



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	May 2, 2024
Subject	Grant Amendment Approval: Compass Family Services Central City Access Point

<i>Agreement Information</i>	
F\$P Contract ID#	1000025850
Provider	Compass Family Services
Program Name	Central City Access Point
Agreement Action	1 st Amendment
Agreement Term	July 1, 2022 – June 30, 2026

Agreement Amount

Current Budget ¹	Amended	New Budget	Contingency ²	Total Not to Exceed (NTE)
\$2,374,597	\$2,329,646	\$4,704,243	\$349,447	\$5,053,690

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
<i>General Fund & Our City, Our Home Fund (July - June term)</i>				
2022-23	\$971,459	\$971,459	--	\$971,459
2023-24	\$1,081,602	\$574,686 ³	--	\$1,081,602
2024-25	--	--	\$1,081,602	\$1,081,602
2025-26	--	--	\$1,081,602	\$1,081,602
<i>U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) (January - December term)</i>				
July - Dec 2022	\$237,152.50	\$237,152.50	--	\$237,152.50
2023	\$83,221	\$42,773.40	--	\$42,773.40
2024	\$41,610.50	--	\$41,610.50	\$83,221.00
2025	--	--	\$83,221.00	\$83,221.00
Jan - June 2026	--	--	\$41,610.50	\$41,610.50
TOTAL	\$2,415,045	\$1,826,070.90	\$2,329,646	\$4,704,243
			<i>Contingency</i>	<i>\$349,447</i>

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$2,711,986

² A 15 percent contingency only applied to FY 24-25 - FY 25-26 budgeted amounts. Contingency will be used to cover CODB increases in future years.

³ Through January 2024, the provider has invoiced for \$574,686 of its FY23-24 budget.

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
			Total NTE⁴	\$5,053,690

Funding Information	
Funding Sources⁵	93% General Fund 7% HUD CoC

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Compass Family Services for the provision of Central City Access Point for the period of July 1, 2022 to June 30, 2026 in an additional amount of \$2,329,646. The addition of funds includes two additional performance years. The new NTE amount is \$5,053,690, which includes \$349,447 in contingency.

Background

This grant will allow the Central City Access Point to continue to provide services to families with minor children, parenting TAY, and pregnant adults who are at-risk of, or experiencing literal homelessness. Central City Access Point is contractually obligated to communicate and ensure the community has equitable access to all crisis response resources in the Continuum of Care (CoC), including access to brick and mortar or mobile outreach engagement; problem solving, assessment, prioritization, navigation, and referral services for housing and shelter (emergency shelter, transitional housing, and navigation center) programs; and referrals to other community services for San Francisco families experiencing homelessness

Services to be Provided

The purpose of the grant is to provide Coordinated Entry (CE) Access Points to the served population. Through a budgeted staff of 10.74 full time equivalent (FTE), the Grantee is anticipated to assist 847 families, or 2,273 household members, experiencing homelessness in each fiscal person, based on historical activity for 2023.

Selection

The Board of Supervisors adopted Ordinance No. 61-19, which authorizes HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis, which is valid until May 2029 or until the Point In Time (PIT) count is at 5,350. Compass Family Services was selected for provision of these services based on the organization’s experience and ability to begin services in a timely manner.

Performance History

Compass Family Services underwent fiscal monitoring most recently in FY22-23 and there were no unresolved findings.

Central City Access Point underwent program monitoring most recently on July 22, 2022 for FY21-22. Although there were no findings, there were a number of recommendations: to improve data quality, and participant files and resource notifications, and ensure adherence to program policies and

⁴ NTE is calculated using the Actual Spent for prior years.

⁵ The funding sources listed reflect current and future years and includes the removal of Prop C funding going forward.



Grant Amendment Approval: Compass Family Services | Central City Access Point

procedures and service objectives. The program monitoring site visit for FY22-23 and FY23-24 will commence on April 2, 2024, and be completed in accordance with the timeline required by the Citywide Nonprofit Monitoring Program.



Appendix A, Services to be Provided
by
Compass Family Services
Central City Access Point

I. Purpose of Grant

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

II. Served Population

Grantee shall service people experiencing homelessness, as defined by the Department of Homelessness and Supporting Housing (HSH's) [Definitions](#), and those who are eligible for Problem Solving, as defined by the HSH [Problem Solving Guide](#).

III. Referral and Prioritization

Households may self-refer, be referred by a community member or contact Access Points remotely with or without a support person/case manager/social worker.

Grantee shall determine eligibility for all Access Point services by verifying that the household meets the criteria for services.

IV. Description of Services

Grantee shall provide the following services to all eligible households:

- A. Access: Grantee shall provide in person and remote services to connect all people experiencing homelessness with Access Point Services. Grantee shall conduct street outreach with unsheltered households who are living in vehicles, outdoors, buildings, and other places not meant for human habitation. Grantee shall perform all Access Point services of Coordinated Entry (CE) services on a mobile basis.
- B. Problem Solving Services: Grantee shall implement and provide Problem Solving conversations to all eligible households. A range of flexible, short-term financial and non-financial assistance will be provided to participants who find a housing resolution that is external to the Homelessness Response System (HRS). Grantee will issue all direct client expenditures in accordance with Problem Solving direct client assistance guidelines. Grantee Problem Solving Specialists shall provide participants as many conversations as needed to support securing a safe permanent or temporary accommodation and to avoid entering shelter or the experience of street homelessness. The Scope of Problem Solving Services is set in the HSH [Problem Solving Guide](#).
- C. Assessment: Grantee shall assess households using the HSH assessment(s).
- D. Prioritization: Grantee shall use the HSH prioritization to determine a household's shelter or housing prioritization status.
- E. Referrals: Grantee shall use the HRS referral protocols to match households with HRS resources, including Temporary Shelter and Permanent Housing.

- F. Navigation: Grantee shall provide navigation services that facilitate the enrollment of households into HRS resources, including Temporary Shelter and Permanent Housing. Housing navigation assistance involves performing activities that culminate in a housing move-in date, including gathering key documents as required by the housing process; scheduling housing viewing appointments or other appointments needed to obtain documents; coordinating regularly with providers, and representing the person experiencing homelessness in appeals of denials.
- G. Childcare: For Family Access Points, Grantee shall ensure childcare services are available during the Access Point hours of operation in order to ensure Head of Households for the served population can fully and comfortably share information that could lead to a resolution for their homelessness crisis.

V. Staff Requirements

Staff serving as the Access Point Manager are considered key staff. Grantee shall notify HSH in advance of any changes in contact information for that position.

VI. Location and Time of Services

Grantee shall provide a minimum of 32 hours of in person Access Point Services at the location specified in notice to HSH. Grantee shall provide ample notice (at least 2 weeks) for any unscheduled changes in Access Point Hours. Access Point hours will be 9:00 am to 5:00 pm, unless otherwise specified with no more than 60 minutes of mid-day closure for staff breaks, and Access Points shall provide mobile Access to Problem Solving and Coordinated Entry via in person roving staff and telecare/phone access.

Holiday Closures to be specified by grantee.

VII. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- B. Documentation Requirements for Problem Solving Financial Assistance: All Problem Solving Providers are required to submit Problem Solving Limited Financial Assistance documentation in accordance with the [Problem Solving Guide](#) and the Appendix B, Budget. Problem Solving Providers have an option to issue financial assistance through HSH's Fiscal Agent or internally. In cases where financial assistance is not issued in accordance to HSH policy, HSH may ask a Problem Solving provider to start issuing assistance through HSH's Problem Solving Fiscal Agent.
- C. Entry Standards and Policies: Grantee shall be informed about and adhere to established standards, principles, and policies that are designed to effectively deliver the HRS services, as prescribed in the CE Standards, located on the HSH website:

https://hsh.sfgov.org/wp-content/uploads/2023/10/CE-Written-Standards_9.2023_Clean.pdf.

- D. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.
- E. Amenities: During open hours, all Access Points will offer the following: Hand washing and restroom access for people currently using the Access Point and access to problem solving, assessment and referral for people experiencing homelessness.
- F. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>. Grantee shall comply with Language Access standards that can be found on page ten of the San Francisco CE Standards, located on the HSH website: https://hsh.sfgov.org/wp-content/uploads/2023/10/CE-Written-Standards_9.2023_Clean.pdf.
- G. Feedback, Follow-up, and Customer Satisfaction Survey Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include. A written survey, which shall be offered to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. 100 percent of eligible Head of Households with a completed enrollment in the Online Navigation and Entry (ONE) System: one survey after completion of the initial CE encounter and one survey after completion of the CE housing referral/exit for the served population.
- H. Grievance Policy: Grantee shall establish and maintain a written grievance policy that allows the served population to complain or submit a grievance, including the planning, design, and satisfaction about the program, per the Participant Grievance Policy, located on the HSH website: <https://hsh.sfgov.org/wp-content/uploads/2021/10/HSH-CE-SC-Grievance-Interim-Policy-8-22-19-1-1.pdf>.
- I. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and Procedures on the HSH Providers Connect website.

- J. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan that contains Site Specific Emergency Response Plan(s) for their service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- L. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaborate with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Grantee Director, Manager or a representative will attend all appropriate neighborhood meetings;
 3. Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 4. Minimize the impact on the neighborhood of Access Point population waiting to enter the building; and
 5. Active discouragement of loitering in the area surrounding the building.
- M. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients shall participate in annual trainings on harm reduction, overdose recognition and response.
- N. Data Standards and Ad Hoc Reporting:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standards¹.

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

3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS system.
- O. Data Privacy/Sharing: All client information gathered at Access Points will conform to the Department of Homelessness and Supportive Housing Privacy Practice and Release of Information (ROI) Policy and Practices: <https://hsh.sfgov.org/get-information/data-sharing-and-privacy/>
- P. Record Keeping, Documentation, and Files:
1. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including, but not limited to, homelessness verification documents.
 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
- Q. Mobile Services: Grantee shall provide mobile access to Problem Solving and Coordinated Entry Services. Mobile services will be provided by appointment, and as needed to meet people experiencing homelessness where they are.
- R. Training: Grantee shall attend all HSH ongoing and ad-hoc trainings for Access Points. Grantee shall ensure that all Access Point employees receive adequate training to deliver all Service Requirements, Service Objectives, and Outcome Objectives. Grantees are encouraged to provide additional training to improve quality of care and develop the skills of their employees.
- S. Collaboration: Grantee shall work collaboratively with other Access Points, Access Partners, and HRS partners to coordinate care for people experiencing homelessness. Grantee shall also provide referrals to services, housing, and other resources to help people experiencing homelessness achieve their goals.

T. City Communications and Policies:

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

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness;
3. Attendance of trainings, as requested.

VIII. Service Objectives

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

A. Coordinated Entry Access

Grantee shall complete upon initial engagement for 100 percent of Head of Households seeking services from the HRS:

1. Profile;
2. Eligibility Assessment;
3. CE Program Enrollment; and
4. CE Housing Primary Assessment for any household not immediately resolved through Problem Solving

B. Problem Solving

1. Grantee shall conduct Problem Solving with 100 percent of eligible Problem Solving households.
2. Grantee shall input 100 percent of Problem Solving related information (e.g., Problem Solving Screening) and all Problem Solving related services (e.g., Conversations, Financial Assistance) in the ONE System for 100 percent of the population served.
3. Grantee shall issue Problem Solving financial assistance in accordance with the Problem Solving Guide and the Problem Solving Fiscal Agent Policy.
4. Grantee shall refer 100% of eligible Problem Solving households to housing location assistance services.

C. Housing Referrals

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

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

D. CE Program Exit

Grantee shall complete within the ONE System a CE Program exit for 100% percent of Households within 24 hours for all Problem Solving Resolutions and referrals to Permanent Housing.

IX. Outcome Objectives

Grantee shall achieve the following outcome objectives:

A. Problem Solving

At least 10 percent of eligible Problem Solving households will be able to end their housing crisis through Problem Solving services.

B. Satisfaction and Feedback

At least 70 percent of households enrolled in the Access Point will complete a Customer Satisfaction Survey. At least 85 percent of surveys completed by the served population will result in a good to excellent rating for the quality of received services.

X. Reporting Requirements

A. Grantee shall input data into systems required by HSH, such as the ONE System and CARBON. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data.

B. Grantee shall participate, as required by Department, and/or in coordination with other City, State and/or Federal government entities, in evaluative studies and coordination meetings designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within 30 business days of receipt of any evaluation report and such response will become part of the official report.

C. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

XI. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, the following: Grantee's participant files, administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
1. Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
7/1/2023	Baseline amount	Ongoing	\$ 1,081,062.00	N/A	Baseline annual budget amount for FY22-23 is \$1,081,062
7/1/2024	Amendment	Ongoing	\$ 2,163,204.00	PENDING	Adding \$2,162,204 for two additional performance years. This amount does not include the 15% contingency in the amount of \$349,447, or \$166,442 in HUD Funding from Appendix B-2 for a total agreement NTE amount of \$5,053,690

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B-1, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2022	6/30/2024	2
Amended Term	7/1/2022	6/30/2026	4
Provider Name	Compass Family Services		
Program	Central City Access Point		
F\$P Contract ID#	1000025850		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Names	General Fund - Access Point, Prop C - One-Time Problem Solving		

	Current	New	
This Budgets (B-1)	\$ 2,053,061	\$ 4,216,265	15%
HUD CoC Budget (B-2)	\$ 321,536	\$ 487,978	
Total Grant Budget	\$ 2,374,597	\$ 4,704,243	
Contingency	\$ 337,389	\$ 349,447	
Not-To-Exceed	\$ 2,711,986	\$ 5,053,690	

			EXTENSION YEAR		EXTENSION YEAR		All Years		
	Year 1	Year 2	Year 3		Year 4		All Years		
	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
	Current/Actuals	Current/Actuals	Amendment	New	Amendment	New	Current/Actuals	Amendment	New
Expenditures									
Salaries & Benefits	\$ 598,009	\$ 742,609	\$ 742,609	\$ 742,609	\$ 742,609	\$ 742,609	\$ 1,340,617	\$ 1,485,218	\$ 2,825,835
Operating Expense	\$ 51,230	\$ 123,161	\$ 123,161	\$ 123,161	\$ 123,161	\$ 123,161	\$ 174,391	\$ 246,321	\$ 420,712
Subtotal	\$ 649,239	\$ 865,770	\$ 865,770	\$ 865,770	\$ 865,770	\$ 865,770	\$ 1,515,008	\$ 1,731,539	\$ 3,246,548
Indirect Cost	\$ 121,552	\$ 99,076	\$ 99,076	\$ 99,076	\$ 99,076	\$ 99,076	\$ 220,628	\$ 198,152	\$ 418,780
Other Expenses (Not subject to indirect %)	\$ 200,668	\$ 116,756	\$ 116,756	\$ 116,756	\$ 116,756	\$ 116,756	\$ 317,424	\$ 233,513	\$ 550,937
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 971,458	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 2,053,060	\$ 2,163,205	\$ 4,216,265
HSH Revenues (select)									
General Fund - Ongoing	\$ 849,447	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,931,049	\$ 2,163,204	\$ 4,094,253
Prop C One-Time Carry Forward	\$ 122,012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,012	\$ -	\$ 122,012
Total HSH + Other Revenues	\$ 971,459	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 2,053,061	\$ 2,163,204	\$ 4,216,265
Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -		\$ -	\$ -		\$ -
Total Adjusted Salary FTE (All Budgets)				9.24		9.24			

Prepared by	Joua Lee-Jagoda
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* 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 the 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.

Template last modified	9/1/2021
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B-1, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2022	6/30/2024	2
Amended Term	7/1/2022	6/30/2026	4
Provider Name	Compass Family Services		
Program	Central City Access Point		
F\$P Contract ID#	1000025850		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	General Fund - Access Point		

	Current	New	
This Budget (B-1)	\$ 1,931,049	\$ 4,216,265	15%
Other Budgets (B-2)	\$ 321,536	\$ 487,978	
Term Budget	\$ 2,252,585	\$ 4,704,243	
Contingency	\$ 459,401	\$ 349,447	
Not-To-Exceed	\$ 2,711,986	\$ 5,053,690	

	EXTENSION YEAR		EXTENSION YEAR		All Years				
	Year 1	Year 2	Year 3		Year 4		All Years		
	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
	Current	Current	Amendment	New	Amendment	New	Current	Amendment	New
Expenditures									
Salaries & Benefits	\$ 598,009	\$ 742,609	\$ 742,609	\$ 742,609	\$ 742,609	\$ 742,609	\$ 1,340,617	\$ 1,485,218	\$ 2,825,835
Operating Expense	\$ 51,230	\$ 123,161	\$ 123,161	\$ 123,161	\$ 123,161	\$ 123,161	\$ 174,391	\$ 246,321	\$ 420,712
Subtotal	\$ 649,239	\$ 865,770	\$ 865,770	\$ 865,770	\$ 865,770	\$ 865,770	\$ 1,515,008	\$ 1,731,539	\$ 3,246,548
Indirect Percentage	18.72%	11.44%		11.44%		11.44%			
Indirect Cost (Line 24 X Line 25)	\$ 121,552	\$ 99,076	\$ 99,076	\$ 99,076	\$ 99,076	\$ 99,076	\$ 220,628	\$ 198,152	\$ 418,780
Other Expenses (Not subject to indirect %)	\$ 78,656	\$ 116,756	\$ 116,756	\$ 116,756	\$ 116,756	\$ 116,756	\$ 195,412	\$ 233,513	\$ 428,926
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 849,447	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,931,049	\$ 2,163,205	\$ 4,094,253
HSH Revenues (select)									
General Fund - Ongoing	\$ 849,447	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,931,049	\$ 2,163,204	\$ 4,094,253
Total HSH Revenues	\$ 849,447	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602	\$ 1,081,602.00	\$ 1,931,049	\$ 2,163,204	\$ 4,094,253
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* 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 the 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.

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**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL**

Document Date	7/1/2024													
Provider Name	Compass Family Services													
Program	Central City Access Point													
FSP Contract ID#	1000025850													
Budget Name	General Fund - Access Point				EXTENSION YEAR				EXTENSION YEAR					
POSITION TITLE	Year 1		Year 2		Year 3				Year 4					
	7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025		Agency Totals		For HSH Funded Program	
	Current		Current						New					
	Budgeted Salary	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		
Program Director	\$ 55,301	\$ 83,000	\$ 83,000	1.00	100%	1.00	\$ 83,000	\$ 83,000	1.00	100%	1.00	\$ 83,000		
Assistant Program Director	\$ 49,078	\$ 70,303	\$ 75,190	1.00	94%	0.94	\$ 70,303	\$ 75,190	1.00	94%	0.94	\$ 70,303		
Housing Problem Solving Specialists	\$ 195,203	\$ 250,593	\$ 55,687	5.00	90%	4.50	\$ 250,593	\$ 55,687	5.00	90%	4.50	\$ 250,593		
Receptionist/Administrative Assistant	\$ 67,815	\$ 70,897	\$ 49,927	1.42	100%	1.42	\$ 70,897	\$ 49,927	1.42	100%	1.42	\$ 70,897		
Childcare Worker	\$ 33,712	\$ 50,629	\$ 50,629	1.00	100%	1.00	\$ 50,629	\$ 50,629	1.00	100%	1.00	\$ 50,629		
Director of Impact & Learning	\$ 15,355	\$ 15,355	\$ 102,370	1.00	15%	0.15	\$ 15,355	\$ 102,370	1.00	15%	0.15	\$ 15,355		
Safety & Support Ambassador	\$ 18,544	\$ -	\$ -	0.00	0%	0.00	\$ -	\$ -	0.00	0%	0.00	\$ -		
Director of Shelter Programs	\$ 25,000	\$ 30,461	\$ 128,750	1.00	24%	0.24	\$ 30,461	\$ 128,750	1.00	24%	0.24	\$ 30,461		
	\$ -					0.00	\$ -				0.00	\$ -		
	\$ 460,007	\$ 571,238	TOTAL SALARIES				\$ 571,238	TOTAL SALARIES				\$ 571,238		
			TOTAL FTE				9.24	TOTAL FTE				9.24		
	30.00%	30.00%	FRINGE BENEFIT RATE				30.00%	FRINGE BENEFIT RATE				30.00%		
	\$ 138,002	\$ 171,371	EMPLOYEE FRINGE BENEFITS				\$ 171,371	EMPLOYEE FRINGE BENEFITS				\$ 171,371		
	\$ 598,009	\$ 742,609	TOTAL SALARIES & BENEFITS				\$ 742,609	TOTAL SALARIES & BENEFITS				\$ 742,609		

All Years		
7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
Current	Amendment	New
Budgeted Salary	Change	Budgeted Salary
\$ 138,301	\$ 166,000	\$ 304,301
\$ 119,380	\$ 140,605	\$ 259,986
\$ 445,795	\$ 501,185	\$ 946,981
\$ 138,711	\$ 141,794	\$ 280,505
\$ 84,341	\$ 101,258	\$ 185,599
\$ 30,711	\$ 30,711	\$ 61,422
\$ 18,544	\$ -	\$ 18,544
\$ 55,461	\$ 60,922	\$ 116,383
\$ -	\$ -	\$ -
\$ 1,031,244	\$ 1,142,475	\$ 2,173,719
\$ 309,373	\$ 342,743	\$ 652,116
\$ 1,340,617	\$ 1,485,218	\$ 2,825,835

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL**

Document Date	7/1/2024
Provider Name	Compass Family Services
Program	Central City Access Point
F\$P Contract ID#	1000025850
Budget Name	General Fund - Access Point

EXTENSION YEAR EXTENSION YEAR

	Year 1	Year 2	Year 3	Year 4	All Years		
	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
	Current	Current	New	New	Current	Amendment	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
<u>Operating Expenses</u>							
Rental of Property	\$ 13,250	\$ 26,500	\$ 26,500	\$ 26,500	\$ 39,750	\$ 53,000	\$ 92,750
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,250	\$ 14,500	\$ 14,500	\$ 14,500	\$ 21,750	\$ 29,000	\$ 50,750
Office Supplies, Postage	\$ 6,500	\$ 16,000	\$ 16,000	\$ 16,000	\$ 22,500	\$ 32,000	\$ 54,500
Building Maintenance Supplies and Repair	\$ 7,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 22,500	\$ 30,000	\$ 52,500
Printing and Reproduction	\$ 625	\$ 250	\$ 250	\$ 250	\$ 875	\$ 500	\$ 1,375
Insurance	\$ 1,250	\$ 7,500	\$ 7,500	\$ 7,500	\$ 8,750	\$ 15,000	\$ 23,750
Staff Training	\$ 3,750	\$ 1,500	\$ 1,500	\$ 1,500	\$ 5,250	\$ 3,000	\$ 8,250
Staff Travel-(Local & Out of Town)	\$ 500	\$ 200	\$ 200	\$ 200	\$ 700	\$ 400	\$ 1,100
Rental of Equipment	\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 4,500	\$ 6,000	\$ 10,500
Food	\$ 283	\$ 1,065	\$ 1,065	\$ 1,065	\$ 1,348	\$ 2,130	\$ 3,478
Childcare	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 2,000	\$ 3,500
Program Supplies	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 2,000	\$ 3,500
Equipment/Furniture	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 30,000	\$ 45,000
License/Technology Fees	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 15,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Consultants</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Consultants	\$ 7,823	\$ 15,646	\$ 15,646	\$ 15,646	\$ 23,469	\$ 31,291	\$ 54,760
TOTAL OPERATING EXPENSES	\$ 51,230	\$ 123,161	\$ 123,161	\$ 123,161	\$ 174,391	\$ 246,321	\$ 420,712
<u>Other Expenses (not subject to indirect cost %)</u>							
Client Assistance	\$ 58,656	\$ 76,756	\$ 76,756	\$ 76,756	\$ 135,412	\$ 153,513	\$ 288,926
Problem Solving Assistance	\$ 20,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 60,000	\$ 80,000	\$ 140,000
TOTAL OTHER EXPENSES	\$ 78,656	\$ 116,756	\$ 116,756	\$ 116,756	\$ 195,412	\$ 233,513	\$ 428,926
HSH #3					Template last modified		9/1/2021

BUDGET NARRATIVE

Fiscal Year

General Fund - Access Point

FY24-25

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
Program Director	1.00	\$ 83,000	Responsible for overseeing the day to day functioning of the Access Point including but not limited to, supervision of staff, administrative oversight, center operations, and program design and implementation as well as providing direct support to clients	\$82,074/annual X 33.76% FTE	Helen Cartagena
Assistant Program Director	0.94	\$ 70,303	Responsible for assisting the Program Director with overseeing the day to day functioning of the Access Point including but not limited to, supervision of staff, administrative oversight, center operations, and program design and implementation as well as providing direct support to clients	\$65,975 X 34.74% FTE	D. Wallace
Housing Problem Solving Specialists	4.50	\$ 250,593	Responsible for the initial screen and triage of families entering the Access Point in order to determine they are a San Francisco Homeless Family and direct them to the appropriate resources. The Intake/Housing Problem Solving Counselor will perform assesment for housing barriers, provide crisis intervention counseling, housing problem solving assistance and will refer clients with highests acuity of need to the appropriate housing solutions based on availability	\$52,054 annual X 3.0 FTE	S. Diaz, M. Esquivel, A. Lange, R. McKinnon
Receptionist/Administrative Assistant	1.42	\$ 70,897	The Receptionist is responsible for greeting clients and triaging them to appropriate staff and services	\$49,927 annual X 1.42% FTE	M. Navarro; C. Dougherty
Childcare Worker	1.00	\$ 50,629	The primary responsibly of the Childcare Staff is to provide quality care for children at the Access Point while their parents are participating in meetings and other center activities	\$50,629 annual X 1.0 FTE	C. Iwawaki
Director of Impact & Learning	0.15	\$ 15,355	Develop program specific and cross-agency family assessment reports, creat service plan component linked to family assessment, configure group and class attendance tracking	\$102,367 annual X 15% FTE	K. Froshman
Safety & Support Ambassador	0.00	\$ -	Checks in guest at main door, ensure safety & security of staff & clients on daily basis	n/a	n/a
Director of Shelter Programs	0.24	\$ 30,461	Oversee programming, supervision of staff & provide support to Program Director	\$126,875 annual X 24% FTE = \$29,841	J. Covarrubias
TOTAL	9.24	\$ 571,238			
<u>Employee Fringe Benefits</u>		\$ 171,371	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>		
Salaries & Benefits Total		\$ 742,609			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 26,500	Office rent space; allocation based on FTE.	\$2,208/mo X 12 mos = \$26,500
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 14,500	Information technology, Gas & electric, water, garbage, security, alarm & safety.	\$1208/mo X 12 mos = \$14,500
Office Supplies, Postage	\$ 16,000	Office supplies and postage	\$1,083/mo X 12 mos = \$13,000
Building Maintenance Supplies and Repair	\$ 15,000	Janitorial service, elevator maintenance, maintenance supplies, maintenance repairs, safety and security (fire and security alarms).	\$1250/mo X 12 mos = \$15,000
Printing and Reproduction	\$ 250	Business card printing & production	\$21/mo X 12 mos = \$250
Insurance	\$ 7,500	Business and professional liability, auto, and property replacement insurance. Allocation based on FTEs	\$625/mo X 12 mos = \$7500
Staff Training	\$ 1,500	Training, hiring, morale for staff	\$125/mo X 12 mos = \$1500
Staff Travel-(Local & Out of Town)	\$ 200	Staff travel (local & out of town)	\$17/mo X 12 mos = \$2000
Rental of Equipment	\$ 3,000	Copier/printer machine leasing	\$250/mo X 12 mos = \$3000
Food	\$ 1,065	Food related costs of program operation	\$89/mo X 12 mos = \$1065
Childcare	\$ 1,000	childcare supplies for childcare area	\$83/mo X 12 mos = \$1000
Program Supplies	\$ 1,000	program furnishings & supplies	\$83/mo X 12 mos = \$1000
Equipment/Furniture	\$ 15,000	program furniture, computer/IT equipment	\$1250/mo X 12 mos = \$15,000
License/Technology Fees	\$ 5,000	computer, technology licenses,	\$417/mo X 12 mos = \$5000
Consultants	\$ -	.	.
IT Consultants	\$ 15,646	IT consultant services, approx \$1304/mo	\$1304/mo X 12 mos = \$15,646
TOTAL OPERATING EXPENSES	\$ 123,161		
Indirect Cost	11.4%	\$ 99,076	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Client Assistance	\$ 76,756	Additional funding for direct client assistance, including transportation, hygiene, food, or other emergency assistance. Approx. \$6,396 per mo.	\$6,396/mo X 12 mos = \$76,756
Problem Solving Assistance	\$ 40,000	Problem Solving assistance, approx \$3333/mo	\$3333/mo X 12 mos
TOTAL OTHER EXPENSES	\$ 116,756		

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B-2, BUDGET**

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2022	6/30/2024	
Amended Term	7/1/2022	6/30/2026	
Provider Name	Compass Family Services		
Program	Central City Access Point		
F\$P Contract ID#	1000025850		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	Prop C - One-Time Problem Solving		

	Current	New
This Budget (B-2)	\$ 122,012	\$ 122,012
Not-To-Exceed	\$ 2,711,986	\$ 5,053,690

	Year 1	Year 2	All Years
	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2022 - 6/30/2024
	Current	Current	Current
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Operating Expense	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Indirect Percentage	0.00%	0.00%	
Indirect Cost (Line 24 X Line 25)	\$ -	\$ -	\$ -
Other Expenses (Not subject to indirect %)	\$ 122,012	\$ -	\$ 122,012
Total Expenditures	\$ 122,012	\$ -	\$ 122,012
HSH Revenues (select)			
Prop C One-Time Carry Forward	\$ 122,012		\$ 122,012
			\$ -
Total HSH Revenues	\$ 122,012	\$ -	\$ 122,012
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -

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Template last modified	9/1/2021

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL**

Document Date	7/1/2024
Provider Name	Compass Family Services
Program	Central City Access Point
F\$P Contract ID#	1000025850
Budget Name	Prop C - One-Time Problem Solving

	Year 1	Year 2	All Years
	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2022 - 6/30/2024
	Current	Current	Current
	Budgeted Expense	Budgeted Expense	Budgeted Expense
<u>Operating Expenses</u>			
<u>Other Expenses (not subject to indirect cost %)</u>			
Direct Client Assistance - Problem Solving	\$ 122,012		\$ 122,012
TOTAL OTHER EXPENSES	\$ 122,012	\$ -	\$ 122,012

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
7/1/2023	Baseline amount	Ongoing	\$ 83,221.00	N/A	Baseline annual budget amount for FY22-23 is \$83,221
7/1/2024	Amendment	Ongoing	\$ 166,442.00	PENDING	Adding \$166,442 in funding to extend term by two and a half additional performance years. This amount does not include the 15% contingency in the amount of \$349,447, or \$2,163,204 in General Funds from Appendix B-1 for a total agreement NTE amount of

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B-2, BUDGET

Document Date	7/1/2024				
Contract Term	Begin Date	End Date	HUD Project Year January 1 - December 31		
Current Term	7/1/2022	6/30/2024			
Amended Term	7/1/2022	6/30/2026			
F\$P Contract ID#	1000025850		Year 1	Year 2	Year 3
HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)			7/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023	1/1/2024 - 12/31/2024
CE Expansion	Federal Award Identification	CA1463L9T012005	CA1463L9T012106	CA1463L9T012207	
CE Expansion	Federal Award Date (HUD Ag	7/29/2021	7/1/2022	TBA	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B-2, BUDGET



Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2022	6/30/2024	2
Amended Term	7/1/2022	6/30/2026	5
Provider Name	Compass Family Services		
Program	Central City Access Point		
F\$P Contract ID#	1000025850		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	CoC - Support Services (Access Point)		

	Current	New	15%
This Budget (B-2)	\$ 321,536	\$ 487,978	
Other Budgets (B-1)	\$ 2,053,061	\$ 4,216,265	
Term Budget	\$ 2,374,597	\$ 4,704,243	
Contingency	\$ 337,389	\$ 349,447	
Not-To-Exceed	\$ 2,711,986	\$ 5,053,690	

	EXTENSION YEAR					EXTENSION YEAR		EXTENSION YEAR		All Years		
	Year 1	Year 2	Year 3		Year 4		Year 5					
	7/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023	1/1/2024 - 12/31/2024	1/1/2024 - 12/31/2024	1/1/2024 - 12/31/2024	1/1/2025 - 12/31/2025	1/1/2025 - 12/31/2025	1/1/2026 - 6/30/2026	1/1/2026 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
	Actuals	Actuals	Current	Amendment	New	Amendment	New	Amendment	New	Current	Amendment	New
Expenditures												
Salaries & Benefits	\$ 151,205	\$ 35,136	\$ 17,568	\$ 36,727	\$ 54,295	\$ 83,221	\$ 83,221	\$ 41,611	\$ 41,611	\$ 203,909	\$ 161,558	\$ 365,467
Operating Expense	\$ 85,948	\$ 3,134	\$ 1,567	\$ 27,359	\$ 28,926	\$ -	\$ -	\$ -	\$ -	\$ 90,648	\$ 27,359	\$ 118,008
Subtotal	\$ 237,153	\$ 38,270	\$ 19,135	\$ 64,086	\$ 83,221	\$ 83,221	\$ 83,221	\$ 41,611	\$ 41,611	\$ 294,558	\$ 188,918	\$ 483,475
Other Expenses (Not subject to indirect %)	\$ -	\$ (40,448)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,448)	\$ -	\$ (40,448)
Admin Cost (HUD Agreements Only)		\$ 44,951	\$ 22,476	\$ (22,476)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,427	\$ (22,476)	\$ 44,951
Total Expenditures	\$ 237,152.50	\$ 42,773	\$ 41,611	\$ 41,610	\$ 83,221	\$ 83,221	\$ 83,221	\$ 41,611	\$ 41,611	\$ 321,536	\$ 166,442	\$ 487,978
HSH Revenues (select)*												
HUD CoC - Support Services	\$ 237,153	\$ 38,270	\$ 19,135	\$ 64,086	\$ 83,221	\$ 83,221	\$ 83,221	\$ 41,611	\$ 41,611	\$ 294,558	\$ 188,918	\$ 483,475
HUD CoC - Admin		\$ 44,951	\$ 22,476	\$ (22,476)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,427	\$ (22,476)	\$ 44,951
Actuals Adjustment		\$ (40,448)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,448)	\$ -	\$ (40,448)
Total HSH Revenues	\$ 237,153	\$ 42,773	\$ 41,611	\$ 41,611	\$ 83,221	\$ 83,221	\$ 83,221	\$ 41,611	\$ 41,611	\$ 321,536	\$ 166,442	\$ 487,978
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

* 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 the 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.

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Template last modified	9/1/2021
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Compass Family S
Program	Central City Acces
FSP Contract ID#	1000025850
Budget Name	CoC - Support Services (Access Poin

POSITION TITLE	Year 1		Year 2		EXTENSION YEAR						EXTENSION YEAR			
	Year 1		Year 2		Year 3			Year 3			Year 4		Year 4	
	7/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023	Agency Totals		For HSH Funded Program		1/1/2024 - 12/31/2024	1/1/2024 - 12/31/2024	1/1/2024 - 12/31/2024	Agency Totals		For HSH Funded Program		1/1/2025 - 12/31/2025
	Actuals	Actuals					Current	Amendment	New					New
Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	
Program Director	\$ 27,183	\$ -	\$ 82,484	1.00	0%	0.00	\$ -	\$ -	\$ -	\$ 84,959	1.00	0%	0.00	\$ -
Assistant Program Director	\$ 21,529	\$ -	\$ 70,607	1.00	0%	0.00	\$ -	\$ -	\$ -	\$ 72,725	1.00	0%	0.00	\$ -
Housing Problem Solving Specialists	\$ 52,054	\$ 26,027	\$ 55,687	5.00	30%	1.50	\$ 13,013	\$ 28,752	\$ 41,765	\$ 57,358	5.00	22%	1.12	\$ 64,016
Childcare Worker	\$ 11,237	\$ -	\$ 44,949	1.00	0%	0.00	\$ -	\$ -	\$ -	\$ 46,297	1.00	0%	0.00	\$ -
		\$ -	\$ -	0.00	0%	0.00	\$ -	\$ -	\$ -				0.00	\$ -
		\$ -	\$ -	0.00	0%	0.00	\$ -	\$ -	\$ -				0.00	\$ -
	\$ 112,003	\$ 26,027	TOTAL SALARIES			\$ 13,013	\$ 28,752	\$ 41,765	TOTAL SALARIES			\$ 64,016		
			TOTAL FTE			1.50			TOTAL FTE			1.12		
	35.00%	35.00%	FRINGE BENEFIT RATE			35.00%	-5.00%	30.00%	FRINGE BENEFIT RATE			30.00%		
	\$ 39,201	\$ 9,109	EMPLOYEE FRINGE BENEFITS			\$ 4,555	\$ 7,975	\$ 12,530	EMPLOYEE FRINGE BENEFITS			\$ 19,205		
	\$ 151,205	\$ 35,136	TOTAL SALARIES & BENEFITS			\$ 17,568	\$ 36,727	\$ 54,295	TOTAL SALARIES & BENEFITS			\$ 83,221		

EXTENSION YEAR

Year 5				All Years			
Agency Totals		For HSH Funded Program		1/1/2026 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
				New	Current	Amendment	New
Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
\$ 87,507	1.00	0%	0.00	\$ -	\$ 27,183	\$ -	\$ 27,183
\$ 74,907	1.00	0%	0.00	\$ -	\$ 21,529	\$ -	\$ 21,529
\$ 59,078	5.00	11%	0.54	\$ 32,008	\$ 91,094	\$ 124,776	\$ 215,870
\$ 47,686	1.00	0%	0.00	\$ -	\$ 11,237	\$ -	\$ 11,237
			0.00	\$ -	\$ -	\$ -	\$ -
			0.00	\$ -	\$ -	\$ -	\$ -
TOTAL SALARIES				\$ 32,008	\$ 151,044	\$ 124,776	\$ 275,820
TOTAL FTE			0.54				
FRINGE BENEFIT RATE			30.00%				
EMPLOYEE FRINGE BENEFITS				\$ 9,602	\$ 52,865	\$ 36,782	\$ 89,647
TOTAL SALARIES & BENEFITS				\$ 41,611	\$ 203,909	\$ 161,558	\$ 365,467

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL**

Document Date	7/1/2024
Provider Name	Compass Family Services
Program	Central City Access Point
F\$P Contract ID#	1000025850
Budget Name	CoC - Support Services (Access Point)

Operating Expenses	EXTENSION YEAR					EXTENSION YEAR		EXTENSION YEAR		
	Year 1	Year 2	Year 3			Year 4	Year 5	All Years		
	7/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023	1/1/2024 - 12/31/2024	1/1/2024 - 12/31/2024	1/1/2024 - 12/31/2024	1/1/2025 - 12/31/2025	1/1/2026 - 6/30/2026	7/1/2022 - 6/30/2024	7/1/2022 - 6/30/2026	7/1/2022 - 6/30/2026
	Actuals	Actuals	Current	Amendment	New	New	New	Current	Amendment	New
Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
Program Supplies	\$ 500	\$ 1,000	\$ 500	\$ (500)	\$ -	\$ -	\$ -	\$ 2,000	\$ (500)	\$ 1,500
Client Assistance	\$ 12,500	\$ 2,134	\$ 1,067	\$ 27,859	\$ 28,926	\$ -	\$ -	\$ 15,700	\$ 27,859	\$ 43,560
TOTAL OPERATING EXPENSES	\$ 85,948	\$ 3,134	\$ 1,567	\$ 27,359	\$ 28,926	\$ -	\$ -	\$ 90,648	\$ 27,359	\$ 118,008

BUDGET NARRATIVE

CoC - Support Services (Access Point)

Fiscal Year

FY23-24

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
Housing Problem Solving Specialists	1.50	\$ 41,765	Responsible for the initial screen and triage of families entering the Access Point in order to determine they are a San Francisco Homeless Family and direct them to the appropriate resources. The Intake/Housing Problem Solving Counselor will perform assement for housing barriers, provide crisis intervention counseling, housing problem solving assistance and will refer clients with highests acuity of need to the appropriate housing solutions based on availability	\$55,687 annual X 5 staff X 30% FTE X 6 mos
Childcare Worker	0.00	\$ -		.
	0.00	\$ -		.
TOTAL	1.50	\$ 41,765		
<u>Employee Fringe Benefits</u>		\$ 12,530	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of	
Salaries & Benefits Total		\$ 54,295		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Program Supplies	\$ -		.
Client Assistance	\$ 28,926	Direct client assistance, including transportation, hygeine, food, or other emergency	\$4821/mo X 6 mos
TOTAL OPERATING EXPENSES	\$ 28,926		