



Shireen McSpadden, Executive Director

London Breed, Mayor

<b>To</b>	Homelessness Oversight Commission
<b>Through</b>	Shireen McSpadden, Executive Director
<b>From</b>	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
<b>Date</b>	June 6, 2024
<b>Subject</b>	Grant Agreement Approval: Central City Hospitality House   Hospitality House Shelter

<i>Agreement Information</i>	
<b>F\$P#</b>	1000026266
<b>Provider</b>	Central City Hospitality House
<b>Program Name</b>	Hospitality House Shelter
<b>Agreement Action</b>	1st Amendment
<b>Agreement Term</b>	July 1, 2022 – June 30, 2026

**Agreement Amount**

Current Budget <sup>1</sup>	Amended	New	Contingency <sup>2</sup>	Total Not to Exceed (NTE)
\$2,377,526	\$2,684,370	\$5,061,896	\$536,874	\$5,598,770

**Funding History**

Fiscal Year (FY)	Budget	Actual Spent <sup>3</sup>	Amended to Add	New Budget
2022-23	\$1,088,180	\$1,035,341	--	\$1,035,341
2023-24	\$1,342,185	\$869,891	--	\$1,342,185
2024-25	--	--	\$1,342,185	\$1,342,185
2025-26	--	--	\$1,342,185	\$1,342,185
<b>TOTAL<sup>4</sup></b>	<b>\$2,430,365</b>	<b>\$1,905,232</b>	<b>\$2,684,370</b>	<b>\$5,061,896</b>
			<i>Contingency</i>	<i>\$536,874</i>
			<b>Total NTE<sup>5</sup></b>	<b>\$5,598,770</b>

<i>Funding Information</i>	
<b>Funding Sources<sup>6</sup></b>	100% General Fund

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Central City Hospitality House for the provision of Hospitality House

<sup>1</sup> Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$2,418,197.

<sup>2</sup> Contingency only applied to FY 24-25 - FY 25-26 budgeted amount.

<sup>3</sup> Actual spent through February of F23-24.

<sup>4</sup> Due to rounding, numbers presented may not add up precisely to the totals provided.

<sup>5</sup> NTE is calculated using the Actual Spent for prior years.

<sup>6</sup> The funding sources listed reflect current and future years.

Shelter for the period of July 1, 2022 to June 30, 2026, in an additional amount of \$2,684,370. The addition of funds include two additional performance years. The new amount is \$5,598,770, which includes a 20 percent contingency of \$536,874 on the FY24-25 and FY25-26 amounts.

### **Background**

Hospitality House was founded in 1967 in response to the Tenderloin neighborhood's influx of LGBT youth entering the city. It originally started off as a drop-in center, offering food and activities to youth. In 1985, the program expanded to offer overnight shelter services. In 2022, the shelter expanded to offering 24/7 shelter and support services to men experiencing homelessness in the Tenderloin community.

### **Services to be Provided**

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to single adults experiencing homelessness. Grantee will provide services to 22 guests with a budgeted staff of 13.78 full time equivalent (FTE).

The amendment includes a decrease of .26 FTE to budgeted staff due to an decrease in funding allocated to substitute staff and an increase in funding allocated to full-time staff, resulting in a net overall reduction in budgeted FTEs.

### **Selection**

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness. Central City Hospitality House was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. Provider has been providing overnight Adult Shelter services since 1985.

### **Performance History**

Central City Hospitality House underwent fiscal monitoring most recently in FY22-23, and there were no unresolved findings.

Central City Hospitality House underwent program monitoring most recently in FY22-23. The programmatic contract monitoring site visit was conducted on May 9, 2023. The site visit included a review of the program policies and procedures, staff development and training activities, outreach procedures and materials, staffing pattern and job descriptions and CARBON reports. There were no findings for this fiscal year. The provider is in compliance and in good standing.



**Appendix A, Services to be Provided  
by  
Central City Hospitality House  
Hospitality House Shelter**

**I. Purpose of Grant**

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population.

**II. Served Population**

Grantee shall serve single adults who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall accommodate guests with pets and service or companion animals at the shelter.

**III. Referral and Prioritization**

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population and utilize any referral system required by the City.

**IV. Description of Services**

Grantee shall operate the shelter to accommodate the number of guests listed in Appendix B, Budget (“Number Served” tab), unless City requires Grantee to serve fewer guests in order to maintain the health and safety of guests in accordance with City requirements.

**A. Shelter Operations:**

1. **Facility Maintenance:** Grantee shall maintain the facility; provide janitorial services; and repair the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes.
2. **Referrals and Reservations:** Grantee shall accept and facilitate reservations, in accordance with the shelter facility’s hours of operation.
3. **Accommodations:** Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillow <sup>1</sup>case, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity.
4. **Meals:** Grantee shall provide breakfast and dinner to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project.
5. **Storage:** Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
6. **Entry and Exit:** Grantee shall monitor guest entry and exit and keep guest records.

**B. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:**

1. **Intake:** Grantee shall conduct an intake, and make any updates, to determine and document participant identification and stay information. The intake shall include a program orientation outlining the services available on site. The intake shall also

include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis.

2. Assessment and Individual Service Plan: Grantee shall conduct a support services assessment to document participant needs. Grantee shall create service plans based on intake and assessment information. Service plans shall include issues identified by the participant and prioritize key issues, particularly those identified by HSH and the placement referral sources, which are the focus during the participant's stay.
3. Engagement: Grantee shall actively engage with participants to support their connection to needed services, progress on their individual service plans and end participant homelessness. Grantee shall create a regular schedule of outreach to participants and shall provide services based on participant services plans and goals. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants.
4. Case Management:
  - a. Grantee shall provide ongoing meetings and counseling services with participants to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
  - b. Grantee shall assist Housing Referral Status participants in applying for and securing the required documents needed to become "document ready" for permanent housing application. This includes, but is not limited to, the acquisition of identification, income and homelessness verifications, and other required documents as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of documentation acquisition and upload acquired documents into the Online Navigation and Entry (ONE) System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation.
5. Benefits Navigation: Grantee shall work in partnership with Human Services Agency (HSA) to assist eligible participants to obtain Medi-Cal, CalFresh, and County Adult Assistance Program (CAAP) benefits. As needed, HSA will outstation San Francisco Benefit Net (SFBN) and CAAP Eligibility Workers (EWs) at shelter sites with the goals of fully integrating benefits application services into the shelter environment and approving participants for benefits without requiring them to go to HSA offices. Grantee shall provide on-site services space for the HSA EWs when present at the site. Grantee shall assist participants with keeping appointments related to HSA benefits applications and maintaining established benefits.

6. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
7. Support Groups, Social Events and Organized Participant Activities:
  - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants, or to celebrate/commemorate significant individual, holiday and community events. These events may be planned with or based on input from participants. Grantee shall post a monthly calendar of events.
  - b. Grantee shall conduct monthly community meetings for participants during which participants may discuss concerns and program ideas.
  - c. Grantee shall provide community service, training, and/or employment opportunities to participants in partnership with local organizations or City agencies.
8. Referrals and Coordination of Services:
  - a. Grantee shall link Problem-Solving status shelter participants to HSH Access Points, in order for the participants to receive Problem-Solving and/or a Coordinated Entry assessment. Grantee shall request the services of the Mobile Access Point team for any participants who display indications of difficulty getting to an HSH Access Point.
  - b. Grantee shall assist participants to identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with participants regarding the process, and, as necessary, re-referral.
  - c. Grantee shall escort participants to critical off-site appointments, particularly those related to benefits and exit placements, and support participants to keep appointments. When needed, Grantee shall provide bus tokens and/or transportation vouchers to assist participants in getting to critical appointments.
9. Exit Planning: Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program. Grantee shall notify Coordinated Entry and/or HSH Outreach as directed by HSH when Housing Referral status participants exit their shelter program.

**V. Location and Time of Services**

Grantee shall provide shelter services 24 hours per day, seven days per week at 146 Leavenworth Street, San Francisco.

Grantee shall provide support services at least Monday through Friday as necessary to best serve the needs of the guests.

**VI. Service Requirements**

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. HSH is looking for providers at negotiated sites to be ready to provide expansion within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.
- B. Staffing and Volunteers:
1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
  2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
  3. Grantee shall provide all printed materials produced by the City and shelters in English and Spanish and other languages upon request and ensure that all written communications are provided to clients with sensory disabilities in alternate formats such as large print.
  4. Grantee shall communicate with each client in the client's primary language or provide professional translation services, including but not limited to American Sign Language interpretation; however, children or other clients may be asked to translate in emergency situations.
  5. Grantee shall provide at least one front line staff at each site for each shift that is bilingual in English and Spanish.
- C. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- D. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System<sup>2</sup> and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
3. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.

E. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by Department of Public Health (DPH) Registered Dietician (RD) annually to meet the established menu pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. Grantee shall ensure that at least one staff person responsible for food service has a valid Food Safety Certification.

F. Facilities:

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards<sup>Error! Bookmark not defined.</sup>. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
  - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
  - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.);

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<sup>2</sup> HSH will provide annual Housing Quality Standards (HQS) inspections, tenant eligibility determinations, and rent calculations as outlined herein and further governed by the CoC Interim Rule (24 CFR Part 578) and subsequent guidance from HUD.

elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).

- c. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g. floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g. dryer vents); elevators (e.g. buttons, floors, walls); kitchens (e.g. floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.

G. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:

1. Grantee shall work with neighbors, Department of Homelessness and Supportive Housing (HSH), San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health (DPH), Department of Emergency Management (DEM)/Healthy Streets Operations Center (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, Department of Public Works (DPW), Department of Public Health (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 appropriate 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 this issue if just 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 Homeless Outreach Team (SFHOT) 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.

#### H. Feedback, Complaint and Follow-up Policies

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

1. A complaint process, including a written complaint policy informing guests how to report complaints and request repairs/services; and
2. A written quarterly survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback, satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

#### I. City Communications and Policies

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

1. Compliance with all Shelter and Resource Center Standards of Care as required by Administrative Code, Sec. 20.404<sup>3</sup>;
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of a bi-annual training on the ADA and mental disabilities through interdepartmental work orders with the Mayor's Office on Disability and the City Attorney's Office;
5. Attendance of the Shelter Monitoring Committee Meetings;
6. Adherence to the HSH Shelter Grievance Policy, including the processes regarding denials of service<sup>4</sup> unless Grantee is otherwise dictated by City emergency requirements;
7. Adherence to the City service or companion animals policy;
8. Adherence to the HSH Cold/Wet Weather Policy;
9. Adherence to the TB Infection Control Guidelines for Homeless;

<sup>3</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

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

- J. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- K. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
  2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
  3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
  4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
  5. Assistance with conflict de-escalation and crisis management.
- L. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.
- M. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with guests will participate in annual trainings on harm reduction, overdose recognition and response.
- N. 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 guest-centered, low-barrier access to housing and services.
- O. Staff Training: Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement).

- P. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- Q. 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 guests are 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.
- R. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- S. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>5</sup>, 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 standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
  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

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<sup>5</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here:  
<https://hsh.sfgov.org/get-information/one-system/>

release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

## **VII. Service Objectives**

- A. Grantee shall provide intake and program orientation to 100 percent of all initial participants and updates for returning participants in a new stay within 24 hours of arrival to the site.
- B. Grantee shall utilize intake and assessment information with partnering service providers to identify options and create a service plan for 95 percent of participants. Written service plans shall include clear goals and objectives and identified barriers. Service connections, progress, and follow-up on these service plans will be documented in the participant's record.
- C. 90 percent of participants shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement at the shelter.
- D. 90 percent of participants with referral needs shall be provided referrals related to benefits, employment, health, and related transportation support if needed.
- E. A minimum of 50 percent of single adults shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.
- F. 100 percent of shelter staff shall be trained using the Homeless Shelter Training Guide.
- G. 60 percent of guests shall attend monthly in-house Community Meetings (unless excused for work, school or medical appointments).

## **VIII. Outcome Objectives**

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.
- B. 80 percent of Housing Referral Status participants will receive support gathering and uploading of vital documents into the ONE System and meet document readiness standards within six months of initial intake.

## **IX. Reporting Requirements**

Grantee shall input data into by HSH, such as, but not limited to ONE system, and CARBON.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- E. Grantee shall participate, as required by Department, 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 Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- F. 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.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's

administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE system may include, but 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.
- C. Food Safety: Grantee shall be responsible to utilize DPH's RD support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

	A	B	C	D	E	F
1	<b>Program Budget History</b>					
2						
3	Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
4	7/1/2022	New Agreement	Ongoing	\$ 794,702.00	<a href="https://app.asana.com">https://app.asana.com</a>	New Agreement for New Services (Shelter Re-opening)
5	10/27/2022	Modification	Ongoing	\$ 218,792.00	<a href="https://app.asana.com">https://app.asana.com</a>	ESG Funding Replacement & Ongoing Salary Increases
6	12/19/2022	Modification	Ongoing	\$ 76,506.00	<a href="https://dshs.box.com/">https://dshs.box.com/</a>	FY22-23 Shelter System Rebase
7	9/27/2023	Modification	Ongoing	\$ 212,882.25	<a href="https://app.asana.com">https://app.asana.com</a>	24/7 Operations Modification
8	11/15/2023	Modification	Ongoing	\$ 51,127.00	n/a	FY23-24 CODB
9	7/1/2024	Amendment	Ongoing	\$ 1,342,185.00	<a href="https://app.asana.com">https://app.asana.com</a>	Amendment to extend term for two additional years at the current annual funding amount of \$1,342,185, total new funds \$2,684,370 for term extension

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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>															
2	<b>APPENDIX B, BUDGET</b>															
3	<b>Document Date</b>	7/1/2024														
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>												
5	<b>Current Term</b>	7/1/2022	6/30/2024	2												
6	<b>Amended Term</b>	7/1/2022	6/30/2026	4												
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>								
8	<b>Service Component</b>				7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026								
10	Shelter				22	22	22	22								
11																
12																
13																
14																
15																
16																
17																
18																

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>														
2	<b>APPENDIX B, BUDGET</b>														
3	<b>Document Date</b>	7/1/2024													
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>											
5	<b>Current Term</b>	7/1/2022	6/30/2024	2											
6	<b>Amended Term</b>	7/1/2022	6/30/2026	4											
7	<b>Provider Name</b>	Central City Hospitality House													
8	<b>Program</b>	Adult Shelter													
9	<b>FSP Contract ID#</b>	1000026266													
10	<b>Action (select)</b>	Amendment													
11	<b>Effective Date</b>	7/1/2024													
12	<b>Budget Names</b>	General Fund - Adult Shelter													
13		<b>Current</b>	<b>New</b>												
14	<b>Term Budget</b>	\$ 2,377,526	\$ 5,061,896												
15	<b>Contingency</b>	\$ 40,671	\$ 536,874	20%											
16	<b>Not-To-Exceed</b>	\$ 2,418,197	\$ 5,598,770												
					<b>EXTENSION YEAR</b>				<b>EXTENSION YEAR</b>				<b>All Years</b>		
					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>		<b>Year 4</b>			<b>All Years</b>			
17					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	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
18					<b>Current/Actuals</b>	<b>Current/Actuals</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>
19	<b>Expenditures</b>														
20	Salaries & Benefits	\$ 816,898	\$ 1,061,864	\$ -	\$ 1,061,864	\$ 1,061,864	\$ -	\$ 1,061,864	\$ 1,061,864	\$ -	\$ 1,061,864	\$ 1,061,864	\$ 1,878,763	\$ 2,123,728	\$ 4,002,491
21	Operating Expense	\$ 118,305	\$ 105,253	\$ -	\$ 105,253	\$ 105,253	\$ -	\$ 105,253	\$ 105,253	\$ -	\$ 105,253	\$ 105,253	\$ 223,558	\$ 210,506	\$ 434,064
22	Subtotal	\$ 935,203	\$ 1,167,117	\$ -	\$ 1,167,117	\$ 1,167,117	\$ -	\$ 1,167,117	\$ 1,167,117	\$ -	\$ 1,167,117	\$ 1,167,117	\$ 2,102,321	\$ 2,334,234	\$ 4,436,555
23	Indirect Percentage														
24	Indirect Cost (Line 21 X Line 22)	\$ 140,281	\$ 175,068	\$ -	\$ 175,068	\$ 175,068	\$ -	\$ 175,068	\$ 175,068	\$ -	\$ 175,068	\$ 175,068	\$ 315,348	\$ 350,135	\$ 665,483
25	Other Expenses (Not subject to indirect %)	\$ (51,971)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (51,971)	\$ -	\$ (51,971)
26	Capital Expenditure	\$ 11,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,825	\$ -	\$ 11,825
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	\$ 1,035,338	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ 2,377,523	\$ 2,684,369	\$ 5,061,892
29															
30	<b>HSH Revenues (select)</b>														
31	General Fund - Ongoing	\$ 1,001,669	\$ 1,214,552	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ 2,216,221	\$ 2,684,370	\$ 4,900,591
32	General Fund - CODB	\$ -	\$ 51,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,127	\$ -	\$ 51,127
33	Ongoing Shelter Enhancement	\$ 74,686	\$ 76,506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,192	\$ -	\$ 151,192
34	General Fund - One-Time	\$ 11,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,825	\$ -	\$ 11,825
35	Adjustment to Actuals	\$ (52,839)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (52,839)	\$ -	\$ (52,839)
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	\$ 1,035,341	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ 2,377,526	\$ 2,684,370	\$ 5,061,896
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>														
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48															
49	<b>Total HSH + Other Revenues</b>	\$ 1,035,341	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ 2,377,526	\$ 2,684,370	\$ 5,061,896
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -									\$ -		\$ -
52	Total Adjusted Salary FTE (All Budgets)							13.78				13.78			
53															
54	<b>Prepared by</b>	Mara Raider													
55	<b>Phone</b>	415-749-2144													
56	<b>Email</b>	<a href="mailto:mraider@hospitalityhouse.org">mraider@hospitalityhouse.org</a>													

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>														
2	<b>APPENDIX B, BUDGET</b>														
3	<b>Document Date</b>	7/1/2024													
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>											
5	<b>Current Term</b>	7/1/2022	6/30/2024	2											
6	<b>Amended Term</b>	7/1/2022	6/30/2026	4											
7	<b>Provider Name</b>	Central City Hospitality House													
8	<b>Program</b>	Adult Shelter													
9	<b>FSP Contract ID#</b>	1000026266													
10	<b>Action (select)</b>	Amendment													
11	<b>Effective Date</b>	7/1/2024													
12	<b>Budget Name</b>	General Fund - Adult Shelter													
13		<b>Current</b>	<b>New</b>												
14	<b>Term Budget</b>	\$ 2,377,526	\$ 5,061,896												
15	<b>Contingency</b>	\$ 40,671	\$ 536,874	20%											
16	<b>Not-To-Exceed</b>	\$ 2,418,197	\$ 5,598,770												
				<b>EXTENSION YEAR</b>			<b>EXTENSION YEAR</b>								
				<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>		<b>Year 4</b>			<b>All Years</b>				
17				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	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026	
18				<b>Actuals</b>	<b>Current</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>	<b>Actuals</b>	<b>Amendment</b>	<b>New</b>	
19	<b>Expenditures</b>														
20	Salaries & Benefits	\$ 816,898	\$ 1,061,864	\$ -	\$ 1,061,864	\$ 1,061,864	\$ -	\$ 1,061,864	\$ 1,061,864	\$ -	\$ 1,061,864	\$ 1,878,763	\$ 2,123,728	\$ 4,002,491	
21	Operating Expense	\$ 118,305	\$ 105,253	\$ -	\$ 105,253	\$ 105,253	\$ -	\$ 105,253	\$ 105,253	\$ -	\$ 105,253	\$ 223,558	\$ 210,506	\$ 434,064	
22	Subtotal	\$ 935,203	\$ 1,167,117	\$ -	\$ 1,167,117	\$ 1,167,117	\$ -	\$ 1,167,117	\$ 1,167,117	\$ -	\$ 1,167,117	\$ 2,102,321	\$ 2,334,234	\$ 4,436,555	
23	Indirect Percentage	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ 140,281	\$ 175,068	\$ -	\$ 175,068	\$ 175,068	\$ -	\$ 175,068	\$ 175,068	\$ -	\$ 175,068	\$ 315,348	\$ 350,135	\$ 665,483	
25	Other Expenses (Not subject to indirect %)	\$ (51,971)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (51,971)	\$ -	\$ (51,971)	
26	Capital Expenditure	\$ 11,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,825	\$ -	\$ 11,825	
28	<b>Total Expenditures</b>	<b>\$ 1,035,338</b>	<b>\$ 1,342,185</b>	<b>\$ -</b>	<b>\$ 1,342,185</b>	<b>\$ 1,342,185</b>	<b>\$ -</b>	<b>\$ 1,342,185</b>	<b>\$ 1,342,185</b>	<b>\$ -</b>	<b>\$ 1,342,185</b>	<b>\$ 2,377,523</b>	<b>\$ 2,684,369</b>	<b>\$ 5,061,892</b>	
29															
30	<b>HSH Revenues (select)</b>														
31	General Fund - Ongoing	\$ 1,001,669	\$ 1,214,552	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 1,342,185	\$ -	\$ 1,342,185	\$ 2,216,221	\$ 2,684,370	\$ 4,900,591	
32	General Fund - CODB	\$ -	\$ 51,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,127	\$ -	\$ 51,127	
33	Ongoing Shelter Enhancement	\$ 74,686	\$ 76,506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,192	\$ -	\$ 151,192	
34	General Fund - One-Time	\$ 11,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,825	\$ -	\$ 11,825	
35	Adjustment to Actuals	\$ (52,839)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (52,839)	\$ -	\$ (52,839)	
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	<b>Total HSH Revenues</b>	<b>\$ 1,035,341</b>	<b>\$ 1,342,185</b>	<b>\$ -</b>	<b>\$ 1,342,185</b>	<b>\$ 1,342,185</b>	<b>\$ -</b>	<b>\$ 1,342,185</b>	<b>\$ 1,342,185</b>	<b>\$ -</b>	<b>\$ 1,342,185</b>	<b>\$ 2,377,526</b>	<b>\$ 2,684,370</b>	<b>\$ 5,061,896</b>	
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>														
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
48															
49	<b>Total HSH + Other Revenues</b>	<b>\$ 1,035,341.00</b>	<b>\$ 1,342,185</b>	<b>\$ -</b>	<b>\$ 1,342,185.00</b>	<b>\$ 1,342,185.00</b>	<b>\$ -</b>	<b>\$ 1,342,185.00</b>	<b>\$ 1,342,185.00</b>	<b>\$ -</b>	<b>\$ 1,342,185.00</b>	<b>\$ 2,377,526.00</b>	<b>\$ 2,684,370.00</b>	<b>\$ 5,061,896.00</b>	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52															
53	<b>Prepared by</b>	Mara Raider													
54	<b>Phone</b>	415-749-2144													
55	<b>Email</b>	<a href="mailto:mraider@hospitalityhouse.org">mraider@hospitalityhouse.org</a>													

	A	F	M	P	Q	R	S	T	U	V	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>SALARY &amp; BENEFIT DETAIL</b>										
3	<b>Document Date</b>	7/1/2024									
4	<b>Provider Name</b>	Central City Hospitality House									
5	<b>Program</b>	Adult Shelter									
6	<b>FSP Contract ID#</b>	1000026266									
7	<b>Budget Name</b>	General Fund - Adult Shelter					<b>EXTENSION YEAR</b>				
8		Year 1		Year 2		Year 3					
9	<b>POSITION TITLE</b>	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		Actuals	Current					Current	Amendment	New	
11		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	Program Manager	\$ 80,600	\$ 81,320	\$ 85,600	1.00	95%	0.95		\$ 81,320	\$ 81,320	
13	Program Coordinators	\$ 159,696	\$ 239,119	\$ 66,980	4.20	90%	3.78		\$ 253,184	\$ 253,184	
14	Bilingual Case Manager	\$ 59,280	\$ 59,679	\$ 62,820	1.00	95%	0.95		\$ 59,679	\$ 59,679	
15	Peer Advocates	\$ 87,107	\$ 142,150	\$ 53,440	2.80	95%	2.66		\$ 142,150	\$ 142,150	
16	Bilingual Peer Advocates	\$ 158,019	\$ 168,781	\$ 55,520	3.20	95%	3.04		\$ 168,781	\$ 168,781	
17	Substitute Staff	\$ 12,000	\$ 60,000	\$ 39,375	1.00	100%	1.00		\$ 39,375	\$ 39,375	
18	Director of Community Engagement	\$ 16,710	\$ 23,280	\$ 116,400	1.00	20%	0.20		\$ 23,280	\$ 23,280	
19	Janitorial staff	\$ 43,748	\$ 61,456	\$ 53,440	2.00	60%	1.20		\$ 64,128	\$ 64,128	
20									\$ -	\$ -	
54		\$ 617,161	\$ 835,784	<b>TOTAL SALARIES</b>				\$ -	\$ 831,898	\$ 831,898	
55				<b>TOTAL FTE</b>			13.78				
56		32.36%	27.05%	<b>FRINGE BENEFIT RATE</b>			27.64%				
57		\$ 199,738	\$ 226,080	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ -	\$ 229,966	\$ 229,966		
58		\$ 816,898	\$ 1,061,864	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ -	\$ 1,061,864	\$ 1,061,864		

	A	W	X	Y	Z	AA	AB	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>SALARY &amp; BENEFIT DETAIL</b>										
3	<b>Document Date</b>										
4	<b>Provider Name</b>										
5	<b>Program</b>										
6	<b>FSP Contract ID#</b>										
7	<b>Budget Name</b>										
8	<b>EXTENSION YEAR</b>										
9	<b>POSITION TITLE</b>	<b>Year 4</b>				<b>All Years</b>					
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	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current Budgeted Salary	Amendment Change	New Budgeted Salary	Actuals Budgeted Salary	Modification Change	New Budgeted Salary
12	Program Manager	\$ 85,600	1.00	95%	0.95		\$ 81,320	\$ 81,320	\$ 161,920	\$ 162,640	\$ 324,560
13	Program Coordinators	\$ 66,980	4.20	90%	3.78		\$ 253,184	\$ 253,184	\$ 398,815	\$ 506,369	\$ 905,184
14	Bilingual Case Manager	\$ 62,820	1.00	95%	0.95		\$ 59,679	\$ 59,679	\$ 118,959	\$ 119,358	\$ 238,317
15	Peer Advocates	\$ 53,440	2.80	95%	2.66		\$ 142,150	\$ 142,150	\$ 229,258	\$ 284,301	\$ 513,559
16	Bilingual Peer Advocates	\$ 55,520	3.20	95%	3.04		\$ 168,781	\$ 168,781	\$ 326,800	\$ 337,562	\$ 664,362
17	Substitute Staff	\$ 39,375	1.00	100%	1.00		\$ 39,375	\$ 39,375	\$ 71,999	\$ 78,750	\$ 150,749
18	Director of Community Engagement	\$ 116,400	1.00	20%	0.20		\$ 23,280	\$ 23,280	\$ 39,990	\$ 46,560	\$ 86,550
19	Janitorial staff	\$ 53,440	2.00	60%	1.20		\$ 64,128	\$ 64,128	\$ 105,204	\$ 128,256	\$ 233,460
20							\$ -	\$ -	\$ -	\$ -	\$ -
54		<b>TOTAL SALARIES</b>				\$ -	\$ 831,898	\$ 831,898	\$ 1,452,945	\$ 1,663,795	\$ 3,116,740
55		<b>TOTAL FTE</b>				13.78					
56		<b>FRINGE BENEFIT RATE</b>				27.64%					
57		<b>EMPLOYEE FRINGE BENEFITS</b>				\$ -	\$ 229,966	\$ 229,966	\$ 425,818	\$ 459,933	\$ 885,750
58		<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ -	\$ 1,061,864	\$ 1,061,864	\$ 1,878,763	\$ 2,123,728	\$ 4,002,491

	A	B	E	H	I	J	K	L	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											
2	<b>OPERATING DETAIL</b>											
3	<b>Document Date</b>	7/1/2024										
4	<b>Provider Name</b>	Central City Hospitality House										
5	<b>Program</b>	Adult Shelter										
6	<b>FSP Contract ID#</b>	1000026266										
7	<b>Budget Name</b>	General Fund - Adult Shelter										
8		<b>EXTENSION YEAR</b>					<b>EXTENSION YEAR</b>					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>			<b>Year 4</b>			<b>All Years</b>		
10		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	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
11		Actuals	Current	Current	Amendment	New	Current	Amendment	New	Actuals	Modification	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 18,710	\$ 18,710		\$ 18,710	\$ 18,710		\$ 18,710	\$ 18,710	\$ 37,420	\$ 37,420	\$ 74,840
14	Utilities(Elec, Water, Gas, Scavenger)	\$ 39,240	\$ 17,000		\$ 17,000	\$ 17,000		\$ 17,000	\$ 17,000	\$ 56,240	\$ 34,000	\$ 90,240
15	Office Supplies, Postage	\$ 8,280	\$ 3,500		\$ 3,500	\$ 3,500		\$ 3,500	\$ 3,500	\$ 11,780	\$ 7,000	\$ 18,780
16	Building Maintenance Supplies and Repair	\$ 14,300	\$ 16,043		\$ 12,803	\$ 12,803		\$ 12,803	\$ 12,803	\$ 30,343	\$ 25,606	\$ 55,949
18	Insurance	\$ 3,920	\$ 2,100		\$ 2,100	\$ 2,100		\$ 2,100	\$ 2,100	\$ 6,020	\$ 4,200	\$ 10,220
19	Staff Training	\$ 2,000	\$ 4,000		\$ 4,000	\$ 4,000		\$ 4,000	\$ 4,000	\$ 6,000	\$ 8,000	\$ 14,000
21	Rental of Equipment	\$ -	\$ -		\$ 1,440	\$ 1,440		\$ 1,440	\$ 1,440	\$ -	\$ 2,880	\$ 2,880
22	Cleaning/Janitorial Supplies	\$ 1,500	\$ 4,500		\$ 4,500	\$ 4,500		\$ 4,500	\$ 4,500	\$ 6,000	\$ 9,000	\$ 15,000
23	Cable/Internet	\$ 1,260	\$ 1,260		\$ -	\$ -		\$ -	\$ -	\$ 2,520	\$ -	\$ 2,520
24	Fire/Security Monitoring Contract	\$ 1,200	\$ 1,200		\$ -	\$ -		\$ -	\$ -	\$ 2,400	\$ -	\$ 2,400
25	Linen Laundry	\$ 12,045	\$ 14,000		\$ 15,000	\$ 15,000		\$ 15,000	\$ 15,000	\$ 26,045	\$ 30,000	\$ 56,045
26	Client Supplemental Food	\$ 3,650	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	\$ 8,650	\$ 10,000	\$ 18,650
27	Client Supplies (hygiene, etc)	\$ 12,200	\$ 9,200		\$ 9,200	\$ 9,200		\$ 9,200	\$ 9,200	\$ 21,400	\$ 18,400	\$ 39,800
28	Client Transportation	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
29	Telecommunications	\$ -	\$ 8,740		\$ 12,000	\$ 12,000		\$ 12,000	\$ 12,000	\$ 8,740	\$ 24,000	\$ 32,740
66					\$ -			\$ -		\$ -	\$ -	\$ -
67												
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 118,305	\$ 105,253	\$ -	\$ 105,253	\$ 105,253	\$ -	\$ 105,253	\$ 105,253	\$ 223,558	\$ 210,506	\$ 434,064
69												
70	<u>Other Expenses (not subject to indirect cost %)</u>											
73	Additional Costs	\$ 868	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 868	\$ -	\$ 868
74	Adjustment to Actuals	\$ (52,839)			\$ -	\$ -		\$ -	\$ -	\$ (52,839)	\$ -	\$ (52,839)
75					\$ -			\$ -		\$ -	\$ -	\$ -
83												
84	<b>TOTAL OTHER EXPENSES</b>	\$ (51,971)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (51,971)	\$ -	\$ (51,971)
85												
86	<u>Capital Expenses</u>											
87	Matresses, pillows and protectors	\$ 9,500			\$ -	\$ -		\$ -	\$ -	\$ 9,500	\$ -	\$ 9,500
88	Freezer	\$ 1,000			\$ -	\$ -		\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
89	Refrigerator	\$ 1,000			\$ -	\$ -		\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
90	Microwave	\$ 325			\$ -	\$ -		\$ -	\$ -	\$ 325	\$ -	\$ 325
91					\$ -			\$ -		\$ -	\$ -	\$ -
94												
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ 11,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,825	\$ -	\$ 11,825
96												
97	<b>HSH #3</b>									Template last modified	7/26/2022	



	A	B	C	D	E	F
1	<b>BUDGET NARRATIVE</b>					
		<b>Fiscal Year</b>				
2	<b>General Fund - Adult Shelter</b>	<b>FY24-25</b>		<b>&lt;- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective</b>		
3	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>	<b>Calculation</b>	<b>Employee Name</b>
4	Program Manager	0.95	\$ 81,320	95% of 1 full time Program Manager	\$41.15 x 40 x 52 x .95	Alisha Coleman
5	Program Coordinators	3.78	\$ 253,184	90% of 1 Program Coordinator per shift for 24 hours a day	\$32.20 x 40 x 4.2 x 52 x .85	Allen, Dixon, Phillips, Webb
6	Bilingual Case Manager	0.95	\$ 59,679	95% of 1 full time Bilingual Case Manager (includes \$1.00/hour bilingual differential pay)	\$30.20 x 40 x 52 x .95	Anthony Hernandez
7	Peer Advocates	2.66	\$ 142,150	95% of 1 Peer Advocate per shift for 16 hours a day	\$25.69 x 40 x 52 x 2.8 x .95	Colbert, Ellison, Parham
8	Bilingual Peer Advocates	3.04	\$ 168,781	95% of 1 Bilingual Peer Advocate 24 hours a day	\$26.69 x 40 x 52 x 3.2 x .95	Ibarra, Godoy, Vacant
9	Substitute Staff	1.00	\$ 39,375	On-call staff to cover Peer Advocates	\$18.93 per hour	
10	Director of Community Engagement	0.20	\$ 23,280	.20 FTE for Director of Community Engagement	\$55.96 x 8 x 52	Windy Click
11	Janitorial staff	1.20	\$ 64,128	1.20 FTE Janitorial staff	\$25.69 x 40 x 52 x 1.15	Reid, Taybron
12			\$ -			
44			\$ -			
45	<b>TOTAL</b>	13.78	\$ 831,898			
46	<b>Employee Fringe Benefits</b>		\$ 229,966	<b>Includes FICA, SSUI, Workers Compensation, Medical and retirement calculated at 27.64% of total salaries.</b>		
47	<b>Salaries &amp; Benefits Total</b>		\$ 1,061,864			
48						
49	<b>Operating Expenses</b>		<b>Budgeted Expense</b>	<b>Justification</b>	<b>Calculation</b>	
50	Rental of Property		\$ 18,710	3,000 square feet at \$0.52 Mortgage interest as allowable in SF CON guidance documentation	\$1,560 x 12	
51	Utilities(Elec, Water, Gas, Scavenger)		\$ 17,000	Electricity, Garbage, Water		
52	Office Supplies, Postage		\$ 3,500	Toner, paper and general office supplies		
53	Building Maintenance Supplies and Repair		\$ 12,803	Maintenance and repairs to shelter program space (i.e. plumbing, elevator repairs, fire monitoring)		
55	Insurance		\$ 2,100	Portion of insurance for the building		
56	Staff Training		\$ 4,000	Essential skills building and professional development		
58	Rental of Equipment		\$ 1,440	Portion of rental of copy machine/scanner	\$120 x 12	
59	Cleaning/Janitorial Supplies		\$ 4,500	Portion of janitorial supplies needed for the building	\$375 x 12	
62	Linen Laundry		\$ 15,000	Linens and towels	\$288.46 x 52	
63	Client Supplemental Food		\$ 5,000	Lunches, coffee and snacks	\$13.70 x 365	
64	Client Supplies (hygiene, etc)		\$ 9,200	Personal hygiene supplies, program supplies for groups, incentives, Narcan	\$766 x 12	
66	Telecommunications		\$ 12,000	Portion of telephone and internet bills for the building	\$1,000 x 12	
104						
105	<b>TOTAL OPERATING EXPENSES</b>		\$ 105,253			
106	<b>Indirect Cost</b>	15.0%	\$ 175,068			
107						