



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>	May 2, 2024
<b>Subject</b>	Grant Amendment Approval: Community Initiatives   Project Homeless Connect

<i>Agreement Information</i>	
<b>F\$P Contract ID#</b>	1000015983
<b>Provider</b>	Community Initiatives
<b>Program Name</b>	Project Homeless Connect
<b>Agreement Action</b>	3rd Amendment
<b>Agreement Term</b>	July 1, 2020 - June 30, 2026

**Agreement Amount**

Current Budget <sup>1</sup>	Amended	New	Contingency <sup>2</sup>	Total Not to Exceed (NTE)
\$5,314,738	\$2,920,591	\$8,235,329	\$584,118	\$8,819,447

**Funding Summary**

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add <sup>3</sup>	New Budget <sup>4</sup>
2020-21	\$1,284,856	\$1,261,088	--	\$1,261,088
2021-22	\$1,420,247	\$1,199,277	--	\$1,199,277
2022-23	\$1,394,077	\$1,394,077	--	\$1,394,077
2023-24	\$1,460,295	--	--	\$1,460,295
2024-25	--	--	\$1,460,295	\$1,460,295
2025-26	--	--	\$1,460,295	\$1,460,295
<b>TOTAL</b>	<b>\$5,559,475</b>	<b>\$3,854,442</b>	<b>\$2,920,591</b>	<b>\$8,235,329</b>
			<i>Contingency</i>	<i>\$584,118</i>
			<b>Total NTE</b>	<b>\$8,819,447</b>

<sup>1</sup> The current budget accounts for an adjustment to actuals for closed FY budgets. The current agreement’s Not-to-Exceed limit is \$6,443,972.  
<sup>2</sup> A 20 percent contingency applied to outgoing term year (FY 24-25 and FY 25-26) budgets.  
<sup>3</sup> Per Ordinance No. 216-23, outgoing year CODB increases will be incorporated using available contingency funds once the amendment is executed.  
<sup>4</sup> New budget calculated using actual amount spent for prior fiscal years.

Funding Information	
<b>Funding Sources<sup>5</sup></b>	100% General Fund (includes \$50,000 per year ongoing addback for District 1 mobile outreach services)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant agreement with Community Initiatives, fiscal sponsor for Project Homeless Connect, for the provision of the Project Homeless Connect program for the period of July 1, 2020 to June 30, 2026, in an additional amount of \$2,920,591. The additional amount is a continuation of current funding levels for two more performance years, including a \$50,000 per year ongoing addback for District 1 mobile outreach services that was originally awarded in FY 2019-20 when the program was funded through contract with San Francisco Department of Public Health (DPH). The new NTE limit is \$8,819,447, which includes \$584,118 in contingency.<sup>2</sup>

### Background

In 2004, then-Mayor Gavin Newsom and DPH created Project Homeless Connect as a way to bring necessary services to people experiencing homelessness in San Francisco. Volunteers, nonprofits, and government agencies provide participants with services through Project Homeless Connect. These services include dental care, eyeglasses, HIV testing, HepA Vaccines, housing information, groceries, hygiene products, medical care, mental health services, SSI benefits, legal advice, California identification cards, voice mail accounts, employment counseling/job placement, wheelchair repair, addiction services, and more.

### Services to be Provided

The purpose of the grant is to connect people experiencing homelessness in San Francisco with the social, medical, supportive services and resources needed to make homelessness rare, brief, and one time. Grantee shall serve participants who self-refer or who are engaged by Project Homeless Connect through direct outreach, and is expected to serve approximately 6,000 participants per year with a budgeted staff of 10.45 total full time equivalent (FTE).

### Selection

The Board of Supervisors originally adopted Ordinance No. 61-19 which was extended under Ordinance No. 38-24, authorizing HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis. The authorization is valid through May 5, 2029, or until the Point In Time (PIT) count is at 5,350. Community Initiatives was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. Community Initiatives has served as the Fiscal Sponsor for Project Homeless Connect since the program began under contract with HSH. Project Homeless Connect has been providing these services since 2004.

### Performance History

Community Initiatives underwent fiscal monitoring most recently in FY 21-22 and there were no findings.

Community Initiatives (Project Homeless Connect) underwent program monitoring most recently in FY 22-23. The programmatic contract monitoring site visit was conducted on June 6, 2023. The site visit included a review of the program policies and procedures, staff development and training activities,

<sup>5</sup> The funding sources listed reflect current and future year budget amounts.



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outreach procedures and materials, staffing pattern and job descriptions and CARBON reports. There were no findings for this fiscal year. The provider is in compliance and in good standing.



**Appendix A, Services to be Provided**  
**by**  
**Community Initiatives**  
**Project Homeless Connect**

**I. Purpose of Grant**

The purpose of this grant is to connect the served population with the social, medical, and supportive services needed to make homelessness rare, brief, and one time.

**II. Served Population**

Grantee shall serve people experiencing homelessness or at risk of experiencing homelessness in San Francisco. A person experiencing homelessness is defined as someone experiencing one of the following living situations:

- A. Has a primary nighttime residence that is a public or private place not meant for human habitation;
- B. Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and motels paid for by charitable organizations or by federal, state and local government programs);
- C. Has been residing in an institutional care facility, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and was experiencing homelessness in shelter, a place not meant for habitation, or fleeing/attempting to flee domestic violence before entry; or
- D. Fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member in the primary nighttime residence or has made the individual afraid to return to their primary nighttime residence, and 1. has no other residence, and 2. lacks the resources of support networks, such as family, friends, and faith-based or other social networks, to obtain other permanent housing.

**III. Referral and Prioritization**

Grantee shall serve participants in San Francisco who self-refer or are engaged by Grantee through direct outreach.

Grantee may refer participants to a variety of homeless resources, including City services such as the Department of Homelessness and Supportive Housing (HSH) Coordinated Entry System, HSH Homeless Outreach Team (SF HOT), or 311.

**IV. Description of Services**

Grantee (Community Initiatives) shall provide fiscal intermediary and administrative services in support of the program (Project Homeless Connect (PHC))'s activities under this grant agreement.

Grantee shall provide the following program services during the term of this grant, unless otherwise directed by the City in cases of public health or other emergencies.

- A. Community Days of Service: Grantee shall host two to four annual service days that bring together nonprofits, City departments, service providers, and healthcare professionals for the benefit of people experiencing homelessness. The Community Days of Service, commonly hosted as “expo-style” service days, may occur in modified formats to accommodate health and safety recommendations of the San Francisco Department of Public Health (DPH).
- B. Every Day Connect: Grantee shall provide an array of services on a weekly basis. Services shall include identification support, HandUp campaigns, mailing support and address services, connections to health, income, emergency resource funds, housing resources, and more. Drop-In services shall be available at the program’s offices and off-site services will be available through PHC’s “CareVan” targeting specific San Francisco neighborhoods including Richmond, Western Addition, Civic Center, and the Sunset.
- C. Core Senses: Grantee shall host monthly Core Senses service days where participants may access vision (prescription and reading glasses), dental (general dental care and partial or full dentures), and hearing care.
- D. Outreach Walks: Grantee staff and trained volunteers shall conduct regular outreach walks in various San Francisco neighborhoods. The purpose of outreach walks is to provide basic needs, referral and resource information, ponchos, healthy snacks, water bottles, and city-service updates to people who are staying on the street without homes or in public parks. Grantee shall coordinate outreach walks closely with SF HOT and Healthy Streets Operations Center (HSOC) with the goal of monthly or bimonthly coordination meetings. HSH may also request that PHC outreach staff and volunteers join SF HOT and/or HSOC in citywide outreach efforts when needed. Further, in accordance with HSH’s Emergency Activation Protocol, PHC outreach staff and volunteers may be asked to participate in emergency outreach to support and supplement SF HOT’s emergency outreach efforts.

**V. Location and Time of Services**

Grantee administrative offices are located at 1000 Broadway Suite #480, Oakland, CA 94607.

Grantee program shall provide services at 1031 Franklin Street, 2<sup>nd</sup> floor, San Francisco, CA 94109 and throughout San Francisco.

Community Days of Service:

Bill Graham Auditorium (or other large venue in San Francisco)

Wednesdays set in the Fall, Winter, Spring

*(Depending upon safety and public health recommendations)*

Every Day Connect Drop-In:

1031 Franklin Street

Tuesdays – 9:30am -12:30pm

Wednesdays – 9:30am -12:30pm

And by Appointment Tuesdays and Wednesdays – 1:30 pm-3:30pm

*(Or virtually, depending upon safety and health recommendations)*

Mobile Care Van:

Various locations in San Francisco, with specific activities in the Richmond District;

Rotating Thursdays and Fridays every month - 9am-12pm

Core Senses:

1031 Franklin Street

Monthly on Mondays and Fridays, times and dates vary by month.

Outreach Walks:

Starting out of various locations, walks will occur on a bi-weekly basis with staff and volunteer support throughout San Francisco neighborhoods.

## VI. Service Requirements

- A. 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>.
- B. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for participants to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include a services survey, which shall be offered to participants to gather feedback and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to participants regarding completion of the survey if the written format presents any problem.
- C. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
    - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
    - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
    - c. The amount of time required for each step, including when a participant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the

participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

D. City Communications and Policies

Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

- E. 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.

- F. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

- G. Disaster and Emergency Response Plan: Grantee shall maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

H. Data Standards:

1. As applicable and when instructed by HSH, Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement

and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:

- a. Entering all participant data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for participant enrollment, exit, and move in (if appropriate); and
  - c. Running monthly data quality reports and correcting errors.
2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards.
  3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
  4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- I. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with participants will participate in annual trainings on harm reduction, overdose recognition and response.
  - 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 participant-centered, low-barrier access to housing and services.
  - K. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:
    1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), DPH, Department of Emergency Management (DEM), HSOC, and other relevant city agencies to ensure that

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



neighborhood concerns about the facility, site, and perimeter are heard and addressed.

2. Grantee shall work with neighbors, HSH, SFPD, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
3. Grantee shall assign a director, manager, or representative to participate in and attend relevant neighborhood and community meetings.
4. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
5. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
6. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address excessive noise from program participants, including coordination to address excessive noise occurring outside the program site.
7. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
8. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.
9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
10. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
11. Grantee shall immediately report to SF HOT or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
14. Grantee will report graffiti in the immediate area to 311.

## **VII. Service Objectives**

Grantee shall achieve the Service Objectives listed below, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall serve at least 1,800 unduplicated people at three Community Days of Service programs annually.
  - 1. At least 50 percent of participants shall be experiencing homelessness at the time of service (900 participants).
- B. Grantee shall serve at least 1,000 unduplicated people at 120 Every Day Connect Service activity days annually.
  - 1. At least 50 percent of participants shall be experiencing homelessness at the time of service (500 participants).
- C. Grantee shall serve at least 300 unduplicated participants at 36 Core Senses Service activities annually.
  - 1. At least 50 percent of participants shall be experiencing homelessness at the time of service (150 participants).
- D. Grantee shall conduct at least 18 Outreach Walks annually (coordinated closely with SF HOT).
  - 1. The majority of participants connected to Outreach Walks shall be experiencing homelessness at the time of service.
- E. A minimum of 50 percent of all participants served at Community Days of Service, Every Day Connect Service Days, and Core Senses Service Days will complete a Satisfaction Survey annually.

### **VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. Of the participants experiencing homelessness at the time of intake (first visit to PHC), all will be asked about their current status and/or connections to Coordinated Entry or SF HOT. PHC will direct all that have not yet been connected to a process by which they can connect to Coordinated Entry, SF HOT, or 311. PHC will develop a formal participant referral system in collaboration with SF HOT.
- B. Of the participants who complete a satisfaction survey, 70 percent of attendees surveyed at Community Days of Service, Every Day Connect, and Core Senses Service Days will be satisfied or very satisfied with services.
- C. Of the participants who complete a satisfaction survey, 70 percent will state that they received a service or connection through PHC that they could not have otherwise easily received.

### **IX. Reporting Requirements**

Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database, unless otherwise instructed by HSH, by the 15<sup>th</sup> of the end of each quarter or fiscal year as defined below.

- A. Grantee shall report on the following quarterly:
  1. The number of participants served by event type: Community Days of Service, Every Day Connect – Drop-In, Every Day Connect – Off-Site, and Core Senses.
  2. The number and percentage of participants served who were experiencing homelessness at the time of service.
  3. The number of referrals and successful connections to the following city resources: 1. Coordinated Entry; 2. SF HOT; and 3. 311
  4. The number of outreach walks conducted and the number of participant contacts.
  
- B. Grantee shall report on the following quarterly:
  1. Submit an excel spreadsheet with participant demographic information, including the following data points: participant unique identifier, service event attended, neighborhood in San Francisco, housing status, housing type, date that participant first experienced homelessness, length of time homeless, birthdate, primary language, race, gender, sexual orientation and gender identity, income source, income amount, benefits, benefits type, referral information, including if they connected to SF HOT, Coordinated Entry, and/or 311, type of service received.
  
- C. Grantee shall report on the following annually:
  1. An annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objective sections. This report shall also include accomplishments and challenges encountered by Grantee.
  
- D. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
  
- E. Grantee shall provide ad hoc reports as required by HSH.

## **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: participant 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 is not limited to, the audit of data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memoranda of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	K	N	S	V	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>	7/1/2020	6/30/2024	4									
6	<b>Amended Term</b>	7/1/2020	6/30/2026	6									
7	<b>Provider Name</b>	Community Initiatives											
8	<b>Program</b>	Project Homeless Connect											
9	<b>FSP Contract ID#</b>	1000015983											
10	<b>Action (select)</b>	Amendment											
11	<b>Effective Date</b>	7/1/2023											
12	<b>Budget Name</b>	<b>General Fund - Outreach &amp; Drop-In services</b>											
13		<b>Current</b>	<b>New</b>										
14	<b>Term Budget</b>	\$ 5,314,738	\$ 8,235,329	20%									
15	<b>Contingency</b>	\$ 1,129,234	\$ 584,118		<b>EXTENSION YEAR EXTENSION YEAR</b>								
16	<b>Not-To-Exceed</b>	\$ 6,443,972	\$ 8,819,447			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>	
17		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026			
18		<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>Current</b>	<b>New</b>	<b>New</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>			
19	<b>Expenditures</b>												
20	Salaries & Benefits	\$ 931,713	\$ 959,313	\$ 783,952	\$ 919,746	\$ 975,258	\$ 975,258	\$ 3,594,723	\$ 1,950,516	\$ 5,545,239			
21	Operating Expense	\$ 142,701	\$ 245,989	\$ 355,937	\$ 350,076	\$ 294,564	\$ 294,564	\$ 1,094,703	\$ 589,128	\$ 1,683,831			
22	Subtotal	\$ 1,074,414	\$ 1,205,301	\$ 1,139,889	\$ 1,269,822	\$ 1,269,822	\$ 1,269,822	\$ 4,689,426	\$ 2,539,644	\$ 7,229,071			
23	Indirect Percentage	17.60%	15.00%	15.00%	15.00%	15.00%	15.00%		\$ -				
24	Indirect Cost (Line 22 X Line 23)	\$ 189,097	\$ 180,795	\$ 170,983	\$ 190,473	\$ 190,473	\$ 190,473	\$ 731,349	\$ 380,947	\$ 1,112,295			
25	Other Expenses (Not subject to indirect %)	\$ (2,423)	\$ (186,819)	\$ 83,205	\$ -	\$ -	\$ -	\$ (106,037)	\$ -	\$ (106,037)			
28	<b>Total Expenditures</b>	\$ 1,261,088	\$ 1,199,277	\$ 1,394,077	\$ 1,460,295	\$ 1,460,295	\$ 1,460,295	\$ 5,314,738	\$ 2,920,591	\$ 8,235,329			
29													
30	<b>HSH Revenues (select)</b>												
31	General Fund - Ongoing	\$ 1,213,511	\$ 1,290,458	\$ 1,344,077	\$ 1,410,295	\$ 1,410,295	\$ 1,410,295	\$ 5,258,342	\$ 2,820,591	\$ 8,078,933			
33	General Fund - Ongoing (Mobile Services District 1)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000	\$ 100,000	\$ 300,000			
34	General Fund - One-Time (Mobile Services District 1)	\$ 1,425	\$ 28,575			\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000			
35	General Fund - One-Time (Mobile Unit Program District 4)	\$ 1,691	\$ 23,309			\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000			
36	General Fund - One-Time	\$ 18,229	\$ 27,905			\$ -	\$ -	\$ 46,134	\$ -	\$ 46,134			
37	General Fund - Adjustment to Actuals	\$ (23,768)	\$ (220,970)			\$ -	\$ -	\$ (244,738)	\$ -	\$ (244,738)			
40	<b>Total HSH Revenues</b>	\$ 1,261,088	\$ 1,199,277	\$ 1,394,077	\$ 1,460,295	\$ 1,460,295	\$ 1,460,295	\$ 5,314,738	\$ 2,920,591	\$ 8,235,329			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52													
53	<b>Approved by</b>	Pamela Grayson-Holmon; Tammy Kipouras											
55	<b>Email</b>	<a href="mailto:Pgholmon@projecthomelessconnect.org">Pgholmon@projecthomelessconnect.org</a> ; <a href="mailto:tammy.kipouras@communityinitiatives.org">tammy.kipouras@communityinitiatives.org</a>											
		*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	F	M	T	AA	AD	AE	AF	AG	AJ	AQ	BT	BU	BV	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>														
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	<b>Document Date</b>	7/1/2024													
4	<b>Provider Name</b>	Community Initiatives													
5	<b>Program</b>	Project Homeless Connect													
6	<b>FSP Contract ID#</b>	1000015983													
7	<b>Budget Name</b>	<b>General Fund - Outreach &amp; Drop-In services</b>				<b>EXTENSION YEAR</b>				<b>EXTENSION YEAR</b>					
8		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>				<b>Year 6</b>	<b>All Years</b>				
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current	Current					New	New	Current		New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Executive Director	\$ 110,000	\$ 144,200	\$ 160,000	\$ 126,000	\$ 168,000	1.00	75%	0.75	\$ 126,000	\$ 126,000	\$ 540,200	\$ 252,000	\$ 792,200	
13	Operations Manager	\$ 7,260	\$ 72,100	\$ 72,842	\$ 75,027	\$ 75,027	1.00	100%	1.00	\$ 75,027	\$ 75,027	\$ 227,228	\$ 150,054	\$ 377,282	
14	Development & Marketing Manager	\$ 61,303	\$ 70,000	\$ 70,000	\$ 53,333	\$ 79,500	1.00	100%	1.00	\$ 79,500	\$ 79,500	\$ 254,636	\$ 159,000	\$ 413,636	
15	Manager of Services (EDC)	\$ 89,916	\$ 64,740	\$ 80,000	\$ 82,400	\$ 85,000	1.00	100%	1.00	\$ 85,000	\$ 85,000	\$ 317,056	\$ 170,000	\$ 487,056	
16	Senior Logistics Coordinator	\$ 61,437	\$ 43,006	\$ 14,992	\$ 61,765	\$ 62,005	1.00	100%	1.00	\$ 62,005	\$ 62,005	\$ 181,200	\$ 124,010	\$ 305,210	
17	Office Coordinator- Admin Asst.	\$ 42,848	\$ 29,222	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 72,070	\$ -	\$ 72,070	
18	Services Coordinator (Drop In)	\$ 56,605	\$ 58,303	\$ 59,969	\$ 47,475	\$ -				\$ -	\$ -	\$ 222,352	\$ -	\$ 222,352	
19	Senior Services Coordinator (Dental)	\$ 61,709	\$ 29,120	\$ 25,527	\$ 51,473	\$ -				\$ -	\$ -	\$ 167,829	\$ -	\$ 167,829	
20	Services Coordinator (Hearing)	\$ 61,709	\$ 59,987	\$ 29,984	\$ 61,768	\$ -				\$ -	\$ -	\$ 213,448	\$ -	\$ 213,448	
21	Services Coordinator (Off Site)	\$ 56,622	\$ 58,321	\$ 59,969	\$ 56,620	\$ -				\$ -	\$ -	\$ 231,532	\$ -	\$ 231,532	
22	Services Coordinator (Vision)	\$ 57,949	\$ 59,687	\$ 24,505	\$ 59,969	\$ -				\$ -	\$ -	\$ 202,110	\$ -	\$ 202,110	
23	Volunteer & Community Coordinator	\$ 59,407	\$ 59,607	\$ 13,720	\$ 41,600	\$ 58,240	1.00	100%	1.00	\$ 58,240	\$ 58,240	\$ 174,334	\$ 116,480	\$ 290,814	
24	Everyday Connect (EDC) Service Coordinators	\$ -	\$ -			\$ 58,564	5.00	94%	4.70	\$ 274,960	\$ 274,960	\$ -	\$ 549,920	\$ 549,920	
25		\$ -								\$ -	\$ -	\$ -	\$ -	\$ -	
53		\$ -								\$ -	\$ -	\$ -	\$ -	\$ -	
54		\$ 726,765	\$ 748,294	\$ 611,507	\$ 717,431	<b>TOTAL SALARIES</b>				\$ 760,732	\$ 760,732	\$ 2,803,996		\$ 4,325,460	
55						<b>TOTAL FTE</b>				10.45					
56	<b>FRINGE BENEFIT RATE</b>	28.20%	28.20%	28.20%	28.20%	<b>FRINGE BENEFIT RATE</b>				28.20%	28.20%				
57	<b>EMPLOYEE FRINGE BENEFITS</b>	\$ 204,948	\$ 211,019	\$ 172,445	\$ 202,316	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 214,526	\$ 214,526	\$ 790,727	\$ 429,053	\$ 1,219,780	
58	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 931,713	\$ 959,313	\$ 783,952	\$ 919,746	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 975,258	\$ 975,258	\$ 3,594,723	\$ 1,950,516	\$ 5,545,239	
59															
60															
61															

	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>OPERATING DETAIL</b>										
3	Document Date	7/1/2024									
4	Provider Name	Community Initiatives									
5	Program	Project Homeless Connect									
6	FSP Contract ID#	1000015983									
7	Budget Name	<b>General Fund - Outreach &amp; Drop-In services</b> <span style="float:right"><b>EXTENSION YEAR EXTENSION YEAR</b></span>									
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 86,912	\$ 133,874	\$ 138,136	\$ 142,280	\$ 142,280	\$ 142,280	\$ 501,202	\$ 284,560	\$ 785,762	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 22,000	\$ 22,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 98,000	\$ 54,000	\$ 152,000	
15	Office Supplies, Postage	\$ -	\$ 2,000	\$ 10,000	\$ 13,296	\$ 13,284	\$ 13,284	\$ 25,296	\$ 26,568	\$ 51,864	
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17	Printing and Reproduction	\$ 6,489	\$ 7,000	\$ 3,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 23,489	\$ 14,000	\$ 37,489	
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19	Staff Training	\$ -	\$ 14,090	\$ 2,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 31,590	\$ 30,000	\$ 61,590	
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Rental of Equipment	\$ -	\$ 1,626	\$ 3,951	\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,577	\$ 10,000	\$ 20,577	
22	Food, Beverage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	Meeting Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24	Special Events (CDoS)	\$ -	\$ -	\$ 26,400	\$ 28,000	\$ -	\$ -	\$ 54,400	\$ -	\$ 54,400	
25	Website/IT/Computer	\$ 27,300	\$ 27,300	\$ 33,500	\$ 37,000	\$ 37,000	\$ 37,000	\$ 125,100	\$ 74,000	\$ 199,100	
26	Equipment Maintenance-Van Offsites	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Data System Upgrade (Salesforce)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Vounterr Hub	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29	Program Supplies	\$ -	\$ 8,193	\$ 25,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 68,193	\$ 70,000	\$ 138,193	
30	Recruitment	\$ -	\$ -	\$ 3,233	\$ -	\$ -	\$ -	\$ 3,233	\$ -	\$ 3,233	
31	Carevan (District 1)	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	
32	Carevan (District 4)	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
41	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultant	\$ -	\$ 20,500	\$ 24,217	\$ 17,000	\$ 13,000	\$ 13,000	\$ 61,717	\$ 26,000	\$ 87,717	
43	Delivery Drivers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44	Temp Services	\$ -	\$ 9,405	\$ 56,000	\$ 23,500	\$ -	\$ -	\$ 88,905	\$ -	\$ 88,905	
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66											
67	TOTAL OPERATING EXPENSES	\$ 142,701	\$ 245,989	\$ 355,937	\$ 350,076	\$ 294,564	\$ 294,564	\$ 1,094,703	\$ 589,128	\$ 1,683,831	
68											
69	Other Expenses (not subject to indirect cost %)										
70	Carevan (D1 Addback - Carryforward	\$ 1,425	\$ 10,842			\$ -	\$ -	\$ 12,267	\$ -	\$ 12,267	
71	Carevan (D4 Addback - Carryforward	\$ 1,691	\$ 23,309			\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	
73	CDOS Event - Bill Graham	\$ 18,229		\$ 83,205		\$ -	\$ -	\$ 101,434	\$ -	\$ 101,434	
74	Adjustment to Actuals	\$ (23,768)	\$ (220,970)			\$ -	\$ -	\$ (244,738)	\$ -	\$ (244,738)	
81								\$ -	\$ -	\$ -	
82											
83	TOTAL OTHER EXPENSES	\$ (2,423)	\$ (186,819)	\$ 83,205	\$ -	\$ -	\$ -	\$ (106,037)	\$ -	\$ (106,037)	
84											
85	Capital Expenses										
86								\$ -	\$ -	\$ -	
93											
94	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96	HSH #3								Template last modified	1/22/2020	

**BUDGET NARRATIVE**

**Fiscal Year**

**General Fund - Outreach & Drop-In services**

**FY24-25**

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

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>
Executive Director	0.75	\$ 126,000	The Executive Director (ED) is responsible for program goals and achievements, community partnerships, and oversight to Advisory Board and fiscal sponsors. The programs of responsibility include all core PHC programs and outreach. The ED ensures impact goals are met and supervises Directors of programs. The ED is the key management leader of Project Homeless Connect. The ED is responsible for overseeing the administration, programs, and strategic vision of the organization. The ED duties include community outreach, industry awareness, staff support, and staff/agency oversight.
Operations Manager	1.00	\$ 75,027	The Operations Manager is part of the PHC Management Team and responsible for overseeing the operations and administration of PHC, including HR policies and procedures, such as supervision, retention, development, training, termination, onboarding, and other HR needs. The Ops Manager will lead the IT procedures, office policies, and operations manuals. In collaboration with PHC ED and agency managers the Ops Manager supports in achieving PHC program goals.
Development & Marketing Manager	1.00	\$ 79,500	The primary duty of the Fund Development-Marketing Specialist is to collaborate closely with PHC's leadership to create, implement, and uphold our organization's long-term development plan and objectives. This role is distinct from many other coordinator positions at PHC since this Coordinator exercises discretion and independent judgment when dealing with donors and advisory committee
Manager of Services (EDC)	1.00	\$ 85,000	The Manager of Every Day Connect Services oversees the Agency Drop In, Off Site, including Vision, Dental, and Hearing programs. Position ensures the program is delivered to reach program impact goals and properly evaluates and tracks data. The Manager also oversees a team of 5 Service Coordinators.
Senior Logistics Coordinator	1.00	\$ 62,005	The Logistics Coordinator works closely with the Leadership Team and the Volunteer Coordinator to organize safe and successful CDoS events. Their responsibilities include preparing for the event, coordinating activities on the day of the event, managing facilities, ensuring safety and security, managing outreach, transportation and provider contacts, and collating print materials. Additionally, the Logistics Coordinator is responsible for inputting all data following the events.
Volunteer & Community Coordinator	1.00	\$ 58,240	The Volunteer Program has over 1,500 volunteers every year through the Community Day of Service events, Outreach Walks, and Hospitality Volunteers. The Volunteer & Community Coordinator is responsible for all training, scheduling, supervision, cultivation, and ongoing relationships with volunteers in our programs. The Volunteer Coordinator will maintain the volunteer database and provide reporting as requested. This position also attends tabling and community events and advances the community awareness around Project Homeless Connect.
Everyday Connect (EDC) Service Coordinators	4.70	\$ 274,960	Service Coordinators provide the direct services in our Every Day Connect program and Core Senses programs. This includes weekly meetings with Participants to identify challenges and barriers, make connections, provide basic needs, support in Handup Campaigns, set up mail services, and all other needs as they become apparent. The Leads of each program (Drop In, Vision, Hearing, Offsite, Dental) are also responsible for oversight of evaluations, proper data collection, and reporting throughout the year. <b>NOTE: The five Service Coordinator positions have been consolidated into a single budget line item starting FY 24-25 to reflect that these staff are generalists, cross-trained in multiple specialty areas.</b>
		\$ -	
		\$ -	
<b>TOTAL</b>	<b>10.45</b>	<b>\$ 760,732</b>	
<u>Employee Fringe Benefits</u>		<u>\$ 214,526</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 28.2% of total salaries.</u>
<b>Salaries &amp; Benefits Total</b>		<b>\$ 975,258</b>	



<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>
Rental of Property	\$ 142,280	Rental includes office space, storage for CDoS/offsites event supplies, direct service space, appointment room, conference room, and monthly parking space to accommodate CareVan. Rental of Auditorium for Participant Programming
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 27,000	Routine Services Comcast , Jive, Log Me in Constant Contact, HC Solutions
Office Supplies, Postage	\$ 13,284	Routine Office Supplies for EDC and program operations
Building Maintenance Supplies and Repair	\$ -	
Printing and Reproduction	\$ 7,000	As a core component to the program, we provide outreach walks with staff and volunteers. In these walks, we offer resource materials, cards with our resource line, and flyers to notify people of the service dates and locations. Outside of our own walks, one of our most frequently requested item is the PHC "Emergency Resource Card", which we print at a great quantity to provide to local businesses, community groups, SFPD, outreach workers, volunteers, and more as a means to offer emergency resources as needed to people that come for support. As well as Flyers and promotional material for daily services
Insurance	\$ -	
Staff Training	\$ 15,000	Harm Reduction, Narcan, CPR, Cultural Sensitivity, HIPAA, Compliance, Code of Conduct, Confidentiality, Trauma-informed Care
Staff Travel-(Local & Out of Town)	\$ -	
Rental of Equipment	\$ 5,000	Copy Machine, Phone and Hotspots, Internet and porta-potty rentals for service days to ensure ADA compliant access to a bathroom.
Website/IT/Computer	\$ 37,000	UIS managed IT (\$2,275 monthly)
Program Supplies	\$ 35,000	Program supplies support the efforts of our weekly and monthly Drop-In services Access point on Franklin Street as well as community engagement distributions. Our supplies include basic needs through a wide variety of items: mask, socks. Hand sanitizer, condoms, seasonal items, underwear, hygiene Kits, cell phone accessories , snack bags, backpacks, sleeping bags, menstrual products, first aid kits and fentanyl test strips, Narcan, Muni tokens, Birth Certificate (Vital Check) other essential items for homeless and or at-risk participants.
	\$ -	
<u>Consultants</u>	\$ -	
Consultant	\$ 13,000	Project Homeless Connect safety plan; we have a Security Monitor vs. officer on Tuesdays and Wednesdays from 9:00 to 5:00 pm (service days) The new model is to show compassion while being proactive regarding security needs. We provide an ADA-compliant bathroom option, set up and breakdown (we use a shared auditorium, so each service day needs a setup and breakdown, and line management for the Participants waiting. We also engage with other professional consultants as needed for special projects. Salesforce improvements
<u>Subcontractors</u>	\$ -	
	\$ -	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 294,564</b>	
<b>Indirect Cost</b>	15.0% <b>\$ 190,473</b>	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>
Carevan (D1 Addback - Carryforward unspent FY 20-21)	\$ -	
Carevan (D4 Addback - Carryforward unspent FY 20-21)	\$ -	
One-Time FY 20-21 CODB (Carryforward unspent FY 20-	\$ -	
CDOS Event - Bill Graham	\$ -	
Adjustment to Actuals	\$ -	
	\$ -	
	\$ -	
<b>TOTAL OTHER EXPENSES</b>	<b>\$ -</b>	

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>
	\$ -	
	\$ -	
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>	



**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
APPENDIX B, BUDGET**

<b>Document Date</b>	7/1/2024		
<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
<b>Current Term</b>	7/1/2020	6/30/2024	4
<b>Amended Term</b>	7/1/2020	6/30/2026	6
<b>Approved Subcontractors</b>			
None.			