



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: Compass Family Services Clara House

<i>Agreement Information</i>	
F\$P Contract ID#	1000013685
Provider	Compass Family Services
Program Name	Clara House
Agreement Action	2 nd Amendment
Agreement Term	July 1, 2019 – June 30, 2028

Agreement Amount

Current Budget ¹	Amended	New Budget	Contingency ²	Total Not to Exceed (NTE)
\$3,764,485	\$3,274,452	\$7,038,937	\$491,168	\$7,530,105

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2019-20	\$698,285	\$698,285		\$698,285
2020-21	\$746,390	\$746,390	--	\$746,390
2021-22	\$763,569	\$763,569	--	\$763,569
2022-23	\$737,629	\$737,629	--	\$737,629
2023-24	\$818,613	\$451,651 ³	--	\$818,613
2024-25	--	--	\$818,613	\$818,613
2025-26	--	--	\$818,613	\$818,613
2026-27	--	--	\$818,613	\$818,613
2027-28	--	--	\$818,613	\$818,613
TOTAL	\$3,764,485	\$3,397,523	\$3,274,452	\$7,038,937
			<i>Contingency</i>	<i>\$491,168</i>
			Total NTE⁴	\$7,530,105

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$3,997,890.

² A 15 percent contingency only applied to FY 24-25 - FY 27-28 budgeted amount.

³ Through January 2024, the provider has invoiced for \$451,651 if its FY23-24 budget.

⁴ NTE is calculated using the Actual Spent for prior years.

Funding Information	
Funding Sources ⁵	100% General Fund

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Compass Family Services for the provision of Clara House for the period of July 1, 2019 to June 30, 2028 for four additional performance years. The new NTE amount is \$7,530,105, which includes \$491,168 in contingency².

Background

Clara House is a long-standing program that provides transitional housing to 13 families for up to 18 months. Transitional Housing programs are designed to support families with barriers to housing who may need additional time in a shelter program for stabilization and skill development. The program addresses barriers to housing such as mental health, substance abuse, domestic violence, and employment and education. Life skills training and case management are provided to help prepare families for permanent housing.

Services to be Provided

The purpose of the grant is to provide Transitional Housing and Support Services to families. Clara House will provide services to 13 families with a budgeted staff of 6.32 full-time equivalent (FTE).

Selection

Compass Family Services was selected through Request for Proposals (RFP) #120 which is valid until June 30, 2029.

Performance History

Compass Family Services underwent fiscal monitoring most recently in FY22-23 and there were no unresolved findings.

Clara House underwent program monitoring and a site visit in FY22-23. The site visit included a review of program policies and procedures, staff development and training activities, outreach procedures and materials, staffing pattern and job descriptions and monthly and quarterly reports. The program passed successfully with no concerning findings.

⁵ The funding sources listed reflect current and future years.



Appendix A, Services to be Provided
by
Compass Family Services
Clara House Transitional Housing and Support Services

I. Purpose of Grant

The purpose of the grant is to provide Transitional Housing and Support Services to the served population. The goals of these services are to stabilize participants, address barriers to housing and work with participants on transitioning to permanent housing.

II. Served Population

Grantee shall serve formerly homeless or at-risk of homelessness and income-eligible family households with an adult and at least one natural, adoptive and/or foster child below the age of 18. This may include a pregnant person, with or without a partner.

III. Referral and Prioritization

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

IV. Description of Services

Grantee shall provide Transitional Housing and Support Services to the total number of participant families as listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all participants in the service location(s). Transitional Housing and Support Services shall include, but are not limited to, the following:

A. Transitional Housing Operations

1. **Site Control:** Grantee shall provide all functions of Transitional Housing Operations in a building that Grantee owns or leases.
2. **Well Maintained Facility:** Grantee shall provide a clean, safe, sanitary and pest-free facility, which includes, but not limited to, janitorial services in common areas and maintenance and repair of the facility and its systems.
3. **TB Screening:** Grantee shall also enforce mandatory tuberculosis (TB) screening rules for participants.

B. Support Services

1. **Outreach:** Grantee shall engage with participants to provide information about available Support Services and invite them to participate. Grantee shall contact each participant at least weekly during the first 60 days following placement. Grantee shall document all outreach and attempts.
2. **Intake and Assessment:** Grantee intake of participants shall include, but is not limited to, a review of the participant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the participant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. Assessment shall include, but is not limited

to, a determination of whether legal services, benefits, individual and/or family therapy are required.

3. Case Management: Grantee shall provide case management services to participants with the primary goal of achieving housing stability. Case management shall include ongoing meetings and counseling to establish goals, develop service plans that are participant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
 - a. Grantee shall connect each participant with resources needed to be food secure as they live independently.
 - b. Grantee shall refer participants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
 - c. Grantee shall provide benefits advocacy to assist participants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
4. Mental Health Services: Grantee shall employ licensed or license-eligible therapist(s) or connect participants with an external therapist to provide mental health services, as needed, for specific therapy needs (e.g. play therapy).
5. Housing Search and Placement Support: Grantee shall assist families with finding and securing permanent housing by assessing needs, and developing a Family Success Plan. The Family Success Plan shall depend on the family's needs and preferences, and should include a plan for entry into independent and permanent housing. Grantee shall advocate on behalf of families with landlords. Grantee shall also address and whenever possible, resolve any problematic credit and eviction histories.
6. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a participant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
7. Support Groups, Social Events and Organized Activities:
 - a. Grantee shall plan groups, events, and activities with input from participants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to participants a monthly calendar of events.

- b. Grantee shall provide appropriate programming for the population served. Grantee shall provide linkages to activities and services, to meet the needs of youth in the program, on an as-needed basis.
 - c. Afterschool Program: Grantee shall employ background check cleared, experienced and qualified childcare staff, to provide onsite childcare and enrichment programming to promote children's mental, social and physical development. This shall include an after-school program for children in kindergarten through grade 12, which includes, but is not limited to, educational (e.g. tutoring) and recreational activities.
8. Stability Support: Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of instability. This includes but is not limited to discontinuance from benefits or services, rule violations or warnings, and conflicts with staff or other participants. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
9. Exit Planning and After-Care Services: When a participant is leaving the program, Grantee(s) shall engage participants in exit planning and support successful transition from the program, which includes an updated Housing Plan. The plan may also include establishing a link to outpatient case management, as well as access to services in the community. Aftercare services shall include regular phone calls, home visits, referrals to services, and ongoing emotional support.

V. **Location and Time of Services**

Grantee shall provide Transitional Housing and Support Services at Clara House, 111 Page Street, San Francisco, CA. Support Services shall be available from Monday through Friday, 7:30 am to 6:00 pm, excluding legal holidays as determined by Grantee's personnel policies.

Grantee shall provide childcare on weekdays. Grantee shall provide after-school activities on weekdays during the day, and during occasional evening hours and weekend events.

Grantee shall coordinate after-hours facility and crisis services, which shall include the ability to reach the facility by phone.

VI. **Service Requirements**

- A. Case Management Ratio: Grantee shall maintain a minimum 1:15 ratio of case management staff to families.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to participants.

- 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 participant-centered, low-barrier access to housing and 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 participants 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. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participant's progress.
- G. 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.
- H. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for participants, 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 participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants, and

provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

I. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

J. City Communications and Policies

Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:

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;
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
4. Attendance of the Shelter Monitoring Committee Meetings;
5. Adherence to the HSH Shelter Grievance Ordinance and Policy, including the processes regarding monthly grievance report data and denials of service¹ unless Grantee is otherwise dictated by City emergency requirements;
6. Adherence to the City service or companion animals policy;
7. Adherence to the HSH Cold/Wet Weather Policy; and
8. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.

K. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.

L. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. 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.

M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster

¹ HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- 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).
- N. Record Keeping and Files: Grantee shall maintain confidential participant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility.
 2. Grantee shall maintain a program roster of all current participants in the ONE System.
 3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
 4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.
 3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

² HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health, Department of Emergency Management (DEM), HSOC, and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
 2. Grantee shall work with neighbors, HSH, SFPD, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
 3. Grantee shall assign a director, manager, or representative to participate in and attend relevant neighborhood and community meetings.
 4. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
 5. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
 6. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address excessive noise from program participants, including coordination to address excessive noise occurring outside the program site.
 7. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
 8. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.
 9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
 10. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
 11. Grantee shall immediately report to SF HOT or HSOC if encampments emerge along the perimeter of the site or immediately across the street.

12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
14. Grantee will report graffiti in the immediate area to 311.

VII. Service Objectives

On an annual basis, Grantee shall achieve the following Service Objectives:

- A. Grantee shall provide Transitional Housing and Support Services to 13 families at any one time, for up to 18 months each, averaging 20 households served per year.
- B. Grantee shall develop a Family Success Plan for 100 percent of participants within the first 60 days of placement.
- C. Grantee shall obtain feedback on type and quality of services from at least 50 percent of participants.

VIII. Outcome Objectives

On an annual basis, Grantee shall achieve the following Outcome Objectives for Support Services:

- A. One hundred percent of participants will exit into permanent housing or be provided with more appropriate placements within 18 months of placement.
- B. Eighty-five percent of participants will remain in permanent housing for at least one year after exit.
- C. Eighty-five percent of participants surveyed will rate the program as “good” or “excellent.”

IX. Reporting Requirements

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 1. The total number of participants placed into the program; and
 2. The total number of participants that exited to permanent housing.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 1. The number of participants for whom Grantee developed a Family Success Plan within the first 60 days of placement.
 2. The exit destinations for all participants who exited during the quarter; and

3. The number of participants who have remained in permanent housing one year after their exit.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
1. The cumulative number of participants who exited to permanent housing;
 2. The cumulative number of participants who remained in permanent housing one year after exit; and
 3. The number and percentage of participants who completed a written survey to provide feedback on the type and quality of program services. Please include the survey results.
- D. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- E. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- F. 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 any Grantee response will become part of the official report.
- G. 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.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: participant 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 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 trainings and agency lead meetings.

- 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	7/1/2019	6/30/2024	5
6	Amended Term	7/1/2019	6/30/2028	9
7				
8	Approved Subcontractors			
10	None.			

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
7/1/2023	Modification	Ongoing	\$ 36,176.00	N/A	Adding \$36,176 in CODB funding
7/1/2024	Amendment	Ongoing	\$ 3,274,452.00	PENDING	Adding \$3,274,452 in additional funding to extend term for four additional performance years. This amount does not include a 15 percent contingency in the amount of \$491,168 for a total agreement NTE of \$7,530,105

	A	B	C	D	E	H	K	N	Q	U	V	X	Y	AA	AB
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	7/1/2019	6/30/2024	5											
7	Provider Name	Compass Family Services													
8	Program	Clara House													
9	FSP Contract ID#	1000013685													
10	Action (select)	Amendment													
11	Effective Date	7/1/2024													
12	Budget Names	General Fund - Transitional Housing, One Time - Temporary COVID, One Time Prop C Bonus Pay													
13		Current	New												
14	Term Budget	\$ 3,764,486	\$ 7,038,938												
15	Contingency	\$ 233,404	\$ 491,168	15%											
16	Not-To-Exceed	\$ 3,997,890	\$ 7,530,105		Year 1	Year 2	Year 3	Year 4	Year 5	EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR			
17		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	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	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027			
18		Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Amendment	New	Amendment	New	Amendment	New	
19	Expenditures														
20	Salaries & Benefits	\$ 340,610	\$ 432,603	\$ 432,603	\$ 496,411	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720
21	Operating Expense	\$ 248,119	\$ 184,124	\$ 222,163	\$ 158,898	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916
22	Subtotal	\$ 588,729	\$ 616,727	\$ 654,766	\$ 655,309	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636
23	Indirect Percentage														
24	Indirect Cost (Line 22 X Line 23)	\$ 87,859	\$ 87,972	\$ 87,971	\$ 98,296	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695
25	Other Expenses (Not subject to indirect %)	\$ 21,697	\$ 41,691	\$ 20,832	\$ (15,977)	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282
28	Total Expenditures	\$ 698,285	\$ 746,390	\$ 763,568	\$ 737,629	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613
29															
30	HSR Revenues (select)*														
31	General Fund - Ongoing	\$ 695,285	\$ 716,146	\$ 695,286	\$ 737,629	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613
34	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ 30,244	\$ 68,283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	COVID-19 Time-Limited Funding	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSR Revenues*	\$ 698,285	\$ 746,390	\$ 763,569	\$ 737,629	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Total Adjusted Salary FTE (All Budgets)								6.32		6.32				6.32
53		* 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 the 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	Template last modified	7/26/2022													
59															
60															
61															
62															
63															
64															

	A	AD	AE	AI	AJ	AK
1	DEPARTMENT OF H					
2	APPENDIX B, BUDGI					
3	Document Date					
4	Contract Term					
5	Current Term					
7	Provider Name					
8	Program					
9	F\$P Contract ID#					
10	Action (select)					
11	Effective Date					
12	Budget Names					
13						
14	Term Budget					
15	Contingency					
16	EXTENSION YEAR					
16	Not-To-Exceed		Year 9		All Years	
17		7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2028	7/1/2019 - 6/30/2028
18		Amendment	New	Current/Actuals	Amendment	New
19	Expenditures					
20	Salaries & Benefits	\$ 521,720	\$ 521,720	\$ 2,223,947	\$ 2,086,880	\$ 4,310,827
21	Operating Expense	\$ 142,916	\$ 142,916	\$ 956,220	\$ 571,664	\$ 1,527,884
22	Subtotal	\$ 664,636	\$ 664,636	\$ 3,180,167	\$ 2,658,544	\$ 5,838,711
23	Indirect Percentage					
24	Indirect Cost (Line 2	\$ 99,695	\$ 99,695	\$ 461,795	\$ 398,783	\$ 860,578
25	Other Expenses (Not	\$ 54,282	\$ 54,282	\$ 122,524	\$ 217,126	\$ 339,650
28	Total Expenditures	\$ 818,613	\$ 818,613	\$ 3,764,485	\$ 3,274,453	\$ 7,038,938
29						
30	HSH Revenues (selec					
31	General Fund - Ongc	\$ 818,613	\$ 818,613	\$ 3,662,959	\$ 3,274,452	\$ 6,937,411
34	Prop C - One-time C	\$ -	\$ -	\$ 98,527	\$ -	\$ 98,527
35	COVID-19 Time-Limi	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
40	Total HSH Revenues	\$ 818,613	\$ 818,613	\$ 3,764,486	\$ 3,274,452	\$ 7,038,938
50	Rev-Exp (Budget Ma		\$ -	\$ -		\$ -
52	Total Adjusted Salar		6.32			
53						
58	Template last modif					
59						
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61						
62						
63						
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	A	B	C	D	E	H	K	N	Q	U	V	X	Y	AA	AB	
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	7/1/2019	6/30/2024	5												
6	Amended Term	7/1/2019	6/30/2028	9												
7	Provider Name	Compass Family Services														
8	Program	Clara House														
9	F\$P Contract ID#	1000013685														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Name	General Fund - Transitional Housing														
13		Current	New													
14	Term Budget	\$ 3,662,959	\$ 6,937,411	15%												
15	Contingency	\$ 233,404	\$ 491,168													
16	Not-To-Exceed	\$ 3,997,890	\$ 7,428,579													
					Year 1	Year 2	Year 3	Year 4	Year 5	EXTENSION YEAR		EXTENSION YEAR		EXTENSION YEAR		
					7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	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	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	
					Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	Amendment	New	Amendment	New	
19	Expenditures															
20	Salaries & Benefits	\$ 340,610	\$ 432,603	\$ 432,603	\$ 496,411	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	\$ 521,720	
21	Operating Expense	\$ 245,119	\$ 153,880	\$ 153,880	\$ 158,898	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	
22	Subtotal	\$ 585,729	\$ 586,483	\$ 586,483	\$ 655,309	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	\$ 664,636	
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	
24	Indirect Cost (Line 22 X Line 23)	\$ 87,859	\$ 87,972	\$ 87,971	\$ 98,296	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	\$ 99,695	
25	Other Expenses (Not subject to indirect %)	\$ 21,697	\$ 41,691	\$ 20,832	\$ (15,977)	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	
28	Total Expenditures	\$ 695,285	\$ 716,146	\$ 695,286	\$ 737,629	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing	\$ 695,285	\$ 716,146	\$ 695,286	\$ 737,629	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	
40	Total HSH Revenues	\$ 695,285.00	\$ 716,146	\$ 695,286	\$ 737,629	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	\$ 818,613	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52																
53	Prepared by	Joua Lee-Jagoda														
54	Phone	209.628.8448														
55	Email	jlee-jagoda@compass-sf.org														

	A	AD	AE	AI	AJ	AK
1	DEPARTMENT OF H					
2	APPENDIX B, BUDGI					
3	Document Date					
4	Contract Term					
5	Current Term					
6	Amended Term					
7	Provider Name					
8	Program					
9	F\$P Contract ID#					
10	Action (select)					
11	Effective Date					
12	Budget Name					
13						
14	Term Budget					
15	Contingency					
16	EXTENSION YEAR					
16	Not-To-Exceed	Year 9		All Years		
17		7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2028	7/1/2019 - 6/30/2028
18		Amendment	New	Actuals	Amendment	New
19	Expenditures					
20	Salaries & Benefits	\$ 521,720	\$ 521,720	\$ 2,223,947	\$ 2,086,880	\$ 4,310,827
21	Operating Expense	\$ 142,916	\$ 142,916	\$ 854,693	\$ 571,664	\$ 1,426,357
22	Subtotal	\$ 664,636	\$ 664,636	\$ 3,078,640	\$ 2,658,544	\$ 5,737,184
23	Indirect Percentage		15.00%			
24	Indirect Cost (Line 23)	\$ 99,695	\$ 99,695	\$ 461,795	\$ 398,783	\$ 860,578
25	Other Expenses (Not	\$ 54,282	\$ 54,282	\$ 122,524	\$ 217,126	\$ 339,650
28	Total Expenditures	\$ 818,613	\$ 818,613	\$ 3,662,958	\$ 3,274,453	\$ 6,937,411
29						
30	HSH Revenues (select)					
31	General Fund - Ongoing	\$ 818,613	\$ 818,613	\$ 3,662,959	\$ 3,274,452	\$ 6,937,411
40	Total HSH Revenues	\$ 818,613	\$ 818,613	\$ 3,662,959	\$ 3,274,452	\$ 6,937,411
50	Rev-Exp (Budget Ma	\$ -	\$ -	\$ -	\$ -	\$ -
52						
53	Prepared by					
54	Phone					
55	Email					

	A	AP	AQ	AR	AS	AT	AU	AW	AX	AY	AZ	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date											
4	Provider Name											
5	Program											
6	FSP Contract ID#											
7	Budget Name											
8												
9	POSITION TITLE	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals			For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	Agency Totals	
10		Amendment	New						Amendment	New		
11		Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	
12	Program Director	\$ 84,681	\$ 84,681	\$ 84,681	1.00	100%	1.00	\$ 84,681	\$ 84,681	\$ 84,681	1.00	
13	Assistant Program Director/Education-Employment Coordinator	\$ 77,140	\$ 77,140	\$ 77,140	1.00	100%	1.00	\$ 77,140	\$ 77,140	\$ 77,140	1.00	
14	Childcare Coordinator	\$ 45,176	\$ 45,176	\$ 90,353	1.00	50%	0.50	\$ 45,176	\$ 45,176	\$ 90,353	1.00	
15	Family Case Manager, Bilingual	\$ 52,953	\$ 52,953	\$ 61,099	1.00	87%	0.87	\$ 52,953	\$ 52,953	\$ 61,099	1.00	
17	Operations & Maintenance Manager	\$ 51,540	\$ 51,540	\$ 51,540	1.00	100%	1.00	\$ 51,540	\$ 51,540	\$ 51,540	1.00	
19	Aftercare Case Manager	\$ 17,650	\$ 17,650	\$ 56,550	1.00	31%	0.31	\$ 17,650	\$ 17,650	\$ 56,550	1.00	
20	Director of Impact & Learning	\$ 9,772	\$ 9,772	\$ 93,678	1.00	10%	0.10	\$ 9,772	\$ 9,772	\$ 93,678	1.00	
21	Recruiter	\$ -	\$ -	\$ 97,500	0.60			\$ -	\$ -	\$ 97,500	0.60	
22	Site Monitor	\$ 47,581	\$ 47,581	\$ 47,581	1.00	100%	1.00	\$ 47,581	\$ 47,581	\$ 47,581	1.00	
23	Janitor	\$ 11,895	\$ 11,895	\$ 43,256	1.00	28%	0.28	\$ 11,895	\$ 11,895	\$ 43,256	1.00	
24	60% Site Monitor	\$ 2,933	\$ 2,933.36	\$ 44,850	0.60	44%	0.27	\$ 2,933	\$ 2,933.36	\$ 44,850	0.60	
25		\$ -	\$ -					\$ -	\$ -			
55		\$ 401,323	\$ 401,323	TOTAL SALARIES				\$ 401,323	\$ 401,323			
56				TOTAL FTE			6.32					
57			30.00%	FRINGE BENEFIT RATE						30.00%		
58		\$ 120,397	\$ 120,397	EMPLOYEE FRINGE BENEFITS				\$ 120,397	\$ 120,397	EMP		
59		\$ 521,720	\$ 521,720	TOTAL SALARIES & BENEFITS				\$ 521,720	\$ 521,720	TOT		
60												
61												
62												

	A	BA	BB	BD	BE	BF	BG	BH	BI	BK	BL
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date										
4	Provider Name										
5	Program										
6	FSP Contract ID#										
7	Budget Name										
8	Year 8					Year 9					
9	POSITION TITLE	For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028
10				Amendment	New					Amendment	New
11		% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary
12	Program Director	100%	1.00	\$ 84,681	\$ 84,681	\$ 84,681	1.00	100%	1.00	\$ 84,681	\$ 84,681
13	Assistant Program Director/Education-Employment Coordinator	100%	1.00	\$ 77,140	\$ 77,140	\$ 77,140	1.00	100%	1.00	\$ 77,140	\$ 77,140
14	Childcare Coordinator	50%	0.50	\$ 45,176	\$ 45,176	\$ 90,353	1.00	50%	0.50	\$ 45,176	\$ 45,176
15	Family Case Manager, Bilingual	87%	0.87	\$ 52,953	\$ 52,953	\$ 61,099	1.00	87%	0.87	\$ 52,953	\$ 52,953
17	Operations & Maintenance Manager	100%	1.00	\$ 51,540	\$ 51,540	\$ 51,540	1.00	100%	1.00	\$ 51,540	\$ 51,540
19	Aftercare Case Manager	31%	0.31	\$ 17,650	\$ 17,650	\$ 56,550	1.00	31%	0.31	\$ 17,650	\$ 17,650
20	Director of Impact & Learning	10%	0.10	\$ 9,772	\$ 9,772	\$ 93,678	1.00	10%	0.10	\$ 9,772	\$ 9,772
21	Recruiter			\$ -	\$ -	\$ 97,500	0.60			\$ -	\$ -
22	Site Monitor	100%	1.00	\$ 47,581	\$ 47,581	\$ 47,581	1.00	100%	1.00	\$ 47,581	\$ 47,581
23	Janitor	28%	0.28	\$ 11,895	\$ 11,895	\$ 43,256	1.00	28%	0.28	\$ 11,895	\$ 11,895
24	60% Site Monitor	44%	0.27	\$ 2,933	\$ 2,933.36	\$ 44,850	0.60	44%	0.27	\$ 2,933	\$ 2,933.36
25				\$ -	\$ -					\$ -	\$ -
55	TOTAL SALARIES			\$ 401,323	\$ 401,323	TOTAL SALARIES			\$ 401,323	\$ 401,323	
56	TOTAL FTE		6.32			TOTAL FTE		6.32			
57	FRINGE BENEFIT RATE			30.00%		FRINGE BENEFIT RATE			30.00%		
58	EMPLOYEE FRINGE BENEFITS		\$ 120,397	\$ 120,397	EMPLOYEE FRINGE BENEFITS		\$ 120,397	\$ 120,397			
59	TOTAL SALARIES & BENEFITS		\$ 521,720	\$ 521,720	TOTAL SALARIES & BENEFITS		\$ 521,720	\$ 521,720			
60											
61											
62											

	A	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	SALARY & BENEFIT DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	F\$P Contract ID#			
7	Budget Name			
8		All Years		
9	POSITION TITLE	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2028	7/1/2019 - 6/30/2028
10		Actuals	Modification	New
11		Budgeted Salary	Change	Budgeted Salary
12	Program Director	\$ 400,638	\$ 338,726	\$ 739,364
13	Assistant Program Director/Education-Employment Coordinator	\$ 332,500	\$ 308,560	\$ 641,060
14	Childcare Coordinator	\$ 181,098	\$ 180,705	\$ 361,803
15	Family Case Manager, Bilingual	\$ 212,941	\$ 211,811	\$ 424,753
17	Operations & Maintenance Manager	\$ 220,456	\$ 206,161	\$ 426,617
19	Aftercare Case Manager	\$ 58,105	\$ 70,602	\$ 128,707
20	Director of Impact & Learning	\$ 44,437	\$ 39,089	\$ 83,526
21	Recruiter	\$ 1,624	\$ -	\$ 1,624
22	Site Monitor	\$ 144,576	\$ 190,323	\$ 334,899
23	Janitor	\$ 44,029	\$ 47,581	\$ 91,610
24	60% Site Monitor	\$ 35,970	\$ 11,733	\$ 47,704
25		\$ -	\$ -	\$ -
55		\$ 1,676,374	\$ 1,605,292	\$ 3,281,667
56				
57				
58		\$ 547,572	\$ 481,588	\$ 1,029,160
59		\$ 2,223,947	\$ 2,086,880	\$ 4,310,827
60				
61				
62				

	A	X	Y	AA	AB	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE SERVICES							
2	OPERATING DETAIL							
3	Document Date							
4	Provider Name							
5	Program							
6	FSP Contract ID#							
7	Budget Name							
8	EXTENSION YEAR				EXTENSION YEAR			
9	Year 8		Year 9		All Years			
10	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2028	7/1/2019 - 6/30/2028	
11	Amendment	New	Amendment	New	Actuals	Modification	New	
12	Change	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 60,587	\$ 60,587	\$ 60,587	\$ 60,587	\$ 337,348	\$ 242,348	\$ 579,696
15	Office Supplies, Postage	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 40,500	\$ 50,000	\$ 90,500
16	Building Maintenance Supplies and Repair	\$ 22,640	\$ 22,640	\$ 22,640	\$ 22,640	\$ 131,122	\$ 90,560	\$ 221,682
18	Insurance	\$ 8,963	\$ 8,963	\$ 8,963	\$ 8,963	\$ 32,815	\$ 35,852	\$ 68,667
19	Staff Training	\$ 1,366	\$ 1,366	\$ 1,366	\$ 1,366	\$ 22,830	\$ 5,464	\$ 28,294
20	Staff Travel-(Local & Out of Town)	\$ 700	\$ 700	\$ 700	\$ 700	\$ 6,500	\$ 2,800	\$ 9,300
21	Rental of Equipment	\$ 4,956	\$ 4,956	\$ 4,956	\$ 4,956	\$ 24,780	\$ 19,824	\$ 44,604
22	Program Supplies, Furnishings	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 70,000	\$ 40,000	\$ 110,000
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Computer Consultants	\$ 21,204	\$ 21,204	\$ 21,204	\$ 21,204	\$ 95,508	\$ 84,816	\$ 180,324
44	Security Guard	\$ -	\$ -	\$ -	\$ -	\$ 93,290	\$ -	\$ 93,290
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 142,916	\$ 142,916	\$ 142,916	\$ 142,916	\$ 854,693	\$ 571,664	\$ 1,426,357
69								
70	Other Expenses (not subject to indirect cost %)							
71	Client Assistance	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 146,473	\$ 217,126	\$ 363,599
73	One-Time FY20-21 Cost of Doing Business	\$ -	\$ -	\$ -	\$ -	\$ 20,859	\$ -	\$ 20,859
74	CARBON Reconciliation	\$ -	\$ -	\$ -	\$ -	\$ (44,808)	\$ -	\$ (44,808)
84	TOTAL OTHER EXPENSES	\$ 54,282	\$ 54,282	\$ 54,282	\$ 54,282	\$ 122,524	\$ 217,126	\$ 339,650
97	HSH #3				Template last modified			7/26/2022

BUDGET NARRATIVE

Fiscal Year

General Fund - Transitional Hous

FY23-24

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Program Director	1.00	\$ 84,681	1.0 FTE X \$84,681 annual salary	1.0 FTE X 84,681
Assistant Program Director/Education-Emplo	1.00	\$ 77,140	1.0 FTE X \$77,140 annual salary	1.0 FTE X 77,140
Childcare Coordinator	0.50	\$ 45,176	0.5 FTE X \$90,353 annual salary	0.5 FTE X \$90,353 = \$45,176
Family Case Manager, Bilingual	0.87	\$ 52,953	1.0 FTE X \$61,099 annual salary X 87% FTE	1.0 FTE X 61,099 X 87% = 52,953
Intake Coordinator/Family Therapist		\$ -		
Operations & Maintenance Manager	1.00	\$ 51,540	1.0 FTE X \$51,540 annual salary	1.0 FTE X \$51,540
Residential Counselor		\$ -		
Aftercare Case Manager	0.31	\$ 17,650	0.3 FTE X \$56,550 annual salary	0.3 FTE X 57,965 = \$17,390
Director of Impact & Learning	0.10	\$ 9,772	0.10 FTE X 93,678 annual salary	0.10 FTE X 93,678 = \$9,772
Recruiter		\$ -		
Site Monitor	1.00	\$ 47,581	1.0 FTE X 47,581 annual salary	1.0 FTE X 47,581
Janitor	0.28	\$ 11,895	0.27 FTE X 43,256 annual salary	0.27 FTE X 43,256 = \$11,895
60% Site Monitor	0.27	\$ 2,933	position will not be filled before end of fiscal year, will have savings	0.27 FTE X 43,544 = 11,587
		\$ -		
TOTAL	6.32	\$ 401,323		
<u>Employee Fringe Benefits</u>		\$ 120,397	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>	
Salaries & Benefits Total		\$ 521,720		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 60,587	phone, internet, office; water, garbage, utilities	\$5049 X 12 = \$60,587
Office Supplies, Postage	\$ 12,500	Office Supplies and postage (including toner, replacement office furnishings & equipment); Microsoft, Salesforce licenses	\$1042 X 12 = \$12,500
Building Maintenance Supplies and Repair	\$ 22,640	Janitorial and maintenance supplies; building repairs	\$1887 X 12 = \$22,640
Printing and Reproduction	\$ -		
Insurance	\$ 8,963	Business and professional liability, auto, and property insurance for shelter	\$747/mo X 12 mos = \$8963
Staff Training	\$ 1,366	Training, hiring, morale; payroll & HR system and commuter check fees	\$114/mo X 12 mos = \$1366
Staff Travel-(Local & Out of Town)	\$ 700	Travel for employees	\$58/mo X 12 mos = \$700
Rental of Equipment	\$ 4,956	Copier/printer machine leasing. Approx. \$413/month	\$413 X 12 = \$4956
Program Supplies, Furnishings	\$ 10,000	Program furnishings, furniture replacements, activity supplies, etc. Approx. \$1250/mo	\$833 X 12 = \$10,000
	\$ -		
Consultants	\$ -		
Computer Consultants	\$ 21,204	Information Technology consultants. Allocation based on FTEs	\$1767/mo X 12 mos = \$21,204
TOTAL OPERATING EXPENSES	\$ 142,916		
Indirect Cost	15.0%	\$ 99,695	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Client Assistance	\$ 54,282	food, transportation, hygiene, clothing, employment assistance, etc.	\$4523/mo X 12 mos = \$54,282
TOTAL OTHER EXPENSES	\$ 54,282		

	A	B	C	D	E	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	7/1/2019	6/30/2024	5		
7	Provider Name	Compass Family Services				
8	Program	Clara House				
9	F\$P Contract ID#	1000013685				
10	Action (select)	Amendment				
11	Effective Date	7/1/2024				
12	Budget Name	One Time - Temporary COVID				
13		Current	New			
14	Term Budget	\$ 3,000	\$ 3,000	15%	Year 1	All Years
15	Contingency	\$ 233,404	\$ 491,168		7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2024
16	Not-To-Exceed	\$ 3,997,890	\$ 7,530,105		Current/Actuals	Current/Actuals
17						
18						
19	Expenditures					
20	Salaries & Benefits				\$ -	\$ -
21	Operating Expense				\$ 3,000	\$ 3,000
22	Subtotal				\$ 3,000	\$ 3,000
28	Total Expenditures				\$ 3,000	\$ 3,000
29						
30	<u>HSH Revenues (select)</u>					
35	COVID-19 Time-Limited Funding				\$ 3,000	\$ 3,000
39						\$ -
40	Total HSH Revenues				\$ 3,000	\$ 3,000
50	Rev-Exp (Budget Match Check)				\$ -	\$ -
52						

	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	7/1/2019	6/30/2024	5				
7	Provider Name	Compass Family Services						
8	Program	Clara House						
9	F\$P Contract ID#	1000013685						
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	\$ 98,527	\$ 98,527	15%	Year 1	Year 2	Year 3	All Years
15	Contingency	\$ 233,404	\$ 491,168		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2024
16	Not-To-Exceed	\$ 3,997,890	\$ 7,530,105		Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals
17								
18								
19	Expenditures							
20	Salaries & Benefits				\$ -	\$ -	\$ -	\$ -
21	Operating Expense				\$ -	\$ 30,244	\$ 68,283	\$ 98,527
22	Subtotal				\$ -	\$ 30,244	\$ 68,283	\$ 98,527
28	Total Expenditures				\$ -	\$ 30,244	\$ 68,283	\$ 98,527
29								
30	<u>HSH Revenues (select)</u>							
34	Prop C - One-time COVID-19 Bonus Pay					\$ 30,244	\$ 68,283	\$ 98,527
40	Total HSH Revenues				\$ -	\$ 30,244	\$ 68,283	\$ 98,527
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -
52								