



Shireen McSpadden, Executive Director

London Breed, Mayor

<b>To</b>	Homelessness Oversight Commission
<b>Through</b>	Shireen McSpadden, Executive Director
<b>From</b>	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
<b>Date</b>	November 7, 2024
<b>Subject</b>	Grant Agreement Approval: St. Vincent de Paul Society of San Francisco   Multi-Service Center South

<i>Agreement Information</i>	
<b>F\$P#</b>	1000021524
<b>Provider</b>	St. Vincent de Paul Society of San Francisco
<b>Program Name</b>	Multi-Service Center South
<b>Agreement Action</b>	6 <sup>th</sup> Amendment
<b>Agreement Term</b>	July 1, 2021 to June 30, 2028

**Agreement Amount**

Current Budget <sup>1</sup>	Amended	New	Contingency <sup>2</sup>	Total Not to Exceed (NTE)
\$25,059,604	\$35,954,996	\$61,014,600	\$5,393,249	\$ 66,607,849

**Funding Summary**

Fiscal Year (FY)	Budget	Actual Spent <sup>3</sup>	Amended to Add	New Budget
2021-22	\$8,253,479	\$6,540,805	--	\$6,540,805
2022-23	\$8,313,697	\$6,671,506	--	\$6,671,506
2023-24	\$9,793,711	\$8,617,340	--	\$8,617,340
2024-25	\$3,229,953	--	\$6,427,818	\$9,657,771
2025-26	--	--	\$9,450,072	\$9,450,072
2026-27	--	--	\$10,038,553	\$10,038,553
2027-28	--	--	\$10,038,553	\$10,038,553
<b>TOTAL</b>	\$29,590,840	\$21,829,651	\$35,954,996	<b>\$61,014,600</b>
			<i>Contingency</i>	\$5,593,249
			<b>Total NTE<sup>4</sup></b>	<b>\$66,607,849</b>

<i>Funding Information</i>	
<b>Funding Sources<sup>5</sup></b>	100% General Fund

<sup>1</sup> Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$25,938,348.

<sup>2</sup> Contingency only applied to FY 24-25 - FY 27-28 budgeted amount.

<sup>3</sup> Actual spent through June 2024.

<sup>4</sup> NTE is calculated using the Actual Spent for prior years.

<sup>5</sup> The funding sources listed reflect current and future years. This amendment includes the removal of *Emergency Solutions Grants (ESG)* funding source.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with St. Vincent de Paul Society of San Francisco for the provision of Multi-Service Center South (MSC South) for the period of July 1, 2021 to June 30, 2028, in an additional amount of \$35,954,996. The addition of funds includes: a Cost of Doing Business (CODB) for fiscal year FY24-25; and 3.66 additional performance years. The new amount is \$66,607,849, which includes a 15 percent contingency of \$5,593,249<sup>6</sup> on the FY24-25 - FY27-28 amounts.

### **Background**

St. Vincent de Paul Society of San Francisco has been operating MSC South since 1989. This program provides 24/7 emergency shelter, support services, and case management to men and women who are experiencing homelessness. This is one of the largest homeless congregate shelters in San Francisco, with a capacity to shelter up to 329 guests. The shelter operates in the SOMA neighborhood, located at 525 5<sup>th</sup> Street.

The shelter is scheduled to undergo a major rehabilitation project beginning mid-January 2025, for a period of up to 14 months. The project involves remodeling the men's bathrooms on the second floor, women's and men's bathrooms on the first floor, and minor updates to staff restrooms to meet ADA requirements. Space for several staff and guests will need to be relocated to accommodate construction. HSH has determined that capacity will be reduced by 30 beds during construction to accommodate the remodeling of the men's bathroom and showers on the second floor. This capacity will be made up by adding 30 beds to the 711 Post Semi-Congregate Shelter so that no shelter guest is displaced to the street and HSH's system maintains its bed capacity. HSH is working with the provider on an alternative meal plan via Meals on Wheels, since the kitchen and dining area will be inaccessible during the rehabilitation work. This project is being funded by the 2016 Health and Safety General Obligation bond funds, and the project is led by the Department of Public Works. The timeline for the project was delayed several years due to the COVID-19 pandemic.

In FY21-22, this program was underspent due to staff vacancies, particularly for case managers and graveyard shift shelter monitors. In FY22-23, HSH added shelter budget enhancement funding to increase base wages for staff and add case management positions. The base wage increase has helped to reduce staff turnover and vacancies from the prior year. However, the program had a delay in hiring the new case management positions, resulting in underspending. In FY23-24, this program was underspent by 12 percent due to staff vacancies. The program was funded for 12 Case Managers and 27 Program Aides (14 swing-shift and 13 nightshift) positions but had not filled the majority of those positions. The program has filled vacant case manager positions and is on track to all fill the vacancies in FY24-25.

In FY24-25 and FY25-26, there is a reduction of funding due to the rehabilitation project and associated 30 bed reduction. In FY26-27, the funding level goes back to the baseline funding levels with the return of the 30 beds and the continuation of the annualized reflation funding. HSH will continue to monitor the agreement closely for potential underspending and make budget adjustments as needed.

### **Services to be Provided**

The purpose of the grant is to provide Emergency Shelter Operation and Support Services to adults, without custody of minors, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee will provide services to 299 guests with a budgeted staff of

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<sup>6</sup> Contingency includes one-time funding of \$200,000 to cover pest control costs on the weekends for the duration of the construction project.



94.20 full-time equivalent (FTE) during construction. The shelter will reinflate to its capacity of up to 329 guests when construction concludes in FY25-26. There are 154 CAAP beds, 158 311 waitlist beds, and 17 beds utilized by HSH Shelter Guest Placement Team for specialized shelter referrals and overnight placements. Services and Amenities include: 24/7 access to shelter beds, two meals per day, laundry services, case management services, DPH Nurse Clinic, community meetings, behavioral and mental health support and substance abuse support.

### **Selection**

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness. St. Vincent de Paul Society of San Francisco was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. This amendment will enable services to continue until the shelter services are reprocured as part of HSH's 5-year multi-year procurement plan.

### **Performance History**

St. Vincent de Paul Society of San Francisco underwent citywide nonprofit fiscal monitoring most recently in FY22-23 and there were no unresolved findings.

St. Vincent de Paul Society of San Francisco's most recent programmatic contract monitoring site visit was conducted on July 24, 2024. The site visit included a review of program policies and procedures, staff development and training activities, case management files, outreach procedures and materials, staffing pattern and job descriptions and quarterly and annual reports. The following findings were cited for FY23-24:

- Only 6 staff took mandatory ADA Training this fiscal year. 72 staff did not take the training. The remaining 72 staff need to take the ADA training no later than the end of first quarter, 9/30/2024.
- Only 7 staff completed the mandatory Shelter Grievance Training. 71 staff did not complete the training. The remaining 71 staff need to take the Shelter Grievance training no later than the end of first quarter, 9/30/2024.

Since programmatic contract monitoring, the provider has completed the required ADA and Shelter Grievance Trainings and is now in compliance.

### **Agreement Materials**

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



**Appendix A, Services to be Provided**  
**by**  
**St. Vincent de Paul Society**  
**Multi-Service Center (MSC) South**

**I. Purpose of Grant**

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency nighttime sleeping accommodations.

**II. Served Population**

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

**III. Referral and Prioritization**

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

**IV. Description of Services**

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Shelter Operations: Grantee shall operate the shelter to accommodate up to the number of guests listed on the Appendix B, Budget “Number Served” tab at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation<sup>1</sup> unless otherwise directed by the City in cases of public health emergencies or other emergency situations.
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.
  2. Referrals and Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility’s hours of operation.
  3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

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<sup>1</sup> Including, but not limited to Shelter Standards of Care, as applicable:

[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco\\_ca\\$anc=JD\\_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
  5. Pets: Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service, and support animals.
  6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
  7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
  8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement.
- B. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Intake: Grantee shall conduct an intake, and make any updates, to determine and document participant identification and stay information. The intake shall include a program orientation outlining the services available on site. The intake shall also include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis.
  2. Assessment and Individual Service Plan: Grantee shall conduct a support services assessment to document participant needs. Grantee shall create service plans based on intake and assessment information. Service plans shall include issues identified by the participant and prioritize key issues, particularly those identified by HSH and the placement referral sources, which are the focus during the participant's stay.
  3. Engagement: Grantee shall actively engage with participants to support their connection to needed services, progress on their individual service plans and end participant homelessness. Grantee shall create a regular schedule of outreach to participants and shall provide services based on participant services plans and goals. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants.
  4. Case Management:
    - a. Grantee shall provide ongoing meetings and counseling services with participants to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
    - b. Grantee shall assist Housing Referral Status participants in applying for and securing the required documents needed to become "document ready" for permanent housing application. This includes, but is not limited to, the acquisition of identification, income and homelessness verifications, and other required documents as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of documentation acquisition and upload acquired documents into the Online

Navigation and Entry (ONE) System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation.

5. **Benefits Navigation:** Grantee shall work in partnership with Human Services Agency (HSA) to assist eligible participants to obtain Medi-Cal, CalFresh, and County Adult Assistance Program (CAAP) benefits. As needed, HSA will outstation SFBN and CAAP Eligibility Workers (EWs) at shelter sites with the goals of fully integrating benefits application services into the shelter environment and approving participants for benefits without requiring them to go to HSA offices. Grantee shall provide on-site services space for the HSA EWs when present at the site. Grantee shall provide on-site services space for the HSA EWs when present at the site.
6. **Safety and De-Escalation:** Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
  - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
  - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
  - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
  - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
  - e. Assistance with conflict de-escalation and crisis management.
7. **Wellness Checks:** Grantee shall conduct Wellness Checks in accordance with HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
8. **Support Groups, Social Events and Organized Participant Activities:**
  - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants, or to celebrate/commemorate significant individual, holiday and community events. These events may be planned with or based on input from participants. Grantee shall post a monthly calendar of events.
  - b. Grantee shall conduct monthly community meetings for participants during which participants may discuss concerns and program ideas.
  - c. Grantee shall provide community service, training, and/or employment opportunities to participants in partnership with local organizations or City agencies.
9. **Referrals and Coordination of Services:**

- a. Grantee shall link Problem-Solving status shelter participants to HSH Access Points, in order for the participants to receive Problem-Solving and/or a Coordinated Entry assessment. Grantee shall request the services of the Mobile Access Point team for any participants who display indications of difficulty getting to an HSH Access Point.
  - b. Grantee shall assist participants to identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with participants regarding the process, and, as necessary, re-referral.
  - c. Grantee shall escort participants to critical off-site appointments, particularly those related to benefits and exit placements, and support participants to keep appointments. When needed, Grantee shall provide bus tokens and/or transportation vouchers to assist participants in getting to critical appointments.
10. Exit Planning: Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program. Grantee shall notify Coordinated Entry and/or HSH Outreach as directed by HSH when Housing Referral status participants exit their shelter program.

**V. Location and Time of Services**

Grantee shall provide shelter services 24 hours per day, seven days per week at 525 5<sup>th</sup> Street, San Francisco, CA 94107.

Grantee shall provide support services at least Monday through Friday, as necessary to best serve the needs of participants.

**VI. Service Requirements**

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. Grantee shall be ready to provide expansion within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services. HSH expects that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.

- B. Staffing and Volunteers:

1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
  2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
- C. 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>.
- D. Record Keeping:
1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.
  2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
  3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.
  4. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
- E. Dietary and Food Safety  
Grantee shall meet the following meal dietary requirements:
1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by the Department of Public Health (DPH) Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
  2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
  3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
  4. Grantee shall ensure that at least one staff person responsible for food service has a valid Food Safety Certification.

F. Facilities:



1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards<sup>1</sup>. 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 by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
    - 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.
- G. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), 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.

H. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
5. Assistance with conflict de-escalation and crisis management.

I. 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, 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.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

J. 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<sup>Error! Bookmark not defined.</sup>;
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an 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 Shelter Grievance Policy, including the processes regarding denials of service<sup>2</sup> 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.

- K. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- L. 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.

- 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 will participate in annual trainings on harm reduction, overdose recognition and response.

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<sup>2</sup> Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- N. 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.
- O. Staff Training: Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement).
- P. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- Q. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- R. 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).
- S. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, 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 Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards<sup>1</sup>.
  3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the

CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

## **VII. Service Objectives**

Grantee shall achieve the following service objectives, unless directed otherwise by the City in a public health emergency:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial participants and updates for returning participants in a new stay within 24 hours of arrival to the site.
- B. Grantee shall utilize intake and assessment information with partnering service providers to identify options and create a service plan for 95 percent of participants. Written service plans shall include clear goals and objectives and identified barriers. Service connections, progress, and follow up on these service plans will be documented in the participant's record.
- C. Ninety percent of participants shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement at the shelter.
- D. Ninety percent of participants with referral needs shall be provided referrals related to benefits, employment, health, and related transportation support if needed.
- E. A minimum of 50 percent of single adult participants shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.
- F. One hundred percent of shelter staff shall be trained using the Homeless Shelter Training Guide.
- G. Sixty percent of participants shall attend monthly in-house Community meetings (unless excused for work, school, or medical appointments).

## **VIII. Outcome Objectives**

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.
- B. Eighty percent of Housing Referral Status participants will receive support gathering and uploading of vital documents into the ONE System and meet document readiness standards within six months of initial intake.

## **IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as, but not limited to CHANGES, ONE System, and CARBON, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, 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 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 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.
- C. Food Safety: Grantee shall be responsible to utilize DPH RD support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	12/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	7/1/2021	6/30/2025	4
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7
7	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco		
8	<b>Program</b>	Multi-Service Center (MSC) South		
9	<b>F\$P Contract ID#</b>	1000021524		
10				
11	<b>Approved Subcontractors</b>			
12	Defense Logistics			
13	Pacific Coast Staffing			



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																								
2	<b>APPENDIX B, BUDGET</b>																								
3	<b>Document Date</b>	12/1/2024																							
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>																					
5	<b>Current Term</b>	7/1/2021	6/30/2025	4																					
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7																					
7	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco																							
8	<b>Program</b>	Multi-Service Center (MSC) South																							
9	<b>FSP Contract ID#</b>	1000021524																							
10																									
11	<b>NUMBER SERVED</b>				<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>														
12	<b>Service Component</b>				7/1/2021 - 6/30/2022	7/1/2022 - 9/30/2022	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028														
14	Shelter Operations				218	218	329	299	329	329	329														

	A	B	C	D	G	J	M	N	O	P
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>APPENDIX B, BUDGET</b>									
3	<b>Document Date</b>	12/1/2024								
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>						
5	<b>Current Term</b>	7/1/2021	6/30/2025	4						
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7						
7	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco								
8	<b>Program</b>	Multi-Service Center (MSC) South								
9	<b>FSP Contract ID#</b>	1000021524								
10	<b>Contract Action</b>	Amendment								
11	<b>Effective Date</b>	12/1/2024								
12	<b>Budget Names</b>	MSC South Site D, ESG Shelter Operations, One-Time - Carryforward								
13		<b>Current</b>	<b>New</b>							
14	<b>Term Budget</b>	\$ 25,059,604	\$ 61,014,600	15%						
15	<b>Contingency</b>	\$ 878,744	\$ 5,593,249							
16	<b>Not-To-Exceed</b>	\$ 25,938,348	\$ 66,607,849							
17										
18					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>		
19					7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	10/31/2024 - 6/30/2025	7/1/2024 - 6/30/2025
20					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>
21	<b>Expenditures</b>									
22	Salaries & Benefits	\$ 5,757,567	\$ 5,641,234	\$ 6,084,095	\$ 2,142,440	\$ 4,219,928	\$ 6,362,367			
23	Operating Expense	\$ 921,542	\$ 921,215	\$ 1,490,404	\$ 490,280	\$ 904,596	\$ 1,394,876			
24	Subtotal	\$ 6,679,108	\$ 6,562,448	\$ 7,574,499	\$ 2,632,720	\$ 5,124,524	\$ 7,757,243			
26	Indirect Cost	\$ 998,002	\$ 982,094	\$ 1,133,902	\$ 394,908	\$ 768,679	\$ 1,163,587			
27	Other Expenses (Not Subject to Indirect %)	\$ (1,136,305)	\$ (873,037)	\$ (91,061)	\$ 202,325	\$ 534,616	\$ 736,941			
30	<b>Total Expenditures</b>	<b>\$ 6,540,805</b>	<b>\$ 6,671,505</b>	<b>\$ 8,617,339</b>	<b>\$ 3,229,953</b>	<b>\$ 6,427,818</b>	<b>9,657,771</b>			
31										
32	<b>HSH Revenues *</b>									
33	General Fund - Ongoing	\$ 8,185,311	\$ 8,075,743	\$ 8,976,576	\$ 3,264,570	\$ 6,529,140	\$ 9,793,710			
34	General Fund - CODB	\$ -	\$ -	\$ 382,135	\$ -	\$ 244,843	\$ 244,843			
35	General Fund - One-Time	\$ -	\$ -	\$ -	\$ (34,617)	\$ (346,165)	\$ (380,782)			
36	General Fund - One-Time Carryforward	\$ 4,096	\$ -	\$ -	\$ -	\$ -	\$ -			
37	One-Time Shelter Enhancement	\$ -	\$ 152,026	\$ 385,000	\$ -	\$ -	\$ -			
38	HUD ESG (CFDA 14.231)	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -			
39	HUD ESG (CFDA 14.231) - One-Time	\$ 14,072	\$ -	\$ -	\$ -	\$ -	\$ -			
40	HUD ESG (CFDA 14.231) - One-Time Carryforward	\$ -	\$ 35,928	\$ -	\$ -	\$ -	\$ -			
41	Adjustment to Actuals	\$ (1,712,673)	\$ (1,642,191)	\$ (1,176,371)	\$ -	\$ -	\$ -			
42	<b>Total HSH Revenues</b>	<b>\$ 6,540,805</b>	<b>\$ 6,671,506</b>	<b>\$ 8,617,340</b>	<b>\$ 3,229,953</b>	<b>\$ 6,427,818</b>	<b>9,657,771</b>			
52	Total Adjusted Salary FTE (All Budgets)	83.30	87.35	99.25			94.20			
53	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -			
54										
55	<b>Prepared by</b>	Estella Balauro								
56	<b>Phone</b>	415.977.1270								
57	<b>Email</b>	<a href="mailto:Ebalauro@svdp-sf.org">Ebalauro@svdp-sf.org</a>								
58										
59	* NOTE: HSH budgets typically project out revenue levels across multiple years,									
60	strictly for budget-planning purposes. All program budgets at any given year are									
61	subject to Mayoral / Board of Supervisors discretion and funding availability,									
62	and are not guaranteed. For further information, please see Article 2 of the G-									
63	100 Grant Agreement document.									

	A	B	C	D	S	V	Y	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>APPENDIX B, BUDGET</b>									
3	<b>Document Date</b>	12/1/2024								
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>						
5	<b>Current Term</b>	7/1/2021	6/30/2025	4						
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7						
7	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco								
8	<b>Program</b>	Multi-Service Center (MSC) South								
9	<b>FSP Contract ID#</b>	1000021524								
10	<b>Contract Action</b>	Amendment								
11	<b>Effective Date</b>	12/1/2024								
12	<b>Budget Names</b>	MSC South Site D, ESG Shelter Operations, One-Time - Carryforward								
13		<b>Current</b>	<b>New</b>	15%						
14	<b>Term Budget</b>	\$ 25,059,604	\$ 61,014,600							
15	<b>Contingency</b>	\$ 878,744	\$ 5,593,249							
16	<b>Not-To-Exceed</b>	\$ 25,938,348	\$ 66,607,849							
17		<b>EXTENSION YEAR    EXTENSION YEAR    EXTENSION YEAR</b>								
18					<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2024	7/1/2024 - 10/31/2024	7/1/2021 - 10/31/2024
20					<b>New</b>	<b>New</b>	<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>
21	<b>Expenditures</b>									
22	Salaries & Benefits	\$ 6,429,613	\$ 6,650,959	\$ 6,650,959	\$ 19,625,334	\$ 23,951,459	\$ 43,576,793			
23	Operating Expense	\$ 1,147,022	\$ 1,437,399	\$ 1,437,399	\$ 3,823,441	\$ 4,926,416	\$ 8,749,857			
24	Subtotal	\$ 7,576,635	\$ 8,088,358	\$ 8,088,358	\$ 23,448,775	\$ 28,877,875	\$ 52,326,650			
26	Indirect Cost	\$ 1,136,495	\$ 1,213,254	\$ 1,213,254	\$ 3,508,906	\$ 4,331,681	\$ 7,840,587			
27	Other Expenses (Not Subject to Indirect %)	\$ 736,941	\$ 736,941	\$ 736,941	\$ (1,898,079)	\$ 2,745,439	\$ 847,360			
30	<b>Total Expenditures</b>	<b>\$ 9,450,071</b>	<b>\$ 10,038,553</b>	<b>\$ 10,038,553</b>	<b>\$ 25,059,603</b>	<b>\$ 35,954,995</b>	<b>\$ 61,014,597</b>			
31										
32	<b>HSH Revenues *</b>									
33	General Fund - Ongoing	\$ 10,038,553	\$ 10,038,553	\$ 10,038,553	\$ 28,502,200	\$ 36,644,799	\$ 65,146,999			
34	General Fund - CODB	\$ -	\$ -	\$ -	\$ 382,135	\$ 244,843	\$ 626,978			
35	General Fund - One-Time	\$ (588,481)	\$ -	\$ -	\$ (34,617)	\$ (934,646)	\$ (969,263)			
36	General Fund - One-Time Carryforward	\$ -	\$ -	\$ -	\$ 4,096	\$ -	\$ 4,096			
37	One-Time Shelter Enhancement	\$ -	\$ -	\$ -	\$ 537,026	\$ -	\$ 537,026			
38	HUD ESG (CFDA 14.231)	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000			
39	HUD ESG (CFDA 14.231) - One-Time	\$ -	\$ -	\$ -	\$ 14,072	\$ -	\$ 14,072			
40	HUD ESG (CFDA 14.231) - One-Time Carryforward	\$ -	\$ -	\$ -	\$ 35,928	\$ -	\$ 35,928			
41	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ (4,531,236)	\$ -	\$ (4,531,236)			
42	<b>Total HSH Revenues</b>	<b>\$ 9,450,072</b>	<b>\$ 10,038,553</b>	<b>\$ 10,038,553</b>	<b>\$ 25,059,604</b>	<b>\$ 35,954,996</b>	<b>\$ 61,014,600</b>			
52	Total Adjusted Salary FTE (All Budgets)	97.73		99.95	99.95					
53	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54										
55	<b>Prepared by</b>	Estella Balauro								
56	<b>Phone</b>	415.977.1270								
57	<b>Email</b>	<a href="mailto:Ebalauro@svdp-sf.org">Ebalauro@svdp-sf.org</a>								
58										
59	* NOTE: HSH budgets typically project out revenue levels across multiple years,									
60	strictly for budget-planning purposes. All program budgets at any given year are									
61	subject to Mayoral / Board of Supervisors discretion and funding availability,									
62	and are not guaranteed. For further information, please see Article 2 of the G-									
63	100 Grant Agreement document.									

	A	B	C	D	G	J	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	12/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2025	4						
6	Amended Term	7/1/2021	6/30/2028	7						
7	Provider Name	St. Vincent de Paul Society of San Francisco								
8	Program	Multi-Service Center (MSC) South								
9	FSP Contract ID#	1000021524								
10	Contract Action	Amendment								
11	Effective Date	12/1/2024								
12	Budget Name	MSC South Site D								
13		Current	New							
14	Term Budget	\$ 24,877,677	\$ 60,832,673	15%						
15	Contingency	\$ 1,060,671	\$ 5,593,249							
16	Not-To-Exceed	\$ 25,938,348	\$ 66,607,849							
17										
18				Year 1	Year 2	Year 3	Year 4			
19				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	10/31/2024 - 6/30/2025	7/1/2024 - 6/30/2025	
20				Actuals	Actuals	Actuals	Current	Amendment	New	
21	<b>Expenditures</b>									
22	Salaries & Benefits	\$ 5,757,567	\$ 5,641,234	\$ 6,084,095	\$ 2,142,440	\$ 4,219,928	\$ 6,362,367			
23	Operating Expense	\$ 844,269	\$ 875,760	\$ 1,444,950	\$ 490,280	\$ 904,596	\$ 1,394,876			
24	Subtotal	\$ 6,601,836	\$ 6,516,994	\$ 7,529,045	\$ 2,632,720	\$ 5,124,524	\$ 7,757,243			
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%			
26	Indirect Cost (Line 24 X Line 25)	\$ 990,275	\$ 977,549	\$ 1,129,357	\$ 394,908	\$ 768,679	\$ 1,163,587			
27	Other Expenses (Not Subject to Indirect %)	\$ (1,097,304)	\$ (908,966)	\$ (91,061)	\$ 202,325	\$ 534,616	\$ 736,941			
30	<b>Total Expenditures</b>	<b>\$ 6,494,807</b>	<b>\$ 6,585,577</b>	<b>\$ 8,567,340</b>	<b>\$ 3,229,953</b>	<b>\$ 6,427,818</b>	<b>\$ 9,657,771</b>			
31										
32	<b>HSH Revenues</b>									
33	General Fund - Ongoing	\$ 8,185,311	\$ 8,075,743	\$ 8,976,576	\$ 3,264,570	\$ 6,529,140	\$ 9,793,710			
34	General Fund - CODB	\$ -	\$ -	\$ 382,135	\$ -	\$ 244,843	\$ 244,843			
35	General Fund - One-Time	\$ -	\$ -	\$ -	\$ (34,617)	\$ (346,165)	\$ (380,782)			
37	One-Time Shelter Enhancement	\$ -	\$ 152,026	\$ 385,000	\$ -	\$ -	\$ -			
41	Adjustment to Actuals	\$ (1,690,504)	\$ (1,642,191)	\$ (1,176,371)	\$ -	\$ -	\$ -			
42	<b>Total HSH Revenues</b>	<b>\$ 6,494,807</b>	<b>\$ 6,585,578</b>	<b>\$ 8,567,340</b>	<b>\$ 3,229,953</b>	<b>\$ 6,427,818</b>	<b>\$ 9,657,771</b>			
53										
54										
55	Prepared by	Estella Balauro								
56	Phone	415.977.1270								
57	Email	<a href="mailto:ebalauro@svdp-sf.org">ebalauro@svdp-sf.org</a>								

	A	B	C	D	S	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	12/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2025	4						
6	Amended Term	7/1/2021	6/30/2028	7						
7	Provider Name	St. Vincent de Paul Society of San Francisco								
8	Program	Multi-Service Center (MSC) South								
9	FSP Contract ID#	1000021524								
10	Contract Action	Amendment								
11	Effective Date	12/1/2024								
12	Budget Name	MSC South Site D								
13		Current	New							
14	Term Budget	\$ 24,877,677	\$ 60,832,673	15%						
15	Contingency	\$ 1,060,671	\$ 5,593,249							
16	Not-To-Exceed	\$ 25,938,348	\$ 66,607,849							
17		EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR								
18		Year 5	Year 6	Year 7	All Years					
19		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028			
20		New	New	New	Current	Amendment	New			
21	<b>Expenditures</b>									
22	Salaries & Benefits	\$ 6,429,613	\$ 6,650,959	\$ 6,650,959	\$ 19,625,334	\$ 23,951,459	\$ 43,576,793			
23	Operating Expense	\$ 1,147,022	\$ 1,437,399	\$ 1,437,399	\$ 3,655,259	\$ 4,926,416	\$ 8,581,675			
24	Subtotal	\$ 7,576,635	\$ 8,088,358	\$ 8,088,358	\$ 23,280,594	\$ 28,877,875	\$ 52,158,468			
25	Indirect Percentage	15.00%	15.00%	15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 1,136,495	\$ 1,213,254	\$ 1,213,254	\$ 3,492,089	\$ 4,331,681	\$ 7,823,770			
27	Other Expenses (Not Subject to Indirect %)	\$ 736,941	\$ 736,941	\$ 736,941	\$ (1,895,006)	\$ 2,745,439	\$ 850,433			
30	<b>Total Expenditures</b>	<b>\$ 9,450,071</b>	<b>\$ 10,038,553</b>	<b>\$ 10,038,553</b>	<b>\$ 24,877,677</b>	<b>\$ 35,954,995</b>	<b>\$ 60,832,671</b>			
31	<b>SHS Revenues</b>									
32	<b>SHS Revenues</b>									
33	General Fund - Ongoing	\$ 10,038,553	\$ 10,038,553	\$ 10,038,553	\$ 28,502,200	\$ 36,644,799	\$ 65,146,999			
34	General Fund - CODB	\$ -	\$ -	\$ -	\$ 382,135	\$ 244,843	\$ 626,978			
35	General Fund - One-Time	\$ (588,481)	\$ -	\$ -	\$ (34,617)	\$ (934,646)	\$ (969,263)			
37	One-Time Shelter Enhancement	\$ -	\$ -	\$ -	\$ 537,026	\$ -	\$ 537,026			
41	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ (4,509,066)	\$ -	\$ (4,509,066)			
42	<b>Total SHS Revenues</b>	<b>\$ 9,450,072</b>	<b>\$ 10,038,553</b>	<b>\$ 10,038,553</b>	<b>\$ 24,877,677</b>	<b>\$ 35,954,996</b>	<b>\$ 60,832,673</b>			
53										
54										
55	Prepared by	Estella Balauro								
56	Phone	415.977.1270								
57	Email	<a href="mailto:ebalauro@svdp-sf.org">ebalauro@svdp-sf.org</a>								

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	12/1/2024									
5	Provider Name	St. Vincent de Paul Society of San Francisco									
6	Program	Multi-Service Center (MSC) South									
7	FSP Contract ID#	1000021524									
8	Budget Name	MSC South Site D									
9											
10		Year 1			Year 2			Year 3			
11		Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022- 6/30/2023	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	
12				New			New			New	
13	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
14	Homeless Services Director	\$ 111,030	0.60	66,618	\$ 113,423	0.60	\$ 68,054	\$ 113,423	0.60	\$ 68,054	
15	Program Director	\$ 80,400	1.00	80,400	\$ 87,780	1.00	\$ 87,780	\$ 87,780	1.00	\$ 87,780	
16	Supportive Services Supervisor	\$ 75,400	1.00	75,400	\$ 85,704	1.00	\$ 85,704	\$ 85,704	1.00	\$ 85,704	
17	Case Manager [specialist]	\$ 70,720	1.00	70,720	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622	
18	Program & Operations Assistant	\$ 72,020	1.00	72,020	\$ 70,000	1.00	\$ 70,000	\$ 70,000	1.00	\$ 70,000	
19	Assistant Site Manager	\$ 75,400	0.75	56,550	\$ 71,000	0.75	\$ 53,250	\$ 71,000	1.00	\$ 71,000	
20	Food Services Supervisor	\$ 73,330	1.00	73,330	\$ 68,000	1.00	\$ 68,000	\$ 68,000	1.00	\$ 68,000	
21	Lead Cooks	\$ 52,853	3.30	174,414	\$ 47,902	3.30	\$ 158,078	\$ 47,902	3.30	\$ 158,078	
22	Cooks/Kitchen Assistants	\$ 46,467	10.00	464,672	\$ 44,262	10.00	\$ 442,624	\$ 44,262	11.00	\$ 465,575	
23	Lead Launderer	\$ 63,544	1.00	63,544	\$ 55,245	1.00	\$ 55,245	\$ 55,245	1.00	\$ 55,245	
24	Launderers	\$ 48,547	2.00	97,094	\$ 46,800	2.00	\$ 93,600	\$ 46,800	3.00	\$ 117,867	
25	Maintenance Workers	\$ 47,133	12.00	565,594	\$ 44,096	12.00	\$ 529,152	\$ 44,096	13.00	\$ 552,017	
26	Handyman	\$ 63,024	1.00	63,024	\$ 59,259	1.00	\$ 59,259	\$ 59,259	1.00	\$ 59,259	
27	Shift Supervisors	\$ 70,720	6.50	459,680	\$ 64,622	6.50	\$ 420,043	\$ 67,853	6.50	\$ 430,933	
28	Program Aide - Day Shift	\$ 48,110	8.00	384,883	\$ 46,758	9.20	\$ 430,177	\$ 46,758	10.20	\$ 454,422	
29	Program Aide - Swing Shift	\$ 48,339	14.50	700,918	\$ 47,528	14.00	\$ 665,392	\$ 47,528	16.00	\$ 714,680	
30	Program Aide - Night Shift	\$ 46,904	13.50	633,204	\$ 47,424	13.00	\$ 616,512	\$ 47,424	14.00	\$ 641,102	
31	Bilingual Program Aide	\$ 49,962	3.00	149,885	\$ 48,776	3.00	\$ 146,328	\$ 48,776	3.00	\$ 146,328	
32	Case Manager [specialist]	\$ 70,720	1.00	70,720	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622	
33	Case Manager [specialist]	\$ 70,720	0.75	53,040	\$ 64,622	0.75	\$ 48,467	\$ 64,622	1.00	\$ 64,622	
34	Program Data Manager	\$ 78,039	0.40	31,216	\$ 82,507	0.40	\$ 33,003	\$ 82,507	0.40	\$ 33,003	
35	Additional Case Managers		0.00	\$ -	\$ 58,240	3.35	\$ 195,347	\$ 58,240	6.75	\$ 365,079	
36	HR Coordinator		0.00	\$ -	\$ 64,480	0.50	\$ 32,240	\$ 64,480	0.50	\$ 32,240	
37	Assistant Supportive Services Supervisor		0.00	\$ -		0.00	\$ -	\$ 70,000	1.00	\$ 36,296	
38	IT Manager		0.00	\$ -		0.00	\$ -		0.00	\$ -	
39	Volunteer Engagement Coordinator		0.00	\$ -		0.00	\$ -		0.00	\$ -	
57	TOTAL SALARIES			4,406,927			\$ 4,487,498			\$ 4,906,528	
58	TOTAL FTE		83.30			87.35			99.25		
59	FRINGE BENEFIT RATE			30.65%			25.71%			23.40%	
60	EMPLOYEE FRINGE BENEFITS			1,350,640			\$ 1,153,736			\$ 1,177,567	
61	TOTAL SALARIES & BENEFITS			\$ 5,757,567			\$ 5,641,234			\$ 6,084,095	

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>APPENDIX B, BUDGET</b>										
3	<b>SALARY &amp; BENEFIT DETAIL</b>										
4	<b>Document Date</b>	12/1/2024									
5	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco									
6	<b>Program</b>	Multi-Service Center (MSC) South									
7	<b>FSP Contract ID#</b>	1000021524									
8	<b>Budget Name</b>	MSC South Site D									
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	Year 4			Year 5			Year 6			
	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026	Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	
			New			New			New	
	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
13	<b>POSITION TITLE</b>									
14	Homeless Services Director	\$ 113,423	0.60	\$ 68,054	\$ 113,423	0.60	\$ 68,054	\$ 113,423	0.60	\$ 68,054
15	Program Director	\$ 87,780	1.00	\$ 87,780	\$ 87,780	1.00	\$ 87,780	\$ 87,780	1.00	\$ 87,780
16	Supportive Services Supervisor	\$ 85,704	0.90	\$ 77,134	\$ 85,704	0.90	\$ 77,134	\$ 85,704	0.90	\$ 77,134
17	Case Manager [specialist]	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622
18	Program & Operations Assistant	\$ 70,000	1.00	\$ 70,000	\$ 70,000	1.00	\$ 70,000	\$ 70,000	1.00	\$ 70,000
19	Assistant Site Manager	\$ 71,000	1.00	\$ 71,000	\$ 71,000	1.00	\$ 71,000	\$ 71,000	1.00	\$ 71,000
20	Food Services Supervisor	\$ 68,000	1.00	\$ 68,000	\$ 68,000	1.00	\$ 68,000	\$ 68,000	1.00	\$ 68,000
21	Lead Cooks	\$ 47,902	3.30	\$ 158,078	\$ 47,902	3.30	\$ 158,078	\$ 47,902	3.30	\$ 158,078
22	Cooks/Kitchen Assistants	\$ 44,262	8.00	\$ 354,099	\$ 44,262	10.50	\$ 464,755	\$ 44,262	11.00	\$ 486,886
23	Lead Launderer	\$ 55,245	1.00	\$ 55,245	\$ 55,245	1.00	\$ 55,245	\$ 55,245	1.00	\$ 55,245
24	Launderers	\$ 46,800	3.00	\$ 140,400	\$ 46,800	3.00	\$ 140,400	\$ 46,800	3.00	\$ 140,400
25	Maintenance Workers	\$ 44,096	13.00	\$ 573,248	\$ 44,096	13.00	\$ 573,248	\$ 44,096	13.00	\$ 573,248
26	Handyman	\$ 59,259	1.00	\$ 59,259	\$ 59,259	1.00	\$ 59,259	\$ 59,259	1.00	\$ 59,259
27	Shift Supervisors	\$ 67,853	6.50	\$ 441,045	\$ 67,853	6.50	\$ 441,045	\$ 67,853	6.50	\$ 441,045
28	Program Aide - Day Shift	\$ 46,758	9.20	\$ 430,177	\$ 46,758	9.48	\$ 443,270	\$ 46,758	10.20	\$ 476,936
29	Program Aide - Swing Shift	\$ 47,528	15.00	\$ 712,920	\$ 47,528	15.50	\$ 736,684	\$ 47,528	16.00	\$ 760,448
30	Program Aide - Night Shift	\$ 47,424	13.00	\$ 616,512	\$ 47,424	13.50	\$ 640,224	\$ 47,424	14.00	\$ 663,936
31	Bilingual Program Aide	\$ 48,776	3.00	\$ 146,328	\$ 48,776	3.00	\$ 146,328	\$ 48,776	3.00	\$ 146,328
32	Case Manager [specialist]	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622
33	Case Manager [specialist]	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622
34	Program Data Manager	\$ 82,507	0.40	\$ 33,003	\$ 82,507	0.40	\$ 33,003	\$ 82,507	0.40	\$ 33,003
35	Additional Case Managers	\$ 58,240	7.00	\$ 407,680	\$ 58,240	6.75	\$ 393,120	\$ 58,240	6.75	\$ 393,120
36	HR Coordinator	\$ 64,480	0.50	\$ 32,240	\$ 64,480	0.50	\$ 32,240	\$ 64,480	0.50	\$ 32,240
37	Assistant Supportive Services Supervisor	\$ 70,000	1.00	\$ 70,000	\$ 70,000	1.00	\$ 70,000	\$ 70,000	1.00	\$ 70,000
38	IT Manager	\$ 90,000	0.40	\$ 36,000	\$ 90,000	0.40	\$ 36,000	\$ 90,000	0.40	\$ 36,000
39	Volunteer Engagement Coordinator	\$ 75,000	0.40	\$ 30,000	\$ 75,000	0.40	\$ 30,000	\$ 75,000	0.40	\$ 30,000
57	<b>TOTAL SALARIES</b>			\$ 4,932,068			\$ 5,088,732			\$ 5,192,005
58	<b>TOTAL FTE</b>		94.20			97.73			99.95	
59	<b>FRINGE BENEFIT RATE</b>			29.00%			26.35%			28.10%
60	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 1,430,300			\$ 1,340,881			\$ 1,458,954
61	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 6,362,367			\$ 6,429,613			\$ 6,650,959

	A	B	AS	AV	AY	BU	BV	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>SALARY &amp; BENEFIT DETAIL</b>							
4	<b>Document Date</b>	12/1/2024						
5	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco						
6	<b>Program</b>	Multi-Service Center (MSC) South						
7	<b>FSP Contract ID#</b>	1000021524						
8	<b>Budget Name</b>	MSC South Site D						
9	<b>EXTENSION YEAR</b>							
10			<b>Year 7</b>			<b>All Years</b>		
11			Agency Totals	For HSH Funded Program	7/1/2027 - 6/30/2028	7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028
12					New	Current	Amendment	New
13	<b>POSITION TITLE</b>		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
14	Homeless Services Director		\$ 113,423	0.60	\$ 68,054	\$ 227,679	\$ 247,262	\$ 474,941
15	Program Director		\$ 87,780	1.00	\$ 87,780	\$ 287,561	\$ 319,519	\$ 607,080
16	Supportive Services Supervisor		\$ 85,704	0.90	\$ 77,134	\$ 274,576	\$ 280,766	\$ 555,342
17	Case Manager [specialist]		\$ 64,622	1.00	\$ 64,622	\$ 222,582	\$ 235,870	\$ 458,452
18	Program & Operations Assistant		\$ 70,000	1.00	\$ 70,000	\$ 235,820	\$ 256,200	\$ 492,020
19	Assistant Site Manager		\$ 71,000	1.00	\$ 71,000	\$ 204,940	\$ 259,860	\$ 464,800
20	Food Services Supervisor		\$ 68,000	1.00	\$ 68,000	\$ 233,810	\$ 247,520	\$ 481,330
21	Lead Cooks		\$ 47,902	3.30	\$ 158,078	\$ 552,220	\$ 570,661	\$ 1,122,882
22	Cooks/Kitchen Assistants		\$ 44,262	11.00	\$ 486,886	\$ 1,500,347	\$ 1,665,151	\$ 3,165,498
23	Lead Launderer		\$ 55,245	1.00	\$ 55,245	\$ 194,474	\$ 200,539	\$ 395,013
24	Launderers		\$ 46,800	3.00	\$ 140,400	\$ 359,105	\$ 511,056	\$ 870,161
25	Maintenance Workers		\$ 44,096	13.00	\$ 573,248	\$ 1,855,998	\$ 2,083,756	\$ 3,939,755
26	Handyman		\$ 59,259	1.00	\$ 59,259	\$ 203,468	\$ 215,111	\$ 418,579
27	Shift Supervisors		\$ 67,853	6.50	\$ 441,045	\$ 1,456,201	\$ 1,618,636	\$ 3,074,837
28	Program Aide - Day Shift		\$ 46,758	10.20	\$ 476,936	\$ 1,420,045	\$ 1,676,756	\$ 3,096,801
29	Program Aide - Swing Shift		\$ 47,528	16.00	\$ 760,448	\$ 2,344,771	\$ 2,706,720	\$ 5,051,490
30	Program Aide - Night Shift		\$ 47,424	14.00	\$ 663,936	\$ 2,094,267	\$ 2,381,159	\$ 4,475,426
31	Bilingual Program Aide		\$ 48,776	3.00	\$ 146,328	\$ 503,999	\$ 523,854	\$ 1,027,853
32	Case Manager [specialist]		\$ 64,622	1.00	\$ 64,622	\$ 217,412	\$ 241,040	\$ 458,452
33	Case Manager [specialist]		\$ 64,622	1.00	\$ 64,622	\$ 188,100	\$ 236,517	\$ 424,617
34	Program Data Manager		\$ 82,507	0.40	\$ 33,003	\$ 114,548	\$ 114,685	\$ 229,233
35	Additional Case Managers		\$ 58,240	6.75	\$ 393,120	\$ 682,293	\$ 1,465,173	\$ 2,147,466
36	HR Coordinator		\$ 64,480	0.50	\$ 32,240	\$ 76,731	\$ 116,709	\$ 193,440
37	Assistant Supportive Services Supervisor		\$ 70,000	1.00	\$ 70,000	\$ 60,796	\$ 255,500	\$ 316,296
38	IT Manager		\$ 90,000	0.40	\$ 36,000	\$ 13,846	\$ 130,154	\$ 144,000
39	Volunteer Engagement Coordinator		\$ 75,000	0.40	\$ 30,000	\$ 11,538	\$ 108,462	\$ 120,000
57	<b>TOTAL SALARIES</b>				\$ 5,192,005	\$ 15,537,127	\$ 18,668,636	\$ 34,205,763
58	<b>TOTAL FTE</b>			99.95				
59	<b>FRINGE BENEFIT RATE</b>				28.10%			
60	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 1,458,954	\$ 4,088,208	\$ 5,282,823	\$ 9,371,030
61	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 6,650,959	\$ 19,625,334	\$ 23,951,459	\$ 43,576,793



	A	B	E	H	K	L	M	N	Q	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	OPERATING DETAIL													
4	Document Date	12/1/2024												
5	Provider Name	St. Vincent de Paul Society of San Francisco												
6	Program	Multi-Service Center (MSC) South												
7	FSP Contract ID#	1000021524												
8	Budget Name	MSC South Site D												
9														
10			Year 1	Year 2	Year 3	Year 4		Year 5	Year 6	Year 7	All Years			
11			7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	10/31/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028
12			Actuals	Actuals	Actuals	Current	Amendment	New	New	New	New	Current	Amendment	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 3,600	\$ 3,600.00	\$ 7,600	\$ 4,600	\$ 3,000	\$ 7,600	\$ 7,600	\$ 7,600	\$ 7,600	\$ 19,400	\$ 25,800	\$ 45,200
16	Office Supplies, Postage, and Meeting Costs		\$ 16,500	\$ 36,500.00	\$ 56,500	\$ 12,135	\$ 44,365	\$ 56,500	\$ 56,500	\$ 56,500	\$ 56,500	\$ 121,635	\$ 213,865	\$ 335,500
17	Building Maintenance Supplies and Repair		\$ 1,522	\$ 31,250.00	\$ 75,250	\$ 26,338	\$ 48,913	\$ 75,250	\$ 75,250	\$ 75,250	\$ 75,250	\$ 134,360	\$ 274,663	\$ 409,022
19	Insurance		\$ 25,500	\$ 26,775.00	\$ 26,775	\$ 10,798	\$ 15,977	\$ 26,775	\$ 26,775	\$ 26,775	\$ 26,775	\$ 89,848	\$ 96,302	\$ 186,150
20	Staff Training		\$ 20,925	\$ 20,925.00	\$ 20,925	\$ 7,324	\$ 13,601	\$ 20,925	\$ 20,925	\$ 20,925	\$ 20,925	\$ 70,099	\$ 76,376	\$ 146,475
21	Travel		\$ -	\$ 5,000.00	\$ 7,798	\$ 2,729	\$ 5,069	\$ 7,798	\$ 7,798	\$ 7,798	\$ 7,798	\$ 15,527	\$ 28,463	\$ 43,990
22	Rental of Equipment		\$ 15,000	\$ 15,000.00	\$ 15,984	\$ 12,375	\$ 3,609	\$ 15,984	\$ 15,984	\$ 15,984	\$ 15,984	\$ 58,359	\$ 51,561	\$ 109,920
23	Cleaning & Janitorial		\$ 48,200	\$ 24,200.00	\$ 86,200	\$ 30,170	\$ 56,030	\$ 86,200	\$ 86,200	\$ 86,200	\$ 86,200	\$ 188,770	\$ 314,630	\$ 503,400
24	Telephone		\$ 27,622	\$ 32,422.00	\$ 38,922	\$ 13,623	\$ 25,299	\$ 38,922	\$ 38,922	\$ 38,922	\$ 38,922	\$ 112,589	\$ 142,065	\$ 254,654
25	Staff Recruitment/Advertising		\$ 3,400	\$ 3,400.00	\$ 3,400	\$ 1,190	\$ 2,210	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	\$ 11,390	\$ 12,410	\$ 23,800
26	Vehicle Expense		\$ 10,500	\$ 10,500.00	\$ 10,500	\$ 5,000	\$ 5,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 36,500	\$ 37,000	\$ 73,500
27	Client Services, Supplies and Food		\$ 500,000	\$ 484,495.45	\$ 717,946	\$ 259,206	\$ 416,166	\$ 675,372	\$ 427,518	\$ 717,895	\$ 717,895	\$ 1,961,648	\$ 2,279,474	\$ 4,241,122
28	Client Database Software		\$ 9,000	\$ 9,000.00	\$ 9,000	\$ 4,615	\$ 4,385	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 31,615	\$ 31,385	\$ 63,000
43	Consultants													
44	IT Consultant		\$ 7,500	\$ 7,500.00	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,500	\$ -	\$ 22,500
45	Pacific Coast Staffing		\$ 130,000	\$ 140,193	\$ 335,650	\$ 75,178	\$ 260,472	\$ 335,650	\$ 335,650	\$ 335,650	\$ 335,650	\$ 681,021	\$ 1,267,422	\$ 1,948,443
46	Security - Defense Logistics (First \$25k Subject to Indirect)		\$ 25,000	\$ 25,000.00	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000	\$ 75,000	\$ 175,000
68														
69	TOTAL OPERATING EXPENSES		\$ 844,269	\$ 875,760	\$ 1,444,950	\$ 490,280	\$ 904,596	\$ 1,394,876	\$ 1,147,022	\$ 1,437,399	\$ 1,437,399	\$ 3,655,259	\$ 4,926,416	\$ 8,581,675
70														
71	Other Expenses (Not Subject to Indirect Cost %)													
72	Laptops (10 Qty X \$2,000) + Carryover \$5,000		\$ 5,000	\$ 5,000	\$ 25,000	\$ 1,750	\$ -	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	\$ 36,750	\$ 5,250	\$ 42,000
73	Security - Defense Logistics		\$ 588,200	\$ 588,200	\$ 735,191	\$ 200,575	\$ 534,616	\$ 735,191	\$ 735,191	\$ 735,191	\$ 735,191	\$ 2,112,166	\$ 2,740,189	\$ 4,852,355
74	One-Time Pest Control (Bed Bugs)			\$ 132,026			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,026	\$ -	\$ 132,026
75	Cabling				\$ 30,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
76	Mattresses (Qty 100)			\$ 8,000	\$ 13,680.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,680	\$ -	\$ 21,680
77	One-Time Bed Tags			\$ 5,580.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,580	\$ -	\$ 5,580
78	Updated Security Cameras				\$ 34,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000	\$ -	\$ 34,000
79	Walkie Talkies (Qty 40)				\$ 16,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000
80	Bunk Beds + Underbed Storage				\$ 206,859		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,859	\$ -	\$ 206,859
81	Case Manager Phones (Qty 10 X \$400)				\$ 4,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000
82	Cafeteria Tables & Chairs (Qty 15 x \$100/set)				\$ 15,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
83	Adjustment to Actuals		\$ (1,690,504)	\$ (1,642,191)	\$ (1,176,371)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,509,067)	\$ -	\$ (4,509,067)
85														
86	TOTAL OTHER EXPENSES		\$ (1,097,304)	\$ (908,966)	\$ (91,061)	\$ 202,325	\$ 534,616	\$ 736,941	\$ 736,941	\$ 736,941	\$ 736,941	\$ (1,910,006)	\$ 2,745,439	\$ 850,433

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
4	<b>MSC South Site D</b>	<b>Fiscal Year FY26-27</b>			
5	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>	<b>Calculation</b>
6	Homeless Services Director	0.60	\$ 68,054	The Program Director position is 0.6 FTE	\$113,423 x 0.6 FTE = \$68,054
7	Program Director	1.00	\$ 87,780	The Site Manager position is 1.0 FTE	\$87,780 x 1.0 FTE = \$87,780
8	Supportive Services Supervisor	0.90	\$ 77,134	The Supportive Services Supervisor position is 0.9 FTE, overseeing additional Case Managers	\$85,704 x 0.9 FTE = \$77,134
9	Case Manager [specialist]	1.00	\$ 64,622	This is 1.0 FTE for Resource Specialist that will support clients in moving forward with employment and educational needs.	\$64,622 x 1.0 FTE = \$64,622
10	Program & Operations Assistant	1.00	\$ 70,000	The Program & Operations Assistant positions is 1.0 FTE	\$70,000 x 1.0 FTE = \$70,000
11	Assistant Site Manager	1.00	\$ 71,000	The Assistant Site Manager position is 1.0 FTE	\$70,000 x 1.0 FTE = \$71,000
12	Food Services Supervisor	1.00	\$ 68,000	The Food Services Supervisor is 1.0 FTE salary	\$68,000 x 1.0 FTE = \$68,000
13	Lead Cooks	3.30	\$ 158,078	Lead Cook Salaries at 3.30 FTE	\$23.03 x 2,080 x 3.30 FTE = \$158,078
14	Cooks/Kitchen Assistants	11.00	\$ 486,886	Cooks/Kitchen Assistants at 10.0 FTE + 1 additional FTE for reflation	\$21.28 x 2,080 x 11.0 FTE = \$464,755
15	Lead Launderer	1.00	\$ 55,245	The Lead Launderer is 1.0 FTE	\$55,245 x 1.0 FTE = \$55,245
16	Launderers	3.00	\$ 140,400	The Launderer is 2.0 FTE + 1.0 FTE for reflation	\$22.50 x 2,080 x 3.0 FTE = \$140,400
17	Maintenance Workers	13.00	\$ 573,248	Maintenance Salaries at 12.0 FTE + 1.0 FTE for reflation	\$21.20 x 2,080 x 13.0 FTE = \$573,248
18	Handyman	1.00	\$ 59,259	The Handyman is 1.0 FTE	\$59,259 x 1.0 FTE = \$59,259
19	Shift Supervisors	6.50	\$ 441,045	Shift Supervisor Salaries	\$67,853 x 6.50 FTE = \$441,045
20	Program Aide - Day Shift	10.20	\$ 476,936	Day Shift Program Aides with 24 hour operation + 1.0 FTE for reflation	\$22.48 x 2,080 x 10.2 FTE = \$476,936
21	Program Aide - Swing Shift	16.00	\$ 760,448	Swing Shift Program Aides at 14.0 FTE + 2 FTE for reflation	\$22.85 x 2,080 x 16.0 FTE = \$7160,448
22	Program Aide - Night Shift	14.00	\$ 663,936	Graveyard Shift Program Aides at 13.0 FTE + 1 additional FTE for reflation	\$22.80 x 2,080 x 14.0 FTE = \$663,936
23	Bilingual Program Aide	3.00	\$ 146,328	Bilingual Program Aides 3.0 FTE	\$23.45 x 2,080 x 3.0 FTE = \$146,328
24	Case Manager [specialist]	1.00	\$ 64,622	The Crisis Intervention Specialist position is 1.0 FTE	\$64,622 x 1.0 FTE = \$64,622
25	Case Manager [specialist]	1.00	\$ 64,622	The Housing Specialist is at 1.0 FTE	\$64,622 x 1.0 FTE = \$64,622
26	Program Data Manager	0.40	\$ 33,003	Program Data Manager at 0.40 FTE	\$82,507 x 0.40 FTE = \$33,003
27	Additional Case Managers	6.75	\$ 393,120	Additional case management function at a ratio of 1:32 clients, 5.75 FTE and 1.0 additional FTE for reflation	\$28 x 2,080 x 6.75 FTE = \$393,120
28	HR Coordinator	0.50	\$ 32,240	Support for staff on any HR, training, and payroll related matters. 0.5 FTE	\$31 x 2,080 x 0.5 FTE = \$32,240
29	Assistant Supportive Services Supervisor	1.00	\$ 70,000	The Supportive Services Supervisor position is 1.0 FTE, overseeing additional Case Managers	\$70,000 x 1.0 FTE = \$70,000
30	IT Manager	0.40	\$ 36,000	IT Manager at 0.40 FTE	\$90,000 x 0.40 FTE = \$36,000
31	Volunteer Engagement Coordinator	0.40	\$ 30,000	Volunteer Engagement Coordinator at 0.40 FTE	\$75,000 x 0.40 FTE = \$30,000
33	<b>TOTAL</b>	<b>99.95</b>	<b>\$ 5,192,005</b>		
34	<b>Employee Fringe Benefits</b>	<b>28.1%</b>	<b>\$ 1,458,954</b>	<b>Includes FICA, SSUI, Workers Compensation and Medical calculated at 28.1 % of total salaries.</b>	
35	<b>Salaries &amp; Benefits Total</b>		<b>\$ 6,650,959</b>		

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
4	<b>MSC South Site D</b>	<b>Fiscal Year</b>			
36		<b>FY26-27</b>			
37	<b><u>Operating Expenses</u></b>		<b><u>Budgeted Expense</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>
38	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	7,600	Garbage collection fees at average \$300/month for 12 months + \$333.33/month additional for reflation	\$300 x 12 months = \$3,600 reflation: \$333.33 x 12 months = \$4,000 total \$7,600
39	Office Supplies, Postage, and Meeting Costs	\$	56,500	Office supplies, computers and accessories, printers, office furniture, storage costs, and postage and meeting food costs, at average \$3,041.67/month for 12 months Plus \$1,666.67/month for reflation on additional office needs such as desks, computers/accessories, and other office furniture for additional staff	\$3,041.67 x 12 months = \$36,500 \$1,666.67 x 12 months = \$20,000 for reflation Total: \$56,500
40	Building Maintenance Supplies and Repair	\$	75,250	Building maintenance and supplies for \$31,250. Remainder of budget is in ESG funds. Plus \$3,666.67/month x 12 months for reflation	\$31,250 + \$44,000/year for reflation = \$75,250
42	Insurance	\$	26,775	General commercial and liability insurance at \$2,231.25/month for 12 months	\$2,231.25 x 12 months = \$26,775
43	Staff Training	\$	20,925	Staff training for 90.72 FTE x approx.. \$230.65/staff. Trainings include CAL-OSHA safety order, communicable disease prevention, de-escalation training, proper food handling, disaster procedure, ADA requirements, cultural humility, standard of care training. Also includes professional development (i.e. staff retreats), training food, transportation and meeting space rental.	\$1,743.75 x 12 months = \$20,925
44	Travel	\$	7,798	Staff transportation and Client Travel costs at \$416.67/month x 12 months = \$5,000 Plus \$233.17/month for additional client and staff travel costs	\$416.67 x 12 months = \$5,000 \$233.17 x 12 months = \$2,798 Total: \$7,798
45	Rental of Equipment	\$	15,984	Monthly copier and wash rental at \$1,250/month for 12 months Plus 2 wash rentals for reflation at \$82/month	\$1,250 x 12 months = \$15,000 \$82 x 12 months = \$984 for reflation Total: \$15,984
46	Cleaning & Janitorial	\$	86,200	Cleaning and Janitorial supplies at an average of \$3,486.33/month x 12 months (increased need for bed bug monitoring) Plus \$20,164/year for reflation	\$3,486.33 x 12 months = \$41,836 (increased need in current operation) \$1,860.33 x 12 months = \$20,164 for reflation Total: \$86,200
47	Telephone	\$	38,922	Telephone, cell phone, internet, elevator line at average of \$2,701.83/month x 12 months Plus \$541.67/month increased cell phone services, telephone, internet for reflation	\$2,701.83 x 12 months = \$32,422 \$541.67 x 12 months = \$6,500 for reflation Total: \$38,922
48	Staff Recruitment/Advertising	\$	3,400	Recruitment and job posting costs and testing of SVDP employment candidates. Average \$283.33/month x 12 months	\$283.33 x 12 months = \$3,400
49	Vehicle Expense	\$	10,500	Vehicle insurance, gas, registration and maintenance. Average \$875/month x 12 months	\$875 x 12 months = \$10,500

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>		<b>Fiscal Year</b>		
4	<b>MSC South Site D</b>	<b>FY26-27</b>			
	Client Services, Supplies and Food	\$	717,895	Client supplies and needs including blankets, sheets, towels, etc. Average at \$15,000/month x 12 months Breakfast and dinner for clients at average \$21,667/month x 12 months Daily Snacks for clients at average of \$3,333/month x 12 months  Plus \$6,300/month for reflation on Client Supplies (42% increase) Plus \$12,916.83 for reflation on Client Food (42% increase)	Supplies: \$15,000 x 12 months = \$180,000  Breakfast & Dinner, & Snacks: \$25,521.33 x 12 months = \$306,256  Supplies for reflation: \$6,300 x 12 months = \$75,600  Food for reflation: \$12,916.83 x 12 months = \$155,002 F Total: \$716,858
50	Client Database Software	\$	9,000	Building maintenance and supplies at average of \$2,746.25/month for 12 months	\$750 x 12 months = \$9,000
51					
66	<b>Consultants</b>				
	Pacific Coast Staffing	\$	335,650	We anticipate temporary staffing need from Pacific Coast Staffing. 2 FTE at \$34.98/hour, 8 hours/day at 365 days with increased need for current operation Plus 1.3 FTE for reflation	\$34.98/hour x 8 hours/day x 2.0 FTE x 365 days = \$204,283 \$34.98/hour x 8 hours/day x 1.3 FTE x 365 days = \$131,367 for reflation Total: \$335,650
68					
	Security - Defense Logistics (First \$25k Subject to Indirect)	\$	25,000	Security services with hazard pay at \$35/hour x 2 security/shift, x 3 shifts/day	\$35/hour x 8 hours/day x 2 security/shift x 3 shifts x 365 days = \$613,200 \$25,000 subject to indirect.
69					
77	<b>TOTAL OPERATING EXPENSES</b>		\$	1,437,399	
78	<b>Indirect Cost</b>	15.0%	\$	1,213,254	
80					
81	<b>Other Expenses (Not Subject to Indirect Cost %)</b>		<b>Amount</b>	<b>Justification</b>	<b>Calculation</b>
82	Laptops (10 Qty X \$2,000) + Carryover \$5,000	\$	1,750	At least 1 desktop or laptop	At least 1 workstation for \$1,750
	Security - Defense Logistics	\$	735,191	Security services at \$35/hour x 2 security/shift, x 3 shifts/day; additional 1 security for 2 shifts for reflation	\$35/hour x 8 hours/day x 2 security/shift x 3 shifts/day x 365 days = \$613,200  \$35/hour x 8 hours/day x 1 security/shift x 2 shifts/day x 263 days = \$146,991 (for reflation)  Total: \$613,200 + \$146,991 - \$25,000 (subject to indirect) = \$735,191
83					

	A	B	C	D	G	J	M	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	12/1/2024						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2021	6/30/2025	4				
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7				
7	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco						
8	<b>Program</b>	Multi-Service Center (MSC) South						
9	<b>F\$P Contract ID#</b>	1000021524						
10	<b>Contract Action</b>	Amendment						
11	<b>Effective Date</b>	12/1/2024						
12	<b>Budget Name</b>	<b>ESG Shelter Operations</b>						
13		<b>Current</b>	<b>New</b>	15%				
14	<b>Term Budget</b>	\$ 144,387	\$ 144,387					
15	<b>Contingency</b>	\$ 878,744	\$ 5,593,249					
16	<b>Not-To-Exceed</b>	\$ 25,938,348	\$ 66,607,849					
17					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
18					7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2028
19					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>New</b>
20								
21	<b>Expenditures</b>							
23	Operating Expense			\$ 77,273	\$ 45,455	\$ 45,455	\$ 168,182	
24	Subtotal			\$ 77,273	\$ 45,455	\$ 45,455	\$ 168,182	
25	Indirect Percentage			10.00%	10.00%	10.00%		
26	Indirect Cost (Line 24 X Line 25)			\$ 7,727	\$ 4,545	\$ 4,545	\$ 16,817	
27	Other Expenses (Not Subject to Indirect %)			\$ (40,613)	\$ -	\$ -	\$ (40,613)	
30	<b>Total Expenditures</b>			<b>\$ 44,387</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 144,386</b>	
31								
32	<b>HSH Revenues</b>							
38	HUD ESG (CFDA 14.231)			\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000	
39	HUD ESG (CFDA 14.231) - One-Time			\$ 14,072	\$ -	\$ -	\$ 14,072	
41	Adjustment to Actuals			\$ (19,685)	\$ -	\$ -	\$ (19,685)	
42	<b>Total HSH Revenues</b>			<b>\$ 44,387</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 144,387</b>	
54								
55	<b>Prepared by</b>	Estella Balauro						
56	<b>Phone</b>	415.977.1270						
57	<b>Email</b>	<a href="mailto:ebalauro@svdp-sf.org">ebalauro@svdp-sf.org</a>						

	A	B	E	H	K	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>OPERATING DETAIL</b>					
4	<b>Document Date</b>	12/1/2024				
5	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco				
6	<b>Program</b>	Multi-Service Center (MSC) South				
7	<b>FSP Contract ID#</b>	1000021524				
8	<b>Budget Name</b>	ESG Shelter Operations				
9						
10			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
11			7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2028
12			Actuals	Actuals	Actuals	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
17	Building Maintenance Supplies and Repair		\$ 45,455	\$ 32,955	\$ 32,955	\$ 111,364
23	Client Supplies		\$ 10,000	\$ 5,000	\$ 5,000	\$ 20,000
24	Client Food		\$ 10,000	\$ 5,000	\$ 5,000	\$ 20,000
25	Cleaning and Janitorial		\$ 11,818	\$ 2,500	\$ 2,500	\$ 16,818
69	<b>TOTAL OPERATING EXPENSES</b>		\$ 77,273	\$ 45,455	\$ 45,455	\$ 168,182
70						
71	Other Expenses (Not Subject to Indirect Cost %)					
72	Moving Expenses and Household Assistance		\$ 15,000			\$ 15,000
73	Adjustment to Actuals		\$ (55,613)			\$ (55,613)
85	<b>TOTAL OTHER EXPENSES</b>		\$ (40,613)	\$ -	\$ -	\$ (40,613)

	A	B	C	D	G	J	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>APPENDIX B, BUDGET</b>								
3	<b>Document Date</b>	12/1/2024							
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>					
5	<b>Current Term</b>	7/1/2021	6/30/2025	4					
6	<b>Amended Term</b>	7/1/2021	6/30/2028	7					
7	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco							
8	<b>Program</b>	Multi-Service Center (MSC) South							
9	<b>FSP Contract ID#</b>	1000021524							
10	<b>Contract Action</b>	Amendment							
11	<b>Effective Date</b>	12/1/2024							
12	<b>Budget Name</b>	<b>One-Time - Carryforward</b>							
13		<b>Current</b>	<b>New</b>						
14	<b>Term Budget</b>	\$ 37,540	\$ 37,540	15%					
15	<b>Contingency</b>	\$ 878,744	\$ 5,593,249						
16	<b>Not-To-Exceed</b>	\$ 25,938,348	\$ 66,607,849						
17									
18					<b>Year 1</b>	<b>Year 2</b>	<b>All Years</b>		
19					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028
20					<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>
21	<b>Expenditures</b>								
27	Other Expenses (Not Subject to Indirect %)				\$ 1,612	\$ 35,928	\$ 37,540	\$ -	\$ 37,540
30	<b>Total Expenditures</b>				<b>\$ 1,612</b>	<b>\$ 35,928</b>	<b>\$ 37,540.40</b>	<b>\$ -</b>	<b>\$ 37,540</b>
31									
32	<b>HSH Revenues</b>								
36	General Fund - One-Time Carryforward				\$ 4,096	\$ -	\$ 4,096	\$ -	\$ 4,096
40	HUD ESG (CFDA 14.231) - One-Time Carryforward				\$ -	\$ 35,928	\$ 35,928	\$ -	\$ 35,928
41	Adjustment to Actuals				\$ (2,484)	\$ -	\$ (2,484)	\$ -	\$ (2,484)
42	<b>Total HSH Revenues</b>				<b>\$ 1,612</b>	<b>\$ 35,928</b>	<b>\$ 37,540.40</b>	<b>\$ -</b>	<b>\$ 37,540</b>
54									
55	<b>Prepared by</b>	Estella Balauro							
56	<b>Phone</b>	415.977.1270							
57	<b>Email</b>	<a href="mailto:ebalauro@svdp-sf.org">ebalauro@svdp-sf.org</a>							

	A	B	E	H	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>OPERATING DETAIL</b>						
4	<b>Document Date</b>	12/1/2024					
5	<b>Provider Name</b>	St. Vincent de Paul Society of San Francisco					
6	<b>Program</b>	Multi-Service Center (MSC) South					
7	<b>FSP Contract ID#</b>	1000021524					
8	<b>Budget Name</b>	One-Time - Carryforward					
9							
10			<b>Year 1</b>	<b>Year 2</b>	<b>All Years</b>		
11			7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028
12			Actuals	Actuals	Current	Amendment	New
71	<b>Other Expenses (Not Subject to Indirect Cost %)</b>						
72	Walkie Talkie		\$ 132		\$ 132	\$ -	\$ 132
73	Headsets		\$ 2,352		\$ 2,352	\$ -	\$ 2,352
74	iPads		\$ 1,612		\$ 1,612	\$ -	\$ 1,612
75	Laptops/Desktops & needed accessories			\$ 15,000	\$ 15,000	\$ -	\$ 15,000
76	Shelter Furniture			\$ 12,928	\$ 12,928	\$ -	\$ 12,928
77	Bed Bug Heater			\$ 8,000	\$ 8,000	\$ -	\$ 8,000
78	Adjustment to Actuals		\$ (2,484)		\$ (2,484)	\$ -	\$ (2,484)
85	<b>TOTAL OTHER EXPENSES</b>		\$ 1,612	\$ 35,928	\$ 37,540	\$ -	\$ 37,540