



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: Catholic Charities Bayview Family Access Point

<i>Agreement Information</i>	
F\$P#	1000024654
Provider	Catholic Charities
Program Name	Bayview Family Access Point
Agreement Action	1 st Amendment
Agreement Term	July 1, 2022 to June 30, 2026

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$1,630,529	\$1,713,044	\$3,343,573	\$668,714	\$4,012,287

Funding History

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
<i>General Fund & Our City, Our Home (Prop C) (July – June term)</i>				
2022-23	\$554,483	\$457,305	\$0	\$457,305
2023-24	\$474,832	\$111,850 ³	\$0	\$474,832
2024-25	\$0	\$0	\$474,832	\$474,832
2025-26	\$0	\$0	\$474,832	\$474,832
<i>HUD CoC (January – December term)</i>				
July - Dec 2022	\$190,845	\$179,722	\$0	\$179,722
2023	\$381,690	\$327,825	\$0	\$327,825
2024	\$190,845	\$0 ⁴	\$190,845	\$381,690
2025	\$0	\$0	\$381,690	\$381,690
Jan – June 2026	\$0	\$0	\$190,845	\$190,845
TOTAL	\$1,792,695	\$1,076,702	\$1,713,044	\$3,343,573

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$2,088,241.

² Contingency includes funding to incorporate cost of doing business (CODB) increases on eligible budget amounts in future years.

³ Actual spent through October of FY23-24.

⁴ As of submission for internal review on February 7, January invoices were not yet due.

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
			20% Contingency	\$668,714
			Total NTE⁵	\$4,012,287

Funding Information	
Funding Sources⁶	60% General Fund 40% U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Support Services funds

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Catholic Charities for the provision of Bayview Family Access Point services for the period of July 1, 2022 to June 30, 2026, in an additional amount of \$1,713,044. The addition of funds includes two additional performance years at FY23-24 funding levels. The new amount is \$3,343,573, with a 20 percent contingency of \$668,714, for a new requested NTE amount of \$4,012,287.

Background

This grant will allow the Bayview Family Access Point to continue the provision of services for San Francisco families with minor children, parenting transition-age youth (TAY), and pregnant adults who are at-risk of, or experiencing, literal homelessness. Bayview Family Access Point is contractually obligated to communicate and ensure the community has equitable access to all crisis response resources in the Continuum of Care (CoC), including access to brick and mortar or mobile outreach engagement; problem solving, assessment, prioritization, navigation, and referral services for housing and shelter (emergency shelter, transitional housing, and navigation center) programs; and referrals to other community services.

Services to be Provided

The purpose of the grant is to provide access point services to families experiencing homelessness. Catholic Charities will provide services to approximately 550 families annually who are experiencing homelessness, with a budgeted staff of 7.05 full time equivalents (FTE).

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.

Performance History

Catholic Charities underwent fiscal monitoring most recently in FY22-23. There were no unresolved findings.

Bayview Family Access Point underwent program monitoring most recently on July 21, 2022 for FY21-22. Although there were no findings, there were a number of recommendations to improve data quality,

⁵ NTE is calculated using the Actual Spent for prior years.

⁶ The funding sources listed reflect current and future years.



Grant Agreement Approval: Catholic Charities/ Bayview Family Access Point

participant files, and posting of resource information for participants. Program monitoring for FY22-23 and FY23-24 is underway.



**Appendix A, Services to be Provided
by
Catholic Charities
Bayview Family Access Point**

I. Purpose of Grant

The purpose of the grant is to provide Access Point services to people experiencing homelessness.

II. Served Population

Grantee shall serve people experiencing homelessness, as defined by the Department of Homelessness and Supporting Housing (HSH's) Definitions, and those who are eligible for Problem Solving, as defined by the HSH Problem Solving Guide.

III. Referral and Prioritization

Households may self-refer, be referred by a community member or contact Access Points remotely with or without a support person/case manager/social worker.

Grantee shall determine eligibility for all Access Point services by verifying that the household meets the criteria for services.

IV. Description of Services

Grantee shall provide the following services to all eligible households:

- A. Access: Grantee shall provide in person and remote services to connect all people experiencing homelessness with Access Point Services. Grantee shall conduct street outreach with unsheltered households who are living in vehicles, outdoors, buildings, and other places not meant for human habitation. Grantee shall perform all Access Point services of Coordinated Entry (CE) services on a mobile basis.
- B. Problem Solving Services: Grantee shall implement and provide problem solving conversations to all eligible households. A range of flexible, short-term financial and non-financial assistance will be provided to participants who find a housing resolution that is external to the Homelessness Response System (HRS). Grantee will issue all direct client expenditures in accordance with problem solving direct client assistance guidelines. Grantee Problem Solving Specialists shall provide participants as many conversations as needed to support securing a safe permanent or temporary accommodation and to avoid entering shelter or the experience of street homelessness. The scope of problem solving services is set in the HSH [Problem Solving Guide](#).
- C. Assessment: Grantee shall assess households using the HSH assessment(s).
- D. Prioritization: Grantee shall use the HSH prioritization to determine a household's shelter or housing prioritization status.
- E. Referrals: Grantee shall use the HRS referral protocols to match households with HRS resources, including Temporary Shelter and Permanent Housing.

- F. Navigation: Grantee shall provide navigation services that facilitate the enrollment of households into HRS resources including temporary shelter and permanent housing. Housing navigation assistance involves performing activities that culminate in a housing move-in date, including gathering key documents as required by the housing process; scheduling housing viewing appointments or other appointments needed to obtain documents; coordinating regularly with providers, and representing the person experiencing homelessness in appeals of denials.
- G. Childcare: For Family Access Points, Grantee shall ensure childcare services are available during the Access Point hours of operation in order to ensure Head of Households for the served population can fully and comfortably share information that could lead to a resolution for their homelessness crisis.

V. **Staff Requirements**

Staff serving as the Access Point Manager are considered key staff. Grantee shall notify HSH in advance of any changes in contact information for that position.

VI. **Location and Time of Services**

Grantee shall provide a minimum of 32 hours of in person Access Point Services at the location specified in notice to HSH. Grantee shall provide ample notice (at least 2 weeks) for any unscheduled changes in Access Point hours. Access Point hours will be 9:00 am to 5:00 pm, unless otherwise specified with no more than 60 minutes of mid-day closure for staff breaks, and Access Points shall provide mobile access to problem solving and CE via in person roving staff and telecare/phone access.

Holiday Closures: The Access Point will be closed on all holidays observed by the City and County of San Francisco.

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. Documentation Requirements for Problem Solving Financial Assistance: All problem solving providers are required to submit Problem Solving Limited Financial Assistance documentation in accordance with the [Problem Solving Guide](#) and the Appendix B, Budget. Problem solving providers have an option to issue financial assistance through HSH's Fiscal Agent or internally. In cases where financial assistance is not issued in accordance to HSH policy, HSH may ask a problem solving provider to start issuing assistance through HSH's Problem Solving Fiscal Agent.
- C. Entry Standards and Policies: Grantee shall be informed about and adhere to established standards, principles, and policies that are designed to effectively deliver the HRS services, as prescribed in the CE Standards, located on the HSH website:

https://hsh.sfgov.org/wp-content/uploads/2023/10/CE-Written-Standards_9.2023_Clean.pdf.

- D. 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.
- E. Amenities: During open hours, all Access Points will offer the following: Hand washing and restroom access for people currently using the Access Point and access to problem solving, assessment and referral for people experiencing homelessness.
- F. 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>. Grantee shall comply with Language Access standards that can be found on page ten of the San Francisco CE Standards, located on the HSH website: <https://hsh.sfgov.org/wp-content/uploads/2022/08/CE-Standards-Adopted-May-2-2022.pdf>.
- G. Feedback, Follow-up, and Customer Satisfaction Survey Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include: A written survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. 100 percent of eligible Head of Households with a completed enrollment in the Online Navigation and Entry (ONE) System: one survey after completion of the initial CE encounter and one survey after completion of the CE housing referral/exit for the served population.
- H. Grievance Policy: Grantee shall establish and maintain a written grievance policy that allows the served population to complain or submit a grievance, including the planning, design, and satisfaction about the program, per the Participant Grievance Policy, located on the HSH website: <https://hsh.sfgov.org/wp-content/uploads/2021/10/HSH-CE-SC-Grievance-Interim-Policy-8-22-19-1-1.pdf>.
- I. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH within 24 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.

- J. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan that contains Site Specific Emergency Response Plan(s) for their 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/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- L. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaborate with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Grantee Director, Manager or a representative will attend all appropriate neighborhood meetings;
 3. Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 4. Minimize the impact on the neighborhood of Access Point population waiting to enter the building; and
 5. Active discouragement of loitering in the area surrounding the building.
- M. 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 shall participate in annual trainings on harm reduction, overdose recognition and response.
- N. Data Standards and Ad Hoc Reporting:
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 client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. Records entered into the ONE system shall meet or exceed the ONE System CDQI standards.

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

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 either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS system.
- O. Data Privacy/Sharing: All client information gathered at Access Points will conform to HSH Privacy Practice and Release of Information (ROI) Policy and Practices: <https://hsh.sfgov.org/get-information/data-sharing-and-privacy/>
- P. Record Keeping, Documentation, and Files:
1. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including, but not limited to, homelessness verification documents.
 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
- Q. Mobile Services: Grantee shall provide mobile access to problem solving and CE services. Mobile services will be provided by appointment, and as needed to meet people experiencing homelessness where they are.
- R. Training: Grantee shall attend all HSH ongoing and ad-hoc trainings for Access Points. Grantee shall ensure that all Access Point employees receive adequate training to deliver all Service Requirements, Service Objectives, and Outcome Objectives. Grantees are encouraged to provide additional training to improve quality of care and develop the skills of their employees.
- S. Collaboration: Grantee shall work collaboratively with other Access Points, Access Partners, and HRS partners to coordinate care for people experiencing homelessness. Grantee shall also provide referrals to services, housing, and other resources to help people experiencing homelessness achieve their goals.
- T. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to, hearings on issues related to homelessness; and
3. Attendance of trainings, as requested.

VIII. Service Objectives

Grantee shall complete the following objectives per established policies and processes:

A. Coordinated Entry Access

1. Grantee shall complete for 100 percent of Head of Households seeking services from the HRS:
 - a. Profile;
 - b. Eligibility Assessment; and
 - c. CE Program Enrollment; and
 - d. CE Housing Primary Assessment for any household not immediately resolved through problem solving pme

B. Problem Solving

1. Grantee shall conduct problem solving with 100 percent of eligible problem solving households.
1. Grantee shall input 100 percent of problem solving related information (e.g., problem solving screening) and all problem solving related services (e.g., Conversations, Financial Assistance) in the ONE System for 100 percent of the population served.
2. Grantee shall issue problem solving financial assistance in accordance with the Problem Solving Guide and the Problem Solving Fiscal Agent Policy.
3. Grantee shall refer 100% of eligible problem solving households to housing location assistance services.

C. Housing Referrals

1. Grantee shall complete within the ONE System for 100 percent of eligible Housing Referral Status Households:
 - a. Refer to Community Queue within 24 hours of Housing Referral Status designation;
 - b. Complete housing application within 48 hours of match to housing program;
 - c. Upload housing application within 24 hours of its completion;
 - d. Upload required housing documentation within 72 hours of completing the housing application; and
 - e. During the housing navigation process, assist Household throughout each step of the appeal process, including using ONE System Service and/or CE Events to document outcomes.

D. CE Program Exit

1. Grantee shall complete within the ONE System a CE Program exit for 100% percent of Households within 24 hours for all problem solving resolutions and referrals to permanent housing.

IX. Outcome Objectives

Grantee shall achieve the following outcome objectives:

A. Problem Solving

At least 10 percent of eligible problem solving households will be able to end their housing crisis through problem solving services.

B. Satisfaction and Feedback

At least 70 percent of households enrolled in the Access Point will complete a Customer Satisfaction Survey. At least 85 percent of surveys completed by the served population will result in a good to excellent rating for the quality of received services.

X. Reporting Requirements

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

B. Grantee shall participate, as required by Department, and/or in coordination with other City, State and/or Federal government entities, in evaluative studies and coordination meetings 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 Contractor within 30 business days of receipt of any evaluation report and such response will become part of the official report.

C. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

D. 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, 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, 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 memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	I	J	M	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 1 of 8
2	APPENDIX B-1, BUDGET												
3	Document Date	7/1/2024		Duration (Years)									
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2022	6/30/2024	2									
6	Amended Term	7/1/2022	6/30/2026	4									
7	Provider Name	Catholic Charities											
8	Program	Bayview Family Access Point											
9	FSP Contract ID#	1000024654											
10	Action (select)	Amendment											
11	Effective Date	7/1/2024											
12	Budget Names	General Fund - Access Point, Prop C - Problem Solving											
13		Current	New										
14	This Budget (B-1)	\$ 932,137	\$ 1,881,801										
15	HUD CoC Budget (B-2)	\$698,392	\$ 1,461,772										
16	Total Grant Budget	\$ 1,630,529	\$ 3,343,573	20%									
17	Contingency	\$ 457,712	\$ 668,714										
18	Not-To-Exceed	\$ 2,088,241	\$4,012,287										
19				Year 1	Year 2		Year 3	Year 4	All Years				
20		7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026			
21	Expenditures	Actuals	Current	Amendment	New	New	New	Current	Amendment	New			
22	Salaries & Benefits	\$ 188,280	\$ 202,478	\$ -	\$ 202,478	\$ 202,478	\$ 202,478	\$ 390,758	\$ 404,956	\$ 795,714			
23	Operating Expense	\$ 155,442	\$ 152,147	\$ -	\$ 152,147	\$ 152,147	\$ 152,147	\$ 307,589	\$ 304,294	\$ 611,883			
24	Subtotal	\$ 343,722	\$ 354,625	\$ -	\$ 354,625	\$ 354,625	\$ 354,625	\$ 698,347	\$ 709,250	\$ 1,407,597			
25	Indirect Percentage												
26	Indirect Cost (Line 21 X Line 22)	\$ 105,024	\$ 108,207	\$ -	\$ 108,207	\$ 108,207	\$ 108,207	\$ 213,231	\$ 216,414	\$ 429,645			
27	Other Expenses (Not subject to indirect %)	\$ 8,559	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 20,559	\$ 24,000	\$ 44,559			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	Total Expenditures	\$ 457,305	\$ 474,832	\$ -	\$ 474,832	\$ 474,832	\$ 474,832	\$ 932,137	\$ 949,664	\$ 1,881,801			
31													
32	HSH Revenues (select)*												
33	General Fund - Ongoing	\$ 453,300	\$ 474,832	\$ -	\$ 474,832	\$ 474,832	\$ 474,832	\$ 928,132	\$ 949,664	\$ 1,877,796			
37	Prop C - One-time FY21-22 Carry Forward	\$ 101,183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101,183	\$ -	\$ 101,183			
38	Adjustment to Actuals	\$ (97,178)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (97,178)	\$ -	\$ (97,178)			
42	Total HSH Revenues	\$ 457,305	\$ 474,832	\$ -	\$ 474,832	\$ 474,832	\$ 474,832	\$ 932,137	\$ 949,664	\$ 1,881,801			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54	Total Adjusted Salary FTE (All Budgets)				2.30	2.30	2.30						
55													
56	Prepared by	Colleen McCarthy											
57	Phone	415 972 1211											
58	Email	CMccarthy@catholiccharitiessf.org											
59													
60	Template last modified	9/1/2021											
61													
62	*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.												

	A	F	I	J	K	L	M	N	O	V	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													Page 3 of 8
2	SALARY & BENEFIT DETAIL													
3	Document Date	7/1/2024												
4	Provider Name	Catholic Charities												
5	Program	Bayview Family Access Point												
6	FSP Contract ID#	1000024654												
7	Budget Name	General Fund - Access Point									EXTENSION YEAR		EXTENSION YEAR	
8		Year 1	Year 2				Year 3	Year 4	All Years					
9	POSITION TITLE	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
10		Actuals					Current	Amendment	New	New	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Receptionist	\$ 20,626	\$ 56,574	1.00	50%	0.50	\$ 28,287	\$ -	\$ 28,287	\$ 28,287	\$ 28,287	\$ 48,913	\$ 56,574	\$ 105,486
14	Program Director	\$ 13,029	\$ 83,197	1.00	25%	0.25	\$ 20,799	\$ -	\$ 20,799	\$ 20,799	\$ 20,799	\$ 33,828	\$ 41,598	\$ 75,427
16	Housing Problem Solving Specialist / Outreach Worker	\$ 17,000	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ -	\$ 17,000
17	Housing Problem Solving Specialist / Outreach Worker	\$ 9,724	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,724	\$ -	\$ 9,724
18	Housing Problem Solving Specialist / Outreach Worker	\$ 32,041	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,041	\$ -	\$ 32,041
19	Senior Housing Problem Solving Specialist/Mobile/Outreach Worker, Program Coordinator	\$ 29,856	\$ 59,152	1.00	25%	0.25	\$ 14,788	\$ -	\$ 14,788	\$ 14,788	\$ 14,788	\$ 44,644	\$ 29,576	\$ 74,220
23	Program manager	\$ 1,241	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,241	\$ -	\$ 1,241
24	Site Manager Early Shift	\$ 1,250	\$ 64,995	1.00	25%	0.25	\$ 16,249	\$ -	\$ 16,249	\$ 16,249	\$ 16,249	\$ 17,499	\$ 32,497	\$ 49,996
25	Site Manager Late Shift	\$ 10,608	\$ 64,998	1.00	45%	0.45	\$ 29,249	\$ -	\$ 29,249	\$ 29,249	\$ 29,249	\$ 39,857	\$ 58,498	\$ 98,355
26	Associate Deputy Director of Housing & Homelessness Pr	\$ 7,260	\$ 125,832	1.00	10%	0.10	\$ 12,583	\$ -	\$ 12,583	\$ 12,583	\$ 12,583	\$ 19,843	\$ 25,166	\$ 45,009
28	Housing Problem Solving Specialist / Outreach Worker	\$ -	\$ 58,296	1.00	50%	0.50	\$ 29,148	\$ -	\$ 29,148	\$ 29,148	\$ 29,148	\$ 44,463	\$ 58,296	\$ 46,149
29		\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60		\$ 142,636	TOTAL SALARIES				\$ 151,103	\$ -	\$ 151,103	\$ 151,103	\$ 151,103	\$ 309,054	\$ 302,206	\$ 554,649
61			TOTAL FTE				2.30							
62		32.00%	FRINGE BENEFIT RATE				34.00%		34.00%	34.00%	34.00%			
63		\$ 45,644	EMPLOYEE FRINGE BENEFITS				\$ 51,375	\$ -	\$ 51,375	\$ 51,375	\$ 51,375	\$ 97,019	\$ 102,750	\$ 199,769
64		\$ 188,280	TOTAL SALARIES & BENEFITS				\$ 202,478	\$ -	\$ 202,478	\$ 202,478	\$ 202,478	\$ 390,758	\$ 404,956	\$ 795,714
65														

	A	B	E	F	G	J	M	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 4 of 8
2	OPERATING DETAIL										
3	Document Date	7/1/2024									
4	Provider Name	Catholic Charities									
5	Program	Bayview Family Access Point									
6	FSP Contract ID#	1000024654									
7	Budget Name	General Fund - Access Point									
8		EXTENSION YEAR EXTENSION YEAR									
9		Year 1	Year 2		Year 3	Year 4	All Years				
10		7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026	
11		Actuals	Current	Amendment	New	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 59,429	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 119,429	\$ 120,000	\$ 239,429	
14	Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 17,000	\$ 29,519	\$ -	\$ 29,519	\$ 29,519	\$ 29,519	\$ 46,519	\$ 59,038	\$ 105,557	
15	Office Supplies, Postage	\$ 5,000	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 6,200	\$ 2,400	\$ 8,600	
16	Building Maintenance Supplies and Repair	\$ 2,500	\$ 2,700	\$ -	\$ 2,700	\$ 2,700	\$ 2,700	\$ 5,200	\$ 5,400	\$ 10,600	
17	Printing and Reproduction	\$ 5,000	\$ 1,400	\$ -	\$ 1,400	\$ 1,400	\$ 1,400	\$ 6,400	\$ 2,800	\$ 9,200	
18	Insurance	\$ 9,000	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 16,500	\$ 15,000	\$ 31,500	
19	Staff Training	\$ 4,000	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 5,200	\$ 2,400	\$ 7,600	
20	Staff Travel-(Local & Out of Town)	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 4,000	
21	Rental of Equipment	\$ 700	\$ 1,300	\$ -	\$ 1,300	\$ 1,300	\$ 1,300	\$ 2,000	\$ 2,600	\$ 4,600	
22	Mobile Outreach / Transportation	\$ 1,000	\$ 10	\$ -	\$ 10	\$ 10	\$ 10	\$ 1,010	\$ 20	\$ 1,030	
23	Food	\$ 4,178	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 14,178	\$ 20,000	\$ 34,178	
24	Program Supplies	\$ 2,900	\$ 6,100	\$ -	\$ 6,100	\$ 6,100	\$ 6,100	\$ 9,000	\$ 12,200	\$ 21,200	
25	Computer Related	\$ 1,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 11,000	\$ 20,000	\$ 31,000	
26	Conferences, Meetings & Travel	\$ 500	\$ 113	\$ -	\$ 113	\$ 113	\$ 113	\$ 613	\$ 226	\$ 839	
27	Staff Related (Dues, Licensing, Finger Printing)	\$ 300	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,300	\$ 6,000	\$ 9,300	
28	Vehicle Fuel	\$ 1,700	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,700	\$ 8,000	\$ 13,700	
29	Vehicle Maintenance	\$ 1,200	\$ 2,600	\$ -	\$ 2,600	\$ 2,600	\$ 2,600	\$ 3,800	\$ 5,200	\$ 9,000	
30	Vehicle Insurance	\$ 1,600	\$ 1,572	\$ -	\$ 1,572	\$ 1,572	\$ 1,572	\$ 3,172	\$ 3,144	\$ 6,316	
31	Vehicle Licensing	\$ 300	\$ 933	\$ -	\$ 933	\$ 933	\$ 933	\$ 1,233	\$ 1,866	\$ 3,099	
32			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Janitor - Commercial Cleaning	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 16,000	\$ 16,000	\$ 32,000	
44	THE JOB SHOP & Robert Half (For Admin, Receptionist & Housing Specialist/Mobile Outreach Help Until Filled)	\$ 29,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,135	\$ -	\$ 29,135	
45			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors (First \$25k Only)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 155,442	\$ 152,147	\$ -	\$ 152,147	\$ 152,147	\$ 152,147	\$ 307,589	\$ 304,294	\$ 611,883	
69											
70	Other Expenses (not subject to indirect cost %)										
71	Direct Assistance - Basic Needs	\$ 4,554	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 16,554	\$ 24,000	\$ 40,554	
72	Adjustment to Actuals	\$ (78,298.59)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (78,299)	\$ -	\$ (78,299)	
73			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
84	TOTAL OTHER EXPENSES	\$ (73,744)	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ (61,744)	\$ 24,000	\$ (37,744)	
85											
96											
97	HSH #3								Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

General Fund - Access Point

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Salary</u>			
	<u>FTE</u>				
Receptionist	0.50	\$ 28,287	Greet families, screen and access for eligibility, staff reception area	\$66573.71 * 1.0 FTE * 50%	Hernandez, J.
Program Director	0.25	\$ 20,799	Provide overall program oversight and leadership.	\$83196.88 * 1.0 FTE * 25%	Thomas, C.
Senior Housing Problem Solving Specialist/Mobile/Outreach	0.25	\$ 14,788	Assess family needs, provide crisis and drop-in services, facilitate the shelter and housing placement, provide information and referrals through the hotline, provide case management to	\$59151.66 * 1 FTE * 25%	vacant
Site Manager Early Shift	0.25	\$ 16,249	Supervisory support and program coordination (new position)	\$64994.8 * 1 FTE * 25%	Payan, S.
Site Manager Late Shift	0.45	\$ 29,249	Supervisory support and program coordination (new position)	\$64997.5 * 1 FTE * 45%	Henry, M.
Associate Deputy Director of Housing & Homelessness	0.10	\$ 12,583	Leadership and strategic guidance	\$125833 * 1 FTE * 10%	Brown, E.
Housing Problem Solving Specialist / Outreach Worker	0.50	\$ 29,148	Assess family needs, provide crisis and drop-in services, facilitate the shelter and housing placement, provide information and referrals through the hotline, provide case management to	\$58,296 * 1 FTE * 50%	vacant
		\$ -			
		\$ -			
TOTAL	2.30	\$ 151,103			
<u>Employee Fringe Benefits</u>		\$ 51,375	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.</u>		
Salaries & Benefits Total		\$ 202,478			

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 60,000	Rental of Property		12 months x \$5000
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 29,519	Utilities (PG&E, Garbage, Telephone and Water)		12 months x \$2460
Office Supplies, Postage	\$ 1,200	Copy paper, pens, toner, staples, binders, office items		12 months x \$200
Building Maintenance Supplies and Repair	\$ 2,700	Common Area Maintenance Fee and cleaning supplies		12 months x \$225
Printing and Reproduction	\$ 1,400	Business cards, letterhead, program materials. Outside photocopy for service in large quantity		12 months x \$117
Insurance	\$ 7,500	Estimated General Commercial Liability for Program and		12 months x \$625
Staff Training	\$ 1,200	Training Cost for staff to address specific needs of population and participate in Learning communities.		12 months x \$100
Staff Travel-(Local & Out of Town)	\$ 1,000	Parking at meetings and mileage for new resident home		12 months x \$83
Rental of Equipment	\$ 1,300	Ricoh copier lease and maintenance contract.		12 months x \$108 = \$1300
Mobile Outreach / Transportation	\$ 10	Mobile outreach Monthly parking, rarely needed.		Approximately \$10
Food	\$ 10,000	Food on hand for clients, if needed, when picking up or in		12 months x \$833 = \$10000
Program Supplies	\$ 6,100	Immediate client basic needs/Childcare supplies - diapers/formula/ etc. in office and one-time expense of AP		12 months x \$258 and one-time \$3,000
Computer Related	\$ 10,000	Expected cost of trouble shooting/maintenance, equipment replacement or software and license.		12 months x \$833
Conferences, Meetings & Travel	\$ 113	Travel and conferences		12 months x \$9.42
Staff Related (Dues, Licensing, Finger Printing)	\$ 3,000	Dues, Licensing, Finger Printing, and Recruitment cost		12 months x \$250
Vehicle Fuel	\$ 4,000	Mobile Outreach Vehicle fuel		12 months x \$333
Vehicle Maintenance	\$ 2,600	Mobile Outreach regular and emergency Vehicle service		12 months x \$217 = \$2600
Vehicle Insurance	\$ 1,572	Vehicle insurance		12 months x \$131 = \$1572
Vehicle Licensing	\$ 933	Vehicle Licensing		12 months x \$78= \$933
	\$ -			
<u>Consultants</u>	\$ -			
Janitor - Commercial Cleaning	\$ 8,000	Janitorial Services / Deep Cleaning of Building Facility and		12 months x \$667.41
THE JOB SHOP & Robert Half (For Admin, Receptionist & Housing Spe	\$ -	Hired From "The Job Shop" for Receptionist position until filled 8 hours/day as needed		
	\$ -			
	\$ -			
<u>Subcontractors (First \$25k Only)</u>	\$ -			
	\$ -			
	\$ -			
TOTAL OPERATING EXPENSES	\$ 152,147			
<u>Indirect Cost</u>	\$ 108,207	Agency Indirect is the expense of Exec. Leadership, Finance, HR and all operating costs spread evenly to every program in agency based on budgeted expense. <i>NOTE: This line item covers indirect cost for equivalent of both GF and CoC portions</i>		
	30.6%			

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Assistance - Basic Needs	\$ 12,000	Food, clothing, bus tokens, etc. for clients.	12 months x \$1000
Adjustment to Actuals	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 12,000		

	A	B	C	D	E	H	K	N	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 5 of 8
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2024									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2022	6/30/2024	2							
6	Amended Term	7/1/2022	6/30/2026	4							
7	Provider Name	Catholic Charities									
8	Program	Bayview Family Access Point									
9	F\$P Contract ID#	1000024654									
10	Action (select)	Amendment									
11	Effective Date	7/1/2024									
12	Budget Name	Prop C - Problem Solving									
13		Current	New								
14	Term Budget	\$ 82,303	\$ 82,303								
15	Contingency	\$ 457,712	\$ 668,714	20%							
16	Not-To-Exceed	\$ 2,088,241	\$ 4,012,287		Year 1	Year 2	Year 3	Year 4	All Years		
17		7/1/2022 - 6/30/2023			7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
18		Actuals	Current		Current	Current	Current	Current	Current	Amendment	New
19	Expenditures										
25	Other Expenses (Not subject to indirect %)	\$ 82,303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,303	\$ -	\$ -	\$ 82,303
28	Total Expenditures	\$ 82,303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,303	\$ -	\$ -	\$ 82,303
29											
30	HSH Revenues (select)										
35	Prop C - One-time FY21-22 Carry Forward	\$ 101,183						\$ 101,183	\$ -	\$ -	\$ 101,183
36	Adjustment to Actuals	\$ (18,880)						\$ (18,880)	\$ -	\$ -	\$ (18,880)
40	Total HSH Revenues	\$ 82,303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,303	\$ -	\$ -	\$ 82,303
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52											
57	Template last modified	9/1/2021									

	A	B	E	H	K	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 6 of 8
2	OPERATING DETAIL							
3	Document Date	7/1/2024						
4	Provider Name	Catholic Charities						
5	Program	Bayview Family Access Point						
6	F\$P Contract ID#	1000024654						
7	Budget Name	Prop C - Problem Solving						
8		EXTENSION YEAR						
9		Year 1	Year 2	Year 3	Year 4	All Years		
10		7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
11		Actuals	Current	Current	Current	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Direct Assistance - Problem Solving	101,183.03	\$ -			\$ 101,183	\$ -	\$ 101,183
72	Adjustment to Actuals	\$ (18,880)	\$ -			\$ (18,880)	\$ -	\$ (18,880)
83								
84	TOTAL OTHER EXPENSES	\$ 82,303	\$ -	\$ -	\$ -	\$ 82,303	\$ -	\$ 82,303
85								
96								
97	HSH #3						Template last modified	9/1/2021

BUDGET NARRATIVE

Fiscal Year

Prop C - Problem Solving

FY23-24

<- Select from the drop-down list the fiscal year in which the proposed budget change

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Direct Assistance - Problem Solving	\$ -	Problem solving funds to help clients end homelessness - Carry over from FY21-22 FY21-22 and FY22-23 only	
Adjustment to Actuals	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ -		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 7 of 8
2	APPENDIX B-1, BUDGET				
3	Document Date	7/1/2024			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2022	6/30/2024	2	
6	Amended Term	7/1/2022	6/30/2026	4	
7	FSP Contract ID#	1000024654			
8	Approved Subcontractors				
10	None.				
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													Page 8 of 8		
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2022	6/30/2024	2												
6	Amended Term	7/1/2022	6/30/2026	4												
7	F\$P Contract ID#	1000024654			Year 1	Year 2	Year 3	Year 4								
8	Service Component				7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026								
10	Families served				550	550	550	550								
11																
12																
13																
14																
15																
16																
17																
18																

	A	B	C	D	E	H	K	L	M	P	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													Page 1 of 4
2	APPENDIX B-2, BUDGET													
3	Document Date	7/1/2024												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	7/1/2022 - 6/30/2024		2										
6	Amended Term	7/1/2022 - 6/30/2026		5										
7	Provider Name	Catholic Charities												
8	Program	Bayview Family Access Point												
9	FSP Contract ID#	1000024654												
10	Action (select)	Amendment												
11	Effective Date	7/1/2024												
12	Budget Name	CoC - Support Services (Access Point)												
13		Current	New											
14	This Budget (B-2)	\$ 698,392	\$ 1,461,772											
15	Other Budgets (B-1)	\$ 932,137	\$ 1,881,801											
16	Term Budget	\$ 1,630,529	\$ 3,343,573	20%										
17	Contingency	\$ 457,712	\$ 668,714											
18	Not-To-Exceed	\$ 2,088,241	\$ 4,012,287											
19		Year 1	Year 2	Year 3			Year 4	Year 5	All Years					
20		7/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023	1/1/2024 - 6/30/2024	1/1/2024 - 12/31/2024	1/1/2024 - 12/31/2024	1/1/2025 - 12/31/2025	1/1/2026 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026			
21	Expenditures	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New			
22	Salaries & Benefits	\$ 190,845	\$ 381,690	\$ 190,845	\$ 190,845	\$ 381,690	\$ 381,690	\$ 190,845	\$ 763,380	\$ 763,380	\$ 1,526,760			
24	Subtotal	\$ 190,845	\$ 381,690	\$ 190,845	\$ 190,845	\$ 381,690	\$ 381,690	\$ 190,845	\$ 763,380	\$ 763,380	\$ 1,526,760			
27	Other Expenses (Not subject to indirect %)	\$ (11,123)	\$ (53,865)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (64,988)	\$ -	\$ (64,988)			
30	Total Expenditures	\$ 179,722	\$ 327,825	\$ 190,845	\$ 190,845	\$ 381,690	\$ 381,690	\$ 190,845	\$ 698,391	\$ 763,380	\$ 1,461,771			
31														
32	SHS Revenues (select)*													
35	HUD CoC - Support Services	\$ 190,845	\$ 381,690	\$ 190,845	\$ 190,845	\$ 381,690	\$ 381,690	\$ 190,845	\$ 763,380	\$ 763,380	\$ 1,526,760			
37	Adjustment to Actuals	\$ (11,123)	\$ (53,865)			\$ -	\$ -	\$ -	\$ (64,988)	\$ -	\$ (64,988)			
38						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
42	Total HSH Revenues	\$ 179,722	\$ 327,825	\$ 190,845	\$ 190,845	\$ 381,690	\$ 381,690	\$ 190,845	\$ 698,392	\$ 763,380	\$ 1,461,772			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -			
54														
55	Prepared by	Colleen McCarthy												
56	Phone	415 972 1211												
57	Email	CMccarthy@catholiccharitiesf.org												
58														
59	Template last modified	9/1/2021												
60														
61														
62	*NOTE: HSH budgets typically project out revenue levels across multiple													
63	years, strictly for budget-planning purposes. All program budgets at any													
64	given year are subject to Mayoral / Board of Supervisors discretion and													
65	funding availability, and are not guaranteed. For further information, please													
66	see Article 2 of the G-100 Grant Agreement document.													

	A	B	E	H	M	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								Page 3 of 4
2	OPERATING DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Catholic Charities							
5	Program	Bayview Family Access Point							
6	FSP Contract ID#	1000024654							
7	Budget Name	CoC - Support Services (Access Point)							
8		EXTENSION YEAR EXTENSION YEAR							
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years		
10		7/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023	1/1/2024 - 6/30/2024	1/1/2025 - 12/31/2025	1/1/2026 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
11		Actuals	Actuals	Current	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
69									
70	<u>Other Expenses (not subject to indirect cost %)</u>								
71	Adjustment to Actuals	\$ (11,123)	\$ (53,865)		\$ -	\$ -	\$ (64,988)	\$ -	\$ (64,988)
72							\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (11,123)	\$ (53,865)	\$ -	\$ -	\$ -	\$ (64,988)	\$ -	\$ (64,988)
85									
96									
97	HS# #3							Template last modified	9/1/2021

BUDGET NARRATIVE

Fiscal Year

CoC - Support Services (Access **January - December 2024** <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Salaries & Benefits	Adjusted	Budgeted	Justification	Calculation	Employee Name
	FTE	Salary			
Housing Problem Solving Specialist/Mobile/	1.00	\$ 59,155	Assess family needs, provide crisis and drop-in services, facilitate the shelter and housing placement, provide information and referrals through the hotline, provide case management to clients; Provides Mobile outreach to all Access Points.	\$59,155 * 1 FTE	Joel Borden
Housing Problem Solving Specialist/Mobile/	1.00	\$ 58,302	Assess family needs, provide crisis and drop-in services, facilitate the shelter and housing placement, provide information and referrals through the hotline, provide case management to clients; Provides Mobile outreach to all Access Points.	\$52,310 * 1.0 FTE	Clemencia Cardoza
Housing Problem Solving Specialist/Mobile/	1.00	\$ 59,155	Assess family needs, provide crisis and drop-in services, facilitate the shelter and housing placement, provide information and referrals through the hotline, provide case management to clients; Provides Mobile outreach to all Access Points.	\$59,155 * 1 FTE	Charletta Silot
Housing Problem Solving Specialist/Mobile/	1.00	\$ 55,527	Assess family needs, provide crisis and drop-in services, facilitate the shelter and housing placement, provide information and referrals through the hotline, provide case management to clients; Provides Mobile outreach to all Access Points.	\$55,527 * 1 FTE	Michael Henry
Program Director	0.25	\$ 20,500	Program Director role in Appendix B-1. Provides management and leadership responsibilities for all program staff, budgets, contracts and daily operations.	\$82000 * 1.0 FTE * 25%	Cynthia Scott-Thomas
Site Manager Early Shift	0.25	\$ 15,750	Supervisory support and program coordination (new position)	\$62,500*.25 FTE	Scarlat Payan
Site Manager Late Shift	0.25	\$ 16,250	Supervisory support and program coordination (new position)	\$65,000*.25 FTE	TBD
		\$ -			
		\$ -			
TOTAL	4.75	\$ 284,640			
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.		
		\$ 97,050			
Salaries & Benefits Total		\$ 381,690			

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Adjustment to Actuals	\$ -	Adjusting prior years to actual amounts spent.	
TOTAL OTHER EXPENSES	\$ -		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	Page 4 of 4		
2	APPENDIX B-2, BUDGET																			
3	Document Date	7/1/2024																		
4	Contract Term	Begin Date	End Date	Duration (Years)	HUD Project Year January 1 - December 31															
5	Current Term	7/1/2022	6/30/2024																	
6	Amended Term	7/1/2022	6/30/2026																	
7	F\$P Contract ID#	1000024654			Year 1	Year 2	Year 3	Year 4	Year 5											
8	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				7/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023	1/1/2024 - 6/30/2024	1/1/2025 - 12/31/2025	1/1/2026 - 6/30/2026											
10	2 - CE Expansion	Federal Award Identification Number (from GIW Sheet)			CA1463L9T012005	CA1463L9T012106	CA1463L9T012207													
11	2 - CE Expansion	Federal Award Date (HUD Agreement Signature Date) 2 CFR 200.39			7/29/2021	7/1/2022	6/22/2023													