



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: Dolores Street Community Services   Emergency Shelter

<i>Agreement Information</i>	
<b>F\$P#</b>	1000022325
<b>Provider</b>	Dolores Street Community Services
<b>Program Name</b>	Emergency Shelter
<b>Agreement Action</b>	1 <sup>st</sup> Amendment
<b>Agreement Term</b>	July 1, 2021 – June 30, 2025

**Agreement Amount**

Current Budget <sup>1</sup>	Amended	New	Contingency <sup>2</sup>	Total Not to Exceed (NTE)
\$5,640,272	\$3,133,947	\$8,774,219	\$1,225,373	\$9,999,593

**Funding History**

Fiscal Year (FY)	Budget	Actual Spent <sup>3</sup>	Amended to Add	New Budget
2021-22	\$2,273,952	\$513,365	--	\$513,365
2022-23	\$2,879,531	\$1,881,021	--	\$1,881,021
2023-24	\$3,245,886	\$1,273,485	--	\$3,245,886
2024-25			\$3,133,947	\$3,133,947
<b>TOTAL<sup>4</sup></b>	<b>\$8,399,369</b>	<b>\$3,667,871</b>	<b>\$4,124,692</b>	<b>\$8,774,219</b>
			<i>Contingency</i>	<i>\$1,225,373</i>
			<b>Total NTE<sup>5</sup></b>	<b>\$9,999,593</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 Dolores Street Community Services for the provision of Emergency

<sup>1</sup> Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$8,738,572.

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

<sup>3</sup> Actual spent through January 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, 2021 to June 30, 2025, in an additional amount of \$3,133,947. The addition of funds include one additional performance year. The new amount is \$9,999,593, which includes a 39.3 percent contingency of \$1,225,373 on the FY24-25 amount. The additional contingency is being included in anticipation of a planned FY24-25 shelter expansion project, and of increased capacity and operational costs upon completion of the expansion project in the final months of FY24-25.

### **Background**

Since 1982, the Dolores Shelter Program (DSP), located at 1050 South Van Ness Avenue, has provided overnight emergency shelter, hot meals, and support services to people experiencing homelessness. While the program serves all adults experiencing homelessness, DSP is based in the Mission District of San Francisco and primarily focuses on serving the Latinx and immigrant community by offering bilingual and culturally responsive services. DSP also has an LGBTQ+ dorm known as Jazzie's Place, which is the first LGBTQ+ identified shelter program in the nation. DSP offers case management services onsite to support guests with finding additional support and resources related to housing, benefits, and physical and mental health. In November 2023, DSP reinflated the shelter capacity back to pre-COVID numbers of 91 beds. In the year ahead, DSP will complete a shelter expansion project that will add an additional 52 beds reaching a total shelter capacity of 152 beds.

### **Services to be Provided**

The purpose of the grant is to provide Shelter Services to Adults. Grantee will provide services to 91 guests pre-expansion and 152 guests post-expansion with a budgeted staff of 29.42 full time equivalent (FTE).

### **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. 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. Provider has been delivering services for Emergency Shelter since 1982.

### **Performance History**

Dolores Street Community Services underwent fiscal monitoring most recently in FY22-23. The final monitoring disposition was Verification of Conformance (no findings).

The annual program monitoring for FY 22-23 was completed on May 15, 2023. DSCS received 6 findings and recommendations to improve communication with HSH, submit CARBON reports timely, complete weekly bed inspections and maintain better verification of staff training and client survey results. On August 29, 2023, DSCS provided a formal response to HSH outlining their commitment and plan to resolve these findings. Since that time, DSCS has continued to work with HSH on these findings and has made improvements in several areas including communication with HSH and submitting reports timely. Resolution to the remaining findings will be evaluated during the next annual contract monitoring site visit.



**Appendix A, Services to be Provided  
by  
Dolores Street Community Services  
Emergency 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, 18 years old and older, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence.

**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. Until advised differently by HSH, access to general shelter beds will be available to incoming shelter clients through self-referral. Access to the Jazzies LGBTQ beds will come through an established list of approved referral partners.

**IV. Description of Services**

Grantee shall serve individuals in the number of units as outlined in the Appendix B, Budget (“Number Served” tab). Grantee shall provide the following services at Dolores Shelter, including, but not limited to:

- A. Reservations: Grantee shall accept and facilitate reservations, in accordance with City-approved policies and procedures, within the program hours of operation.
- B. Guest Support: Grantee shall provide guest support, including, but not limited to:
  1. Guest intake, including completion of forms and acknowledgement of the Guest Agreement/Site Rules, Release of Information (ROI) forms, bed assignment, and orientation to the site;
  2. Operations, such as entry and exits, mail, and phone;
  3. Wellness checks and connection to care for anyone demonstrating symptoms of physical or behavioral health needs in accordance with HSH policy;
  4. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records. Grantee shall perform routine wellness checks of each client during shelter operations. Grantee will update client records within 24 hours.
  5. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
  6. Creating guest profiles in the ONE System;
  7. Referrals and Coordination of Services: Grantee shall work with guests to encourage and support their application for and assessment regarding local benefits, including, but not limited to:
    - a. Benefits Advocacy and Assistance: Grantee shall assist guests to obtain and/or maintain public benefits as appropriate (e.g. County Adult Assistance Program (CAAP), CalWORKs, CalFresh, Social Security Income (SSI), Veterans Benefits). Benefit advocates and program representatives may be on

- site at times. In such cases, Grantee shall support guests to meet with these programs and keep scheduled appointments;
- b. Mental health, behavioral health and treatment services;
  - c. Supportive programs to support an individual's independence (e.g. In-Home Support Services);
  - d. Employment and job-related services (e.g. Human Services Agency (HSA), Department of Public Works (DPW) and nonprofits specializing in these services); and
  - e. Referrals and linkages to Access Points, and the elimination of barriers to connect guests to Access Points for a Coordinated Entry assessment;
8. Document Readiness: Grantee shall assist guests to become document ready, to obtain needed documentation to support housing options and placement, including, but not limited to uploading/providing the appropriate system with copies of the documents to avoid documents being lost or damaged;
  9. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These functions may be provided by outside individuals or groups that the Grantee has approved, who understand and adhere to confidentiality and equal access for all guests. These events may be planned with or based on input from guests and shall be held onsite;
  10. Building Maintenance and distribution of guest supplies;
  11. Reasonable accommodations, transfers, and other supports in accordance with HSH policy; and
  12. Exit Planning, including, but not limited to communication and coordination with outside service providers to support a guest's transition to a more permanent setting.

## V. Location and Time of Services

Grantee shall provide services at 1050 South Van Ness Avenue, San Francisco, CA 94110. Grantee shall provide staffing coverage 6:00 pm to 8:00 am, seven days per week, unless other hours are established between City and Grantee.

## VI. Service Requirements

### A. Shelter Expansion:

1. Dolores Shelter Program (DSP) Shelter Expansion Project: Grantee shall project manage and timely deliver a shelter expansion project at DSP no later than May 1, 2025. Changes to this project timeline must be communicated to HSH and approved in writing by the Department. The shelter expansion will include the renovation and buildout of the existing 24-bed Santa Ana dormitory on the first floor and a new 48-bed dormitory on the second floor. Grantee shall deliver the following:
  - a. Project Management: Grantee to hire a Project Management consultant to ensure timely completion of the project, develop project scope and timelines, track progress, and liaise with contractors, consultants, and various City departments to execute the project.

- b. Cost Estimate: Grantee to establish a total project cost estimate through a professional cost estimator.
  - c. Architectural & Permit Package: Grantee to work with architectural firm to submit permit package to DBI and refine project design elements based on city department comments.
  - d. Permit Expediting: Grantee to work with permit specialist to expedite the process of approving permits to ensure timely project completion.
  - e. Construction: Grantee to retain a General Contractor to develop Design Build scope of work for construction including electrical, plumbing, HVAC, fire, and sprinkler systems. General Contractor to also provide construction-specific permits.
  - f. Grantee to secure necessary furniture, fixtures, and equipment for renovated space.
  - g. Budget: Grantee to secure a total project cost estimate. HSH will provide final review and approval of the project cost before establishing the final project budget. Once the budget is approved, any deviations from the project budget will require prior HSH approval.
2. 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. Facilities:**

1. Grantee, in partnership with HSH Facilities, shall maintain site and facilities in full compliance with requirements of the law and local standards<sup>1</sup>. Grantee shall ensure that the site is well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Grantee shall ensure that janitorial services shall occur regularly, per shift.
  - a. Grantee shall respond to all site 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.); 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.
  
- D. **Safety and De-Escalation:** Grantee shall ensure the 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, and 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, including street frontage Gough, 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.

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<sup>1</sup> Including, but not limited to Shelter Standards of Care, as applicable:  
[https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_admin/0-0-0-13200](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-13200)

- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website:  
<https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Meals and Food Safety  
 Grantee shall meet the following meal-related requirements:
1. Grantee shall provide breakfast and dinner to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project.
  2. 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;
  3. 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;
  4. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
  5. Offer guests meals and track usage by guest, as well as overall meal distribution;
  6. Manage the means to heat or maintain refrigeration of food as appropriate for distribution; and
  7. Ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.
- G. 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, guest agreement, ROI and progress notes.
  3. Grantee shall maintain confidential files for active and previously active guests, and document support service usage.
  4. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.
  5. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

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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

- H. 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.
- I. 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 tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- J. 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 tenant-centered, low-barrier access to housing and services.
- K. 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).
- L. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding guests' progress.
- M. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- N. Feedback, Complaint and Follow-up Policies  
Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:
1. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas. Grantee should set up the means to provide feedback at future community meetings or by other means.
  2. Complaint Process: Grantee shall provide a written and posted complaint/concern process that includes various methods for guests to submit an issue (e.g. verbal to staff, written, email) and clear protocols about when and how the guest will get a response.
  3. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, gauge 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 in a confidential way if the written format presents any problem.

4. Grantee shall respond to complaints from other City entities, such as the Mayor's Office on Disability and the Shelter Monitoring Committee, in coordination with HSH and in accordance with the timelines required by the City entity.
- O. City Communications and Policies  
Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk. These policies and related meetings include, but are not limited to:
1. Reporting via HSH designated method the current pool of active guests, the number of occupied beds, the number of beds temporarily offline and the number of beds currently available for placement;
  2. Regular communication to HSH about the implementation of the program as required and upon request;
  3. Attendance at HSH meetings and trainings, as required;
  4. Attendance at required ADA and access for persons with disabilities trainings;
  5. Attendance at the Shelter Monitoring Committee meetings;
  6. Adherence to the HSH Shelter Grievance Policy, including the processes regarding denials of service<sup>3</sup> unless Grantee is otherwise dictated by City emergency requirements;
  7. Adherence to the HSH Cold/Wet Weather Policy;
  8. Adherence to the City service/companion/support animal policy; and
  9. When applicable, as confirmed with HSH, adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless. This includes cooperation with the San Francisco TB Prevention and Control Program of the Department of Public Health (DPH).
- P. 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..
- Q. 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

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<sup>3</sup> HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- R. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health (DPH), 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, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
  3. Grantee shall assign a director, manager, or representative to participate in and attend 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 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.
  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 3 daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
  11. Grantee shall immediately report to 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.
- 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>4</sup>, including but not limited to:

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<sup>4</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

- 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. When applicable, records entered into the ONE System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards<sup>1</sup>.
  3. When applicable, Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.
  4. 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.
  5. 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.
  6. 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**

Grantee shall achieve the following service objectives:

- A. Grantee shall provide intake and program orientation to 100 percent of all new guests and updates for returning guests in a new stay within 24 hours of arrival to the site.
- B. Grantee shall achieve an average daily bed occupancy rate of 95 percent.
- C. Grantee shall conduct daily guest count and wellness checks for 100 percent of guests.
- D. Grantee shall 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.
- E. A minimum of 50 percent of the guests onsite during the quarterly Satisfaction Survey distribution period shall complete the survey instrument approved by HSH.

- F. 60 percent of guests shall attend monthly in-house Community Meetings (unless excused for work, school or medical appointments)
- G. 90 percent of guests with referral needs shall be provided referrals related to benefits, employment, health, and related transportation support if needed.
- H. 90 percent of guests shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement.

### **VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives:

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, connection to services and safety as good or excellent.
- B. 80 percent of Housing Referral Status guests will receive support gathering and uploading of vital documents into the ONE system and meet document readiness standards within six months of initial intake.
- C. Grantee shall ensure 100 percent of all shelter staff complete required annual trainings outlined by HSH.

### **IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH such as the ONE system.
- B. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- C. 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.
- D. 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.
- 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 Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
  - G. 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, review of the following: guest files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: 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
11/1/2023	Modification	Ongoing	\$ 115,967.00	N/A	FY23-24 CODB
11/1/2023	Modification	Ongoing	\$ 436,128.00	<a href="https://app.asana.com">https://app.asana.com</a>	Shelter Reinflation: prorated to start 11/1/2023 at \$436,128 for FY23-24, \$654,192 annualized
11/1/2023	Modification	One-Time	\$ 330,004.00	<a href="https://app.asana.com">https://app.asana.com</a>	Shelter Reinflation: One-Time Costs
11/1/2023	Adjustment to Actuals	One-Time	\$ (2,391,865.00)	N/A	Adjustment to Actuals
7/1/2024	Modification	Ongoing	\$ 218,064.00	<a href="https://app.asana.com">https://app.asana.com</a>	Shelter Reinflation: prorated to start 11/1/2023 at \$436,128 for FY23-24 +\$218,064 for full FY24-25 for a total of \$654,192 annualized
7/1/2024	Amendment	Ongoing	\$ 3,133,947.00	<a href="https://app.asana.com">https://app.asana.com</a>	Amendment to extend term one additional year through 6/30/2025 at the current annual funding rate of \$3,133,947

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
 APPENDIX B, BUDGET

Document Date	7/1/2024
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Dolores Street Community Services - Emergency Shelter

Shelter	Number of Guests Served Nightly - Reinflation Capacity	Number of Guests Served Nightly - Santa Ana Construction (Phase I)	Number of Guests Served Nightly - Jazzie's Place II Construction (Phase II)	Number of Guests Served Nightly - Post-Construction
Jazzie's Place	24	24	24	24
Santa Ana	11	-	24	24
Santa Maria	28	28	28	28
Santa Martha	28	28	28	28
Sanctuary	-	24	-	-
Jazzie's Place II	-	-	-	48
<b>Total</b>	<b>91</b>	<b>104</b>	<b>104</b>	<b>152</b>

	A	B	C	D	E	H	K	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>	7/1/2021	6/30/2024	3									
6	<b>Amended Term</b>	7/1/2021	6/30/2025	4									
7	<b>Provider Name</b>	Dolores Street Community Services											
8	<b>Program</b>	Emergency Shelter											
9	<b>FSP Contract ID#</b>	1000022325											
10	<b>Action (select)</b>	Amendment											
11	<b>Effective Date</b>	7/1/2024											
12	<b>Budget Names</b>	General Fund - Emergency Shelter											
13		<b>Current</b>	<b>New</b>										
14	<b>Term Budget</b>	\$ 5,640,272	\$ 8,774,219										
15	<b>Contingency</b>	\$ 3,098,300	\$ 1,225,373	14%									
16	<b>Not-To-Exceed</b>	\$ 8,738,572	\$ 9,999,593										
					<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					7/1/2021 - 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	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2025	7/1/2021 - 6/30/2025
18					<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>
19	<b>Expenditures</b>												
20	Salaries & Benefits	\$ 1,272,296	\$ 1,598,571	\$ 1,815,789	\$ -	\$ 1,946,716	\$ 1,946,716	\$ 4,686,655	\$ 1,946,716	\$ 6,633,371	\$ 4,686,655	\$ 1,946,716	\$ 6,633,371
21	Operating Expense	\$ 458,286	\$ 586,037	\$ 719,761	\$ -	\$ 778,456	\$ 778,456	\$ 1,764,084	\$ 778,456	\$ 2,542,540	\$ 1,764,084	\$ 778,456	\$ 2,542,540
22	Subtotal	\$ 1,730,582	\$ 2,184,608	\$ 2,535,550	\$ -	\$ 2,725,171	\$ 2,725,171	\$ 6,450,740	\$ 2,725,171	\$ 9,175,911	\$ 6,450,740	\$ 2,725,171	\$ 9,175,911
23	Indirect Percentage												
24	Indirect Cost (Line 21 X Line 22)	\$ 259,587	\$ 327,691	\$ 380,333	\$ -	\$ 408,776	\$ 408,776	\$ 967,611	\$ 408,776	\$ 1,376,387	\$ 967,611	\$ 408,776	\$ 1,376,387
25	Other Expenses (Not subject to indirect %)	\$ (1,676,803)	\$ (998,510)	\$ 88,876	\$ -	\$ -	\$ -	\$ (2,586,437)	\$ -	\$ (2,586,437)	\$ (2,586,437)	\$ -	\$ (2,586,437)
26	Capital Expenditure	\$ 200,000	\$ 367,232	\$ 241,128	\$ -	\$ -	\$ -	\$ 808,360	\$ -	\$ 808,360	\$ 808,360	\$ -	\$ 808,360
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	<b>\$ 513,366.19</b>	<b>\$ 1,881,021.11</b>	<b>\$ 3,245,886.33</b>	<b>\$ -</b>	<b>\$ 3,133,947.21</b>	<b>\$ 3,133,947.21</b>	<b>\$ 5,640,273.63</b>	<b>\$ 3,133,947.21</b>	<b>\$ 8,774,220.84</b>	<b>\$ 5,640,273.63</b>	<b>\$ 3,133,947.21</b>	<b>\$ 8,774,220.84</b>
29													
30	<b>HSH Revenues (select)</b>												
31	General Fund - Ongoing	\$ 2,073,952	\$ 2,441,411	\$ 2,915,882	\$ -	\$ 3,133,947	\$ 3,133,947	\$ 7,431,245	\$ 3,133,947	\$ 10,565,192	\$ 7,431,245	\$ 3,133,947	\$ 10,565,192
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	General Fund - One-Time	\$ 200,000	\$ -	\$ 330,004	\$ -	\$ -	\$ -	\$ 530,004	\$ -	\$ 530,004	\$ 530,004	\$ -	\$ 530,004
35	General Fund - One-Time Carryforward	\$ (367,232)	\$ 367,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	General Fund - Ongoing Shelter Enhancement	\$ -	\$ 70,888	\$ -	\$ -	\$ -	\$ -	\$ 70,888	\$ -	\$ 70,888	\$ 70,888	\$ -	\$ 70,888
37	Adjustment to Actuals	\$ (1,393,355)	\$ (998,510)	\$ -	\$ -	\$ -	\$ -	\$ (2,391,865)	\$ -	\$ (2,391,865)	\$ (2,391,865)	\$ -	\$ (2,391,865)
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 513,365.14</b>	<b>\$ 1,881,021.30</b>	<b>\$ 3,245,886.00</b>	<b>\$ -</b>	<b>\$ 3,133,947.00</b>	<b>\$ 3,133,947.00</b>	<b>\$ 5,640,272.44</b>	<b>\$ 3,133,947.00</b>	<b>\$ 8,774,219.44</b>	<b>\$ 5,640,272.44</b>	<b>\$ 3,133,947.00</b>	<b>\$ 8,774,219.44</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>
48													
49	<b>Total HSH + Other Revenues</b>	<b>\$ 513,365.14</b>	<b>\$ 1,881,021.30</b>	<b>\$ 3,245,886.00</b>	<b>\$ -</b>	<b>\$ 3,133,947.00</b>	<b>\$ 3,133,947.00</b>	<b>\$ 5,640,272.44</b>	<b>\$ 3,133,947.00</b>	<b>\$ 8,774,219.44</b>	<b>\$ 5,640,272.44</b>	<b>\$ 3,133,947.00</b>	<b>\$ 8,774,219.44</b>
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Total Adjusted Salary FTE (All Budgets)									29.42			
53													
54	<b>Prepared by</b>	Maribel Gonzalez Ruiz											
55	<b>Phone</b>	650-313-3348											
56	<b>Email</b>	<a href="mailto:maribel@dscs.org">maribel@dscs.org</a>											



	A	B	C	D	E	H	K	N	O	P	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	6/30/2025	4									
7	Provider Name	Dolores Street Community Services											
8	Program	Emergency Shelter											
9	FSP Contract ID#	1000022325											
10	Action (select)	Amendment											
11	Effective Date	7/1/2024											
12	Budget Name	General Fund - Emergency Shelter											
13		Current	New										
14	Term Budget	\$ 5,640,272	\$ 8,774,219										
15	Contingency	\$ 3,098,300	\$ 1,225,373	14%	<b>EXTENSION YEAR</b>								
16	Not-To-Exceed	\$ 8,738,572	\$ 9,999,593		Year 1	Year 2	Year 3	Year 4			All Years		
17		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2025	7/1/2021 - 6/30/2025			
18		Actuals	Actuals	Current	Current	Amendment	New	Current/Actuals	Amendment	New			
19	<b>Expenditures</b>												
20	Salaries & Benefits	\$ 1,272,296	\$ 1,598,571	\$ 1,815,789	\$ -	\$ 1,946,716	\$ 1,946,716	\$ 4,686,655	\$ 1,946,716	\$ 6,633,371			
21	Operating Expense	\$ 458,286	\$ 586,037	\$ 719,761	\$ -	\$ 778,456	\$ 778,456	\$ 1,764,084	\$ 778,456	\$ 2,542,540			
22	Subtotal	\$ 1,730,582	\$ 2,184,608	\$ 2,535,550	\$ -	\$ 2,725,171	\$ 2,725,171	\$ 6,450,740	\$ 2,725,171	\$ 9,175,911			
23	Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 259,587	\$ 327,691	\$ 380,333	\$ -	\$ 408,776	\$ 408,776	\$ 967,611	\$ 408,776	\$ 1,376,387			
25	Other Expenses (Not subject to indirect %)	\$ (1,676,803)	\$ (998,510)	\$ 88,876	\$ -	\$ -	\$ -	\$ (2,586,437)	\$ -	\$ (2,586,437)			
26	Capital Expenditure	\$ 200,000	\$ 367,232	\$ 241,128	\$ -	\$ -	\$ -	\$ 808,360	\$ -	\$ 808,360			
28	<b>Total Expenditures</b>	<b>\$ 513,366.19</b>	<b>\$ 1,881,021.11</b>	<b>\$ 3,245,886.33</b>	<b>\$ -</b>	<b>\$ 3,133,947.21</b>	<b>\$ 3,133,947.21</b>	<b>\$ 5,640,273.63</b>	<b>\$ 3,133,947.21</b>	<b>\$ 8,774,220.84</b>			
29													
30	<b>HSH Revenues (select)</b>												
31	General Fund - Ongoing	\$ 2,073,952	\$ 2,441,411	\$ 2,915,882		\$ 3,133,947	\$ 3,133,947	\$ 7,431,245	\$ 3,133,947	\$ 10,565,192			
34	General Fund - One-Time	\$ 200,000	\$ -	\$ 330,004			\$ -	\$ 530,004	\$ -	\$ 530,004			
35	General Fund - One-Time Carryforward	\$ (367,232)	\$ 367,232				\$ -	\$ -	\$ -	\$ -			
36	General Fund - Ongoing Shelter Enhancement		\$ 70,888				\$ -	\$ 70,888	\$ -	\$ 70,888			
37	Adjustment to Actuals	\$ (1,393,355)	\$ (998,510)				\$ -	\$ (2,391,865)	\$ -	\$ (2,391,865)			
38							\$ -	\$ -	\$ -	\$ -			
39							\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSH Revenues</b>	<b>\$ 513,365.14</b>	<b>\$ 1,881,021.30</b>	<b>\$ 3,245,886.00</b>	<b>\$ -</b>	<b>\$ 3,133,947.00</b>	<b>\$ 3,133,947.00</b>	<b>\$ 5,640,272.44</b>	<b>\$ 3,133,947.00</b>	<b>\$ 8,774,219.44</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			
52													
53	Prepared by	Maribel Gonzalez Ruiz											
54	Phone	650-313-3348											
55	Email	<a href="mailto:maribel@dscs.org">maribel@dscs.org</a>											
56													
57	Template last modified	1/22/2020											

\*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.



	A	B	E	H	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>	Dolores Street Community Services								
5	<b>Program</b>	Emergency Shelter								
6	<b>F\$P Contract ID#</b>	1000022325								
7	<b>Budget Name</b>	General Fund - Emergency Shelter								
8		<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		7/1/2021 - 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	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2025	7/1/2021 - 6/30/2025
11		Actuals	Actuals	Current	Current	Amendment	New	Current/Actuals	Modification	New
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 185,011	\$ 224,429	\$ 258,655		\$ 258,655	\$ 258,655	\$ 668,095	\$ 258,655	\$ 926,750
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,695	\$ 14,566	\$ 12,789		\$ 12,789	\$ 12,789	\$ 35,050	\$ 12,789	\$ 47,839
15	Office Supplies, Postage	\$ 12,400	\$ 12,400	\$ 4,272		\$ 4,272	\$ 4,272	\$ 29,072	\$ 4,272	\$ 33,344
16	Building Maintenance Supplies and Repair	\$ 13,967	\$ 12,300	\$ 25,000		\$ 25,000	\$ 25,000	\$ 51,267	\$ 25,000	\$ 76,267
18	Insurance	\$ 36,915	\$ 35,000	\$ 39,220		\$ 39,220	\$ 39,220	\$ 111,135	\$ 39,220	\$ 150,355
19	Staff Training	\$ 12,000	\$ 12,000	\$ 2,500		\$ 2,500	\$ 2,500	\$ 26,500	\$ 2,500	\$ 29,000
20	Staff Travel-(Local & Out of Town)	\$ 1,500	\$ 1,500	\$ 6,401		\$ 6,401	\$ 6,401	\$ 9,401	\$ 6,401	\$ 15,802
22	Household and facility supplies	\$ 51,000	\$ 41,304	\$ 90,488		\$ 100,000	\$ 100,000	\$ 182,792	\$ 100,000	\$ 282,792
23	Food	\$ 56,215	\$ 170,432	\$ 170,636		\$ 219,219	\$ 219,219	\$ 397,284	\$ 219,219	\$ 616,503
24	Kitchen Supplies	\$ 8,179	\$ 12,000	\$ 10,000		\$ 10,000	\$ 10,000	\$ 30,179	\$ 10,000	\$ 40,179
25	Participant Activities	\$ 8,179	\$ 9,000	\$ 1,000		\$ 1,000	\$ 1,000	\$ 18,179	\$ 1,000	\$ 19,179
26	Laundry	\$ 36,806	\$ 36,806	\$ 87,500		\$ 87,500	\$ 87,500	\$ 161,112	\$ 87,500	\$ 248,612
27	Equipment	\$ 4,051	\$ 3,000	\$ 10,000		\$ 10,000	\$ 10,000	\$ 17,051	\$ 10,000	\$ 27,051
28	Telecommunications (Direct and Shared)	\$ 1,656				\$ 600	\$ 600	\$ 1,656	\$ 600	\$ 2,256
31						\$ -		\$ -	\$ -	\$ -
42	<b>Consultants</b>					\$ -		\$ -	\$ -	\$ -
43	IT Consulting	\$ 1,544	\$ 1,300	\$ 1,300		\$ 1,300	\$ 1,300	\$ 4,144	\$ 1,300	\$ 5,444
44						\$ -		\$ -	\$ -	\$ -
54	<b>Subcontractors</b>					\$ -		\$ -	\$ -	\$ -
55						\$ -		\$ -	\$ -	\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 458,286	\$ 586,037	\$ 719,761	\$ -	\$ 778,456	\$ 778,456	\$ 1,764,084	\$ 778,456	\$ 2,542,540
69										
70	<b>Other Expenses (not subject to indirect cost %)</b>									
95						\$ -		\$ -	\$ -	\$ -
104						\$ -				
105	<b>TOTAL OTHER EXPENSES</b>	\$ (1,676,803)	\$ (998,510)	\$ 88,876	\$ -	\$ -	\$ -	\$ (2,586,437)	\$ -	\$ (2,586,437)
106										
107	<b>Capital Expenses</b>									
115							be			
116	<b>TOTAL CAPITAL EXPENSES</b>	\$ 200,000	\$ 367,232	\$ 241,128	\$ -	\$ -	\$ -	\$ 808,360	\$ -	\$ 808,360
117										
118	<b>HSH #3</b>							Template last modified		1/22/2020

	A	B	C	D	E	F
1	<b>BUDGET NARRATIVE</b>					
		<b>Fiscal Year</b>				
2	<b>General Fund - Emergency 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	Associate Director of Programs	0.21	\$ 19,950	The Associate Director of Programs will provide additional administrative and operational oversight for all shelter and housing programs, and support with high level contract monitoring deliverables.	95,000*.21	Simon Rodriguez
5	Case Managers	2.50	\$ 145,600	The additional Case Manager FTE was added to support the case management needs of our clients, and recognizing that with 91 clients daily, the program needs the additional staff to provide adequate services based on supportive services ratio of 1:25. The 1:25 ratio for this program is met with these CM FTE's in combination with the .6 FTE in the HUD-funded ESG Case Management grant.	58,240*2.5	Yanira Ramirez, Steven Reus, TBD
6	Cook	1.80	\$ 86,112	Cooking and preparing food for daily Breakfast and Dinner meals.	5 cooks @36%FTE, 47,840*1.8	Various
7	Director of Programs	0.21	\$ 27,300	This position provides overall program strategy and planning and liaises with the city on contract related matters.	\$130,000*.21	Manny
8	Janitor	1.80	\$ 86,112	Janitorial needs for daily cleaning.	\$47,840*1.8	Various
9	Lead Shelter Monitor	3.10	\$ 161,200	The Lead Shelter Monitor salary was increased to \$25/hour to reflect a living wage and to be aligned and consistent with the wages for the same position at our shelter-in-place sites. Serves as the point person for shelter shifts, assigning tasks to other monitors as necessary.	\$52,000*3.1	Cindy Genoves, Gerardo Verduzco, TBD
10	Maintenance Technician	1.17	\$ 60,840	Maintenance needs for repairs and other facility-related issues.	3 technicians @.39%, \$52,000*.39	Various
11	Manager Cook	0.36	\$ 23,962	The Food Service Manager supervises a team of 5 cooks which prepares daily meals across program sites. Creating menus and maintaining food quality, meal safety and nutritional requirements. Purchasing within budget and vendor relationship maintenance and tracking of food receiving and billing.	\$66,560*.36	TBD
12	Monitor	13.50	\$ 645,840	The Shelter Monitor salary was increased to \$23/hour to reflect a living wage and to be aligned and consistent with the wages for the same position at our shelter-in-place sites. Provide site operations, maintaining good neighbor policy and upholding contract rules and guidelines.	\$47,840*13.5	Aaron Weller, Cristina Dos Santos, Carissa Hudson, Rene Interiano, Yolanda Ruelas, David Shrader, Rafael Vigil, Josman Lampe, Perry Ojascastro, Gerardo. Verduzco, TBD
13	Program Assistant	0.13	\$ 6,760	The Program Assistant will support the programmatic needs of the site, including meal service, community activities, client flow, data entry, etc.	52000*0.13	Dian Barbosa
16	Site Coordinator	1.00	\$ 66,560	The Site Coordinator manages onsite operations and provide direct supervision to staff. Coordinator also works 2 shifts as lead monitor.	\$66,560@1FTE	Michael Cabral
18	Facilities Staff	0.52	\$ 24,877	Responsible for delivering all program supplies, meals and laundry. Does most of the shopping.	2 @ 26FTE. \$47840*.52	Various
19	Case Manager Supervisor	0.50	\$ 33,280	Supervises case managers and carries a case load of 16 clients.	\$66,560 *.2	TBD
20	Associate Director of Operations	0.13	\$ 11,050	Supervises the Maintenance team, facilities and kitchen staff's daily operations, including purchasing.	\$85,000*.13	Arturo Arevalos
21	Director of Operations	0.13	\$ 15,600	Responsible for overseeing all facilities, kitchen and janitorial work.	\$120,000*.13	Yesenia Lacayo
22	Program Manager	1.00	\$ 71,000	The Program Manager oversees the congregate shelter program and insures staffing, including training.	\$71,000*1FTE	Stephanie Whisenton
23			\$ -			
24			\$ -			
45			\$ -			
46	<b>TOTAL</b>	<b>29.42</b>	<b>\$ 1,486,042</b>			
47	<b>Employee Fringe Benefits</b>		<b>\$ 460,673</b>	<b>Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.</b>		
48	<b>Salaries &amp; Benefits Total</b>		<b>\$ 1,946,716</b>			
49						
50	<b>Operating Expenses</b>	<b>Budgeted Expense</b>		<b>Justification</b>	<b>Calculation</b>	
51	Rental of Property	\$ 258,655		Rental payments for shelter site and storage, including two additional rooms added on this year. This includes two additional rooms and use of sanctuary.	actuals + cost of additional space	
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 12,789		Utilities, 5k for carry forward to dump/recycle the mattresses and beds	Actuals + additional need	
53	Office Supplies, Postage	\$ 4,272		Office supplies and postage needed for program		
54	Building Maintenance Supplies and Repair	\$ 25,000		Supplies and repair costs associated with the maintenance of the program site	Actuals + additional need	
56	Insurance	\$ 39,220		Insurance costs		
57	Staff Training	\$ 2,500		Staff training and development, including First Aid and CPR, LGBTQ allies training, and trauma informed care.		
58	Staff Travel-(Local & Out of Town)	\$ 6,401		Staff travel		
59	Rental of Equipment	\$ -				
60	Household and facility supplies	\$ 100,000		This includes cleaning supplies, facility and plumbing supplies, PPE, air purifiers, and replacement filters. This amount also includes the replacement budget for reflation of the program (mattresses, blankets, linens)		
61	Food	\$ 219,219		This amount includes daily breakfast and dinner meals for clients.	\$3.3 per meal*91 participants*2 meals per day * 365 days per year	
62	Kitchen Supplies	\$ 10,000		Supplies needed for cooking, preparing, packaging, and serving all meals.		
63	Participant Activities	\$ 1,000		Participant activities will include community events and special programming such as community healing sessions, art therapy, etc.		
64	Laundry	\$ 87,500		Laundry service needed for blankets, towels and all linens for all clients.		
65	Equipment	\$ 10,000		Will need to add computers, desks and chairs for new staff and dining chairs and tables for dinner service		
66	Telecommunications (Direct and Shared)	\$ 600		Telecommunications cost		
79		\$ -				
80	Consultants	\$ -				
81	IT Consulting	\$ 1,300		Shared IT consultant for all IT needs for program		
92	Subcontractors	\$ -				
93		\$ -				
106	<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 778,456</b>			
107	<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 408,776</b>			