



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Dee Rosado-Chan, Deputy Director for Programs Gigi Whitley, Chief Deputy, Finance and Administration Edilyn Velasquez, Contracts Director
Date	October 25, 2023
Subject	Agreement Approval: Heluna Health San Francisco Homeless Outreach Team (SFHOT)

<i>Agreement Information</i>	
F\$P#	1000030849
Provider	Heluna Health
Program Name	San Francisco Homeless Outreach Team (SFHOT)
Agreement Action	Original Agreement
Agreement Term	January 1, 2024 to June 30, 2027

Agreement Amount

New	Contingency	Total Not to Exceed (NTE)
\$32,084,679	\$4,812,702	\$36,897,380

<i>Funding Information</i>	
Funding Sources¹	77% General Fund 7% Federal Grant- Project for Assistance in Transition from Homelessness (PATH) 7% State Grant - Behavioral Health Bridge Housing (BHBH) 5% State Grant - Encampment Resolution Fund (ERF 2) 4% Work Order (Recreation & Parks Department)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new contract agreement with Heluna Health for the provision of the San Francisco Homeless Outreach Team (SFHOT) for the period of January 1, 2024 to June 30, 2027. This new agreement is for new services awarded following a competitive bidding process.

Background

SFHOT provides field-based outreach and case management services to unsheltered adults, youth, and families throughout the city.

The goal of these services is to establish supportive relationships with people experiencing homelessness, provide linkage to key resources and case management support to help participants

¹ The funding sources listed reflect current and future years.

become housed. SFHOT uses an approach that is trauma-informed, strengths-based, focused on harm reduction and is culturally competent. SFHOT includes several components, including a focus on encampment resolution, district outreach teams in neighborhoods throughout the City, and case management for unsheltered clients. SFHOT's provides outreach support in collaboration with the Department of Public Health (DPH) street medicine teams. SFHOT also supports citywide initiatives, such as Healthy Streets Operations Center, a partnership with HSH, DPH Department of Emergency Management (DEM), Police Department (SFPD), Fire Department (SFFD), Municipal Transportation Agency Parking Enforcement (SFMTA). SFHOT also supports outreach operations in City parks through funding from the Recreation and Parks Department (REC).

Services to be Provided

The purpose of the contract is to provide a comprehensive street outreach and case management services to unsheltered adults, youth, and families experiencing acute homelessness in San Francisco. Contractor will provide services with a budgeted staff of 76 full time equivalent (FTE). This includes 19.2 FTE case management staff, 47.8 FTE outreach staff, and 9.0 program support staff. Contractor will also subcontract with Code Tenderloin who will provide 8.0 FTE for outreach, as required in the Request for Proposals (RFP) #139: SFHOT.

Selection

Contractor was selected through RFP #139 which is valid until December 31, 2033.

Performance History

Not applicable. This is a new agreement.

Agreement Materials

- Appendix A, Services to be Provided
- Appendix B, Budget



Appendix A, Services to be Provided
by
Heluna Health
San Francisco Homeless Outreach Team (SFHOT)
January 1, 2024 to June 30, 2027

I. Purpose of Contract

The purpose of the contract is to provide the street outreach component of the Homelessness Response System (HRS) designed to provide services to people who are unsheltered and who are not in site-based facilities. In addition to case management support, the scope of work includes two complimentary outreach models: (1) SFHOT District Teams and (2) SFHOT participating in Multidisciplinary Teams. The goals of these services are to establish supportive relationships with people experiencing homelessness, provide linkage to key resources, and provide case management support to help participants become housed.

II. Served Population

Contractor shall offer and provide voluntary services to unsheltered adults, youth including Transitional Aged Youth (TAY)¹, and families experiencing chronic homelessness in San Francisco. People experiencing unsheltered homelessness² is defined as those persons who do not have a primary fixed nighttime residence and are living in a place not meant for human habitation (i.e., sleeping outdoors, in a car, park bench, encampment etc.).

For individuals served through Projects for Assistance in Transition from Homelessness (PATH)³ grant funding, Contractor shall serve individuals with a diagnosed mental illness who are experiencing chronic homelessness.

III. Description of Services

Contractor shall provide outreach and case management services throughout the City and County of San Francisco. All services are voluntary.

A. Outreach Services:

Contractor shall provide outreach services including shelter placement, Coordinated Entry⁴ (CE) assessments, case management, medical and behavioral health referrals, clinical referrals to the Department of Public Health (DPH), referrals through the

¹ TAY are between the ages of 18 and 24. TAY who are experiencing homelessness often have specialized needs, different from those of families or adults

² More information regarding the definition of the unsheltered homeless can be found at: https://hsh.sfgov.org/wp-content/uploads/2023/08/HSH-Definitions_FinalDraft.pdf.

³ PATH is funded by the US Department of Health and Human Services. PATH funds community-based outreach, mental health and substance abuse referral/treatment, case management, and other support services, as well as a limited set of housing services for adults who are homeless or at imminent risk of homelessness and have a serious mental illness.

⁴ Coordinated Entry is the “front door” to the Homelessness Response System (HRS). It is designed to assess, prioritize, and match people experiencing homelessness to housing opportunities efficiently and consistently. Coordinated Entry uses a locally designated population-specific assessment, a centralized data system, a “by name” database of clients, and a prioritization method. <https://hsh.sfgov.org/services/the-homelessness-response-system/coordinated-entry/>

Online Navigation and Entry (ONE) System⁵, wellness checks, overdose prevention, distribution of hygiene kits and supplies, and crisis de-escalation. Outreach services shall locate, identify, and build relationships with people experiencing homelessness who are unsheltered/street-based to engage and provide immediate triage, linkages, connections to case management, all designed to end homelessness. Outreach shall be provided through District Teams and Multidisciplinary teams in collaboration with various City departments, as specified below:

1. District Teams: District Teams shall work in the field in assigned geographic districts that are based on police districts. Districts are distinguished by neighborhoods as follows: (1) Mission, (2) Bayview, (3) Tenderloin, (4) Northern, (5) Central, (6) Southern, (7) Park, and (8) Richmond and Taraval; plus an additional District Team for (9) Bayview and Ingleside, (10) San Francisco Recreation and Parks. District Teams shall be responsible for the following:
 - a. Daily walks throughout their district establishing and maintaining relationships with people experiencing homelessness and connecting them to the HRS and other services.
 - b. Respond to voicemails on the SFHOT phone number left by persons experiencing homelessness. When the caller has provided a location and descriptions of themselves (or phone number), the teams are dispatched to try to find the person and provide assistance.
 - c. Respond to other requests for outreach services at the direction of HSH.
2. Multidisciplinary Teams⁶: Outreach staff shall work in collaboration with various City departments and other City service providers to provide CE assessments, data entry in the ONE System, and referrals to a range of services. For more description of multidisciplinary teams, see table below.
 - a. Encampment Resolution Teams (ERT) shall work in assigned encamped areas, ensure that long-term encampments are minimal, and those living in cars or vehicles have access to available resources. ERT shall provide homeless outreach services including shelter placement, CE assessments, case management, medical and behavioral health referrals, clinical referrals to the DPH, ONE system profiles entry and referrals, wellness checks, overdose prevention, distribution of hygiene kits and supplies, and crisis de-escalation.
 - b. Encampment Resolution Funding (ERF) Programs – Contractor shall provide specialized ERT to assigned areas⁷ to ensure that long-term encampments are minimal, and those living in cars or vehicles have access to available resources.

⁵ ONE System is San Francisco's Homeless Management Information System (HMIS) used to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness. The ONE System complies with HUD's data collection, management, and reporting standards.

⁶ Multi-disciplinary Outreach Teams are embedded in larger street outreach initiatives involving other City departments and City contracted providers. SFHOT is also involved in Emergency Activation responses, which often involve other departments.

⁷ ERF1 - Polk Alleys and ERF2 - Mission

- c. Street Crisis Response Team (SCRT) Outreach Teams: SCRT shall be a collaborative, field-based service to respond to non-emergency 911 calls, providing timely care, and reducing the need for police to serve as the primary responder for people suffering from mental health crises on the street. Each SCRT consists of one Contractor outreach staff, one community paramedic provided by the San Francisco Fire Department (SFFD), and one Emergency Medical Technician (EMT).
- d. Emergency Medical Services (EMS-6): EMS-6 shall be a partnership between the Community Paramedics division of the SFFD and SFHOT that serves individuals who frequently use the 911 system by responding to calls from hospitals and providers who have identified persons utilizing multiple systems with non-urgent needs.

MULTIDISCIPLINARY TEAMS	<u>Focus Area</u>	<u>Served Population</u>	<u>Lead City Department</u>
Street Crisis Response TEAM (SCRT)	Nonemergency 911 Calls	Nonemergency 911 Callers	SFFD
Emergency Medical Services (EMS-6)	High utilizers of 911- four or more calls to 911 within a 30-day period or 10 or more times within a 12-month period	People experiencing homeless that rotate in and out of the emergency room	SFFD
Bridge Engagement Services Team (BEST)	Castro and Mission neighborhoods	People experiencing behavioral health issues	DPH
Encampment Resolutions Team (ERT)	Encampments	People living in encampments on the street	DEM

- 3. Outreach Phone Line: Contractor shall maintain a phone number that can receive messages from the public with requests for targeted outreach services. The phone line must have three purposes: (1) route calls to 311, the agency that administers the Temporary Shelter Waitlist; (2) receive messages from persons experiencing homelessness who are living on the street and want to meet with Outreach staff to connect to the HRS or get referrals to services; or (3) receive messages from existing clients who are already working with the Outreach team and want to follow-up. The contractor shall dispatch Outreach staff to meet with clients to respond to request types (2) and (3).

B. Case Management Services:

Contractor shall provide case management services focused on housing goals to unsheltered individuals already assessed for CE. Case Managers shall receive referrals from SFHOT outreach staff, DPH Street Medicine teams, DPH BEST neighborhood behavioral health outreach team, Adult Protective Services, City hospitals, HIV Homeless Outreach and Mobile Engagement Program Team, City clinics, and DPH-funded service providers. Case Managers shall provide referrals and support with linkages to benefits, medical services, mental health services, and support for individuals in housing navigation. Case Managers shall assess individuals for their housing readiness and connect them to services such as medical, psychiatric, substance use treatment, income support, In-Home Support Services, intensive case management, and meal delivery.

1. Contractor shall support case managed clients in housing navigation by providing the following types of assistance:
 - a. Prepare a housing plan, which includes locating and obtaining other support and service linkages needed to successfully move into and stabilize in housing;
 - b. Complete housing applications;
 - c. Support clients in enrolling in benefits and assisting with clients becoming “document ready” by helping acquire all required documentation such as birth certificate, photo identification, social security card, and income and homelessness verifications. As needed, Contractor shall assist with scheduling and attending appointments needed to obtain such documents;
 - d. Schedule and attend housing interviews with the client as needed;
 - e. Support move-ins to housing; and
 - f. Coordinate regularly with other service providers working with the housing referral status client through meetings, calls, and/or through ONE System notes.

2. DPH BEST Neighborhood Case Management Services: Under the direction of HSH, Contractor shall collaborate with DPH’s Office of Coordinated Care to provide case management services to unsheltered persons in specific neighborhoods.
 - a. Contractor’s case managers working with DPH BEST clinicians shall support shared priority clients using a “by-name” list within their assigned neighborhoods and participate in case conferencing with other multi-disciplinary team members, as appropriate, to ensure that clients are effectively linked to behavioral health services, shelter, and housing-focused case management.

Contracted case managers staffing DPH BEST teams shall work in the following four police districts or areas: (1) Mission and Park, (2) Tenderloin, Northern, and Southern, (3) Bayview and Ingleside; and (4) Citywide.

IV. Location and Time of Services

Contractor shall provide services year-round from 6:30 am to 7:00 pm on weekdays and from 8:30 am to 7:00 pm on weekends, including holidays. The hours are subject to change with written notice to Contractor depending on HSH's needs.

V. Service Requirements

- A. Staffing: Contractor shall ensure that the program is staffed at no less than 90 percent at any given time, as listed in Appendix B, Budget ("FTEs" tab). Time provided by subcontractors or part-time staff shall count toward this 90 percent requirement. Contractor shall develop and implement, in consultation with HSH, a detailed staff recruitment and retention policy.
- B. Staff Training: Contractor shall provide staff training and development, including but not limited to:
1. HSH-required trainings such as HSH's ONE System and other databases ;
 2. CE Assessments and Housing Navigation for families, TAY, and adults;
 3. De-escalation, harm reduction, motivational interviewing, trauma informed care⁸, implicit bias, Family Homelessness 101, Critical Time Intervention (CTI), street engagement, professionalism, ethics, cultural competency, overdose prevention, overdose response, mental health, and substance abuse community resources; and
 4. San Francisco's HRS including Temporary Shelter Services.
- C. Uniforms: Contractor shall ensure that all staff are issued and wear uniforms for visibility and safety in the field. ERT staff shall have uniforms that are visually distinct from the District and other project teams.
- D. Feedback, Complaint and Follow-up Policies: Contractor shall provide a means for the served population to provide input into the program, including planning and design, and feedback methods that include a written grievance policy informing the served population on how to report complaints and request services.
- E. Emergency Activation⁹: Contractor shall shift priorities to respond to HSH activating protocols, include weather and disaster response, within 24 hours of notification.
- F. Critical Incident: Contractor 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

⁸ Trauma Informed Care is a framework for human service delivery that is based on knowledge and understanding of how trauma affects people's lives, their service needs and service usage. See the [United States Interagency Council on Homelessness \(USICH\), Trauma Informed Care Policy](#).

⁹ In the event of a weather emergency such as an earthquake, dramatic rainfall, poor air quality, SFHOT staff are asked to pivot their activities to focus their outreach on supporting clients in the given emergency, such as but not limited to, distributing ponchos, guiding clients to emergency popup shelters or distributing masks, etc.

manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- G. Language and Interpretation Services: Contractor shall ensure that translation and interpreter services are available. Contractor 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>.
- H. Case Conferences: Contractor shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- I. Admission Policy: Contractor's 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 shall 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.
- J. City Communications and Policies: Contractor shall keep HSH informed and comply with City policies to minimize harm and risk, including:
 - 1. Regular communication to HSH about the implementation of the program;
 - 2. Attendance of HSH meetings, as needed;
 - 3. Attendance of trainings, as requested; and
 - 4. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.
- K. Disaster and Emergency Response Plan: Contractor 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. Contractor shall update the site plan as needed and Contractor shall train all employees regarding the provisions of the plan for their sites.
- L. Data Standards:
 - 1. Contractor shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹⁰, 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.

¹⁰ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

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. Contractor shall enter data into the ONE System and shall 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, Contractor 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 shall provide clear instructions to all Contractors regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Contractors via written notice at least one month prior to expected implementation.
4. Any information shared between Contractor, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

M. Record Keeping and Files:

1. Contractor shall maintain documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Contractor shall maintain confidential files on the served population, including developed plans, notes, and progress.
3. Contractor shall maintain all required confidential files for the served population, including service plans, progress notes, and releases of information.
4. For those served with PATH funds, Contractor shall maintain a participant file, which includes an intake form, a service plan (if case management is provided), progress notes, and a discharge summary.
 - a. The intake form shall contain participant information to determine eligibility for PATH services, and to obtain data needed for quarterly and annual reports. A service plan, also known as the Client (Participant) Service Plan, is required for all PATH enrolled participants receiving case management services to outline goals tailored to the participant's needs. The plan shall be reviewed by the case manager and supervising clinician every three months. Client Service Plans may include the following, as appropriate:
 - i. Methods to obtain community mental health services;
 - ii. Assistance in obtaining and coordinating needed services, including shelter, public transportation, linkage to medical care, habilitation, and documents for permanent housing;
 - iii. Assistance in obtaining income and benefits;
 - iv. Strategies that describe the referral process to other appropriate services.

- b. Progress notes shall be utilized to assist in the tracking of the progress made towards the goals recorded on the Client Service Plan.
- N. Harm Reduction: Contractor shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Contractor staff who work directly with tenants shall participate in annual trainings on harm reduction, overdose recognition and response.
- O. Housing First: Housing First is an evidence-based practice in which clients are offered shelter, housing, and supportive services regardless of their sobriety or use of substances, completion of treatment, or participation in services. Contractor 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.

VI. Service Objectives

Contractor shall achieve the following Service Objectives:

A. Outreach Teams:

1. Contractor shall conduct at least 35,000 encounters and wellness checks annually, as verified by the ONE System Encounter Form documentation. HSH recognizes that changing departmental priorities shall impact the number of encounters and wellness checks conducted by SFHOT staff.
2. Contractor shall ensure that target yearly encounters per police district are met. This allocation is based on the rate of street homelessness per district in 2022. The objective is that the number of staff and encounters per district is proportional to the prevalence of street homelessness in each district. HSH and contractor may revise these numbers proportionately based on future Point in Time (PIT) Counts.

Police District	2022 PIT Count Unsheltered Homeless	Target Encounters per year
Bayview	12%	4200
Central	5%	1750
Ingleside	4%	1400
Mission	16%	5600
Northern	9%	3150
Park	5%	1750
Richmond	5%	1750
Southern	12%	4200
Taraval	5%	1750
Tenderloin	27%	9450
TOTAL		35,000

3. Contractor shall complete/update 100 percent of ONE System profiles for all consenting participants. For non-consenting individuals, the Contractor shall track all engagements, linkages, and supplies distributed without collecting Protected Health Information.
4. Contractor shall connect 100 percent of consenting and eligible participants to Coordinated Entry via SFHOT (as a mobile access point), or to identified Access Points in the community, for housing assessments and/or Problem-Solving conversations.
5. Each outreach staff shall refer at least six eligible clients per quarter to an HSH Clinical Supervisor. Contractor shall work with HSH to track and report this quarterly.
6. Contractor shall complete, on average, 50 CE assessments/ reassessments per month.
7. Contractor shall respond to referrals from Recreation and Parks within two business days and make at least three attempts to locate and offer outreach services.
8. Contractor shall activate Emergency Response Teams within 24 hours of HSH activating an emergency activation protocol (i.e., wet weather, cold weather, hot weather, air quality, etc.). The goal is to ensure increased wellness checks to inform people experiencing homelessness how to stay safe and access shelter during weather activations.
9. Contractor shall ensure at least 50 percent of SFHOT dispatch calls who have left a call back number receive a call back attempt within one week as verified in the call log.
10. Outreach staff shall refer at least two eligible clients per month to an HSH Clinical Supervisor
11. For new special projects, HSH shall submit written requests to Contractor, detailing the number of staff needed, scope of work, and estimated timeframe. HSH shall convey departmental priorities. Contractor shall provide the number of staff requested by HSH for special, unplanned, projects. Staff that are assigned to support new initiatives may be reallocated from other SFHOT activities to support these special projects, and this shall be reflected in monthly reports submitted to HSH.

B. Case Management:

1. Contractor shall engage at least 190 participants in Case Management Services annually, as verified by the ONE System enrollments.

2. Contractor shall ensure that 100 percent of all participants receiving Case Management services satisfy PATH program eligibility criteria.
3. Contractor shall ensure that Case Managers contact 90 percent of participants on their caseload at least once per week and document their efforts in the ONE System.
4. Contractor shall ensure that, upon closing a client's Case Management Services, at least 90 percent of all participants have a complete and well-organized file consisting of intake documents, signed releases, services plan, and a closing note.
5. Contractor shall ensure that 100 percent of all participants receiving Case Management services are referred to medical care, mental health care, substance use support, or ancillary health services.
6. Contractor shall ensure that 80 percent of clients referred to medical care, mental health care, substance use support, or ancillary health services are connected to these services, as verified by the ONE System.
7. Contractor shall ensure that at least 80 percent of all Case Managed participants obtain the documents necessary to move into housing such as a California ID, Social Security Card, and proof of income.
8. Contractor shall ensure that at least 80 percent of all Case Managed clients enroll in, maintain, or increase income benefits such as County Adult Assistance Program (CAAP), Supplemental Security Income (SSI), CalFresh, or employment, as verified by the ONE System.
9. Contractor shall ensure that 80 percent of all participants receiving Case Management services be placed in Housing Referral Status via CE or in CAAP Priority Status.
10. Contractor shall ensure that at least 80 percent of all participants receiving Case Management Services obtain health insurance.
11. Contractor shall ensure that at least 80 percent of all participants receiving Case Management Services, who are placed in housing, are supported for at least 30 days and up to 90 days after their placement, to encourage them to remain in housing. Case managers shall stay engaged and participate in case conferencing and other clinical tools to prevent eviction for at least this period.
12. Contractor shall ensure that, upon closure from Case Management, at least 90 percent of participants have organized files, including intake documents, signed releases, service plans, and a closing note.

VII. Reporting Requirements

Contractor shall input data into systems required by HSH, such as ONE System entries, and CARBON¹¹.

- A. Contractor shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Contractor shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Contractor, in collaboration with HSH, shall develop a process for documenting FTE allocation among projects. Report shall include number of FTE staff allocated to each category across projects, district work, ERT/HSOC, SCRT, EMS-6, Encampment Resolution Grant projects, and FTE spent on special projects..
- C. Contractor shall provide a monthly recruitment and retention report that shall show the number and type of staff vacancies, new hires, and those in training. The report shall include a description of monthly recruitment and retention activities.
- D. Contractor 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 Contractor. Contractor shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- E. Contractor shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Contractor's services. Contractor 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 shall become part of the official report.
- F. Contract shall collect and report on unsheltered persons' reasons for declining shelter services.
- G. Contractor shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

VIII. Monitoring Activities

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

¹¹ CARBON is the web-based contract management system that HSH uses to allow contractors to invoice, submit reports, and track spending.

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

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

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring shall include review of the Contractor'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 shall 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.

Funding Source / Budget	Position Title	Budgeted FTE
General Fund - Outreach	Administrative Assistant	1.00
General Fund - Outreach	Case Manager LV 1	1.80
General Fund - Outreach	Case Manager LV 2	3.50
General Fund - Outreach	Case Manager LV 3	2.00
General Fund - Outreach	Case Management Supervisor	2.00
General Fund - Outreach	Shift Lead Outreach	3.00
General Fund - Outreach	Shift Lead Case Management	1.00
General Fund - Outreach	Operations Coordinator	1.00
General Fund - Outreach	Outreach Specialist LV 1	3.00
General Fund - Outreach	Outreach Specialist LV 2	7.50
General Fund - Outreach	Outreach Specialist LV 3	15.00
General Fund - Outreach	Outreach Supervisor	4.00
General Fund - Outreach	Operations Supervisor	1.00
General Fund - Outreach	Training Manager	1.00
General Fund - Outreach	Training Coordinator	1.00
General Fund - Outreach	Data Analyst	1.00
General Fund - Outreach	Program Director	1.00
General Fund - Outreach	Data Manager	1.00
General Fund - Outreach	Transportation/Placement Coordin:	1.00
ERF2R Mission - Outreach	Outreach Specialist LV 1	3.00
ERF2R Mission - Outreach	Outreach Specialist LV 2	1.00
ERF2R Mission - Outreach	Outreach Supervisor	0.67
ERF2L Polk - Outreach	Outreach Specialist LV 2	2.00
ERF2L Polk - Outreach	Outreach Specialist LV 3	2.00
ERF2L Polk - Outreach	Outreach Supervisor	0.33
PATH - Outreach	Case Manager LV 1	2.00
PATH - Outreach	Case Manager LV 2	3.00
PATH - Outreach	Case Manager LV 3	1.50
BHBH - Outreach	Outreach Specialist LV 1	1.08
BHBH - Outreach	Outreach Specialist LV 2	1.08
BHBH - Outreach	Outreach Specialist LV 3	1.08
BHBH - Outreach	Case Manager LV 1	1.08
BHBH - Outreach	Case Manager LV 2	0.54
BHBH - Outreach	Case Manager LV 3	0.76
Work Order (RecPark) - Outreach	Shift Lead Outreach	1.00
Work Order (RecPark) - Outreach	Outreach Specialist LV 2	2.07

Row Labels	Sum of Budgeted FTE
Administrative Assistant	1.0
Case Management Supervisor	2.0
Case Manager LV 1	4.9
Case Manager LV 2	7.0
Case Manager LV 3	4.3
Data Analyst	1.0
Data Manager	1.0
Operations Coordinator	1.0
Operations Supervisor	1.0
Outreach Specialist LV 1	7.1
Outreach Specialist LV 2	13.7
Outreach Specialist LV 3	18.1
Outreach Supervisor	5.0
Program Director	1.0
Shift Lead Case Management	1.0
Shift Lead Outreach	4.0
Training Coordinator	1.0
Training Manager	1.0
Transportation/Placement Coordinator	1.0
Grand Total	76.0

Staff Categories	
Case Management (Incl. Supervisors)	19.2
Outreach (Incl. Supervisors)	47.8
Support	9.0
Total	76.0

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
 APPENDIX B, BUDGET



Document Date	1/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2024	6/30/2027	4
Amended Term	1/1/2024	6/30/2027	4
Provider Name	Heluna Health		
Program	SFHOT		
FSP Contract ID#	1000030849		
Contract Action	New Agreement		
Effective Date	1/1/2024		
Budget Names	General Fund - Outreach, ERF2R Mission - Outreach, PATH - Outreach, ERF2L Polk - Outreach, BHBH - Outreach, Work Order (RecPark) - Outreach		
Funding:	Current	New	
Term Budget	\$ 32,084,679	\$ 32,084,679	15%
Contingency	\$ 4,812,702	\$ 4,812,702	
Not-To-Exceed	\$ 36,897,380	\$ 36,897,380	

	Year 1	Year 2	Year 3	Year 4	All Years
	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027
	6 Months	12 Months	12 Months	12 Months	
EXPENDITURES					
Salaries & Benefits	\$ 3,585,624	\$ 7,303,096	\$ 7,334,972	\$ 6,961,571	\$ 25,185,263
Operating Expense	\$ 318,237	\$ 526,766	\$ 507,897	\$ 501,838	\$ 1,854,738
Subtotal	\$ 3,903,861	\$ 7,829,862	\$ 7,842,869	\$ 7,463,409	\$ 27,040,001
Indirect Percentage					
Indirect Cost (Line 22 X Line 23)	\$ 468,462	\$ 939,584	\$ 941,144	\$ 895,609	\$ 3,244,799
Other Expenses (Not subject to indirect %)	\$ 439,614	\$ 453,402	\$ 453,430	\$ 453,432	\$ 1,799,879
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 4,811,937	\$ 9,222,848	\$ 9,237,444	\$ 8,812,450	\$ 32,084,679
HSH REVENUES					
General Fund - Ongoing	\$ 3,474,764	\$ 6,801,845	\$ 7,278,796	\$ 7,278,796	\$ 24,834,201
ERF2R Mission	\$ 219,398	\$ 438,795	\$ 438,795	\$ -	\$ 1,096,988
ERF2L Polk	\$ 238,476	\$ 476,951	\$ -	\$ -	\$ 715,427
Project for Assistance in Transition from Homelessness (PATH)	\$ 315,775	\$ 631,550	\$ 631,550	\$ 631,550	\$ 2,210,425
Parks & Rec Work Order	\$ 162,500	\$ 325,000	\$ 325,000	\$ 325,000	\$ 1,137,500
State - Behavioral Health Bridge Housing (BHBH)	\$ 401,024	\$ 548,707	\$ 563,303	\$ 577,104	\$ 2,090,138
TOTAL HSH REVENUES	\$ 4,811,936	\$ 9,222,848	\$ 9,237,444	\$ 8,812,450	\$ 32,084,679
OTHER REVENUES (Non-HSH Revenues)					
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HSH + OTHER REVENUES	\$ 4,811,936	\$ 9,222,848	\$ 9,237,444	\$ 8,812,450	\$ 32,084,679
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Adjusted Salary FTE (All Budgets)	37.28	76.00	73.45	66.32	

Prepared by	Tyler Norgord
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET



Document Date	1/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2024	6/30/2027	4
Amended Term	1/1/2024	6/30/2027	4
Provider Name	Heluna Health		
Program	SFHOT		
FSP Contract ID#	1000030849		
Contract Action	New Agreement		
Effective Date	1/1/2024		
Budget Name	General Fund - Outreach		
Funding:	Current	New	15%
Term Budget	\$ 24,834,201	\$ 24,834,201	
Contingency	\$ 4,812,702	\$ 4,812,702	
Not-To-Exceed	\$ 36,897,380	\$ 36,897,380	

Year 1	Year 2	Year 3	Year 4	All Years
1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027
6 Months	12 Months	12 Months	12 Months	

EXPENDITURES	Year 1	Year 2	Year 3	Year 4	All Years
	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027
	6 Months	12 Months	12 Months	12 Months	
Salaries & Benefits	\$ 2,578,734	\$ 5,157,462	\$ 5,587,673	\$ 5,592,237	\$ 18,916,106
Operating Expense	\$ 310,250	\$ 510,791	\$ 506,403	\$ 501,838	\$ 1,829,282
Subtotal	\$ 2,888,984	\$ 5,668,253	\$ 6,094,076	\$ 6,094,075	\$ 20,745,388
Indirect Percentage	12.00%	12.00%	12.00%	12.00%	
Indirect Cost (Line 22 X Line 23)	\$ 346,678	\$ 680,190	\$ 731,289	\$ 731,289	\$ 2,489,446
Other Expenses (Not subject to indirect %)	\$ 239,102	\$ 453,402	\$ 453,430	\$ 453,432	\$ 1,599,367
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 3,474,764	\$ 6,801,845	\$ 7,278,796	\$ 7,278,796	\$ 24,834,201
HSH REVENUES					
General Fund - Ongoing	\$ 3,474,764	\$ 6,801,845	\$ 7,278,796	\$ 7,278,796	\$ 24,834,201
TOTAL HSH REVENUES	\$ 3,474,764	\$ 6,801,845	\$ 7,278,796	\$ 7,278,796	\$ 24,834,201
OTHER REVENUES (Non-HSH Revenues)	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HSH + OTHER REVENUES	\$ 3,474,764	\$ 6,801,845	\$ 7,278,796	\$ 7,278,796	\$ 24,834,201
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by	Tyler Norgord
Title	Senior Project Accountant
Phone	562-222-7876

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	1/1/2024
Provider Name	Heluna Health
Program	SFHOT
FSP Contract ID#	1000030849
Budget Name	General Fund - C

	Year 1	Year 2	Year 3	Year 4	All Years
	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027
	6 Months	12 Months	12 Months	12 Months	
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
OPERATING EXPENSES					
Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -
Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 24,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 168,000
Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -
Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -				\$ -
Cell Phones	\$ 30,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 180,000
Training/Development	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 110,000
Program Supplies SF	\$ 20,000	\$ 20,291	\$ 15,903	\$ 11,338	\$ 67,532
Computer Hardware	\$ 250	\$ 500	\$ 500	\$ 500	\$ 1,750
Staff Recognition	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 35,000
Referral Incentives	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 17,500
Staff Appreciation	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 17,500
Parking - Outreach	\$ 75,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 465,000
Vehicle Expenses	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 550,000
Specialty Program	\$ 26,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 182,000
Intern Stipends	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 35,000
					\$ -
TOTAL OPERATING EXPENSES	\$ 310,250	\$ 510,791	\$ 506,403	\$ 501,838	\$ 1,829,282
OTHER EXPENSES (not subject to indirect cost %)					
OC - Client Related Expenses (No Indirect)	\$ 67,957	\$ 123,562	\$ 123,590	\$ 123,592	\$ 438,702
					\$ -
Subcontractors					
Code Tenderloin	\$ 168,145	\$ 326,840	\$ 326,840	\$ 326,840	\$ 1,148,665
Subcontractor indirect (First \$25k only)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000
TOTAL OTHER EXPENSES	\$ 239,102	\$ 453,402	\$ 453,430	\$ 453,432	\$ 1,599,367
CAPITAL EXPENSES					
					\$ -
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
HS#3					4/6/2023

BUDGET NARRATIVE

Fiscal Year

General Fund - Outreach

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>		
	<u>FTE</u>	<u>Salary</u>		
Administrative Assistant	0.50	\$ 25,877	General administrative duties for SF HOT program	Regina Islas
Case Manager LV 1	0.90	\$ 49,795	Entry-level case management staff	Various
Case Manager LV 2	1.75	\$ 115,965	Mid-level case management staff (at least 1 year experience within SF HOT)	Various
Case Manager LV 3	1.00	\$ 76,202	High-level case management staff (at least 2 years experience within SF HOT)	Various
Case Management Supervisor	1.00	\$ 85,570	Expert-level case management staff with supervisory experience and duties (3+ years experience within SF HOT)	Various
Shift Lead Outreach	1.50	\$ 121,274	Expert-level case management staff (2+ years experience within SF HOT)	TBD
Shift Lead Case Management	0.50	\$ 41,213	Expert-level outreach staff (2+ years experience within SF HOT)	Various
Operations Coordinator	0.50	\$ 33,389	Oversees day-to-day program operations, including vehicle oversight, supply procurement and general operational tasks	Pascal Garcia-Montpetit
Outreach Specialist LV 1	1.50	\$ 82,991	Entry-level outreach staff	Various
Outreach Specialist LV 2	3.75	\$ 248,497	Mid-level outreach staff (at least one year of experience within SF HOT)	Various
Outreach Specialist LV 3	7.50	\$ 571,515	High-level outreach staff (at least 2 years experience within SF HOT)	Various
Outreach Supervisor	2.00	\$ 171,140	Expert-level outreach staff with supervisory experience and duties (3+ years experience within SF HOT)	Various
Operations Supervisor	0.50	\$ 42,785	Expert-level outreach staff with supervisory experience and duties (3+ years experience within SF HOT) (Duties are specific to ERT)	Elester Hubbard
Training Manager	0.50	\$ 41,966	Develops and manages training curriculum, including identifying program-appropriate trainings and vetting training providers	Marc Silva
Training Coordinator	0.50	\$ 33,389	Assists with training curriculum facilitation	Jimmy Quach
Data Analyst	0.50	\$ 36,951	Assists with Data Manager duties and facilitates data collection and visualization	Maniq Khurana
Program Director	0.50	\$ 70,000	Oversees all aspects of SF HOT program, including case management, outreach, data, and all operational elements. Liaison between program and all CCSF departments.	Jose Torres
Data Manager	0.50	\$ 48,490	Manages collection of program deliverables and outcome data and produces required data reporting elements	Aaron Court
Transportation/Placement Coordinator	0.50	\$ 40,425	Coordinates shelter placements and client transportation needs	Krys San Jose
TOTAL	25.90	\$ 1,937,434		
<u>Employee Fringe Benefits</u>		<u>\$ 641,300</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.10% of total salaries.</u>	
Salaries & Benefits Total		\$ 2,578,734		

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Justification</u>
	<u>Expense</u>	
Rental of Property	\$ -	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	
Office Supplies, Postage	\$ -	
Building Maintenance Supplies and Repair	\$ -	
Printing and Reproduction	\$ -	
Insurance	\$ 24,000	Insurance coverage for vehicles and GPS fleet management system
Staff Training	\$ -	
Staff Travel-(Local & Out of Town)	\$ -	
Rental of Equipment	\$ -	
Cell Phones	\$ 30,000	All employees will have a program cell phone for program specific communications.
Training/Development	\$ 20,000	Ongoing training as required by HSH for staff - virtual and in-person trainings
Program Supplies SF	\$ 20,000	General office supplies - notebooks, pencils, etc
Computer Hardware	\$ 250	Replacing damaged hardware - keyboards, mice, etc.
Staff Recognition	\$ 5,000	Expenses for staff awards & events
Referral Incentives	\$ 2,500	Client referrals
Staff Appreciation	\$ 2,500	Expenses for staff awards & events
Parking - Outreach	\$ 75,000	City parking placards and garage parking for SFHOT fleet vehicles
Vehicle Expenses	\$ 100,000	Ongoing vehicle expense for maintenance.
Specialty Program	\$ 26,000	Costs for special programs such as Journey Home, DMAPC, & Street to Home
Intern Stipends	\$ 5,000	Stipends for SFHOT interns
TOTAL OPERATING EXPENSES	\$ 310,250	
Indirect Cost	12.0%	\$ 346,678

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>
OC - Client Related Expenses (No Indirect)	\$ 67,957	Food, water, transportation, emergency supplies, clothing, gift cards
Code Tenderloin	\$ 168,145	Per RFP guidelines for subcontractor, Code Tenderloin will supply 8 FTE for outreach and operational needs.
Subcontractor indirect (First \$25k only)	\$ 3,000	Heluna Health indirect on first \$25,000 of subcontract
TOTAL OTHER EXPENSES	\$ 239,102	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET



Document Date	1/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2024	6/30/2027	4
Amended Term	1/1/2024	6/30/2027	4
Provider Name	Heluna Health		
Program	SFHOT		
FSP Contract ID#	1000030849		
Contract Action	New Agreement		
Effective Date	1/1/2024		
Budget Name	ERF2R Mission - Outreach		
	Current	New	
Term Budget	\$ 1,096,988	\$ 1,096,988	15%
Contingency	\$ 4,812,702	\$ 4,812,702	
Not-To-Exceed	\$ 36,897,380	\$ 36,897,380	

Year 1	Year 2	Year 3	All Years
1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2024 - 6/30/2027
6 Months	12 Months	12 Months	

EXPENDITURES	Year 1	Year 2	Year 3	All Years
Salaries & Benefits	\$ 192,382	\$ 384,760	\$ 390,287	\$ 967,429
Operating Expense	\$ 3,510	\$ 7,021	\$ 1,494	\$ 12,025
Subtotal	\$ 195,892	\$ 391,781	\$ 391,781	\$ 979,454
Indirect Percentage	12.00%	12.00%	12.00%	
Indirect Cost (Line 22 X Line 23)	\$ 23,506	\$ 47,014	\$ 47,014	\$ 117,534
Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -
Capital Expenditure	\$ -	\$ -	\$ -	\$ -
Admin Cost (HUD Agreements Only)				\$ -
TOTAL EXPENDITURES	\$ 219,398	\$ 438,795	\$ 438,795	\$ 1,096,988
HSH REVENUE (auto-populate)				
ERF2R Mission	\$ 219,398	\$ 438,795	\$ 438,795	\$ 1,096,988
TOTAL HSH REVENUES	\$ 219,398	\$ 438,795	\$ 438,795	\$ 1,096,988
OTHER REVENUES (Non-HSH Revenues)	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -
TOTAL HSH + OTHER REVENUES	\$ 219,398	\$ 438,795	\$ 438,795	\$ 1,096,988
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -

Prepared by	Tyler Norgord
Title	Senior Project Accountant
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date _____
 Provider Name _____
 Program _____
 FSP Contract ID# _____
 Budget Name _____

POSITION TITLE	Year 1					Year 2					Year 3					All Years
	Agency Totals		For HSH Funded Program			Agency Totals		For HSH Funded Program			Agency Totals		For HSH Funded Program			1/1/2024 - 6/30/2027
			1/1/2024 - 6/30/2024 6 Months					7/1/2024 - 6/30/2025 12 Months					7/1/2025 - 6/30/2026 12 Months			1/1/2024 - 6/30/2027
			New					New					New			New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
Outreach Specialist LV 1	\$ 55,328	1.50	100%	1.50	\$ 82,992	\$ 55,327	3.00	100%	3.00	\$ 165,981	\$ 57,540	3.00	100%	3.00	\$ 172,620	\$ 421,593
Outreach Specialist LV 2	\$ 66,265	0.50	100%	0.50	\$ 33,133	\$ 66,265	1.00	100%	1.00	\$ 66,265	\$ 68,916	1.00	100%	1.00	\$ 68,916	\$ 168,314
Outreach Supervisor	\$ 85,570	0.33	100%	0.33	\$ 28,523	\$ 85,570	0.67	100%	0.67	\$ 57,047	\$ 88,993	0.58	100%	0.58	\$ 51,913	\$ 137,483
					\$ -					\$ -					\$ -	\$ -
	TOTAL SALARIES \$ 144,648					TOTAL SALARIES \$ 289,293					TOTAL SALARIES \$ 293,449					\$ 727,390
	TOTAL FTE 2.33					TOTAL FTE 4.67					TOTAL FTE 4.58					
	FRINGE BENEFIT RATE 33.00%					FRINGE BENEFIT RATE 33.00%					FRINGE BENEFIT RATE 33.00%					
	EMPLOYEE FRINGE BENEFITS \$ 47,734.00					EMPLOYEE FRINGE BENEFITS \$ 95,467.00					EMPLOYEE FRINGE BENEFITS \$ 96,838.00					\$ 240,039
	TOTAL SALARIES & BENEFITS \$ 192,382					TOTAL SALARIES & BENEFITS \$ 384,760					TOTAL SALARIES & BENEFITS \$ 390,287					\$ 967,429

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
 OPERATING DETAIL

Document Date	1/1/2024
Provider Name	Heluna Health
Program	SFHOT
FSP Contract ID#	1000030849
Budget Name	ERF2R Mission -

	Year 1	Year 2	Year 3	All Years
	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2024 - 6/30/2027
	6 Months	12 Months	12 Months	
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
OPERATING EXPENSES				
Rental of Property	\$ -	\$ -	\$ -	\$ -
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -
Office Supplies, Postage	\$ 3,510	\$ 7,021	\$ 1,494	\$ 12,025
Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -
Printing and Reproduction	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Staff Training	\$ -	\$ -	\$ -	\$ -
Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -
Rental of Equipment	\$ -	\$ -	\$ -	\$ -
				\$ -
TOTAL OPERATING EXPENSES	\$ 3,510	\$ 7,021	\$ 1,494	\$ 12,025
OTHER EXPENSES (not subject to indirect cost %)				
				\$ -
TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -
CAPITAL EXPENSES				
				\$ -
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -
HSH #3				4/6/2023

BUDGET NARRATIVE

Fiscal Year

ERF2R Mission - Outreach

FY23-24

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

Salaries & Benefits	Adjusted		Justification
	FTE	Salary	
Outreach Specialist LV 1	1.50	\$ 82,992	Entry-level outreach staff
Outreach Specialist LV 2	0.50	\$ 33,133	Mid-level outreach staff (at least one year of experience within SF HOT)
Outreach Supervisor	0.33	\$ 28,523	Expert-level outreach staff with supervisory experience and duties (3+ years experience within SF HOT)
TOTAL	2.33	\$ 144,648	
Employee Fringe Benefits		\$ 47,734	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.
Salaries & Benefits Total		\$ 192,382	

Operating Expenses	Budgeted Expense	Justification
Rental of Property	\$ -	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	
Office Supplies, Postage	\$ 3,510	General office supplies - notebooks, pencils, etc
Building Maintenance Supplies and Repair	\$ -	
Printing and Reproduction	\$ -	
Insurance	\$ -	
Staff Training	\$ -	
Staff Travel-(Local & Out of Town)	\$ -	
Rental of Equipment	\$ -	
TOTAL OPERATING EXPENSES	\$ 3,510	
Indirect Cost	12.0%	\$ 23,506

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
 APPENDIX B, BUDGET



Document Date	1/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2024	6/30/2027	4
Amended Term	1/1/2024	6/30/2027	4
Provider Name	Heluna Health		
Program	SFHOT		
FSP Contract ID#	1000030849		
Contract Action	New Agreement		
Effective Date	1/1/2024		
Budget Name	ERF2L Polk - Outreach		

	Current	New	
Term Budget	\$ 715,427	\$ 715,427	15%
Contingency	\$ 4,812,702	\$ 4,812,702	
Not-To-Exceed	\$ 36,897,380	\$ 36,897,380	

Year 1	Year 2	All Years
1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2024 - 6/30/2027
6 Months	12 Months	

EXPENDITURES			
Salaries & Benefits	\$ 208,448	\$ 416,895	\$ 625,343
Operating Expense	\$ 4,477	\$ 8,954	\$ 13,431
Subtotal	\$ 212,925	\$ 425,849	\$ 638,774
Indirect Percentage	12.00%	12.00%	
Indirect Cost (Line 22 X Line 23)	\$ 25,551	\$ 51,102	\$ 76,653
Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -
Capital Expenditure	\$ -	\$ -	\$ -
Admin Cost (HUD Agreements Only)			\$ -
TOTAL EXPENDITURES	\$ 238,476	\$ 476,951	\$ 715,427
HSH REVENUE (auto-populate)			
ERF2L Polk	\$ 238,476	\$ 476,951	\$ 715,427
	\$ -	\$ -	\$ -
TOTAL HSH REVENUES	\$ 238,476	\$ 476,951	\$ 715,427
OTHER REVENUES (Non-HSH Revenues)			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL OTHER REVENUES	\$ -	\$ -	\$ -
TOTAL HSH + OTHER REVENUES	\$ 238,476	\$ 476,951	\$ 715,427
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -

Prepared by	Tyler Norgord
Title	Senior Project Accountant
Phone	562-222-7876

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

	Year 1					Year 2					All Years
	Agency Totals		For HSH Funded Program		1/1/2024 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	1/1/2024 - 6/30/2027
					6 Months					12 Months	
					New					New	New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
Outreach Specialist LV 2	\$ 66,265	1.00	100%	1.00	\$ 66,265	\$ 66,265	2.00	100%	2.00	\$ 132,530	\$ 198,795
Outreach Specialist LV 3	\$ 76,201	1.00	100%	1.00	\$ 76,201	\$ 76,201	2.00	100%	2.00	\$ 152,402	\$ 228,603
Outreach Supervisor	\$ 85,570	0.17	100%	0.17	\$ 14,262	\$ 85,570	0.33	100%	0.33	\$ 28,523	\$ 42,785
	TOTAL SALARIES				\$ 156,728	TOTAL SALARIES				\$ 313,455	\$ 470,183
	TOTAL FTE				2.17	TOTAL FTE				4.33	
	FRINGE BENEFIT RATE				33.00%	FRINGE BENEFIT RATE				33.00%	
	EMPLOYEE FRINGE BENEFITS				\$ 51,720.00	EMPLOYEE FRINGE BENEFITS				\$ 103,440.00	\$ 155,160
	TOTAL SALARIES & BENEFITS				\$ 208,448	TOTAL SALARIES & BENEFITS				\$ 416,895	\$ 625,343

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
 OPERATING DETAIL

Document Date	1/1/2024
Provider Name	Heluna Health
Program	SFHOT
FSP Contract ID#	1000030849
Budget Name	ERF2L Polk - Out

	Year 1	Year 2	All Years
	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2024 - 6/30/2027
	6 Months	12 Months	
	New	New	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense
OPERATING EXPENSES			
Rental of Property	\$ -	\$ -	\$ -
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -
Office Supplies, Postage	\$ 4,477	\$ 8,954	\$ 13,431
Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -
Printing and Reproduction	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Staff Training	\$ -	\$ -	\$ -
Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -
Rental of Equipment	\$ -	\$ -	\$ -
			\$ -
TOTAL OPERATING EXPENSES	\$ 4,477	\$ 8,954	\$ 13,431
OTHER EXPENSES (not subject to indirect cost %)			
			\$ -
TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -
CAPITAL EXPENSES			
			\$ -
			\$ -
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -
HSH #3			4/6/2023

BUDGET NARRATIVE

Fiscal Year

ERF2L Polk - Outreach

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>
	<u>FTE</u>	<u>Salary</u>	
Outreach Specialist LV 2	1.00	\$ 66,265	Entry-level outreach staff
Outreach Specialist LV 3	1.00	\$ 76,201	Mid-level outreach staff (at least one year of experience within SF HOT)
Outreach Supervisor	0.17	\$ 14,262	Expert-level outreach staff with supervisory experience and duties (3+ years experience within SF HOT)
TOTAL	2.17	\$ 156,728	
<u>Employee Fringe Benefits</u>		<u>\$ 51,720</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.</u>
Salaries & Benefits Total		\$ 208,448	

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>
Rental of Property	\$ -	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	
Office Supplies, Postage	\$ 4,477	General office supplies - notebooks, pencils, etc
Building Maintenance Supplies and Repair	\$ -	
Printing and Reproduction	\$ -	
Insurance	\$ -	
Staff Training	\$ -	
Staff Travel-(Local & Out of Town)	\$ -	
Rental of Equipment	\$ -	
TOTAL OPERATING EXPENSES	\$ 4,477	
Indirect Cost	12.0%	\$ 25,551

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING



APPENDIX B, BUDGET

Document Date	1/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2024	6/30/2027	4
Amended Term	1/1/2024	6/30/2027	4
Provider Name	Heluna Health		
Program	SFHOT		
FSP Contract ID#	1000030849		
Contract Action	New Agreement		
Effective Date	1/1/2024		
Budget Name	PATH - Outreach		
	Current	New	
Term Budget	\$ 2,210,425	\$ 2,210,425	15%
Contingency	\$ 4,812,702	\$ 4,812,702	
Not-To-Exceed	\$ 36,897,380	\$ 36,897,380	

Year 1	Year 2	Year 3	Year 4	All Years
1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027
6 Months	12 Months	12 Months	12 Months	

EXPENDITURES	Year 1	Year 2	Year 3	Year 4	All Years
Salaries & Benefits	\$ 281,942	\$ 563,884	\$ 563,884	\$ 563,884	\$ 1,973,594
Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 281,942	\$ 563,884	\$ 563,884	\$ 563,884	\$ 1,973,594
Indirect Percentage	12.00%	12.00%	12.00%	12.00%	
Indirect Cost (Line 22 X Line 23)	\$ 33,833	\$ 67,666	\$ 67,666	\$ 67,666	\$ 236,831
Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Cost (HUD Agreements Only)					\$ -
TOTAL EXPENDITURES	\$ 315,775	\$ 631,550	\$ 631,550	\$ 631,550	\$ 2,210,425
HSH REVENUE (auto-populate)					
Project for Assistance in Transition from Homelessness (PATH)	\$ 315,775	\$ 631,550	\$ 631,550	\$ 631,550	\$ 2,210,425
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HSH REVENUES	\$ 315,775	\$ 631,550	\$ 631,550	\$ 631,550	\$ 2,210,425
OTHER REVENUES (Non-HSH Revenues)	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HSH + OTHER REVENUES	\$ 315,775	\$ 631,550	\$ 631,550	\$ 631,550	\$ 2,210,425
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by	Tyler Norgord
Title	Senior Project Accountant
Phone	562-222-7876

BUDGET NARRATIVE

Fiscal Year

PATH - Outreach

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>
	<u>FTE</u>	<u>Salary</u>	
Case Manager LV 1	1.00	\$ 55,327	Entry-level case management staff
Case Manager LV 2	1.50	\$ 99,398	Mid-level case management staff (at least 1 year experience within SF HOT)
Case Manager LV 3	0.75	\$ 57,101	High-level case management staff (at least 2 years experience within SF HOT)
		\$ -	
		\$ -	
TOTAL	3.25	\$ 211,826	
<u>Employee Fringe Benefits</u>		\$ 70,116	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.1% of total salaries.</u>
Salaries & Benefits Total		\$ 281,942	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING



APPENDIX B, BUDGET

Document Date	1/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2024	6/30/2027	5
Amended Term	1/1/2024	6/30/2027	5
Provider Name	Heluna Health		
Program	SFHOT		
FSP Contract ID#	1000030849		
Contract Action	New Agreement		
Effective Date	1/1/2024		
Budget Name	BHBH - Outreach		
Funding:	Current	New	
Term Budget	\$ 2,090,138	\$ 2,090,138	15%
Contingency	\$ 4,812,702	\$ 4,812,702	
Not-To-Exceed	\$ 36,897,380	\$ 36,897,380	

Year 1	Year 2	Year 3	Year 4	All Years
1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027
6 Months	12 Months	12 Months	12 Months	

EXPENDITURES	Year 1	Year 2	Year 3	Year 4	All Years
Salaries & Benefits	\$ 179,029	\$ 489,917	\$ 502,949	\$ 515,271	\$ 1,687,166
Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 179,029	\$ 489,917	\$ 502,949	\$ 515,271	\$ 1,687,166
Indirect Percentage	12.00%	12.00%	12.00%	12.00%	
Indirect Cost (Line 22 X Line 23)	\$ 21,483	\$ 58,790	\$ 60,354	\$ 61,833	\$ 202,460
Other Expenses (Not subject to indirect %)	\$ 200,512	\$ -	\$ -	\$ -	\$ 200,512
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 401,024	\$ 548,707	\$ 563,303	\$ 577,104	\$ 2,090,138
HSH REVENUE (auto-populate)					
State - Behavioral Health Bridge Housing (BHBH)	\$ 401,024	\$ 548,707	\$ 563,303	\$ 577,104	\$ 2,090,138
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HSH REVENUES	\$ 401,024	\$ 548,707	\$ 563,303	\$ 577,104	\$ 2,090,138
OTHER REVENUES (Non-HSH Revenues)	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HSH + OTHER REVENUES	\$ 401,024	\$ 548,707	\$ 563,303	\$ 577,104	\$ 2,090,138
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by	Tyler Norgord
Title	Senior Project Accountant
Phone	562-222-7876

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	1/1/2024
Provider Name	Heluna Health
Program	SFHOT
FSP Contract ID#	100030849
Budget Name	BHBH - Outreach

	Year 1	Year 2	Year 3	Year 4	All Years
	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027
	6 Months	12 Months	12 Months	12 Months	
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
OPERATING EXPENSES					
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER EXPENSES (not subject to indirect cost %)					
<u>Subcontractors</u>					
Code Tenderloin	\$ 197,512	\$ -	\$ -	\$ -	\$ 197,512
Subcontractor indirect (First \$25k only)	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
TOTAL OTHER EXPENSES	\$ 200,512	\$ -	\$ -	\$ -	\$ 200,512
CAPITAL EXPENSES					
					\$ -
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
HS# #3					4/6/2023

BUDGET NARRATIVE

Fiscal Year

BHBH - Outreach

FY23-24

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>
	<u>Budgeted</u>	<u>Budgeted</u>	
	<u>FTE</u>	<u>Salary</u>	
Outreach Specialist LV 1		\$ -	Entry-level outreach staff
Outreach Specialist LV 2	0.25	\$ 16,566	Mid-level outreach staff (at least one year of experience within SF HOT)
Outreach Specialist LV 3		\$ -	High-level outreach staff (at least 2 years experience within SF HOT)
Case Manager LV 1	0.84	\$ 46,707	Entry-level case management staff
Case Manager LV 2	0.50	\$ 33,133	Mid-level case management staff (at least 1 year experience within SF HOT)
Case Manager LV 3	0.50	\$ 38,101	High-level case management staff (at least 2 years experience within SF HOT)
		\$ -	
		\$ -	
TOTAL	2.09	\$ 134,507	
<u>Employee Fringe Benefits</u>		<u>\$ 44,522</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.1% of total salaries.</u>
Salaries & Benefits Total		\$ 179,029	
TOTAL OPERATING EXPENSES		\$ -	
Indirect Cost	12.0%	\$ 21,483	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET



Document Date	1/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	1/1/2024	6/30/2027	5
Amended Term	1/1/2024	6/30/2027	5
Provider Name	Heluna Health		
Program	SFHOT		
FSP Contract ID#	1000030849		
Contract Action	New Agreement		
Effective Date	1/1/2024		
Budget Name	Work Order (RecPark) - Outreach		
Funding:	Current	New	15%
Term Budget	\$ 1,137,500	\$ 1,137,500	
Contingency	\$ 4,812,702	\$ 4,812,702	
Not-To-Exceed	\$ 36,897,380	\$ 36,897,380	

Year 1	Year 2	Year 3	Year 4	Year 5	All Years
1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	1/1/2024 - 6/30/2027
6 Months	12 Months	12 Months	12 Months	12 Months	

EXPENDITURES						
Salaries & Benefits	\$ 145,089	\$ 290,178	\$ 290,179	\$ 290,179	\$ -	\$ 1,015,625
Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 145,089	\$ 290,178	\$ 290,179	\$ 290,179	\$ -	\$ 1,015,625
Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%	
Indirect Cost (Line 22 X Line 23)	\$ 17,411	\$ 34,822	\$ 34,821	\$ 34,821	\$ -	\$ 121,875
Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Cost (HUD Agreements Only)						\$ -
TOTAL EXPENDITURES	\$ 162,500	\$ 325,000	\$ 325,000	\$ 325,000	\$ -	\$ 1,137,500
HSH REVENUE (auto-populate)						
Parks & Rec Work Order	\$ 162,500	\$ 325,000	\$ 325,000	\$ 325,000	\$ -	\$ 1,137,500
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HSH REVENUES	\$ 162,500	\$ 325,000	\$ 325,000	\$ 325,000	\$ -	\$ 1,137,500
OTHER REVENUES (Non-HSH Revenues)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HSH + OTHER REVENUES	\$ 162,500	\$ 325,000	\$ 325,000	\$ 325,000	\$ -	\$ 1,137,500
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Prepared by	Tyler Norgord
Title	Senior Project Accountant
Phone	562-222-7876

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
 SALARY & BENEFIT DETAIL
 Document Date
 Provider Name
 Program
 HSH Contract ID#
 Budget Name

	Year 1					Year 2					Year 3					Year 4					All Years			
	Agency Totals		For HSH Funded Program			Agency Totals		For HSH Funded Program			Agency Totals		For HSH Funded Program			Agency Totals		For HSH Funded Program			Budgeted Salary	Budgeted Salary		
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this Budget	Adjusted Budgeted FTE	1/1/2024 - 6/30/2024		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this Budget	Adjusted Budgeted FTE	7/1/2024 - 6/30/2025		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this Budget	Adjusted Budgeted FTE	7/1/2025 - 6/30/2026		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this Budget	Adjusted Budgeted FTE	7/1/2026 - 6/30/2027	
					Budgeted Salary	New					Budgeted Salary	New					Budgeted Salary	New					Budgeted Salary	New
Shift Lead Outreach	\$ 80,849	1.00	100%	0.50	\$ 40,425	\$ 80,849	1.00	100%	1.00	\$ 80,849	\$ 84,083	1.00	100%	1.00	\$ 84,083	\$ 87,446	1.00	100%	1.00	\$ 87,446	\$ 292,803	\$ 292,803		
Outreach Specialist LV 2	\$ 66,365	1.00	100%	1.00	\$ 66,365	\$ 66,365	2.00	100%	2.00	\$ 132,730	\$ 68,916	1.94	100%	1.94	\$ 133,922	\$ 71,673	1.82	100%	1.82	\$ 130,570	\$ 470,352	\$ 470,352		
					\$	\$				\$	\$				\$	\$				\$	\$	\$		
					TOTAL SALARIES	\$ 109,008				TOTAL SALARIES	\$ 218,015				TOTAL SALARIES	\$ 218,016				TOTAL SALARIES	\$ 218,016	\$ 768,055		
				TOTAL FTE	1.53				TOTAL FTE	3.07				TOTAL FTE	2.94				TOTAL FTE	2.82				
				FRINGE BENEFIT RATE	33.10%				FRINGE BENEFIT RATE	33.10%				FRINGE BENEFIT RATE	33.10%				FRINGE BENEFIT RATE	33.10%				
				EMPLOYEE FRINGE BENEFITS	\$ 36,081.00				EMPLOYEE FRINGE BENEFITS	\$ 72,163.00				EMPLOYEE FRINGE BENEFITS	\$ 72,163.00				EMPLOYEE FRINGE BENEFITS	\$ 72,163.00	\$ 252,570	\$ 252,570		
				TOTAL SALARIES & BENEFITS	\$ 145,089				TOTAL SALARIES & BENEFITS	\$ 290,178				TOTAL SALARIES & BENEFITS	\$ 290,179				TOTAL SALARIES & BENEFITS	\$ 290,179	\$ 1,015,625	\$ 1,015,625		

BUDGET NARRATIVE

Fiscal Year

Work Order (RecPark) - Outreach

FY23-24

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

Salaries & Benefits	Adjusted		Justification
	FTE	Salary	
Shift Lead Outreach	0.50	\$ 40,425	Expert-level case management staff (2+ years experience within SF HOT)
Outreach Specialist LV 2	1.03	\$ 68,583	Mid-level outreach staff (at least one year of experience within SF HOT)
TOTAL	1.53	\$ 109,008	
Employee Fringe Benefits		\$ 36,081	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.1% of total salaries.
Salaries & Benefits Total		\$ 145,089	
TOTAL OPERATING EXPENSES		\$ -	
Indirect Cost	12.0%	\$ 17,411	