



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: Dolores Street Community Services Adult Access Point

<i>Agreement Information</i>	
F\$P#	1000021933
Provider	Dolores Street Community Services
Program Name	Adult Access Point
Agreement Action	1 st Amendment
Agreement Term	July 1, 2021 – June 30, 2026

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$2,119,725	\$1,711,762	\$3,831,485	\$342,352	\$4,173,839

Funding History

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2021-22	\$906,252	\$328,364	--	\$328,364
2022-23	\$855,881	\$835,480	--	\$835,480
2023-24	\$955,881	\$955,881	--	\$955,881
2024-25			\$855,881	\$855,881
2025-26			\$855,881	\$855,881
TOTAL	\$2,718,014	\$2,119,725	\$1,711,762	\$3,831,487
			20% Contingency	\$342,352
			Total NTE³	\$4,173,839

<i>Funding Information</i>	
Funding Sources⁴	96.25% Whole Person Care 3.75% General Fund

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$3,141,617

² Contingency only applied to FY 24-25 – FY 25-26 budgeted amount.

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

⁴ The funding sources listed reflect current and future years.

Grant Agreement Approval: Dolores Street Community Services | Adult Access Point

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Dolores Street Community Services for the provision of Adult Access Point for the period of July 1, 2021 to June 30, 2026, in an additional amount of \$1,711,762. The addition of funds include two additional performance years at the FY23 budget level. The new amount is \$4,173,839, which includes a 20 percent contingency on the FY24-25 and FY25-26 amounts. There is no reduction in program in FY24-25 and FY25-26; HSH provided a one-time \$100,000 capacity building enhancement in FY23-24 grant budget.

Background Dolores Street Community Services operates an Adult Access Point providing Coordinated Entry and Problem Solving services to adults experiencing homelessness. The Dolores Street Community Services Adult Access Points will continue to provide access and services to Adult Coordinated Entry, problem solving services, assessment, prioritization, navigation, and referral to housing, and other community services for San Francisco adults experiencing homelessness.

Services to be Provided

The purpose of the grant is to provide Access Point services to people experiencing homelessness. Grantee will provide services with a budgeted staff of 7.58 full time equivalent (FTE). The amendment includes an increase of .23 FTE to budgeted staff.

Selection

The Board of Supervisors adopted Ordinance No. 38-29, which authorizes HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis, which is valid until May 5, 2029, or until the Point In Time (PIT) count is at 5,350. Dolores Street Community Services was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner.

Performance History

Dolores Street Community Services underwent fiscal monitoring most recently in FY22-23. The final monitoring disposition verified conformance (no findings).

Dolores Street Community Services underwent program monitoring in October FY21-22. Dolores Street Community Services had findings in the area of "Program Specific Administration". These findings were primarily administrative and did not disrupt service provision. Dolores Street Community Services worked with HSH programs to correct all findings. Dolores Street Community Services is currently participating in program monitoring for FY22-23 and FY23-24 with an estimated completion date of May 2024.



**Appendix A, Services to be Provided
by
Dolores Street Community Services
Adult Access Point**

I. Purpose of Grant

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

II. Served Population

People experiencing homelessness, as defined by [HSH Definitions](#) and eligible for Problem Solving, as defined by the [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 Homelessness Response System referral protocols to match households with Homelessness Response System Resources including Temporary Shelter and Permanent Housing.

- F. Navigation: Grantee shall provide navigation services that facilitate the enrollment of households into Homelessness Response System 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 Coordinated Entry via in person roving staff and telecare/phone access.

Holiday Closures:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Indigenous People's Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

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/2023/10/CE-Written-Standards_9.2023_Clean.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 Continuous Data Quality Improvement Process standards¹.
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 the Department of Homelessness and Supportive Housing 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 Online Navigation and Entry (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.

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

- Q. Mobile Services: Grantee shall provide mobile access to Problem Solving and Coordinated Entry 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 Homeless Response System 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;
 3. Attendance of trainings, as requested.

VIII. Service Objectives

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

- A. Coordinated Entry Access
Grantee shall complete upon initial engagement for 100 percent of Head of Households seeking services from the HRS:
1. Profile;
 2. Eligibility Assessment;
 3. CE Program Enrollment; and
 4. CE Housing Primary Assessment for any household not immediately resolved through Problem Solving
- B. Problem Solving
1. Grantee shall conduct Problem Solving with 100 percent of eligible Problem Solving households.
 2. 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.
 3. Grantee shall issue Problem Solving financial assistance in accordance with the Problem Solving Guide and the Problem Solving Fiscal Agent Policy.
 4. Grantee shall refer 100% of eligible Problem Solving households to housing location assistance services.

C. Housing Referrals

Grantee shall complete within the ONE System for 100 percent of eligible Housing Referral Status Households:

1. Refer to Community Queue within 24 hours of Housing Referral Status designation;
2. Complete housing application within 48 hours of match to housing program;
3. Upload housing application within 24 hours of its completion;
4. Upload required housing documentation within 72 hours of completing the housing application; and
5. During the housing navigation process, assist Household throughout each step of the appeal process, including using ONE System Service and/or Coordinated Entry Events to document outcomes.

D. CE Program Exit

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, including, but not limited to, the following: Grantee's participant files, 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.

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
12/20/2023	Modification	One-Time	\$ 100,000.00	pending	FY23-24 BIPOC Equity Funding - One-Time General Fund
12/20/2023	Adjustment to Actuals	One-Time	\$ (598,289.00)	N/A	Adjustment to Actuals
7/1/2024	Amendment	Ongoing	\$ 855,881.00	pending	Amendment to extend program an additional two years, with a new expiration date of June 30, 2026, at the current annual funding level of \$855,881

	A	B	C	D	E	H	K	L	M	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	APPENDIX B, BUDGET																	
3	Document Date	7/1/2024																
4	Contract Term	Begin Date	End Date	Duration (Years)														
5	Current Term	7/1/2021	6/30/2024	3														
6	Amended Term	7/1/2021	6/30/2026	5														
7	Provider Name	Dolores Street Community Services																
8	Program	Adult Access Point																
9	FSP Contract ID#	1000021933																
10	Action (select)	Amendment																
11	Effective Date	7/1/2024																
12	Budget Names	PATH, Whole Person Care, BIPOC Equity Fund																
13		Current	New															
14	Term Budget	\$ 2,119,725	\$ 3,831,487															
15	Contingency	\$ 1,021,892	\$ 342,352	8%														
16	Not-To-Exceed	\$ 3,141,617	\$ 4,173,839															
					EXTENSION YEAR			EXTENSION YEAR										
					Year 1	Year 2	Year 3	Year 4	Year 5	All Years								
17		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026			
18		Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures																	
20	Salaries & Benefits	\$ 608,597	\$ 628,189	\$ 628,189	\$ -	\$ 628,189	\$ -	\$ 645,222	\$ 645,222	\$ -	\$ 645,222	\$ 645,222	\$ 1,864,974	\$ 1,290,444	\$ 3,155,418			
21	Operating Expense	\$ 143,144	\$ 116,055	\$ 116,055	\$ -	\$ 116,055	\$ -	\$ 99,022	\$ 99,022	\$ -	\$ 99,022	\$ 99,022	\$ 375,254	\$ 198,044	\$ 573,298			
22	Subtotal	\$ 751,741	\$ 744,244	\$ 744,244	\$ -	\$ 744,244	\$ -	\$ 744,244	\$ 744,244	\$ -	\$ 744,244	\$ 744,244	\$ 2,240,228	\$ 1,488,488	\$ 3,728,716			
23	Indirect Percentage																	
24	Indirect Cost (Line 21 X Line 22)	\$ 112,761	\$ 111,637	\$ 111,638	\$ -	\$ 111,638	\$ -	\$ 111,637	\$ 111,637	\$ -	\$ 111,637	\$ 111,637	\$ 336,035	\$ 223,273	\$ 559,308			
25	Other Expenses (Not subject to indirect %)	\$ (577,888)	\$ (20,401)	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (498,289)	\$ -	\$ (498,289)			
26	Capital Expenditure	\$ 41,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,750	\$ -	\$ 41,750			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 328,364	\$ 835,479	\$ 955,881	\$ -	\$ 955,881	\$ -	\$ 855,880.34	\$ 855,880.34	\$ -	\$ 855,880.34	\$ 855,880.34	\$ 2,119,724.74	\$ 1,711,761	\$ 3,831,485			
29																		
30	HSH Revenues (select)																	
31	Whole Person Care (WPC) - One-Time	\$ 453,126	\$ -	\$ 855,881	\$ -	\$ 855,881	\$ -	\$ 855,881	\$ 855,881	\$ -	\$ 855,881	\$ 855,881	\$ 1,309,007	\$ 1,711,762	\$ 3,020,769			
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33	General Fund - Ongoing	\$ 453,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 453,126	\$ -	\$ 453,126			
34	State Project for Assistance in Transition from Homelessness (PA)	\$ -	\$ 855,881	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 855,881	\$ -	\$ 855,881			
35	General Fund - One-Time Carryforward	\$ (159,800)	\$ 159,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36	Adjustment to Actuals	\$ (418,088)	\$ (180,201)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (598,289)	\$ -	\$ (598,289)			
37	General Fund - One-Time	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000			
40	Total HSH Revenues	\$ 328,364	\$ 835,480	\$ 955,881	\$ -	\$ 955,881	\$ -	\$ 855,881.00	\$ 855,881.00	\$ -	\$ 855,881.00	\$ 855,881.00	\$ 2,119,724.99	\$ 1,711,762	\$ 3,831,487			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																	
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																		
49	Total HSH + Other Revenues	\$ 328,363.90	\$ 835,480	\$ 955,881	\$ -	\$ 955,881	\$ -	\$ 855,881.00	\$ 855,881.00	\$ -	\$ 855,881.00	\$ 855,881.00	\$ 2,119,724.99	\$ 1,711,762	\$ 3,831,487			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)					7.35			7.58			7.58						
53																		
54	Prepared by	Maribel Gonzalez Ruiz																
55	Phone	650-313-3348																
56	Email	maribel@dscs.org																

	A	B	C	D	E	H	K	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
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3	Document Date	7/1/2024						
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8	Program	Adult Access Point						
9	F\$P Contract ID#	1000021933						
10	Action (select)	Amendment						
11	Effective Date	7/1/2024						
12	Budget Name	PATH						
13		Current	New					
14	Term Budget	\$ 1,128,806	\$ 1,128,806	8%				
15	Contingency	\$ 1,021,892	\$ 342,352					
16	Not-To-Exceed	\$ 3,141,617	\$ 4,173,839					
					Year 1	Year 2	Year 3	All Years
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2026
18					Actuals	Actuals	Actuals	New
19	Expenditures							
20	Salaries & Benefits	\$ 304,298	\$ 628,189		\$ -	\$ 932,487		
21	Operating Expense	\$ 71,572	\$ 116,055		\$ -	\$ 187,627		
22	Subtotal	\$ 375,870	\$ 744,244		\$ -	\$ 1,120,114		
23	Indirect Percentage	15.00%	15.00%		15.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ 56,381	\$ 111,637		\$ -	\$ 168,017		
25	Other Expenses (Not subject to indirect %)	\$ (159,800)	\$ (20,401)		\$ -	\$ (180,201)		
26	Capital Expenditure	\$ 20,875	\$ -		\$ -	\$ 20,875		
28	Total Expenditures	\$ 293,326	\$ 835,479		\$ -	\$ 1,128,805		
29								
30	HSH Revenues (select)							
31	Whole Person Care (WPC) - One-Time						\$ -	
32	General Fund - CODB						\$ -	
33	General Fund - Ongoing	\$ 453,126					\$ 453,126	
34	State Project for Assistance in Transition from Homelessness (PATH)		\$ 855,881				\$ 855,881	
35	General Fund - One-Time Carryforward	\$ (159,800)	\$ 159,800				\$ -	
36	Adjustment to Actuals		\$ (180,201)				\$ (180,201)	
37	General Fund - One-Time						\$ -	
40	Total HSH Revenues	\$ 293,326	\$ 835,480		\$ -	\$ 1,128,806		
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)						\$ -	
42							\$ -	
43							\$ -	
47	Total Other Revenues	\$ -	\$ -		\$ -	\$ -	\$ -	
48								
49	Total HSH + Other Revenues	\$ 293,326	\$ 835,480		\$ -	\$ 1,128,806		
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	
52								
53	Prepared by	Maribel Gonzalez Ruiz						
54	Phone	650-313-3348						
55	Email	maribel@dscs.org						

	A	B	C	D	E	H	M	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2021	6/30/2024	3												
6	Amended Term	7/1/2021	6/30/2026	5												
7	Provider Name	Dolores Street Community Services														
8	Program	Adult Access Point														
9	FSP Contract ID#	1000021933														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Name	Whole Person Care														
13		Current	New													
14	Term Budget	\$ 890,919	\$ 2,602,681													
15	Contingency	\$ 1,021,892	\$ 342,352	8%												
16	Not-To-Exceed	\$ 3,141,617	\$ 4,173,839													
					EXTENSION YEAR			EXTENSION YEAR								
					Year 1	Year 2	Year 3	Year 4			Year 5			All Years		
					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
					Current/Actuals	Current/Actuals	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures															
20	Salaries & Benefits	\$ 304,298	\$ -	\$ 628,189	\$ -	\$ 645,222	\$ 645,222	\$ -	\$ 645,222	\$ 645,222	\$ -	\$ 645,222	\$ 645,222	\$ 932,487	\$ 1,290,444	\$ 2,222,931
21	Operating Expense	\$ 71,572	\$ -	\$ 116,055	\$ -	\$ 99,022	\$ 99,022	\$ -	\$ 99,022	\$ 99,022	\$ -	\$ 99,022	\$ 99,022	\$ 187,627	\$ 198,044	\$ 385,671
22	Subtotal	\$ 375,870	\$ -	\$ 744,244	\$ -	\$ 744,244	\$ 744,244	\$ -	\$ 744,244	\$ 744,244	\$ -	\$ 744,244	\$ 744,244	\$ 1,120,114	\$ 1,488,488	\$ 2,608,602
23	Indirect Percentage	15.00%	0.00%	15.00%	15.00%					15.00%	15.00%		15.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ 56,381	\$ -	\$ 111,638	\$ -	\$ 111,637	\$ 111,637	\$ -	\$ 111,637	\$ 111,637	\$ -	\$ 111,637	\$ 111,637	\$ 168,018	\$ 223,273	\$ 391,291
25	Other Expenses (Not subject to indirect %)	\$ (418,088)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (418,088)	\$ -	\$ (418,088)
26	Capital Expenditure	\$ 20,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,875	\$ -	\$ 20,875
27	Admin Cost (HUD Agreements Only)															
28	Total Expenditures	\$ 35,037.87	\$ -	\$ 855,881	\$ -	\$ 855,880	\$ 855,880	\$ -	\$ 855,880	\$ 855,880	\$ -	\$ 855,880	\$ 855,880	\$ 890,919	\$ 1,711,761	\$ 2,602,680
29																
30	HSH Revenues (select)															
31	Whole Person Care (WPC) - One-Time	\$ 453,126		\$ 855,881		\$ 855,881	\$ 855,881		\$ 855,881	\$ 855,881		\$ 855,881	\$ 855,881	\$ 1,309,007	\$ 1,711,762	\$ 3,020,769
32	General Fund - CODB			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
33	General Fund - Ongoing			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
34	State Project for Assistance in Transition from Homelessness (PATH)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
35	General Fund - One-Time Carryforward			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
36	Adjustment to Actuals	\$ (418,088)		\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ (418,088)	\$ -	\$ (418,088)
37	General Fund - One-Time			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
38				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
39				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ 35,037.90	\$ -	\$ 855,881	\$ -	\$ 855,881	\$ 855,881	\$ -	\$ 855,881	\$ 855,881	\$ -	\$ 855,881	\$ 855,881	\$ 890,919	\$ 1,711,762	\$ 2,602,681
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
42				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
43				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
44				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
45	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
47	Total HSH + Other Revenues	\$ 35,037.90	\$ -	\$ 855,881	\$ -	\$ 855,881	\$ 855,881	\$ -	\$ 855,881	\$ 855,881	\$ -	\$ 855,881	\$ 855,881	\$ 890,919	\$ 1,711,762	\$ 2,602,681
48				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
49	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
51				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
52				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
53	Prepared by	Maribel Gonzalez Ruiz														
54	Phone	650-313-3348														
55	Email	maribel@dscs.org														

	A	F	M	T	W	X	Y	Z	AA	AB	AC	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	7/1/2024										
4	Provider Name	Dolores Street Community Services										
5	Program	Adult Access Point										
6	FSP Contract ID#	1000021933										
7	Budget Name	Whole Person Care				EXTENSION YEAR						
8		Year 1	Year 2	Year 3	Year 4							
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	
10		Current/Actuals	Current/Actuals	Current/Actuals					Current/Actuals	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	
12	Executive Director	\$ 9,923		\$ 10,000	\$ -					\$ -	\$ -	
13	HSP Leadership	\$ 19,380		\$ 7,600	\$ -					\$ -	\$ -	
14	Director of Programs	\$ 9,625		\$ 82,000	\$ -					\$ -	\$ -	
15	Clinical Care Coordinator	\$ 37,500		\$ 63,000	\$ -					\$ -	\$ -	
16	Problem Solving Specialist	\$ 75,000		\$ 244,533	\$ 62,000	4.00	99%	3.94		\$ 244,534	\$ 244,534	
17	Housing Navigator	\$ 78,000		\$ 62,000	\$ 62,000	1.00	100%	1.00		\$ 62,000	\$ 62,000	
18	Janitor (start-up only)	\$ 1,191		\$ 10,400	\$ 41,600	1.00	25%	0.25		\$ 10,400	\$ 10,400	
19	Director of Community Service Programs				\$ 130,000	1.00	14%	0.14		\$ 17,602	\$ 17,602	
20	Sr Program Manager				\$ 82,000	1.00	100%	1.00		\$ 82,000	\$ 82,000	
21	Care Coordinator				\$ 63,000	1.00	100%	1.00		\$ 63,000	\$ 63,000	
22	Program Assistant				\$ 52,000	1.00	25%	0.25		\$ 13,000	\$ 13,000	
23	Maintenance Technician (start-up only)	\$ 819			\$ -					\$ -	\$ -	
24	Operations Manager (start-up only)	\$ 306			\$ -					\$ -	\$ -	
25	Operations Assistant (start-up only)	\$ 275			\$ -					\$ -	\$ -	
26	Facility Supervisor (start-up only)	\$ 270			\$ -					\$ -	\$ -	
27										\$ -	\$ -	
54										\$ -	\$ -	
55		\$ 232,289	\$ -	\$ 479,533	TOTAL SALARIES				\$ -	\$ 492,536	\$ 492,536	
56					TOTAL FTE			7.58				
57		31.00%		31.00%	FRINGE BENEFIT RATE			31.00%				
58		\$ 72,010	\$ -	\$ 148,655	EMPLOYEE FRINGE BENEFITS			\$ -	\$ 152,686	\$ 152,686		
59		\$ 304,298	\$ -	\$ 628,189	TOTAL SALARIES & BENEFITS			\$ -	\$ 645,222	\$ 645,222		
60												

	A	AD	AE	AF	AG	AH	AI	AJ	BT	BU	BV
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	EXTENSION YEAR										
9	POSITION TITLE	Year 5					All Years				
10		Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11						Current/Actuals	Amendment	New	Current/Actuals	Modification	New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Executive Director	\$ -				\$ -	\$ -	\$ -	\$ 19,923	\$ -	\$ 19,923
13	HSP Leadership	\$ -				\$ -	\$ -	\$ -	\$ 26,980	\$ -	\$ 26,980
14	Director of Programs	\$ -				\$ -	\$ -	\$ -	\$ 91,625	\$ -	\$ 91,625
15	Clinical Care Coordinator	\$ -				\$ -	\$ -	\$ -	\$ 100,500	\$ -	\$ 100,500
16	Problem Solving Specialist	\$ 62,000	4.00	99%	3.94	\$ 244,534	\$ 244,534	\$ 244,534	\$ 319,533	\$ 489,067	\$ 808,601
17	Housing Navigator	\$ 62,000	1.00	100%	1.00	\$ 62,000	\$ 62,000	\$ 62,000	\$ 140,000	\$ 124,000	\$ 264,000
18	Janitor (start-up only)	\$ 41,600	1.00	25%	0.25	\$ 10,400	\$ 10,400	\$ 10,400	\$ 11,591	\$ 20,800	\$ 32,391
19	Director of Community Service Programs	\$ 130,000	1.00	14%	0.14	\$ 17,602	\$ 17,602	\$ 17,602	\$ -	\$ 35,204	\$ 35,204
20	Sr Program Manager	\$ 82,000	1.00	100%	1.00	\$ 82,000	\$ 82,000	\$ 82,000	\$ -	\$ 164,000	\$ 164,000
21	Care Coordinator	\$ 63,000	1.00	100%	1.00	\$ 63,000	\$ 63,000	\$ 63,000	\$ -	\$ 126,000	\$ 126,000
22	Program Assistant	\$ 52,000	1.00	25%	0.25	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	\$ 26,000	\$ 26,000
23	Maintenance Technician (start-up only)	\$ -				\$ -	\$ -	\$ -	\$ 819	\$ -	\$ 819
24	Operations Manager (start-up only)	\$ -				\$ -	\$ -	\$ -	\$ 306	\$ -	\$ 306
25	Operations Assistant (start-up only)	\$ -				\$ -	\$ -	\$ -	\$ 275	\$ -	\$ 275
26	Facility Supervisor (start-up only)	\$ -				\$ -	\$ -	\$ -	\$ 270	\$ -	\$ 270
27						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		TOTAL SALARIES				\$ -	\$ 492,536	\$ 492,536	\$ 711,822	\$ 985,071	\$ 1,696,894
56		TOTAL FTE				7.58					
57		FRINGE BENEFIT RATE				31.00%		31.00%			
58		EMPLOYEE FRINGE BENEFITS				\$ -	\$ 152,686	\$ 152,686	\$ 220,665	\$ 305,372	\$ 526,037
59		TOTAL SALARIES & BENEFITS				\$ -	\$ 645,222	\$ 645,222	\$ 932,487	\$ 1,290,444	\$ 2,222,931
60											

	A	B	E	H	I	J	K	L	M	N	O	P	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	7/1/2024														
4	Provider Name	Dolores Street Community Services														
5	Program	Adult Access Point														
6	FSP Contract ID#	1000021933														
7	Budget Name	Whole Person Care														
8		EXTENSION YEAR					EXTENSION YEAR									
9		Year 1	Year 2	Year 3		Year 4			Year 5			All Years				
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
11		Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 40,780		\$ 58,037	\$ -	\$ 58,037		\$ 58,037	\$ 58,037		\$ 58,037	\$ 58,037	\$ 98,817	\$ 116,074	\$ 214,891	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 4,473		\$ 3,185	\$ -	\$ 3,185		\$ 3,185	\$ 3,185		\$ 3,185	\$ 3,185	\$ 7,658	\$ 6,370	\$ 14,028	
15	Office Supplies, Postage	\$ 3,133		\$ 6,850	\$ -	\$ 6,850		\$ 6,850	\$ 6,850		\$ 6,850	\$ 6,850	\$ 9,983	\$ 13,700	\$ 23,683	
16	Building Maintenance Supplies and Repair	\$ 1,500		\$ 5,700	\$ -	\$ 5,700		\$ 5,700	\$ 5,700		\$ 5,700	\$ 5,700	\$ 7,200	\$ 11,400	\$ 18,600	
17	Printing and Reproduction	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
18	Insurance	\$ 2,000		\$ 4,000	\$ -	\$ 4,000		\$ 4,000	\$ 4,000		\$ 4,000	\$ 4,000	\$ 6,000	\$ 8,000	\$ 14,000	
19	Staff Training	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
20	Staff Travel-(Local & Out of Town)	\$ 1,000		\$ 2,000	\$ -	\$ 2,000		\$ 2,000	\$ 2,000		\$ 2,000	\$ 2,000	\$ 3,000	\$ 4,000	\$ 7,000	
21	Rental of Equipment	\$ 900		\$ 4,800	\$ -	\$ 4,800		\$ 4,800	\$ 4,800		\$ 4,800	\$ 4,800	\$ 5,700	\$ 9,600	\$ 15,300	
22	Staff recruiting and development	\$ 2,500		\$ 9,000	\$ -	\$ 9,000		\$ 500	\$ 500		\$ 500	\$ 500	\$ 11,500	\$ 1,000	\$ 12,500	
23	Telecommunications	\$ 7,240		\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 7,240	\$ -	\$ 7,240	
24	Household/facility supplies	\$ 1,281		\$ 3,350	\$ -	\$ 3,350		\$ 3,350	\$ 3,350		\$ 3,350	\$ 3,350	\$ 4,631	\$ 6,700	\$ 11,331	
25	Participant Activities	\$ 2,500		\$ 10,000	\$ -	\$ 10,000		\$ 10,000	\$ 10,000		\$ 10,000	\$ 10,000	\$ 12,500	\$ 20,000	\$ 32,500	
26	Equipment and Furniture Purchases			\$ 600	\$ -	\$ 600		\$ 600	\$ 600		\$ 600	\$ 600	\$ 600	\$ 1,200	\$ 1,800	
42	Consultants			\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
43	IT consulting	\$ 4,267		\$ 8,533	\$ -	\$ 8,533		\$ -	\$ -		\$ -	\$ -	\$ 12,800	\$ -	\$ 12,800	
44				\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors			\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
55				\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
67	TOTAL OPERATING EXPENSES	\$ 71,572	\$ -	\$ 116,055	\$ -	\$ 116,055	\$ -	\$ 99,022	\$ 99,022	\$ -	\$ 99,022	\$ 99,022	\$ 187,627	\$ 198,044	\$ 385,671	
69																
70	Other Expenses (not subject to indirect cost %)															
71	Adjustment to Actuals	\$ (418,088)		\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ (418,088)	\$ -	\$ (418,088)	
83																
84	TOTAL OTHER EXPENSES	\$ (418,088)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (418,088)	\$ -	\$ (418,088)	
85																
86	Capital Expenses															
87	Equipment and furniture purchases	\$ 20,875		\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 20,875	\$ -	\$ 20,875	
88				\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
94																
95	TOTAL CAPITAL EXPENSES	\$ 20,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,875	\$ -	\$ 20,875	
96																
97	HS#3														Template last modified 1/22/2020	

BUDGET NARRATIVE

Fiscal Year

Whole Person Care

FY24-25

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
Executive Director		\$ -	Budget for ED removed		Laura Valdez
HSP Leadership		\$ -			
Director of Programs		\$ -			
Clinical Care Coordinator		\$ -			
Problem Solving Specialist	3.94	\$ 244,534	4 FTE 99% on this budget. Provide one-to-one support, assistance with resources to individuals experiencing homelessness or who are at imminent risk of becoming homeless. PSS will provide assessments and Problem-Solving Conversations to clients.	62,000*3.94	Mary Scafer, Elias Gonzalez, Dora Ocegueda, Ramiro Perez
Housing Navigator	1.00	\$ 62,000	1 FTE. Responsible for working with clients throughout the process of locating and obtain permanent supportive housing. This include preparing an individualized housing plan and support client to becoming "document ready" for a successful housing application.	62000*1	Fabiola Garcia
Janitor (start-up only)	0.25	\$ 10,400	1FTE 25% in this budget. Cleans building, locks doors after operating hours.	41,500*.25	multiple-E Rodriguez, O rodriguez, D Esquivel, E Chavez, A Garcia, C Green. N Martinez, J Mende, A Saravia
Director of Community Service Programs	0.14	\$ 17,602	1FTE 14% in this budget	130,000*13.54%	Jacqui Portillo
Sr Program Manager	1.00	\$ 82,000	1FTE. Implements all program policies and procedures.	82,000*1	Alejandro Nuno
Care Coordinator	1.00	\$ 63,000	1FTE. Helps support participants with their health care needs.	63,000*1	Claudia Cerda
Program Assistant	0.25	\$ 13,000	1 FTE 25% in this budget. Shared position that provides support in reporting and other contractual requirements.	52,000*.25	Juliet Cubias
Maintenance Technician (start-up only)		\$ -			
TOTAL	7.58	\$ 492,536			
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.</u>		
		\$ 152,686			
Salaries & Benefits Total		\$ 645,222			

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 58,037		Rent for the new leased space for the program as well as agency shared rent	2022-2023 actual plus anticipated new expenses
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,185		Utilities	2022-2023 actual plus anticipated new expenses
Office Supplies, Postage	\$ 6,850		Office supplies to set up all new staff (paper, pens, file folders, notebooks, staplers, paper clips, ink cartridges, desk organizers, filing supplies, ID cards etc.) and ongoing supplies for the site	2022-2023 actual plus anticipated new expenses
Building Maintenance Supplies and Repair	\$ 5,700		Costs related to the maintaince and repair of the leased program space	2022-2023 actual plus anticipated new expenses
Printing and Reproduction	\$ -			
Insurance	\$ 4,000		Insurance fees	2022-2023 actual plus anticipated new expenses
Staff Training	\$ -			
Staff Travel-(Local & Out of Town)	\$ 2,000		Staff travel	2022-2023 actual plus anticipated new expenses
Rental of Equipment	\$ 4,800		Equipment rental fees	2022-2023 actual plus anticipated new expenses
Staff recurring and development	\$ 500		Staff training and conference opportunities related to the following topics: housing navigation, cultural competency, trauma-informed care, motivational interviewing, and LGBTQ affirming care.	2022-2023 actual plus anticipated new expenses
Telecommunications	\$ -		Telecommunications	
Household/facility supplies	\$ 3,350		Household and facility items, including cleaning supplies, for the program site	2022-2023 actual plus anticipated new expenses
Participant Activities	\$ 10,000		Costs related to participant activities and incentives to increase engagement in programming	2022-2023 actual plus anticipated new expenses
Equipment and Furniture Purchases	\$ 600		Desks, desk chairs, client chairs, cubicle setup, supply storage, chairs and table for waiting area, refrigerator, microwave, file cabinets, shelving, and staff computers	2022-2023 actual plus anticipated new expenses
	\$ -			
	\$ -			
Consultants	\$ -			
IT consulting	\$ -		IT consulting for computer, technology and phone set up and maintenance	
	\$ -			
TOTAL OPERATING EXPENSES	\$ 99,022			
Indirect Cost	15.0%	\$ 111,637		

	A	B	C	D	E	H	K	L	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	7/1/2024										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2021	6/30/2024	3								
6	Amended Term	7/1/2021	6/30/2026	5								
7	Provider Name	Dolores Street Community Services										
8	Program	Adult Access Point										
9	FSP Contract ID#	1000021933										
10	Action (select)	Amendment										
11	Effective Date	7/1/2024										
12	Budget Name	BIPOC Equity Fund										
13		Current	New									
14	Term Budget	\$ 100,000	\$ 100,000									
15	Contingency	\$ 1,021,892	\$ 342,352	8%								
16	Not-To-Exceed	\$ 3,141,617	\$ 4,173,839		Year 1	Year 2	Year 3		All Years			
17		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026			
18		Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures											
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Indirect Percentage	0.00%	0.00%	0.00%		0.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -
29												
30	HSH Revenues (select)											
31	Whole Person Care (WPC) - One-Time					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	General Fund - CODB					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	General Fund - Ongoing					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	State Project for Assistance in Transition from Homelessness (PAT)					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	General Fund - One-Time Carryforward					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Adjustment to Actuals					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	General Fund - One-Time			\$ 100,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -
38						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)											
42												
46						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48												
49	Total HSH + Other Revenues	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52												
53	Prepared by	Maribel Gonzalez Ruiz										
54	Phone	650-313-3348										
55	Email	maribel@dscs.org										

	A	B	E	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Dolores Street Community Services							
5	Program	Adult Access Point							
6	FSP Contract ID#	1000021933							
7	Budget Name	BIPOC Equity Fund							
8									
9		Year 1	Year 2	Year 3			All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
67									
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69									
70	Other Expenses (not subject to indirect cost %)								
71	Michelle Matos, Strategic Framework Implementation			\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
72	Critical River, Database Implementation Consultant			\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
73	Armanino, Financial System Consultant			\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
74					\$ -		\$ -	\$ -	\$ -
82					\$ -		\$ -	\$ -	\$ -
83									
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000
85									
86	Capital Expenses								
94									
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96									
97	HSH #3						Template last modified 1/22/2020		

BUDGET NARRATIVE

Fiscal Year

BIPOC Equity Fund

FY24-25

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

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Michelle Matos, Strategic Framework Implementation	\$ -	Consultant to lead the implementation of the agency's 2023-28 strategic framework, which includes: developing a project timeline and management, staff training, evaluation system development, etc.	50000
Critical River, Database Implementation Consultant	\$ -	Buildout of the database for specific housing and shelter programs, including intake data and on-going case management documentation (portion of project cost)	40000
Armanino, Financial System Consultant	\$ -	Buildout of the finance system to integrate with payroll and purchasing systems (portion of project cost)	10000
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ -		