



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	June 6, 2024
Subject	Grant Amendment Approval: Felton Institute – Bayview Drop-in Center

<i>Agreement Information</i>	
F\$P Contract ID#	1000026539
Provider	Felton Institute
Program Name	Bayview Drop-in Center
Agreement Action	2 nd Amendment
Agreement Term	October 1, 2022 – June 30, 2026

Agreement Amount

Current Budget ¹	Amended	New Budget	Contingency ²	Total Not to Exceed
\$4,170,264	\$4,825,138	\$8,995,402	\$723,771	\$9,719,173

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add ³	New Budget ⁴
2022-23	\$1,757,695	\$1,757,695	--	\$1,757,695
2023-24	\$2,412,569	\$1,717,744 ⁵	--	\$2,412,569
2024-25	--	--	\$2,412,569	\$2,412,569
2025-26	--	--	\$2,412,569	\$2,412,569
TOTAL⁶	\$4,170,264	\$3,475,439	\$4,825,138	\$8,995,402
			<i>Contingency</i>	<i>\$723,771</i>
			Total NTE	\$9,719,173

<i>Funding Information</i>	
Funding Sources⁷	100% General Fund

¹ Current Not-to-Exceed Amount is \$4,870,364.

² A 15 percent contingency only applied to FY 24-25 - FY 25-26 budgeted amounts.

³ Per Ordinance No. 216-23, outgoing year Cost of Doing Business (CODB) increases will be incorporated using available contingency funds once the amendment is executed.

⁴ New budget amount calculated using the Actual Spent for closed fiscal years.

⁵ FY 23-24 actual spent through December 2023.

⁶ Due to rounding, numbers presented may not add up precisely to the totals provided.

⁷ The funding sources listed reflect current and future years.

Grant Amendment Approval: Felton Institute – Bayview Drop-in Center

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Felton Institute for the provision of Bayview Drop-in Center for the period of October 1, 2022 to June 30, 2026, in an additional amount of \$4,825,138. The amendment extends the Agreement for two additional performance years. The new Not-To-Exceed (NTE) amount is \$9,719,173, which includes \$723,771 in contingency.²

Background

Mother Brown’s Kitchen (also known as Bayview Drop-in Center) has been operating in the Bayview community for over 40 years. It is a staple in the Bayview community, serving meals to thousands of individuals experiencing homelessness each month. Other services include drop-in chairs for individuals who need respite during the late afternoon through the early morning, showers, laundry, lockers, and mail service.

Services to be Provided

The purpose of the grant is to provide Drop-in Resource Center operations to individuals and families who are experiencing homelessness in the Bayview-Hunters Point neighborhood. Drop-in Resource Center operations include maintenance of a clean and safe facility to provide guests with access to meals, locker space, restrooms, showers, laundry facilities, drop-in chairs, a mailing address, and voice mail services. Grantee shall provide services to up to 48 clients at a time with a budgeted staff of 18.75 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.

Performance History

Felton Institute underwent fiscal monitoring most recently in FY 22-23 and there were no findings.

Felton Institute underwent program monitoring most recently in FY 22-23. The program monitoring site visit was conducted on June 15, 2023. The site visit included a review of program policies and procedures, staff development, training activities, outreach procedures and materials, staffing patterns, job descriptions, as well as monthly and annual reports. The following findings were cited: 1) denial of service forms posted were outdated; 2) Minimum number of surveys not collected; and 3) drop-in chair logs were missing. The provider responded and remedied the cited findings on August 3, 2023. The provider is in compliance.

Agreement Materials

- HOC Approval Package
 - Appendix A, Services to be Provided
 - Appendix B, Budget



I. Purpose of Grant

The purpose of this grant is to provide Drop-In Resource Center to the served population. The goals of these program services are to provide the served population with access to meals, storage space, restrooms, showers, and laundry facilities, to support personal hygiene and maximize their ability to live and work in the community.

II. Served Population

Grantee shall serve individuals and families who are experiencing homelessness in the Bayview-Hunters Point neighborhood.

III. Description of Services

Grantee shall provide the following program services:

- A. Drop-In Operations: Grantee shall provide the following operations services at the Drop-In Center:
1. Facility Maintenance: Grantee shall maintain the facility; provide janitorial services; and repair the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes and shall post cleaning and maintenance times for guests.
 2. Storage: Grantee shall provide guests with access to a locker area based on the number of lockers listed in the Appendix B, Budget “Number Served” tab.
 3. Restroom Facilities: Grantee shall provide all guests with access to bathroom and shower facilities seven days per week.
 4. Laundry Facilities: Grantee shall provide guests with access to laundry facilities (i.e., washers and dryers).
 5. Meals: Grantee shall provide breakfast between 7:00 am to 9:00 am and dinner 5:00 pm to 7:00 pm to the minimum number of guests daily as listed in the Appendix B, Budget (“Number Served” tab).
 6. Drop-In Chairs: Grantee shall provide drop-in chairs as listed in the Appendix B, Budget “Number Served” tab for guests from 3:30 pm to 7:30 am daily for those with or without shelter reservations; and medically requested respite for those with shelter reservations and provide shower access, laundry facilities, and mail/voicemail access.
 7. Mail and Voicemail: Grantee shall provide guests with access to an address for mail and voice mail services.

IV. Location and Time of Services

Grantee shall provide Drop-In operations services 24 hours per day, seven days per week, at the Bayview Drop-In Center, located at 2111 Jennings Street, San Francisco, CA 94124.

V. Service Requirements

Grantee shall meet the following 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 Department of Homelessness and Supportive Housing (HSH) Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- B. Inclement Weather and Emergency Expansion: Grantee shall respond to HSH's request to expand hours of operation for drop-in chairs in order to provide respite to clients during inclement weather or other emergencies. Grantee shall be ready to provide expansion within 24-hour notice; although HSH will attempt to give more advance notice whenever possible. Grantee shall use their own staffing during these expansions; however, if there is not adequate staffing available at the time of expansion, HSH may augment coverage with City staff in order to respond to emergencies.
- C. Record Keeping:
 1. Grantee shall maintain documentation of services and provide such documentation upon request.
- D. Dietary and Food Safety: Grantee shall ensure that at least one staff person responsible for food service has a valid Food Safety Certification.
- E. Facilities:
 1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required, and janitorial services shall occur regularly, per shift, and as required.
 - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
 - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g., fan blades, air registers, vents, filters); plumbing (e.g., drains of showers, toilets,

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

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

- F. 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), Department of Public Health (DPH), Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
 2. Grantee shall work with neighbors, HSH, SFPD, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
 3. Grantee shall assign a director, manager, or representative to participate in and attend appropriate neighborhood and community meetings.
 4. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
 5. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
 6. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address this issue if just outside the program site.
 7. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
 8. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.

9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
 10. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
 11. Grantee shall immediately report to SF Homeless Outreach Team (SFHOT) or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
 12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
 13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
 14. Grantee will report graffiti in the immediate area to 311.
- G. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population, which shall include the following elements as well as others that may be appropriate to the services:
1. The name or title of the person or persons authorized to make a determination regarding the grievance;
 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 3. The amount of time required for each step, including when a guest can expect a response; and
 4. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.
- H. City Communications and Policies:
- Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:
1. Compliance with all Shelter and Resource Center Standards of Care as required by [Administrative Code, Sec. 20.404](#);
 2. Regular communication to HSH about the implementation of the program;
 3. Attendance of HSH meetings and trainings, as requested;
 4. Attendance of a bi-annual training on the ADA and mental disabilities through interdepartmental work orders with the Mayor's Office on Disability and the City Attorney's Office;
 5. Attendance of the Shelter Monitoring Committee Meetings;
 6. Adherence to the HSH Shelter Grievance Ordinance, HSH Regulations, and Policy¹, including the processes regarding monthly grievance report data and denials of service unless Grantee is otherwise dictated by City emergency requirements;
 7. Adherence to the City service or companion animals policy;
 8. Adherence to the HSH Cold/Wet Weather Policy; and
 9. Adherence to the TB Infection Control Guidelines for Homeless.

¹ <https://hsh.sfgov.org/wp-content/uploads/2021/10/Shelter-Grievance-Policy-Final-8-18-21-1.pdf>

- I. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 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. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.
- K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- L. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², 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 any errors.
 2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.
 3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in Contracts Administration, Reporting, and Billing Online system (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. All Grantees, subgrantees, and their employees and agents shall comply with the confidentiality and data security requirements of all federal, state and local

² HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

privacy and data management laws and regulations, including, but not limited to, 24 C.F.R. Part 578 (Continuum of Care); 45 C.F.R. Parts 160 and 164 (Health Insurance Portability and Accountability Act “HIPAA”); 28 CFR §90.4 (Violence Against Women Act); 28 CFR §94.115 (Victim of Crimes Act); California Civil Code §§ 1798 - 1798.78 (Information Practices Act of 1977); §§1798.85 - 1798.89 (Confidentiality of Social Security Numbers); §§1798.79.8 - 1798.79.95 (Domestic Violence, Sexual Assault, and Stalking: Personal Information); California Welfare & Institutions Code §10850; disclosure of confidential information regarding the criminal justice system and child protective services records; and related and successor provisions.

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

M. Partner Provider MOU: Grantee shall establish written Memoranda of Understanding (MOUs) with Subcontractors, as required by HSH.

N. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:

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

O. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.

P. 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.

VI. **Service Objectives**

Grantee shall achieve the following service objectives for Drop-In Services:

- A. Grantee shall provide breakfast and dinner meals, seven days a week.
- B. Grantee shall provide access to drop-in chairs daily from 3:30pm to 7:30am.
- C. Grantee shall provide access to lockers from 7:00am to 7:00pm daily.

- D. Grantee shall provide 24/7 access to showers and restroom facilities.
- E. Grantee shall provide 24/7 access to laundry services.
- F. Grantee shall provide access to voicemail, mail pick up and mail storage daily from 7:00am to 7:00pm daily.
- G. Grantee shall collect a minimum of 100 client satisfaction surveys each quarter.

VII. Outcome Objectives

Grantee shall achieve the following outcome objectives for Bayview Drop-In Services:

- A. Seventy-five percent of guests responding to satisfaction surveys will rate the quality of service as satisfactory or better.

VIII. Reporting Requirements

Grantee shall input data into systems required by HSH, such as ONE System and CARBON.

- A. Grantee shall provide a monthly report and will enter the monthly metrics in the CARBON database by the 15th day of the month following the month of service, including number of meals served.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Description of Services, Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Description of Services, Service Objectives and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner. Any information shared between the Grantee, HSH and other providers about tenants will be communicated in a secure manner, with appropriate release of consent forms and in compliance with HIPAA guidelines.
- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development's (HUD) 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.

For assistance with reporting requirements or submission of reports, contact the assigned Contract Manager.

IX. 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 APR, documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, 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 MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	10/1/2022	6/30/2024	2
6	Amended Term	10/1/2022	6/30/2026	4
7				
8	Approved Subcontractors			
10	Instaworks			
11				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	Document Date	7/1/2024															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	10/1/2022	6/30/2024	2													
6	Amended Term	10/1/2022	6/30/2026	4													
7					Year 1	Year 2	Year 3	Year 4									
8	Service Component				10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026									
10	Storage Lockers (maximum number of lockers)				42	42	42	42									
11	Meals (minimum number of guests served breakfast and dinner)				200	200	200	200									
12	Drop-in Chairs (number of chairs)				48	48	48	48									

	A	B	C	D	E	H	M	P	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	7/1/2024										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	10/1/2022	6/30/2024	2								
6	Amended Term	10/1/2022	6/30/2026	4								
7	Provider Name	Felton Institute										
8	Program	Bayview Drop-In Center										
9	FSP Contract ID#	1000026539										
10	Action (select)	Amendment										
11	Effective Date	7/1/2024										
12	Budget Name	General Fund - Drop-In Center										
13		Current	New									
14	Term Budget	\$ 4,170,264	\$ 8,995,402									
15	Contingency	\$ 700,100	\$ 723,771	15%	EXTENSION YEAR EXTENSION YEAR							
16	Not-To-Exceed	\$ 4,870,364	\$ 9,719,173		Year 1	Year 2	Year 3	Year 4	All Years			
17		10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026			
18		Current/Actuals	Current/Actuals		New	New	Current/Actuals	Amendment	New			
19	Expenditures											
20	Salaries & Benefits	\$ 1,096,812	\$ 1,328,518		\$ 1,388,226	\$ 1,388,226	\$ 2,425,330	\$ 2,776,452	\$ 5,201,781			
21	Operating Expense	\$ 551,027	\$ 749,371		\$ 709,660	\$ 709,660	\$ 1,300,398	\$ 1,419,320	\$ 2,719,718			
22	Subtotal	\$ 1,647,839	\$ 2,077,889		\$ 2,097,886	\$ 2,097,886	\$ 3,725,728	\$ 4,195,772	\$ 7,921,499			
23	Indirect Percentage	6.67%	15.00%		15.00%	15.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 109,856	\$ 311,683		\$ 314,683	\$ 314,683	\$ 421,539	\$ 629,366	\$ 1,050,905			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 22,997		\$ -	\$ -	\$ 22,997	\$ -	\$ 22,997			
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 1,757,695	\$ 2,412,569		\$ 2,412,569	\$ 2,412,569	\$ 4,170,264	\$ 4,825,137	\$ 8,995,401			
29												
30	HSH Revenues* (select)											
31	General Fund - Ongoing	\$ 1,598,459	\$ 2,412,569		\$ 2,412,569	\$ 2,412,569	\$ 4,011,028	\$ 4,825,138	\$ 8,836,166			
34	General Fund - One-Time	\$ 159,236			\$ -	\$ -	\$ 159,236	\$ -	\$ 159,236			
40	Total HSH Revenues	\$ 1,757,695	\$ 2,412,569		\$ 2,412,569	\$ 2,412,569	\$ 4,170,264	\$ 4,825,138	\$ 8,995,402			
48												
49	Total HSH + Other Revenues	\$ 1,757,695	\$ 2,412,569		\$ 2,412,569	\$ 2,412,569	\$ 4,170,264	\$ 4,825,138	\$ 8,995,402			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
52												
53	Prepared by	Marvin Davis		*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.								
54	Phone	415 474-7310										
55	Email	mdavis@felton.org										
56												
57	Template last modified	7/26/2022										

	A	F	M	P	Q	R	S	V	W	X	Y	Z	AC	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	SALARY & BENEFIT DETAIL																
3	Document Date	7/1/2024															
4	Provider Name	Felton Institute															
5	Program	Bayview Drop-In Center															
6	FSP Contract ID#	1000026539															
7	Budget Name	General Fund - Drop-In Center				EXTENSION YEAR				EXTENSION YEAR							
8		Year 1		Year 2		Year 3				Year 4				All Years			
9	POSITION TITLE	10/1/2022 - 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		7/1/2025 - 6/30/2026	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026	
10		Current/Actuals	Current/Actuals					New					New	Current/Actuals	Modification	New	
11		Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	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	
12	Program Manager	\$ 67,500	\$ 85,000	\$ 90,000	1.00	100%	1.00	\$ 90,000	\$ 90,000	1.00	100%	1.00	\$ 90,000	\$ 152,500	\$ 180,000	\$ 332,500	
13	Admin Manager			\$ 82,000	1.00	100%	1.00	\$ 82,000	\$ 82,000	1.00	100%	1.00	\$ 82,000				
14	Office Manager/Receptionist	\$ 73,125	\$ 43,680	\$ -				\$ -	\$ -				\$ -	\$ 116,805	\$ -	\$ 116,805	
15	Peer Supervisor			\$ 60,000	1.00	100%	1.00	\$ 60,000	\$ 60,000	1.00	100%	1.00	\$ 60,000				
16	Peer Advisor	\$ 314,438	\$ 393,120	\$ 51,188	6.00	100%	6.00	\$ 307,125	\$ 51,188	6.00	100%	6.00	\$ 307,125	\$ 707,558	\$ 614,250	\$ 1,321,808	
17	Janitor	\$ 19,378	\$ 87,360	\$ 51,188	2.00	100%	2.00	\$ 102,376	\$ 51,188	2.00	100%	2.00	\$ 102,376	\$ 106,738	\$ 204,752	\$ 311,490	
18	Head Cook	\$ 43,875	\$ 45,112	\$ 64,350	1.00	100%	1.00	\$ 64,350	\$ 64,350	1.00	100%	1.00	\$ 64,350	\$ 88,987	\$ 128,700	\$ 217,687	
19	Cook	\$ 36,563	\$ 32,760	\$ 56,550	1.50	100%	1.50	\$ 84,825	\$ 56,550	1.50	100%	1.50	\$ 84,825	\$ 69,323	\$ 169,650	\$ 238,973	
20	Kitchen Aide	\$ 73,125	\$ 109,200	\$ 51,188	2.50	100%	2.50	\$ 127,970	\$ 51,188	2.50	100%	2.50	\$ 127,970	\$ 182,325	\$ 255,940	\$ 438,265	
21	Door Monitor	\$ 64,350	\$ 87,360	\$ -				\$ -	\$ -				\$ -	\$ 151,710	\$ -	\$ 151,710	
22	Dishwasher	\$ 109,688	\$ 87,360	\$ 51,188	2.50	100%	2.50	\$ 127,970	\$ 51,188	2.50	100%	2.50	\$ 127,970	\$ 197,048	\$ 255,940	\$ 452,988	
23	Maintenance Supervisor	\$ 36,563	\$ 45,112	\$ 85,000	0.25	100%	0.25	\$ 21,250	\$ 85,000	0.25	100%	0.25	\$ 21,250	\$ 81,675	\$ 42,500	\$ 124,175	
24	Shopper	\$ 18,281	\$ 21,840	\$ -				\$ -	\$ -				\$ -	\$ 40,121	\$ -	\$ 40,121	
58		\$ 856,884	\$ 1,037,904	TOTAL SALARIES				\$ 1,067,866	TOTAL SALARIES				\$ 1,067,866	\$ 1,894,789	\$ 1,851,732	\$ 3,746,521	
59				TOTAL FTE				18.75	TOTAL FTE				18.75				
60		28.00%	28.00%	FRINGE BENEFIT RATE				30.00%	FRINGE BENEFIT RATE				30.00%				
61		\$ 239,928	\$ 290,613	EMPLOYEE FRINGE BENEFITS				\$ 320,360	EMPLOYEE FRINGE BENEFITS				\$ 320,360	\$ 530,541	\$ 640,720	\$ 1,171,260	
62		\$ 1,096,812	\$ 1,328,518	TOTAL SALARIES & BENEFITS				\$ 1,388,226	TOTAL SALARIES & BENEFITS				\$ 1,388,226	\$ 2,425,330	\$ 2,776,452	\$ 5,201,781	
63																	
64																	
65																	

	A	B	E	J	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2024						
4	Provider Name	Felton Institute						
5	Program	Bayview Drop-In Center						
6	F&P Contract ID#	1000026539						
7	Budget Name	General Fund - Drop-In Center						
8								
9								
10								
11								
12	Operating Expenses							
13	Rental of Property	\$ 100,935	\$ 160,758	\$ 168,000	\$ 168,000	\$ 261,693	\$ 336,000	\$ 597,693
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 94,650	\$ 90,200	\$ 90,200	\$ 90,200	\$ 184,850	\$ 180,400	\$ 365,250
15	Office Supplies, Postage	\$ 10,350	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,850	\$ 5,000	\$ 17,850
16	Building Maintenance Supplies and Repair	\$ 20,000	\$ 60,290	\$ 58,000	\$ 58,000	\$ 80,290	\$ 116,000	\$ 196,290
17	Printing and Reproduction	\$ 2,250	\$ 3,000	\$ 1,200	\$ 1,200	\$ 5,250	\$ 2,400	\$ 7,650
18	Insurance	\$ 10,000	\$ 59,815	\$ 59,815	\$ 59,815	\$ 69,815	\$ 119,630	\$ 189,445
19	Staff Training	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 6,000
20	Staff Travel-(Local & Out of Town)	\$ -	\$ 657	\$ 745	\$ 745	\$ 657	\$ 1,490	\$ 2,147
21	Rental of Equipment	\$ 3,000	\$ 25,765	\$ 25,765	\$ 25,765	\$ 28,765	\$ 51,530	\$ 80,295
22	Cleaning/Janitorial Supplies	\$ 10,000	\$ 26,935	\$ 26,935	\$ 26,935	\$ 36,935	\$ 53,870	\$ 90,805
23	Cable/Internet	\$ 1,000	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,400	\$ 4,800	\$ 8,200
24	Fire/Security Monitoring Contract	\$ 500	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,600	\$ 4,200	\$ 6,800
25	Equipment Repair	\$ 21,600	\$ 12,000	\$ 1,000	\$ 1,000	\$ 33,600	\$ 2,000	\$ 35,600
26	Kitchen Groceries & Supplies	\$ 240,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 490,000	\$ 500,000	\$ 990,000
27	Client Related (hygiene, incentives, etc)	\$ 22,000	\$ 6,266	\$ 7,000	\$ 7,000	\$ 28,266	\$ 14,000	\$ 42,266
28	Food Delivery Vehicle Cost	\$ 3,167	\$ 10,920	\$ -	\$ -	\$ 14,087	\$ -	\$ 14,087
29	Furniture & Fixtures	\$ 6,075	\$ -	\$ -	\$ -	\$ 6,075	\$ -	\$ 6,075
30	Communications / Cell Phone	\$ 5,500	\$ 8,765	\$ 12,000	\$ 12,000	\$ 14,265	\$ 24,000	\$ 38,265
41						\$ -	\$ -	\$ -
42	Consultants					\$ -	\$ -	\$ -
43		\$ -	\$ -			\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)					\$ -	\$ -	\$ -
56	Instaworks		\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
67								
68	TOTAL OPERATING EXPENSES	\$ 551,027	\$ 749,371	\$ 709,660	\$ 709,660	\$ 1,300,398	\$ 1,419,320	\$ 2,719,718
69								
70	Other Expenses (not subject to indirect cost %)							
71	Instaworks		\$ 22,997	\$ -	\$ -	\$ 22,997	\$ -	\$ 22,997
83								
84	TOTAL OTHER EXPENSES	\$ -	\$ 22,997	\$ -	\$ -	\$ 22,997	\$ -	\$ 22,997
85								
96								
97	HSH #3							

BUDGET NARRATIVE

Fiscal Year

General Fund - Drop-In Cen

FY24-25

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

Salaries & Benefits	Adjusted	Budgeted	Justification	Calculation
	FTE	Salary		
Program Manager	1.00	\$ 90,000	Salary of Program Manager who manages the overall site and program. Supervises all Peers and evening kitchen staff, develops procedures & protocols, assures compliance with One System and CARBON reporting and other contract requirements	\$46.15/hr. x 1950 hrs./yr. x 1 FTE = \$90,000
Admin Manager	1.00	\$ 82,000	Salary of Admin Manager supervises and manages all administrative duties for the program, including reception desk, sign in sheets, meal counts, DOS and intake, assist with food shopping. Manages the morning kitchen staff and morning operations.	\$42.05/hr. x 1950 hrs./yr. x 1 FTE = \$82,000
Peer Supervisor	1.00	\$ 60,000	Salary of Peer Supervisor, supervises the Peer Advisors and services facilities, coordinates wellness, showers, safety, checks clients in, interacts with security and front line employees	\$30.77/hr. x 1950 hrs./yr. x 1 FTE = \$60,000
Peer Advisor	6.00	\$ 307,125	Salary of Peer Advisor who services facilities, coordinates wellness, showers, safety, checks clients in, interacts with security and front line employees	\$26.25/hr. x 1950 hrs./yr. x 6 FTE = \$307,128
Janitor	2.00	\$ 102,376	Salary of Janitors who cleans and sanitizes facility	\$26.25/hr. x 1950 hrs./yr. x 2 FTE = \$102,376
Head Cook	1.00	\$ 64,350	Salary of Head cook who plans the meals, prepares daily meals at Drop-in Center and Bayview neighborhood, manages kitchen staff	\$33./hr. x 1950 hrs./yr. x 1 FTE = \$64,350
Cook	1.50	\$ 84,825	Salary of Cook who prepares daily meals at Drop-in Center, and Bayview neighborhood, manages kitchen staff when Head Cook is not on shift	\$29/hr. x 1950 hrs./yr. x 1.5 FTE = \$84,825
Kitchen Aide	2.50	\$ 127,970	Salary of Kitchen Aide who assists cooks, packages meals, distributes meals to clients	\$26.25/hr. x 1950 hrs./yr. x 2.5 FTE = \$127,970
Door Monitor		\$ -		
Dishwasher	2.50	\$ 127,970	Salary of Dishwasher who washes dishes, pans, utensils, and cleans kitchen. Assist with Kitchen Aide duties when needed.	\$26.25/hr. x 1950 hrs./yr. x 2.5 FTE = \$127,970
Maintenance Supervisor	0.25	\$ 21,250	Salary of Maintenance Supervisor who makes small exterior and interior facility repairs, changes lights, and perform other facility maintenance duties	\$43.59/hr. x 1950 hrs./yr. x .25 FTE = \$21,250
TOTAL	18.75	\$ 1,067,866		
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation, 403B Match and Medical calculated at 30% of total salaries.</u>	
		\$ 320,360		
Salaries & Benefits Total		\$ 1,388,226		

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 168,000	Cost to rent facility calculated based on the current actual rent	\$14,000/mo. x 12 mos. = \$168,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 90,200	Cost of water/sewer, gas, electricity, trash removal and other utilities calculated based on the actual cost of the last 3 months	\$7,516.67/mo. x 12 mos. = \$90,200
Office Supplies, Postage	\$ 2,500	Cost of general office supplies such as binders/binding supplies, desk accessories, copy paper, print and printable media, furniture back supports, shelving, chair mats and floor mats, seating accessories, desks and workstations, technological backup systems, copiers, printers, breakroom supplies calculated based on the actual cost of the last 3 months	\$208.33/mo. x 12 mos. = \$2,500
Building Maintenance Supplies and Repair	\$ 58,000	Cost of building repairs, minor renovations, lettering, work tools, cleaning tools, paint, solvents, resin, hoses, buckets, paint, forms, interior and exterior social distancing signs calculated based on the actual cost of the last 3 months	\$4,833.33/mo. x 12 mos. = \$58,000
Printing and Reproduction	\$ 1,200	Cost of printing flyers, signs, business cards, etc.	\$100/mo. x 12 mos. = \$1,200
Insurance	\$ 59,815	Cost of general liability and property insurance	\$4,984.58/mo. x 12 mos. = \$59,815
Staff Training	\$ 2,000	Cost of additional to City required training, clinical training, behavioral, staff professional training, substance use training, safety, etc.	\$166.67/mo. x 12 mos. = \$2,000
Staff Travel-(Local & Out of Town)	\$ 745	Cost of local staff transportation to clients, and meetings.	\$62.08/mo. x 12 mos. = \$745
Rental of Equipment	\$ 25,765	Cost of renting cleaning machinery, deep cleaning tools, water coolers, copiers, and other equipment calculated based on the actual cost of the last 3 months	\$2147/mo. x 12 mos. = \$25,765
Cleaning/Janitorial Supplies	\$ 26,935	Cost of cleaners, protectants, fiberglass polishes, waxes, hoses, cleaning tools, paint, solvents, resin, fiberglass, supplies including disinfectants, cleaning tools, renovations, mops, laundry detergent, spray bottles, garbage bags, paper towels, antibacterial cleaner, microfiber cloths, squeegees, scrub brush, toilet brushes, bulbs, etc. calculated based on the actual cost of the last 3 months	\$2,244.58/mo. x 12 mos. = \$26,935
Cable/Internet	\$ 2,400	Cost of Wi-Fi, internet connections for computers, cable for TVs /entertainment accessories	\$200/mo. x 12 mos. = \$2,400
Fire/Security Monitoring Contract	\$ 2,100	Cost of fire monitoring system	\$175/mo. x 12 mos. = \$2,100
Equipment Repair	\$ 1,000	Cost of kitchen equipment repair and maintenance	\$1,000/mo. x 12 mos. = \$12,000
Kitchen Groceries & Supplies	\$ 250,000	Cost of groceries and kitchen supplies to prepare meals for BV Drop-in center	\$20,833.33/mo. x 12 mos. = \$250,000
Client Related (hygiene, incentives, etc)	\$ 7,000	Client support for hygiene kits, incentives, etc.	\$583.33/mo. x 12 mos. = \$7,000
Communications / Cell Phone	\$ 12,000	Cost of phones, internet and hotspots to maintain effective communication	\$1,000/mo. X 12 mos. = \$12,000
TOTAL OPERATING EXPENSES	\$ 709,660		
Indirect Cost	15.0%	\$ 314,683	