



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	May 2, 2024
Subject	Grant Agreement Approval: Bayview Hunters Point Foundation Flexible Housing Subsidy Pool

<i>Agreement Information</i>	
F\$P Contract ID#	1000032307
Provider	Bayview Hunters Point Foundation
Program Name	Flexible Housing Subsidy Pool
Agreement Action	Original Agreement
Agreement Term	July 1, 2024 – June 30, 2026

Agreement Amount

New Budget	Contingency¹	Total Not to Exceed (NTE)
\$3,711,304	\$742,261	\$4,453,565

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

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Bayview Hunters Point Foundation for the provision of the Flexible Housing Subsidy Pool program. This is a new agreement for continuing services.

Background

Bayview Hunters Point Foundation’s Flexible Housing Subsidy Pool program launched in February 2021 as part of HSH’s Shelter-in-Place (SIP) rehousing efforts. The program served COVID-vulnerable persons and seniors over the age of 60. Since the completion of SIP rehousing, the program has served single adults experiencing homelessness who are Housing Referral Status and referred through the Adult Coordinated Entry System. This program is currently funded through an agreement covering multiple scattered site housing programs², which expires June 30, 2024. This new agreement would continue funding for the provider’s Flexible Housing Subsidy Pool services under its own program-specific agreement.

¹ A 20 percent contingency was applied to the total program budget.

² The current agreement funds three scattered sites housing programs: Flexible Housing Subsidy Pool, Rapid Rehousing and Emergency Housing Voucher. For the next fiscal year, HSH intends to reprocure each service type under an individual agreement for more efficient program and budget administration.

The Flexible Housing Subsidy Pool program provides permanent solutions to homelessness by offering ongoing rental subsidies for units in the private rental market. Participants housed through Flexible Housing Subsidy Pool pay 30 percent of their income towards rent and sign their own leases to secure tenant rights. To ensure participants receive ongoing support and maintain housing stability, these rental subsidies are accompanied by housing-focused supportive services.

Services to be Provided

The purpose of the grant is to administer the housing-focused case management component of the Flexible Housing Subsidy Pool services to adults. Bayview Hunters Point Foundation will provide services to 180 adults individuals with a budgeted staff of 13.61 full-time equivalent (FTE).

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. Bayview Hunters Point Foundation was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. Bayview Hunters Point Foundation has been providing services for Flexible Housing Subsidy pool since February 15, 2021.

Performance History

Bayview Hunters Point Foundation underwent fiscal monitoring most recently in FY22-23. The Final Status Letter for the monitoring included the following findings:

- Audited financial statements
 - Not yet in conformance - All sections included; opinion and other audit letters are signed
 - Not yet in conformance - Audit completed within nine months of the close of the contractor's fiscal year

Bayview Hunters Point Foundation has been assigned an expanded fiscal monitoring for FY23-24, which will include review of progress toward resolution of unresolved findings from FY22-23. The expected completion date of the FY23-24 fiscal monitoring is June 30, 2024.

Bayview Hunters Point Foundation underwent program monitoring most recently in FY21-22 and received findings in the areas of Eligibility, Service Provision, and HMIS and Reporting. The findings were administrative and did not disrupt or hinder the scope of services being delivered.

Program monitoring for FY22-23 is scheduled to be conducted on April 25, 2024.



**Appendix A, Services to be Provided
by
Bayview Hunters Point Foundation
Flexible Housing Subsidy Pool**

I. Purpose of Grant

The purpose of the grant is to administer all service components of the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing, and to facilitate moves to other appropriate housing, as needed.

II. Served Population

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

III. Referral and Prioritization

All new participants will be referred by the San Francisco Department of Homelessness and Supportive Housing (HSH) via Coordinated Entry, which organizes the City and County of San Francisco's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

IV. Description of Services

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). FHSP services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

- A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
 2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
 3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:

- a. Search for and secure housing;
 - b. Increase income, connect to benefits, and secure employment
 - c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assist with housing coordination services to support a successful transition into permanent housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
 5. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
 6. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
 7. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
 8. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;
 9. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
 10. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
 11. If the participant is exiting the program, the grantee shall engage participant in exit planning to support the participant's successful transition out of the program. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.

V. Location and Time of Services

Grantee shall provide services at Bayview Hunters Point Foundation at 1625 Carroll Avenue, San Francisco CA, 94124 on Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

- A. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.

- B. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- 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. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- D. 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.
- E. 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.
- F. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- G. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each

- participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.
- H. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.
- I. Feedback, Complaint, and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- J. City Communications and Policies
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- L. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department 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 should be reported immediately to the HSH program manager.
- M. 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.

N. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.
 3. 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 the CARBON database. 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.
- O. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- P. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

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

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

A. Housing-Focused Case Management Services

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

VIII. Outcome Objectives

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

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

1. At least 90 percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements; and
2. At least 75 percent of participants will be referred to community resources.

IX. Reporting Requirements

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

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

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

C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.

D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.

- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 1. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 2. The number and percentage of households referred to community resources.

- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.

- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD 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 review of the following: participant files, 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 is not limited to, the audit of data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: 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 memoranda of understanding (MOUs), 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	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2024	6/30/2026	2
6	Amended Term	7/1/2024	6/30/2026	2
7	Program	Flexible Housing Subsidy Pool		
8				
9	Approved Subcontractors			
10	Ina Moon - Clinical Supervision			
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Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
7/1/2024	Baseline	Ongoing	\$3,711,304.16	PENDING	FY24-25 Budget: \$1,828,229

	A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2024	6/30/2026	2						
6	Amended Term	7/1/2024	6/30/2026	2						
7	Program	Flexible Housing Subsidy Pool								
8										
9					Year 1		Year 2			
10	Service Component				7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026			
11	Housing -Focused Case Management Services				180		180			

	A	B	C	D	G	J	AK	AL		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2024	6/30/2026	2						
6	Amended Term	7/1/2024	6/30/2026	2						
7	Provider Name	Bayview Hunters Point Foundation								
8	Program	Flexible Housing Subsidy Pool								
9	F\$P Contract ID#	1000032307								
10	Action (select)	New Agreement								
11	Effective Date	7/1/2024								
12	Budget Name	Prop C - Flexible Housing Subsidy Pool								
13		Current	New	20%						
14	Term Budget	\$ -	\$ 3,711,304							
15	Contingency	\$ -	\$ 742,261							
16	Not-To-Exceed	\$ -	\$ 4,453,565							
17					Year 1	Year 2	All Years			
18					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026			
19					New	New	New			
20										
21	Expenditures									
22	Salaries & Benefits				\$ 1,358,955	\$ 1,413,314	\$ 2,772,269			
23	Operating Expense				\$ 230,809	\$ 224,144	\$ 454,953			
24	Subtotal				\$ 1,589,764	\$ 1,637,457	\$ 3,227,222			
25	Indirect Percentage				15.00%	15.00%				
26	Indirect Cost (Line 24 X Line 25)				\$ 238,465	\$ 245,618	\$ 484,082			
27	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -			
28	Capital Expenditure				\$ -	\$ -	\$ -			
30	Total Expenditures				\$ 1,828,229	\$ 1,883,075	\$ 3,711,304			
31										
32	HSR Revenues (select)*									
33	Prop C				\$ 1,828,229	\$ 1,883,075	\$ 3,711,304			
51	Total HSR + Other Revenues				\$ 1,828,229	\$ 1,883,075	\$ 3,711,304			
52	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -			
54					*NOTE: HSR 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.					
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58										
59	Template last modified	7/26/2022								

	A	D	G	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	OPERATING DETAIL			
3	Document Date	7/1/2024		
4	Provider Name	Bayview Hunters Point Foundation		
5	Program	Flexible Housing Subsidy Pool		
6	FSP Contract ID#	1000032307		
7	Budget Name	Prop C - Flexible Housing Subsidy Pool		
8				
9		Year 1	Year 2	All Years
10		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
11		New	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 70,000	\$ 70,000	\$ 140,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 8,800	\$ 8,800	\$ 17,600
15	Office Supplies, Postage	\$ 6,260	\$ 5,450	\$ 11,710
16	Building Maintenance Supplies and Repair	\$ 2,300	\$ 2,300	\$ 4,600
17	Printing and Reproduction	\$ 8,200	\$ 8,200	\$ 16,400
18	Insurance	\$ 35,619	\$ 37,044	\$ 72,663
19	Staff Training	\$ 4,500	\$ 4,500	\$ 9,000
20	Staff Travel-(Local & Out of Town)	\$ 10,000	\$ 10,000	\$ 20,000
21	Rental of Equipment	\$ 8,000	\$ 8,000	\$ 16,000
22	Identification badges, cards, T-shirts	\$ 5,000	\$ 5,000	\$ 10,000
23	Cell Phones	\$ 930	\$ 850	\$ 1,780
24	Barrier Removal	\$ 42,200	\$ 35,000	\$ 77,200
25				\$ -
42	<u>Consultants</u>			\$ -
43	IT Services	\$ 20,000	\$ 20,000	\$ 40,000
44				\$ -
54	<u>Subcontractors (First \$25k Only)</u>			\$ -
55	Lic. Clinical Supervisor, LMFT or LCSW - Ina Moon	\$ 9,000	\$ 9,000	\$ 18,000
56				\$ -
58				\$ -
68	TOTAL OPERATING EXPENSES	\$ 230,809	\$ 224,144	\$ 454,953

BUDGET NARRATIVE

Fiscal Year

Prop C - Flexible Housing Subsid

FY24-25

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Director	0.50	\$ 57,200	General management oversight and coordination. Provides direct supervision to Assist. Director; problem solves, guides, consults regarding management operations, supportive services, assist with program design, implementing and administrating programs; charts the direction of the program development. Establishes program procedures/protocol with AD. Performs A, B, D, E,	\$114,400 @.50 = \$57,200 Yearly
Asst. Director	0.49	\$ 49,400	Provides direct management of supportive services and collaborates with the DD to establish performance standards and objectives for the team and develop program procedures, protocol and adherence to HSH rules & requirements . Directly supervises asst. program managers (APMs), case management, clinical/non-clinical operations. Ensure that guests are afforded quantitative/qualitative care/services from APMs, case managers (CMs); oversee APMs review of CMs work performance, files, case notes, reports and logs to ensure guest cases are being tracked properly; oversees and monitors coordination of services for intakes/assessments & delivery of guest plans; improves team cohesion and staff competences by making training/educational resources accessible to team. Performs D, F, G, H. Make sure that program requirements are being met and APMs are meeting objectives and goals of the program. Reviews reporting QA and other requirements with APMs.	\$100,880 @50=\$49,400 yearly
Lead Case Manager	0.75	\$ 55,380	20:1 ratio. Provides flex housing focused CM services to guests; conducts intake, match and refer guests to housing services; assist guests with completing housing on-boarding paperwork; help guests complete surveys/questionnaires. Link guests to applicable resources, including existing behavioral health/clinical services, financial coaches, workforce development counselors, medical, SUD and/or mental health, education and skill building services. Support guests with completing housing paperwork and make sure all relevant consent forms are signed. Develop Housing Stability Plan after guests moves into housing and reassess Housing Stability plan every three months. CM to meet with guests at least twice a month; may utilize ONE System, Epic or other systems to track progress of guests and enter pertinent data relevant to guests.	\$73,840 @.75 = \$55,380 yearly
Housing Focused Case Managers	10.00	\$ 748,800	20:1 ratio. Provides flex housing focused CM services to guests; conducts intake, match and refer guests to housing services; assist guests with completing housing on-boarding paperwork; help guests complete surveys/questionnaires. Link guests to applicable resources, including existing behavioral health/clinical services, financial coaches, workforce development counselors, medical, SUD and/or mental health, education and skill building services. Support guests with completing housing paperwork and make sure all relevant consent forms are signed. Develop Housing Stability Plan after guests moves into housing and reassess Housing Stability plan every three months. CM to meet with guests at least twice a month; may utilize ONE System, Epic or other systems to track progress of guests and enter pertinent data relevant to guests.	731K FTE Yearly salary
Mental health clinician AMFT / LMFT	0.50	\$ 41,600	Licensed Mental Health Clinician Will work closely with the CM and provided direct services to the participants to help address any behavioral or mental health needs that may come up for the participants that may jeopardize their housing.	\$83.2k @ 50% = \$41,600 yearly

Life Skills Coach	0.62	\$	51,584	The life skills will set up workshops for life skills such as how to live in an live in an apartment environment. As many of our participants, this is their first time living independently and in their own place for many years. How to clean and cook, operate, utilize the appliances, and grocery shop and store food? Things many of our participants have not done in many years, work on hygiene, pepper communication skills, and self-esteem.	62%X83.2k=\$51,584 yearly
Program Coordinator	0.75	\$	57,720	Asst. AD with overall program management/operations as needed ensuring that case managers provide appropriate care/services to guests. Provide direct supervision to case managers to implement performance standards set by DD/AD. Review case managers' files, case notes, reports, and logs to ensure participants cases are being tracked properly. Supervise, coordinate services for intakes/assessments & delivery of guest plans; attend case conferences morning check-ins; maintain a resource database to link guests to services. Responsible for implementing procedures/protocol established by the DD/AD.	\$76,960K @ 75% = 57,720 yearly
			\$	-	
TOTAL	13.61	\$	1,061,684		
<u>Employee Fringe Benefits</u>			\$ 297,271	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 28% of total salaries.</u>	
Salaries & Benefits Total		\$	1,358,955		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 70,000	Program space/ Staff relocated to 1625 Carroll Ave, San Francisco, CA(build out)	\$65,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 8,800	Due inflated electric and water billing	\$8,800
Office Supplies, Postage	\$ 6,260	Funds are used to support the Housing department with the following material throughout the year,{papers, folders, and meet the documentation requirements of HSH.	\$5,200
Building Maintenance Supplies and Repair	\$ 2,300	New space janitor services and new furniture for space build-out	\$1,300
Printing and Reproduction	\$ 8,200	Funds are used to support the Housing department with the following material throughout the year,{papers, folders, and meet the documentation requirements of HSH.	\$8,200
Insurance	\$ 35,619	employee insurance we are now 98% fully staff which raised the cost	\$27,398
Staff Training	\$ 4,500	Funds are used to support the staff's professional development and is supported by funding. To assist each case manager with their unique population of participants. As well as the required HUD and other professional-focused trainings for case managers	yearly 9CM/500=4500
Staff Travel-(Local & Out of Town)	\$ 10,000	Funds used to help with cost of transportation within the Bay area so Case Manager can meet the participants "where they are" and due mobility issues and other transportation concerns with get to the main office.	12 staff/ 70 monthly=10,000 yearly
Rental of Equipment	\$ 8,000	Required to build new Housing space within (chairs, desk, cubic build-out)	\$8,000
Identification badges, cards, T-shirts	\$ 5,000	Staff requires appropriate visual identification when meeting with guests in the field/ Required for some site to be able to employee and other site entrance/outside of business cards.	23 departmental staff / 217.39 =5,000
Cell Phones	\$ 930	CMs will be primarily in the field and require effective communication methods	Based on historic

Barrier Removal	\$ 42,200	Funds used to remove barriers related to employment or stabilizing in housing. For example but not limited to, cleaning supplies, transportation, DMV or identity docs fees. Required to assist with stabilization material to help stabilize participants in new unit.	250x169=42,200.00	250
			participants @ 169 = 42,20.00 yearly	
Consultants	\$ -			
IT Services	\$ 20,000	Configure, maintenance, software updates, installations for 7 laptops	\$1.667/mo	
	\$ -			
	\$ -			
	\$ -			
Subcontractors (First \$25k Only)	\$ -			
Lic. Clinical Supervisor, LMFT or LCSW - Ina Moon	\$ 9,000	Provides clinical supervision and conduct case conferences to CM; supervise clinical hours for AMFTs or ASWs towards licensure and trains teams as necessary to provide clinical case management services.	\$	9,000.00
TOTAL OPERATING EXPENSES	\$ 230,809			
Indirect Cost	15.0%	\$ 238,465		