the 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 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.
 3. 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 Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.
- J. Record Keeping, Documentation, and Files:
1. Grantee shall maintain all eligibility documentation in the ONE System and maintain hard copy or electronic files with eligibility, including, but not limited to, homelessness verification documents.
 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

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 ONE system data and/or by sampling participant files during annual program monitoring visits:

A. Problem Solving Resolution Financial Assistance

1. Grantee shall issue 100 percent of Problem Solving financial assistance within 48 hours from request and in accordance to the “HSH Problem Solving Guide” and the “Fiscal Agent Policy and Procedures” document.

VIII. Outcome Objectives

At this time, there are no outcome objectives identified for Fiscal Agent Services.

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 Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's McKinney-Vento program.

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, at any time, such as, but not limited to, review of the following, served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel 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.
1. 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 | G | H | I | J | K | L | M | AI | AJ | AK |
|----|---|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------|-----------|-----|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2024 | | | | | | | | | | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | |
| 5 | Current Term | 8/1/2022 | 6/30/2024 | 2 | | | | | | | | | | |
| 6 | Amended Term | 8/1/2022 | 6/30/2025 | 3 | | | | | | | | | | |
| 7 | Provider Name | Abode Services | | | | | | | | | | | | |
| 8 | Program | Problem Solving - Fiscal Agent | | | | | | | | | | | | |
| 9 | FSP Contract ID# | 1000026120 | | | | | | | | | | | | |
| 10 | Action (select) | Amendment | | | | | | | | | | | | |
| 11 | Effective Date | 7/1/2023 | | | | | | | | | | | | |
| 12 | Budget Names | Problem Solving - Fiscal Agent | | | | | | | | | | | | |
| 13 | | Current | New | | | | | | | | | | | |
| 14 | Term Budget | \$ 6,018,970 | \$ 9,203,615 | | | | | | | | | | | |
| 15 | Contingency | \$ (1,376,206) | \$ 696,385 | 12% | | | | | | | | | | |
| 16 | Not-To-Exceed | \$ 4,642,764 | \$ 9,900,000 | | | | | | | | | | | |
| | | | | | Year 1 | Year 2 | | | Year 3 | | | All Years | | |
| 17 | | 8/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 8/1/2022 - 6/30/2024 | 8/1/2022 - 6/30/2025 | 8/1/2022 - 6/30/2025 | | | |
| 18 | | New | Current/Actuals | Amendment | New | Current/Actuals | Amendment | New | Current/Actuals | Amendment | New | Current/Actuals | Amendment | New |
| 19 | Expenditures | | | | | | | | | | | | | |
| 20 | Salaries & Benefits | \$ 187,175 | \$ 210,241 | \$ 78,000 | \$ 288,241 | \$ - | \$ 299,770 | \$ 299,770 | \$ 397,416 | \$ 377,770 | \$ 775,186 | | | |
| 21 | Operating Expense | \$ 59,219 | \$ 66,540 | \$ 19,616 | \$ 86,156 | \$ - | \$ 62,117 | \$ 62,117 | \$ 125,759 | \$ 81,733 | \$ 207,492 | | | |
| 22 | Subtotal | \$ 246,394 | \$ 276,781 | \$ 97,616 | \$ 374,397 | \$ - | \$ 361,887 | \$ 361,887 | \$ 523,175 | \$ 459,503 | \$ 982,678 | | | |
| 23 | Indirect Percentage | | | | | | | | | | | | | |
| 24 | Indirect Cost (Line 21 X Line 22) | \$ 36,958 | \$ 41,517 | \$ 14,642 | \$ 56,159 | \$ - | \$ 54,284 | \$ 54,284 | \$ 78,475 | \$ 68,926 | \$ 147,402 | | | |
| 25 | Other Expenses (Not subject to indirect %) | \$ 2,857,366 | \$ 2,308,765 | \$ 2,025,833 | \$ 4,222,342 | \$ - | \$ 993,828 | \$ 993,828 | \$ 5,417,319 | \$ 2,768,473 | \$ 8,073,536 | | | |
| 26 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 27 | Admin Cost (HUD Only) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 28 | Total Expenditures | \$ 3,140,719 | \$ 2,627,063 | \$ 2,138,091 | \$ 4,652,898 | \$ - | \$ 1,409,999 | \$ 1,409,999 | \$ 6,018,969 | \$ 3,296,902 | \$ 9,203,616 | | | |
| 29 | | | | | | | | | | | | | | |
| 30 | HSH Revenues (select) | | | | | | | | | | | | | |
| 31 | Prop C | \$ 3,391,907 | \$ 2,627,063 | \$ 2,025,833 | \$ 4,652,896 | \$ - | \$ 1,410,000 | \$ 1,410,000 | \$ 6,018,970 | \$ 3,435,833 | \$ 9,454,803 | | | |
| 33 | Adjustment to Actuals | \$ (251,188) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (251,188) | \$ (251,188) | | | |
| 39 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 40 | Total HSH Revenues | \$ 3,140,719 | \$ 2,627,063 | \$ 2,025,833 | \$ 4,652,896 | \$ - | \$ 1,410,000 | \$ 1,410,000 | \$ 6,018,970 | \$ 3,184,645 | \$ 9,203,615 | | | |
| 41 | Other Revenues (to offset Total Expenditures & Reduce HSH Revenues) | | | | | | | | | | | | | |
| 42 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 46 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 47 | Total Other Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 48 | | | | | | | | | | | | | | |
| 49 | Total HSH + Other Revenues | \$ 3,140,719 | \$ 2,627,063 | \$ 2,025,833 | \$ 4,652,896 | \$ - | \$ 1,410,000 | \$ 1,410,000 | \$ 6,018,970 | \$ 3,184,645 | \$ 9,203,615 | | | |
| 50 | Rev-Exp (Budget Match Check) | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | | | |
| 52 | Total Adjusted Salary FTE (All Budgets) | 1.83 | | | 2.75 | | | | 2.75 | | | | | |
| 53 | | | | | | | | | | | | | | |
| 54 | Prepared by | Margaret Alfaro | | | | | | | | | | | | |
| 55 | Phone | (510) 657-7409 x228 | | | | | | | | | | | | |
| 56 | Email | Malfaro@abode.org | | | | | | | | | | | | |

| | A | B | C | D | G | H | I | J | K | L | M | AI | AJ | AK |
|----|---|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------|----|----|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | |
| 3 | Document Date | 3/1/2024 | | | | | | | | | | | | |
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| 7 | Provider Name | Abode Services | | | | | | | | | | | | |
| 8 | Program | Problem Solving - Fiscal Agent | | | | | | | | | | | | |
| 9 | FSP Contract ID# | 1000026120 | | | | | | | | | | | | |
| 10 | Action (select) | Amendment | | | | | | | | | | | | |
| 11 | Effective Date | 7/1/2023 | | | | | | | | | | | | |
| 12 | Budget Name | Problem Solving - Fiscal Agent | | | | | | | | | | | | |
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| 14 | Term Budget | \$ 6,018,970 | \$ 9,203,615 | | | | | | | | | | | |
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| 18 | | New | Current/Actuals | Amendment | New | Current/Actuals | Amendment | New | Current/Actuals | Amendment | New | | | |
| 19 | Expenditures | | | | | | | | | | | | | |
| 20 | Salaries & Benefits | \$ 187,175 | \$ 210,241 | \$ 78,000 | \$ 288,241 | \$ - | \$ 299,770 | \$ 299,770 | \$ 397,416 | \$ 377,770 | \$ 775,186 | | | |
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| 22 | Subtotal | \$ 246,394 | \$ 276,781 | \$ 97,616 | \$ 374,397 | \$ - | \$ 361,887 | \$ 361,887 | \$ 523,175 | \$ 459,503 | \$ 982,678 | | | |
| 23 | Indirect Percentage | 15.00% | 15.00% | | 15.00% | 15.00% | | 15.00% | | | | | | |
| 24 | Indirect Cost (Line 22 X Line 23) | \$ 36,958 | \$ 41,517 | \$ 14,642 | \$ 56,159 | \$ - | \$ 54,284 | \$ 54,284 | \$ 78,475 | \$ 68,926 | \$ 147,402 | | | |
| 25 | Other Expenses (Not subject to indirect %) | \$ 2,857,366 | \$ 2,308,765 | \$ 2,025,833 | \$ 4,222,342 | \$ - | \$ 993,828 | \$ 993,828 | \$ 5,417,319 | \$ 2,768,473 | \$ 8,073,536 | | | |
| 26 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 28 | Total Expenditures | \$ 3,140,719 | \$ 2,627,063 | \$ 2,138,091 | \$ 4,652,898 | \$ - | \$ 1,409,999 | \$ 1,409,999 | \$ 6,018,969 | \$ 3,296,902 | \$ 9,203,616 | | | |
| 29 | | | | | | | | | | | | | | |
| 30 | HSH Revenues (select) | | | | | | | | | | | | | |
| 31 | Prop C | \$ 3,391,907 | \$ 2,627,063 | \$ 2,025,833 | \$ 4,652,896 | \$ - | \$ 1,410,000 | \$ 1,410,000 | \$ 6,018,970 | \$ 3,435,833 | \$ 9,454,803 | | | |
| 33 | Adjustment to Actuals | \$ (251,188) | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (251,188) | \$ (251,188) | | | |
| 37 | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 38 | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 39 | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 40 | Total HSH Revenues | \$ 3,140,719 | \$ 2,627,063 | \$ 2,025,833 | \$ 4,652,896 | \$ - | \$ 1,410,000 | \$ 1,410,000 | \$ 6,018,970 | \$ 3,184,645 | \$ 9,203,615 | | | |
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| 42 | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 46 | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 47 | Total Other Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 48 | | | | | | | | | | | | | | |
| 49 | Total HSH + Other Revenues | \$ 3,140,719 | \$ 2,627,063 | \$ 2,025,833 | \$ 4,652,896 | \$ - | \$ 1,410,000 | \$ 1,410,000 | \$ 6,018,970 | \$ 3,184,645 | \$ 9,203,615 | | | |
| 50 | Rev-Exp (Budget Match Check) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 52 | | | | | | | | | | | | | | |
| 53 | Prepared by | Margaret Alfaro | | | | | | | | | | | | |
| 54 | Phone | (510) 657-7409 x228 | | | | | | | | | | | | |
| 55 | Email | Malfaro@abode.org | | | | | | | | | | | | |

| | A | B | C | D | E | H | I | J | K | L | M | N |
|----|--|--|--------------|-----------------------------|-----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|-----------------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | HOC Package - Page 10 of 15 |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | |
| 3 | Document Date | 3/1/2024 | | | | | | | | | | |
| 4 | Provider Name | Abode Services | | | | | | | | | | |
| 5 | Program | Problem Solving - Fiscal Agent | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000026120 | | | | | | | | | | |
| 7 | Budget Name | Problem Solving - Fiscal Agent | | | | | | | | | | |
| 8 | | Year 1 | | | | | Year 2 | | | | | |
| 9 | POSITION TITLE | Agency Totals | | For HSH Funded Program | | 8/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 |
| 10 | | | | | | New | | | | | Current/Actuals | Amendment |
| 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) | Position FTE | % FTE funded by this budget | Adjusted Budgeted FTE | Budgeted Salary | Change |
| 12 | Accounts Payable Specialist | \$ 84,872 | 1.00 | 92% | 0.92 | \$ 77,828 | \$ 87,418 | 1.00 | 100% | 1.00 | \$ 87,418 | \$ - |
| 13 | Compliance Specialist III (Fiscal Agent Coordinator) | \$ 72,141 | 1.00 | 92% | 0.92 | \$ 66,153 | \$ 74,305 | 1.00 | 100% | 1.00 | \$ 74,305 | \$ - |
| 14 | Compliance Manager/Compliance Coordinator | | | | | \$ - | \$ 85,000 | 1.00 | 40% | 0.40 | | \$ 34,000 |
| 15 | Sr. Compliance Manager | | | | | \$ - | \$ 100,000 | 1.00 | 5% | 0.05 | | \$ 5,000 |
| 16 | Financial Associate | | | | | \$ - | \$ 70,000 | 2.00 | 15% | 0.30 | | \$ 21,000 |
| 55 | | TOTAL SALARIES | | | | \$ 143,981 | TOTAL SALARIES | | | | \$ 161,724 | \$ 60,000 |
| 56 | | TOTAL FTE | | | | 1.83 | TOTAL FTE | | | | 2.75 | |
| 57 | | FRINGE BENEFIT RATE | | | | 30.00% | FRINGE BENEFIT RATE | | | | 30.00% | |
| 58 | | EMPLOYEE FRINGE BENEFITS | | | | \$ 43,194 | EMPLOYEE FRINGE BENEFITS | | | | \$ 48,517 | \$ 18,000 |
| 59 | | TOTAL SALARIES & BENEFITS | | | | \$ 187,175 | TOTAL SALARIES & BENEFITS | | | | \$ 210,241 | \$ 78,000 |
| 60 | | | | | | | | | | | | |
| 61 | | | | | | | | | | | | |
| 62 | | | | | | | | | | | | |
| 63 | | | | | | | | | | | | |
| 64 | | | | | | | | | | | | |
| 65 | | | | | | | | | | | | |
| 66 | | | | | | | | | | | | |
| 67 | | | | | | | | | | | | |
| 68 | | | | | | | | | | | | |
| 69 | | | | | | | | | | | | |
| 70 | | | | | | | | | | | | |
| 71 | Contract year | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 |
| 72 | FY begin date | 8/1/2022 | 8/1/2022 | 8/1/2022 | 8/1/2022 | 8/1/2022 | 7/1/2023 | 7/1/2023 | 7/1/2023 | 7/1/2023 | 7/1/2023 | 7/1/2023 |
| 73 | FY end date | 6/30/2023 | 6/30/2023 | 6/30/2023 | 6/30/2023 | 6/30/2023 | 6/30/2024 | 6/30/2024 | 6/30/2024 | 6/30/2024 | 6/30/2024 | 6/30/2024 |
| 74 | Document Date | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 |
| 75 | Extension Year | | | | | | | | | | | |

| | A | O | P | Q | R | S | T | U | V | BT | BU | BV | |
|----|--|-----------------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------------|----------------------|------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | HOC Package - Page 11 of 15 | | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | |
| 3 | Document Date | | | | | | | | | | | | |
| 4 | Provider Name | | | | | | | | | | | | |
| 5 | Program | | | | | | | | | | | | |
| 6 | FSP Contract ID# | | | | | | | | | | | | |
| 7 | Budget Name | | | | | | | | | | | | |
| 8 | EXTENSION YEAR | | | | | | | | | | | | |
| 9 | POSITION TITLE | 7/1/2023 - 6/30/2024 | Year 3 | | | | All Years | | | 8/1/2022 - 6/30/2024 | 8/1/2022 - 6/30/2025 | 8/1/2022 - 6/30/2025 | |
| 10 | | New | Agency Totals | | For HSH Funded Program | | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | Current/Actuals | Amendment | New | |
| 11 | | Budgeted Salary | Annual Full Time Salary (for 1.00 FTE) | Position FTE | % FTE funded by this budget | Adjusted Budgeted FTE | Budgeted Salary | Change | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary | |
| 12 | | Accounts Payable Specialist | \$ 87,418 | \$ 90,915 | 1.00 | 100% | 1.00 | | \$ 90,915 | \$ 90,915 | \$ 165,246 | \$ 90,915 | \$ 256,161 |
| 13 | Compliance Specialist III (Fiscal Agent Coordinator) | \$ 74,305 | \$ 77,278 | 1.00 | 100% | 1.00 | | \$ 77,278 | \$ 77,278 | \$ 140,459 | \$ 77,278 | \$ 217,737 | |
| 14 | Compliance Manager/Compliance Coordinator | \$ 34,000 | \$ 88,400 | 1.00 | 40% | 0.40 | | \$ 35,360 | \$ 35,360 | \$ - | \$ 69,360 | \$ 69,360 | |
| 15 | Sr. Compliance Manager | \$ 5,000 | \$ 104,000 | 1.00 | 5% | 0.05 | | \$ 5,200 | \$ 5,200 | \$ - | \$ 10,200 | \$ 10,200 | |
| 16 | Financial Associate | \$ 21,000 | \$ 72,800 | 2.00 | 15% | 0.30 | | \$ 21,840 | \$ 21,840 | \$ - | \$ 42,840 | \$ 42,840 | |
| 55 | | \$ 221,724 | TOTAL SALARIES | | | | \$ - | \$ 230,593 | \$ 230,593 | \$ 305,705 | \$ 290,593 | \$ 596,297 | |
| 56 | | | TOTAL FTE | | 2.75 | | | | | | | | |
| 57 | | 30.00% | FRINGE BENEFIT RATE | | 30.00% | | | | | | | | |
| 58 | | \$ 66,517 | EMPLOYEE FRINGE BENEFITS | | | | \$ - | \$ 69,178 | \$ 69,178 | \$ 91,711 | \$ 87,178 | \$ 178,889 | |
| 59 | | \$ 288,241 | TOTAL SALARIES & BENEFITS | | | | \$ - | \$ 299,770 | \$ 299,770 | \$ 397,416 | \$ 377,770 | \$ 775,186 | |
| 60 | | | | | | | | | | | | | |
| 61 | | | | | | | | | | | | | |
| 62 | | | | | | | | | | | | | |
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| 68 | | | | | | | | | | | | | |
| 69 | | | | | | | | | | | | | |
| 70 | | | | | | | | | | | | | |
| 71 | Contract year | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 10 | 10 | 10 |
| 72 | FY begin date | 7/1/2023 | 7/1/2024 | 7/1/2024 | 7/1/2024 | 7/1/2024 | 7/1/2024 | 7/1/2024 | 7/1/2024 | 7/1/2024 | 8/1/2022 | 8/1/2022 | 8/1/2022 |
| 73 | FY end date | 6/30/2024 | 6/30/2025 | 6/30/2025 | 6/30/2025 | 6/30/2025 | 6/30/2025 | 6/30/2025 | 6/30/2025 | 6/30/2025 | 7/31/2024 | 7/31/2025 | 7/31/2025 |
| 74 | Document Date | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 | 3/1/2024 |
| 75 | Extension Year | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | |

| | A | D | E | F | G | H | I | J | AF | AG | AH |
|----|---|--------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | HOC Package - Page 2 of 15 |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 3/1/2024 | | | | | | | | | |
| 4 | Provider Name | Abode Services | | | | | | | | | |
| 5 | Program | Problem Solving - Fiscal Agent | | | | | | | | | |
| 6 | FSP Contract ID# | 1000026120 | | | | | | | | | |
| 7 | Budget Name | Problem Solving - Fiscal Agent | | | | | | | | | |
| 8 | | EXTENSION YEAR | | | | | | | | | |
| 9 | | Year 1 | Year 2 | | | Year 3 | | | All Years | | |
| 10 | | 8/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 8/1/2022 - 6/30/2024 | 8/1/2022 - 6/30/2025 | 8/1/2022 - 6/30/2025 |
| 11 | | New | Current/Actuals | Amendment | New | Current/Actuals | Amendment | New | Current/Actuals | Modification | New |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 13 | Rental of Property | \$13,533 | \$ 15,206 | \$ - | \$15,206 | | \$ 15,206 | \$15,206 | \$ 28,739 | \$ 15,206 | \$ 43,946 |
| 14 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$6,250 | \$ 7,023 | \$ (4,523) | \$2,500 | | \$ 2,600 | \$2,600 | \$ 13,274 | \$ (1,923) | \$ 11,350 |
| 15 | Office Supplies, Postage | \$16,548 | \$ 2,863 | \$ - | \$2,863 | | \$ 2,863 | \$2,863 | \$ 19,411 | \$ 2,863 | \$ 22,274 |
| 16 | Building Maintenance Supplies and Repair | \$2,644 | \$ 2,971 | \$ - | \$2,971 | | \$ 2,971 | \$2,971 | \$ 5,614 | \$ 2,971 | \$ 8,585 |
| 17 | Printing and Reproduction | \$1,945 | \$ 2,185 | \$ - | \$2,185 | | \$ 2,185 | \$2,185 | \$ 4,130 | \$ 2,185 | \$ 6,316 |
| 18 | Insurance | | \$ - | \$ - | | | \$ - | | \$ - | \$ - | \$ - |
| 19 | Staff Training | \$2,123 | \$ 2,386 | \$ - | \$2,386 | | \$ 2,386 | \$2,386 | \$ 4,509 | \$ 2,386 | \$ 6,894 |
| 20 | Staff Travel-(Local & Out of Town) | \$5,877 | \$ 8,851 | \$ - | \$8,851 | | \$ 8,851 | \$8,851 | \$ 14,728 | \$ 8,851 | \$ 23,579 |
| 21 | Rental of Equipment | \$1,888 | \$ 2,122 | \$ - | \$2,122 | | \$ 2,122 | \$2,122 | \$ 4,010 | \$ 2,122 | \$ 6,132 |
| 22 | Start Up Expenses | \$6,294 | \$ 7,073 | \$ - | \$7,073 | | \$ 7,073 | \$7,073 | \$ 13,367 | \$ 7,073 | \$ 20,440 |
| 23 | Courier Services | \$2,116 | \$ 15,860 | \$ 24,139 | \$40,000 | | \$ 15,860 | \$15,860 | \$ 17,976 | \$ 40,000 | \$ 57,976 |
| 24 | | | | \$ - | | | \$ - | | \$ - | \$ - | \$ - |
| 67 | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 59,219 | \$ 66,540 | \$ 19,616 | \$ 86,156 | \$ - | \$ 62,117 | \$ 62,117 | \$ 125,759 | \$ 81,733 | \$ 207,492 |
| 69 | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 71 | Problem Solving Direct Financial Assistance | \$ 2,756,572 | \$ 2,132,525 | \$ 1,792,862 | \$ 3,786,854 | | \$ 891,326 | \$ 891,326 | \$ 4,889,097 | \$ 2,684,188 | \$ 7,434,752 |
| 72 | Above NTE - Withheld pending amendment | | | | \$ - | | \$ - | | \$ - | \$ - | \$ - |
| 75 | Fiscal Agent Subsidy Admin Fees (based on transactions) | \$ 351,982 | \$ 176,240 | \$ 232,971 | \$ 435,488 | | \$ 102,502 | \$ 102,502 | \$ 528,222 | \$ 335,473 | \$ 889,972 |
| 76 | Adjustment to Actuals | \$ (251,188) | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ (251,188) | \$ (251,188) |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 2,857,366 | \$ 2,308,765 | \$ 2,025,833 | \$ 4,222,342 | \$ - | \$ 993,828 | \$ 993,828 | \$ 5,417,319 | \$ 2,768,473 | \$ 8,073,536 |
| 85 | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | |
| 87 | | | | \$ - | | | \$ - | | \$ - | \$ - | \$ - |
| 94 | | | | | | | | | | | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 96 | | | | | | | | | | | |
| 97 | HS#3 | | | | | | | | Template last modified | 9/1/2021 | |

Problem Solving - Fiscal Agent

FY23-24

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

| <u>Salaries & Benefits</u> | <u>Adjusted</u> | | <u>Justification</u> | <u>Calculation</u> | <u>Employee Name</u> |
|--|---------------------|------------------------|---|--------------------|------------------------------------|
| | <u>Budgeted FTE</u> | <u>Budgeted Salary</u> | | | |
| Accounts Payable Specialist | 1.00 | \$ 87,418 | Full time accounts payable staff to process checks, prepare invoicing to the county, and ensure vendors are set up quickly. | 1 X \$84,872 | Rhine Himan, Shruthi Nanjundegowda |
| Compliance Specialist III (Fiscal Agent Coor | 1.00 | \$ 74,305 | Coordinator of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies. | 1 X \$74,305 | Jamie Blatter, TBD |
| Compliance Manager/Compliance Coordina | 0.40 | \$ 34,000 | Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies. | 0.4 x \$80,000 | Joshua Siebalt |
| Sr. Compliance Manager | 0.05 | \$ 5,000 | Senior Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies. | 0.05x \$98,800 | Stephanie Suchit |
| Financial Associate | 0.30 | \$ 21,000 | Full time Financial Associate staff to audit, verify, and process purchase orders in coordination with Compliance staff. | 0.30 x \$70,000 | Eric Chung, Matthew Kohlman |
| TOTAL | 2.75 | \$ 221,724 | | | |
| <u>Employee Fringe Benefits</u> | | <u>\$ 66,517</u> | <u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u> | | |
| Salaries & Benefits Total | | \$ 288,241 | | | |

| <u>Operating Expenses</u> | <u>Budgeted Expense</u> | <u>Justification</u> | <u>Calculation</u> |
|---|-------------------------|---|---------------------------|
| Rental of Property | \$ 15,206 | Represents proportionate cost of "co-working" space. | \$1,267 X 12 months. |
| Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 2,500 | Represents cell phones and any internet connection in "co-working" space. | \$208 X 12 months |
| Office Supplies, Postage | \$ 2,863 | Office supplies to operate and provide oversight to programs. | \$119 X 2 FTE X 12 months |
| Building Maintenance Supplies and Repair | \$ 2,971 | Office cleaning and maintenance needs | \$742 X 4 quarters |
| Printing and Reproduction | \$ 2,185 | Cost of additional printing/ ink / mailing | \$182 X 12 |
| Insurance | \$ - | | |
| Staff Training | \$ 2,386 | Training to support staff in evidence based practices and other core competencies. | 2 FTE X 1,193 |
| Staff Travel-(Local & Out of Town) | \$ 8,851 | Staff mileage to office, landlord sites, meeting with participants, etc. | \$369 X 2 FTE X 12 mo |
| Rental of Equipment | \$ 2,122 | Cost for rental of copy machine starting in FY 22. | \$176 X12 months |
| Start Up Expenses | \$ 7,073 | Cost to secure necessary computers and equipment and office set up. | 2 FTE X \$3,537 |
| Courier Services | \$ 40,000 | Based on FedEx and UPS Priority mail for 1-3 day delivery averages 24.90 per client | \$3,333 X 12 mo |
| TOTAL OPERATING EXPENSES | \$ 86,156 | | |
| Indirect Cost | 15.0% \$ 56,159 | | |

| <u>Other Expenses (not subject to indirect cost %)</u> | <u>Amount</u> | <u>Justification</u> | <u>Calculation</u> |
|---|---------------------|---|---|
| Problem solving direct financial assistance funds | \$ 3,786,854 | Eligible financial assistance for problem solving households through other providers. | Financial Assistance as needed |
| Above NTE - Withheld pending amendment | \$ - | | |
| Fiscal Agent Subsidy Admin Fees (based on transactions) | \$ 435,488 | Transaction cost for administration of direct financial assistance. | Estimated based on ~ 11.5% 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 |
| Adjustment to Actuals | \$ - | | |
| TOTAL OTHER EXPENSES | \$ 4,222,342 | | |

| <u>Capital Expenses</u> | <u>Amount</u> | <u>Justification</u> | <u>Calculation</u> |
|-------------------------------|---------------|----------------------|--------------------|
| | \$ - | | |
| TOTAL CAPITAL EXPENSES | \$ - | | |

| | A | B | C | D |
|----|--|-------------------|-----------------|-------------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | |
| 2 | APPENDIX B, BUDGET | | | |
| 3 | Document Date | 3/1/2024 | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) |
| 5 | Current Term | 8/1/2022 | 6/30/2024 | 2 |
| 6 | Amended Term | 8/1/2022 | 6/30/2025 | 3 |
| 7 | | | | |
| 8 | Approved Subcontractors | | | |
| 9 | | | | |
| 10 | None | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |

| | 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 | 3/1/2024 | | | | | | | | | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | |
| 5 | Current Term | 8/1/2022 | 6/30/2024 | 2 | | | | | | | | | |
| 6 | Amended Term | 8/1/2022 | 6/30/2025 | 3 | | | | | | | | | |
| 7 | | | | | Year 1 | Year 2 | Year 3 | | | | | | |
| 8 | Service Component | | | | 8/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | | | | | | |
| 10 | Problem Solving Resolution Financial Assistance (Households) | | | | 195 | 505 | 119 | | | | | | |
| 11 | | | | | | | | | | | | | |