



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 Amendment Approval: Lutheran Social Services of Northern California Money Management Services

<i>Agreement Information</i>	
F&P Contract ID#	1000021449
Provider	Lutheran Social Services of Northern CA
Program Name	Money Management (MM) Services ¹
Agreement Action	First Amendment
Agreement Term	July 1, 2021 to June 30, 2026

Agreement Amount

Current Budget ²	Amended	New Budget	Contingency ³	Total Not to Exceed (NTE)
\$3,798,840	\$5,922,646	\$9,721,486	\$278,364	\$9,999,850

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget ⁴
2021-22	\$1,238,369	\$1,114,749	--	\$1,114,749
2022-23	\$1,395,058	\$1,222,768	--	\$1,222,768
2023-24	\$1,461,323	--	--	\$1,461,323
2024-25	--	--	\$2,961,323	\$2,961,323
2025-26	--	--	\$2,961,323	\$2,961,323
TOTAL	\$4,094,750	\$2,337,517	\$5,922,646	\$9,721,486
			<i>Contingency</i>	<i>\$278,364</i>
			Total NTE	\$9,999,850

<i>Funding Information</i>	
Funding Sources⁵	49% General Fund 51% Our City, Our Home (Prop C)

¹ The program name has been updated from Third Party Rent Payment/Money Management Services (TPRP/MM) to Money Management Services.

² Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$4,027,558.

³ A 4.7% contingency only applied to FY 24-25 - FY 25-26 budgeted amount.

⁴ Total New Budget Amount accounts for adjustment to actuals of closed fiscal year budgets.

⁵ The funding sources listed reflect future years.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant agreement with Lutheran Social Services of Northern California for the provision of Money Management (MM) services for the period of July 1, 2021 to June 30, 2026, in an additional amount of \$5,922,646. This amendment extends the agreement term by two performance years and increases the annual budget by \$1,500,000 to expand service capacity. The new NTE amount is \$9,999,850, which includes \$278,364 in contingency.³

Background

Lutheran Social Services of Northern California has been providing MM services in San Francisco since 1993, and began providing TPRP to Permanent Supporting Housing (PSH) tenants since 2002 through agreements with other City Departments. MM services include Third Party Rent Payment (TPRP) and Representative Payee programs to help clients make timely rental payments and meet other financial obligations to maintain housing stability, as well as budget planning and money management coaching.

Expanding money management services is one of the strategies HSH is pursuing to address nonpayment of rent concerns, through increasing access for money management and related services across the PSH portfolio. The Supportive Housing Programs team submitted a budget request for MM expansion that was funded in the FY23-25 HSH budget. HSH currently funds MM services for approximately 1,800 Permanent Supporting Housing (PSH) residents. This proposal will expand access to MM services for approximately 1,500 additional PSH residents in FY24-25 for a total of \$2,500,000, split between two money management service providers. With the \$1,500,000 budget increase awarded to Lutheran Social Services of Northern CA, it will double the capacity of its existing MM program in order to serve an additional 1,000 tenants.

In total, the program expansion will enable approximately a third of PSH households to engage in MM services. The expanded enrollment capacity will allow support services and property management to conduct outreach to tenants and offer a referral to these services, while also ensuring there is capacity to accept referrals for PSH tenants who are in danger of eviction due to nonpayment of rent to avoid legal action.

Services to be Provided

The purpose of the grant is to provide MM services, including Representative Payee or TPRP options, to formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in PSH units. Grantee shall serve approximately 2,000 tenants in PSH with a budgeted staff of 18.84 full time equivalent (FTE).

The amendment supports an increase in service capacity from 1,000 to approximately 2,000 clients, and a corresponding increase of 8.46 FTE in budgeted staff.

Selection

The Board of Supervisors originally adopted Ordinance No. 61-19 which was extended under Ordinance No. 38-24, authorizing 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. The authorization is valid through May 5, 2029, or until the Point In Time (PIT) count is at 5,350. The provider has been providing Third Party Rent Payment for PSH tenants since 2002, and has been providing MM services generally since 1993.



Performance History

Lutheran Social Services of Northern California underwent fiscal monitoring most recently in FY22-23 and there were no findings.

Lutheran Social Services of Northern California's MM program underwent program monitoring most recently in FY22-23. The final monitoring disposition was Conformant with Findings Resolved.

Lutheran Social Services of Northern California consistently meets almost all the service and outcome objectives for the contract. The FY22-23 tenant survey indicated that 85 percent of tenants are satisfied with services. The program will work to increase participation in the annual satisfaction survey in order to meet the goal of 50 percent participation for next year's survey.



Appendix A, Services to be Provided
by
Lutheran Social Services of Northern California
Money Management Services

I. Purpose of Grant

The purpose of the grant is to provide Money Management services including Third Party Rent Payment or Representative Payee options to the served population. The goal of these services is to help clients make rental payments and meet other financial obligations to maintain housing stability.

II. Definitions

- A. Money Management (MM): an umbrella term that encompasses the services provided to clients enrolled with this provider.
- B. Third Party Rent Payment Program (TPRP): provides third-party rent payment services to residents of permanent supportive housing.
- C. Representative Payee Program (RPP): provides benefit payment management to beneficiaries of Social Security or Supplemental Security Income (SSI/SSA) payments or VA clients.
1. Additionally, the Representative Payees advocate on behalf of clients applying for or receiving benefits from the Social Security Administration. This includes requests for re-determination of benefits, managing overpayments, and other matters involving participants' fiscal needs.

III. Served Population

Grantee shall serve formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in Permanent Supportive Housing (PSH) units. The served population shall also include PSH households that are not managed by Grantee, including legacy tenants, and continue to serve clients who are currently enrolled in these services.

IV. Referral and Prioritization

New clients shall be referred from PSH housing sites eligible for MM services that are approved by the Department of Homelessness and Supportive Housing (HSH). HSH reserves the right to expand the list of sites based on program requirements and/or extend program services to clients who may benefit from MM, TPRP, and/or RPP services.

Grantee shall accept referrals from PSH housing and service providers via a referral process approved by HSH. All new clients referred will be PSH residents and/or new move-ins into PSH programs.

V. Description of Services

Grantee shall provide services to an average number of clients per month as listed in Appendix B, Budget ("Number Served" tab). HSH may expand the list of PSH sites eligible for referrals to serve clients up to the average monthly caseload. Services shall include, but are not limited to the following:

- A. Grantee shall schedule and complete client intakes and enrollments.
- B. Grantee shall arrange for clients' benefit checks to be deposited into Grantee's Client Trust account, when possible.
- C. Grantee shall offer a variety of methods for clients to pay their rent, including but not limited to: having benefits directly deposited into Grantee's Client Trust account; enabling clients to transfer funds from their Direct Express card to Grantee's Client Trust Account; allowing clients to swipe their Direct Express card in person at Grantee office; enabling clients to do remote pay where they authorize Grantee to key in rent payment using clients' Direct Express card information.
- D. Grantee shall disburse, at minimum monthly, the rent check directly to each client's landlord, and when applicable, one check directly to client for other expenses.
 - 1. All disbursements, including rent, bill payments and clients' personal funds, shall be issued in the form of payments drawn on Grantee's Client Trust account.
 - 2. Grantee shall process rent payments on the first business day following the third of each month.
- E. Grantee shall issue payments according to the budget agreed upon by the client.
- F. Grantee shall provide clients with budget planning and money management coaching, as appropriate.
- G. Grantee shall assist with follow-up with the income source regarding clients' continuing eligibility (e.g. public benefits).
- H. Grantee shall send monthly reports to Property Management that detail client income changes.
- I. Grantee shall send monthly proposed rent payment reports to Property Management.
- J. Grantee shall perform client account reconciliation.
- K. Grantee shall provide referrals to eviction prevention resources, as needed.
- L. Grantee shall perform ongoing case coordination with property managers, support services staff, community-based service providers, vendors, financial institutes, and income sources.
- M. Grantee shall support clients in applying for and maintaining benefits in coordination with the PSH support services provider.
- N. Grantee shall participate in operations or coordination meetings with PSH Property Management and Support Services, when appropriate, to support housing retention for clients enrolled in MM services.

VI. Location and Time of Services

Grantee shall provide services Monday to Friday from 9:30 am to 12:30 pm, and 1:30 pm to 4:30 pm, excluding agency holidays. Services shall be provided at 191 Golden Gate Avenue, San Francisco, CA 94102.

VII. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- B. Supervision: Grantee shall provide program staff with supervision to ensure appropriate services are provided to clients.
- C. 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 services.
- D. 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.
- E. 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>.
- F. 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.
- G. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for clients, which 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 client and obtain a signed copy of the form from the client, which must be maintained in the client's file. Additionally, Grantee shall post the policy at all times in a location visible to clients and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- H. 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 (i.e., Grievance Procedure) 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 regarding completion of the survey if the written format presents any problem.
- I. City Communications, Trainings and Meetings:
Grantee shall keep HSH informed of program operations, 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.
- J. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers to formalize collaboration and roles and responsibilities.
- K. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#). In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- L. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan which will contain 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 Agency plan as needed and Grantee shall train all employees regarding the provisions of the plan.
- M. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- N. Data Standards:
 1. Grantee shall enter client services enrollment data into the Online Navigation and Entry (ONE) System, as instructed by HSH.
 2. Grantee 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 Grantee 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 releases of information, consent forms, privacy guidelines, and in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
 4. Failure to comply with data security, storage and access requirements may result in loss of access to the Homeless Management Information System (HMIS) and other data systems.

VIII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average caseload of 2,000 clients per month.
- B. Ninety-five percent of new clients will have been scheduled for intake within seven business days of referral.
- C. One hundred percent of clients will be offered a budget plan and all RPP clients will have a budget plan in place within 90 days of service enrollment.
- D. Eighty percent of budget plans will have been updated at least once annually.
- E. Grantee shall administer an annual written anonymous Client Satisfaction Survey to obtain feedback on the type and quality of program services. Grantee shall offer all clients the opportunity to take this survey.

IX. Outcome Objectives

Grantee shall achieve the following Outcome Objectives on an annual basis:

- A. Eighty-five percent of clients who have a budget plan will have accomplished one or more goals.
- B. Eighty-five percent of clients will have remained in the housing associated with the rent payments made by the MM service or have exited the program in good standing.

Grantee shall also determine which of the following outcomes applies to each tracked client:

- 1. Eighty-five percent will remain a tenant in the building where MM paid rent for the client throughout the program year;
 - 2. Eighty-five percent of those who exited housing and the MM program will be in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and/or leaving with notice and with a rent debt of less than one month’s rent; or
 - 3. Fifteen percent or less of those that have exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
- C. Eighty percent of clients who complete the annual Client Satisfaction Survey will report being satisfied or very satisfied with program services (based on a four-point scale: 1= very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

X. Reporting Requirements

Grantee shall meet the following Reporting Requirements for this grant:

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 - 1. Number of active clients as of the last day of the month;
 - 2. Number and percentage of active clients with a budget plan;
 - 3. Number of Unduplicated Clients (UDC) Year-to-Date;
 - 4. Number of new client referrals for the month; and
 - 5. Percentage of new clients that had intakes scheduled within seven business days of referral.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
 - 1. Number and percentage of clients who had a budget plan in place within 90 days of service enrollment; and
 - 2. Number and percentage of clients that exited during the quarter who:

- a. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - b. Exited housing and the MM program to any destination with a rent debt of more than one month’s rent.

- C. Grantee shall provide an annual report summarizing program activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will 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, including:
 1. Average monthly caseload for the program year;
 2. Number of new clients for the program year;
 3. Number of Unduplicated Clients (UDC) served in the program year;
 4. Number and percentage of budget plans that were updated at least once annually;
 5. Number and percentage of clients with a budget plan that accomplished one or more goals;
 6. Number and percentage of clients who completed a Client Satisfaction Survey;
 7. Number and percentage of survey respondents who reported being satisfied or very satisfied with program services; and
 8. Number and percentage of clients who have remained in the housing associated with the rent payments made by MM or have exited the program in good standing, as defined below. Grantee shall provide aggregate data for clients based on the following outcomes:
 - a. Still a tenant in the building where the MM program paid rent for the client throughout the program year;
 - b. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - c. Exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.

- D. 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.

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

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

XI. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: client files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and backup documentation for reporting progress towards meeting Service and Outcome Objectives.

- B. Fiscal Compliance and Contract 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 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	7/1/2021	6/30/2024	3
6	Amended Term	7/1/2021	6/30/2026	5
7	Program	Money Management Services		
9	Approved Subcontractors			
10	None			
11				

	A	B	C	D	E	H	K	N	O	P	Q	R	S	AI	AJ	AK
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	7/1/2021	6/30/2024	3												
6	Amended Term	7/1/2021	6/30/2026	5												
7	Provider Name	Lutheran Social Services of Northern CA														
8	Program	Money Management Services														
9	FSP Contract ID#	1000021449														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Names	General Fund & Prop C - Money Management , One-Time Prop C Bonus Pay														
13		Current	New													
14	Term Budget	\$ 3,798,840	\$ 9,721,486	4.70%												
15	Contingency	\$ 228,718	\$ 278,364													
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850													
					Year 1	Year 2	Year 3	Year 4			Year 5			All Years		
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
18					Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
19	Expenditures															
20	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 840,327	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869
21	Operating Expense	\$ 330,050	\$ 362,958	\$ 424,239	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067
22	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,566	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ 3,484,760	\$ 4,649,176	\$ 8,133,936
23	Indirect Percentage															
24	Indirect Cost	\$ 157,609	\$ 187,834	\$ 196,755	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ 542,199	\$ 723,370	\$ 1,265,569
25	Other Expenses (Not subject to indirect %)	\$ (85,829)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (258,119)	\$ -	\$ (258,119)
26	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100
28	Total Expenditures	\$ 1,114,749	\$ 1,222,770	\$ 1,461,321	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing	\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ -	\$ 1,461,323	\$ 1,461,323	\$ 4,026,959	\$ 2,922,646	\$ 6,949,605
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Prop C - One-time Bonus Pay	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	\$ -	\$ 4,900
35	General Fund - One-Time	\$ 62,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,891	\$ -	\$ 62,891
38	General Fund Adjustment to Actuals	\$ (123,620)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (295,910)	\$ -	\$ (295,910)
39	Prop C Fund - Ongoing	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 3,000,000	\$ 3,000,000
42	Total HSH Revenues	\$ 1,114,749	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
43	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
51	Total HSH + Other Revenues	\$ 1,114,749	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,798,840	\$ 5,922,646	\$ 9,721,486
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Total Adjusted Salary FTE (All Budgets)									18.84						18.84
56	Prepared by	John Paul Soto, Deputy Director				*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.										
58	Email	JPSoto@Lssnorcal.org														
60	Template last modified	10/19/2023														

	A	B	C	D	E	H	K	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
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5	Current Term	7/1/2021	6/30/2024	3												
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7	Provider Name	Lutheran Social Services of Northern CA														
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9	FSP Contract ID#	1000021449														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Name	General Fund & Prop C - Money Management														
13		Current	New													
14	Term Budget	\$ 3,798,840	\$ 9,716,586	4.70%	EXTENSION YEAR						EXTENSION YEAR					
15	Contingency	\$ 228,718	\$ 278,364		Year 1	Year 2	Year 3	Year 4			Year 5			All Years		
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
17		Current	Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
18	Expenditures															
19	Salaries & Benefits	\$ 682,918	\$ 844,267	\$ 840,327	\$ -	\$ 1,468,678	\$ 1,468,678	\$ -	\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869			
20	Operating Expense	\$ 330,050	\$ 362,958	\$ 424,239	\$ -	\$ 855,910	\$ 855,910	\$ -	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067			
21	Subtotal	\$ 1,012,968	\$ 1,207,225	\$ 1,264,566	\$ -	\$ 2,324,588	\$ 2,324,588	\$ -	\$ 2,324,588	\$ 2,324,588	\$ 3,484,760	\$ 4,649,176	\$ 8,133,936			
22	Indirect Percentage	15.56%	15.56%	15.56%	0.00%		15.56%	0.00%		15.56%						
23	Indirect Cost (Line 22 X Line 23)	\$ 157,609	\$ 187,834	\$ 196,755	\$ -	\$ 361,685	\$ 361,685	\$ -	\$ 361,685	\$ 361,685	\$ 542,199	\$ 723,370	\$ 1,265,569			
24	Other Expenses (Not subject to indirect %)	\$ (90,729)	\$ (172,290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (263,019)	\$ -	\$ (263,019)			
25	Capital Expenditure	\$ 30,000	\$ -	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100			
26	Total Expenditures	\$ 1,109,849	\$ 1,222,770	\$ 1,461,321	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
27																
28	HSB Revenues (select)															
29	General Fund - Ongoing	1,170,578	1,395,058	1,461,323		\$ 1,461,323	1,461,323		\$ 1,461,323	1,461,323	4,026,959	2,922,646	6,949,605			
30	General Fund - One-Time	62,891	-				-			-	62,891	-	62,891			
31	General Fund Adjustment to Actuals	\$ (123,620)	\$ (172,290)				\$ -			\$ -	\$ (295,910)	\$ -	\$ (295,910)			
32	Prop C Fund - Ongoing					\$ 1,500,000	\$ 1,500,000		\$ 1,500,000	\$ 1,500,000	-	3,000,000	3,000,000			
33	Prop C Fund Adjustment to Actuals						\$ -			\$ -	-	-	-			
34	Total HSB Revenues	\$ 1,109,849	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
35	Other Revenues (to offset Total Expenditures)															
36	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37	Total HSB + Other Revenues	\$ 1,109,849	\$ 1,222,768	\$ 1,461,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ -	\$ 2,961,323	\$ 2,961,323	\$ 3,793,940	\$ 5,922,646	\$ 9,716,586			
38	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			
39	Prepared by	John Paul Soto, Deputy Director														
40	Email	JPSoto@Lssnorcal.org														
41	Template last modified	10/19/2023														
42	*NOTE: HSB 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.															

	A	F	M	T	W	X	Y	Z	AC	AJ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	SALARY & BENEFIT DETAIL												
3	Document Date	7/1/2024											
4	Provider Name	Lutheran Social Services of Norther											
5	Program	Money Management Services											
6	F\$P Contract ID#	1000021449											
7	Budget Name	General Fund & Prop C - Money Management			EXTENSION YEAR				EXTENSION YEAR				
8		Year 1	Year 2	Year 3	Year 4				Year 5	All Years			
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
10		Current	Current	Current			New	New	Current	Amendment	New		
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Lead Case Worker Leandro Gonzales	\$ 29,311	\$ 34,172	\$ 34,975	\$ 67,830	0.94	55%	0.52	\$ 34,975	\$ 34,975	\$ 98,457	\$ 69,950	\$ 168,407
13	Case Worker (Open Position)	\$ 42,760	\$ 52,753	\$ 50,383	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 145,896	\$ 99,450	\$ 245,346
14	Case Worker Alison Ignacio	\$ 44,950	\$ 50,700	\$ 49,415	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 145,065	\$ 99,450	\$ 244,515
15	Case Worker Jennifer Hinijosa	\$ 46,611	\$ 56,645	\$ 53,387	\$ 57,304	0.94	100%	0.94	\$ 53,723	\$ 53,723	\$ 156,643	\$ 107,445	\$ 264,088
16	Case Worker Shaquil Byrd	\$ 40,311	\$ 49,725	\$ 50,155	\$ 54,642	0.94	100%	0.94	\$ 51,227	\$ 51,227	\$ 140,191	\$ 102,454	\$ 242,645
17	Case Worker Lillian Froio	\$ 40,311	\$ 51,217	\$ 51,670	\$ 56,285	0.94	100%	0.94	\$ 52,767	\$ 52,767	\$ 143,198	\$ 105,534	\$ 248,732
18	Case Worker Tyler Wehle	\$ 13,470	\$ 16,300	\$ 16,360	\$ 55,127	0.94	33%	0.31	\$ 16,941	\$ 16,941	\$ 46,130	\$ 33,882	\$ 80,011
19	Program Associate Christian Gomez	\$ 25,105	\$ 30,245	\$ 30,056	\$ 48,575	0.94	66%	0.62	\$ 30,056	\$ 30,056	\$ 85,405	\$ 60,112	\$ 145,517
20	Program Office Manager Gavin James	\$ 35,002	\$ 39,834	\$ 40,179	\$ 77,924	0.94	55%	0.52	\$ 40,179	\$ 40,179	\$ 115,015	\$ 80,358	\$ 195,373
21	Project Manager/Systems Development Michael Knotz	\$ 28,445	\$ 29,278	\$ 29,967	\$ 81,667	0.94	39%	0.37	\$ 29,967	\$ 29,967	\$ 87,690	\$ 59,935	\$ 147,625
22	Deputy Director John Paul Soto	\$ 23,608	\$ 24,788	\$ 25,537	\$ 113,496	0.94	24%	0.23	\$ 25,537	\$ 25,537	\$ 73,932	\$ 51,073	\$ 125,005
23	Program Manager Gabriela Avalos	\$ 62,830	\$ 64,145	\$ 62,842	\$ 75,589	0.94	90%	0.84	\$ 63,778	\$ 63,778	\$ 189,817	\$ 127,556	\$ 317,373
24	Financial Systems Manager Glenn Gravlin	\$ 39,638	\$ 40,827	\$ 41,790	\$ 99,057	0.94	45%	0.42	\$ 41,790	\$ 41,790	\$ 122,254	\$ 83,579	\$ 205,833
25	Staff Accountant Rena Geodzhayeva	\$ 46,979	\$ 51,675	\$ 52,902	\$ 56,429	0.94	100%	0.94	\$ 52,902	\$ 52,902	\$ 151,556	\$ 105,804	\$ 257,361
26	Case Worker Zinnia Wilson		\$ 49,725	\$ 49,415	\$ 53,040	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ 99,140	\$ 99,450	\$ 198,590
27	Program Manager				\$ 72,606	0.94	100%	0.94	\$ 68,250	\$ 68,250	\$ -	\$ 136,499	\$ 136,499
28	Lead Case Worker				\$ 57,048	0.94	100%	0.94	\$ 53,625	\$ 53,625	\$ -	\$ 107,250	\$ 107,250
29	Staff Accountant				\$ 54,973	0.94	100%	0.94	\$ 51,675	\$ 51,675	\$ -	\$ 103,349	\$ 103,349
30	Case Worker				\$ 53,936	0.94	100%	0.94	\$ 50,700	\$ 50,700	\$ -	\$ 101,400	\$ 101,400
31	Case Worker				\$ 53,936	0.94	100%	0.94	\$ 50,700	\$ 50,700	\$ -	\$ 101,400	\$ 101,400
32	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
33	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
34	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
35	Case Worker				\$ 52,899	0.94	100%	0.94	\$ 49,725	\$ 49,725	\$ -	\$ 99,450	\$ 99,450
55		\$ 519,330	\$ 642,028	\$ 639,032	TOTAL SALARIES				\$ 1,116,866	\$ 1,116,866	\$ 1,800,390	\$ 2,233,731	\$ 4,034,121
56					TOTAL FTE				18.84				
57		31.50%	31.50%	31.50%	FRINGE BENEFIT RATE				31.50%	31.50%			
58		\$ 163,589	\$ 202,239	\$ 201,295	EMPLOYEE FRINGE BENEFITS				\$ 351,813	\$ 351,813	\$ 567,123	\$ 703,625	\$ 1,270,748
59		\$ 682,918	\$ 844,267	\$ 840,327	TOTAL SALARIES & BENEFITS				\$ 1,468,678	\$ 1,468,678	\$ 2,367,513	\$ 2,937,356	\$ 5,304,869

	A	B	E	H	M	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Lutheran Social Services of North							
5	Program	Money Management Services							
6	F\$P Contract ID#	1000021449							
7	Budget Name	General Fund & Prop C - Money Management							
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 114,265	\$ 115,496	\$ 118,932	\$ 298,932	\$ 298,932	\$ 348,693	\$ 597,864	\$ 946,557
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,306	\$ 19,306	\$ 19,306	\$ 28,959	\$ 28,959	\$ 57,918	\$ 57,918	\$ 115,836
15	Office Supplies, Postage	\$ 18,635	\$ 27,595	\$ 37,595	\$ 58,393	\$ 58,393	\$ 83,825	\$ 116,786	\$ 200,611
16	Building Maintenance Supplies and Repair	\$ 35,990	\$ 41,990	\$ 62,710	\$ 84,084	\$ 84,084	\$ 140,690	\$ 168,168	\$ 308,858
17	Printing and Reproduction	\$ 4,966	\$ 5,187	\$ 5,187	\$ 10,325	\$ 10,325	\$ 15,340	\$ 20,650	\$ 35,990
18	Insurance	\$ 7,494	\$ 8,491	\$ 8,491	\$ 56,000	\$ 56,000	\$ 24,476	\$ 112,000	\$ 136,476
19	Staff Training	\$ 4,641	\$ 6,975	\$ 10,000	\$ 18,000	\$ 18,000	\$ 21,616	\$ 36,000	\$ 57,616
20	Staff Travel-(Local & Out of Town)	\$ 1,436	\$ 2,500	\$ 3,500	\$ 6,500	\$ 6,500	\$ 7,436	\$ 13,000	\$ 20,436
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Computer Hardware & Software	\$ 5,000	\$ 8,000	\$ 8,000	\$ 16,000	\$ 16,000	\$ 21,000	\$ 32,000	\$ 53,000
23	Bank Fees	\$ 45,697	\$ 45,697	\$ 45,697	\$ 81,085	\$ 81,085	\$ 137,091	\$ 162,170	\$ 299,261
24	IT/Technology Support	\$ 13,700	\$ 15,400	\$ 15,400	\$ 30,400	\$ 30,400	\$ 44,500	\$ 60,800	\$ 105,300
25	Postage	\$ 5,140	\$ 5,140	\$ 6,140	\$ 12,140	\$ 12,140	\$ 16,420	\$ 24,280	\$ 40,700
26	Temporary Personnel	\$ 7,470	\$ 9,900	\$ 12,000	\$ 20,000	\$ 20,000	\$ 29,370	\$ 40,000	\$ 69,370
27	Audit	\$ 3,446	\$ 3,446	\$ 3,446	\$ 6,892	\$ 6,892	\$ 10,338	\$ 13,784	\$ 24,122
28	Landlines/Cell phones	\$ 15,439	\$ 15,439	\$ 15,439	\$ 28,500	\$ 28,500	\$ 46,317	\$ 57,000	\$ 103,317
29	Cell Phones/Pagers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Other Occupancy: Security	\$ 12,196	\$ 12,196	\$ 12,196	\$ 19,500	\$ 19,500	\$ 36,588	\$ 39,000	\$ 75,588
31	Program Materials/Supplies - Check stock	\$ 15,229	\$ 20,200	\$ 40,200	\$ 80,200	\$ 80,200	\$ 75,629	\$ 160,400	\$ 236,029
42	Consultants						\$ -	\$ -	\$ -
54	Subcontractors						\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 330,050	\$ 362,958	\$ 424,239	\$ 855,910	\$ 855,910	\$ 1,117,247	\$ 1,711,820	\$ 2,829,067
70	Other Expenses (not subject to indirect cost %)								
71	One-Time CODB FY 20-21	\$ 32,891			\$ -	\$ -	\$ 32,891	\$ -	\$ 32,891
74	Adjustment to Actuals	\$ (123,620)	\$ (172,290)		\$ -	\$ -	\$ (295,910)	\$ -	\$ (295,910)
84	TOTAL OTHER EXPENSES	\$ (90,729)	\$ (172,290)	\$ -	\$ -	\$ -	\$ (263,019)	\$ -	\$ (263,019)
86	Capital Expenses								
90	Program Expansion				\$ 275,050	\$ 275,050	\$ -	\$ 550,100	\$ 550,100
95	TOTAL CAPITAL EXPENSES	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 275,050	\$ 30,000	\$ 550,100	\$ 580,100
97	HSH #3						Template last modified		10/19/2023

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - Money Management

FY24-25

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted</u>		<u>Budgeted Salary</u>	<u>Justification</u>
	<u>FTE</u>			
Lead Case Worker Leandro Gonzales	0.52	\$	34,975	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)
Case Worker (Open Position)	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Alison Ignacio	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Jennifer Hinijosa	0.94	\$	53,723	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Shaquil Byrd	0.94	\$	51,227	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Lillian Froio	0.94	\$	52,767	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker Tyler Wehle	0.31	\$	16,941	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Program Associate Christian Gomez	0.62	\$	30,056	First point of contact for clients and others visiting the office. Provides practical support for Caseworkers. Assists with satisfactions surveys and file reviews. Provides support to Program Office Manager. (FTE adjusted based on provider's 37.5 work week)
Program Office Manager Gavin James	0.52	\$	40,179	Oversees all administrative functions for the Money Management Services program. Supports report documentation; back-up for reception functions; program support for Deputy Director and Program Managers; office coordination. Supervises Program Associate. (FTE adjusted based on provider's 37.5 work week)
Project Manager/Systems Development Michael Knotz	0.37	\$	29,967	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)
Deputy Director John Paul Soto	0.23	\$	25,537	Supervises and supports Program Managers, oversees contract compliance, cultural competency, quality assurance and reporting functions. Oversees all administrative functions for contracts in San Francisco. Reviews and responds to all client grievances. (FTE adjusted based on provider's 37.5 work week)
Program Manager Gabriela Avalos	0.84	\$	63,778	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)
Financial Systems Manager Glenn Gravlin	0.42	\$	41,790	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)
Staff Accountant Rena Geodzhayeva	0.94	\$	52,902	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)
Case Worker Zinnia Wilson	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Program Manager	0.94	\$	68,250	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)
Lead Case Worker	0.94	\$	53,625	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)
Staff Accountant	0.94	\$	51,675	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	50,700	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	50,700	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
Case Worker	0.94	\$	49,725	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)
TOTAL	18.84	\$	1,116,866	
<u>Employee Fringe Benefits</u>			<u>\$ 351,813</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.5% of total salaries.</u>
Salaries & Benefits Total		\$	1,468,678	

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>
Rental of Property	\$ 298,932	Rent is allocated based on staffing and client caseload
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 28,959	Electric, water, gas, scavenger, pest control, etc.
Office Supplies, Postage	\$ 58,393	Office supplies and purchase expenses related to the overall support of the program
Building Maintenance Supplies and Repair	\$ 84,084	Janitorial services, hazardous waste clean-up, fire extinguisher maintenance, routine building maintenance and repairs, etc.
Printing and Reproduction	\$ 10,325	Expenses related to printing and copying program related materials, including monthly rental of equipment
Insurance	\$ 56,000	Agency program related liability insurance costs
Staff Training	\$ 18,000	Trainings, workshops, educational related expenses for all program staff on agency and program relevant topics/issues
Staff Travel-(Local & Out of Town)	\$ 6,500	Program related travel expenses
Rental of Equipment	\$ -	
Computer Hardware & Software	\$ 16,000	Computer and electronic hardware/software related program costs
Bank Fees	\$ 81,085	Account operating related program costs - including bank fees and bank related expenses
IT/Technology Support	\$ 30,400	Informational Technology costs directly related to the support of the program
Postage	\$ 12,140	Costs related to mailing checks, bill payments, and correspondence on behalf of clients; Courier services
Temporary Personnel	\$ 20,000	Expenses related to the support of the program by temporary/short-term professional staff
Audit	\$ 6,892	Agency audit related program expenses
Landlines/Cell phones	\$ 28,500	Costs related to the operation of phones and internet as related to the program for the purpose of communication and the sharing of information/resources.
Cell Phones/Pagers	\$ -	
Other Occupancy: Security	\$ 19,500	Professional expenses related to crowd control and client safety for the program site, especially on check distribution days
Program Materials/Supplies - Check stock	\$ 80,200	Program costs related to the overall support of the program, including check stock and envelopes
Consultants	\$ -	
Subcontractors	\$ -	
TOTAL OPERATING EXPENSES	\$ 855,910	
Indirect Cost	15.6% \$ 361,685	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>
One-Time CODB FY 20-21	\$ -	Remaining unspent One-Time CODB from FY 20-21 Budget
	\$ -	Budget Modification approved to baseline 3% FY 20-21 CODB (\$33,101.44) and add 3% CODB for FY 21-22 (\$34,094.49).
	\$ -	
TOTAL OTHER EXPENSES	\$ -	

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>
One-Time Carry Forward: Soundproofing	\$ -	One-Time carry forward of unspent FY 20-21 funding for (1) Professional soundproofing of our client lobby area. The high ceiling and walls create an auditory environment that makes it difficult to easily communicate with clients and other providers in the lobby. We would like to get this done as soon as possible (approx. \$15,000).
One-Time Carry Forward: Security System Upgrade	\$ -	One-Time carry forward of unspent FY 20-21 funding for (2) Updating of our security camera system. We have a very old system that surveys the outside of our building and the inside client lobby area. This surveillance has been invaluable in the last few years in helping to keep our program site, our staff, and the people we serve safe (approx. \$10,000).
One-Time Carry Forward: Floorboard Repair	\$ -	One-Time carry forward of unspent FY 20-21 funding for (3) Floorboard repair in our client lobby area after the recent work we had done to make out floors even and safe for staff, clients, and visitors into our lobby area (approx. \$5,000).
Program Expansion	\$ 275,050	Build out our space to accommodate the new staff that would be necessary to expand the program
TOTAL CAPITAL EXPENSES	\$ 275,050	

	A	B	C	D	E	H	K	AI
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	7/1/2021	6/30/2024	3				
6	Amended Term	7/1/2021	6/30/2026	5				
7	Provider Name	Lutheran Social Services of Northern CA						
8	Program	Money Management Services						
9	F\$P Contract ID#	1000021449						
10	Action (select)	Amendment						
11	Effective Date	7/1/2024						
12	Budget Name	One-Time Prop C Bonus Pay						
13		Current	New					
14	Term Budget	\$ 4,900	\$ 4,900					
16	Not-To-Exceed	\$ 4,027,558	\$ 9,999,850	Year 1	Year 2	Year 3	All Years	
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	
18				Current	Current	Current	Current	
19	Expenditures							
25	Other Expenses (Not subject to indirect %)	\$ 4,900	\$ -	\$ -	\$ 4,900			
28	Total Expenditures	\$ 4,900	\$ -	\$ -	\$ 4,900			
29								
30	HSH Revenues (select)							
33	Prop C - One-time Bonus Pay	\$ 4,900			\$ 4,900			
40	Total HSH Revenues	\$ 4,900	\$ -	\$ -	\$ 4,900			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			
53	Prepared by	John Paul Soto, Deputy Director						
55	Email	JPSoto@Lssnorcal.org						
57	Template last modified	10/19/2023						

	A	B	E	H	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date	7/1/2024			
4	Provider Name	Lutheran Social Services of North			
5	Program	Money Management Services			
6	FSP Contract ID#	1000021449			
7	Budget Name	One-Time Prop C Bonus Pay			
8					
9		Year 1	Year 2	Year 3	All Years
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
11		Current	Current	Current	Current
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	One-Time Prop C Bonus Pay (carried forward)	\$ 4,900			\$ 4,900
83					
84	TOTAL OTHER EXPENSES	\$ 4,900	\$ -	\$ -	\$ 4,900