

Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: Department of Homelessness and Supportive Housing

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Printed report from GFS Target, reports #15.40.001 & 15.40.002
 - Department Budget Summary:** Submission includes copy of report # 15.50.012.
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Equipment & Fleet Requests:** Completed "Form 4A: All Equipment Funded in prior budget"; "Form 4B: New General Fund Equipment"; "Form 4C: Fleet".
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js
- Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:**
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
- Other Requests:** Submitted requests for the following items (through separate forms), if applicable:
 - COIT
 - Capital

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Thomas Chen

Signature: _____

BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22

Department of Homelessness and Supportive Housing

Major Changes	Department Response
<p>1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	<p>Overall, the Department's proposed two-year budget balances work order increases for services from other City departments and reflects increases in state and local revenues. HSH did not enhance its General Fund budget during the departmental phase.</p>
<p>2. EXPENDITURES. What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 3A Expenditure Changes).</p>	<p>General Fund Changes: Fund 10000 - Major change is \$1M cost neutral work order increase; utility budget for homeless shelters transferred from H.S.A. LOSP Operating budget increased \$8M in BY+1 (work order with MOHCD). Fund 10020 - \$8.1M increase from one time Whole Person Care expenditures offsets by WPC revenue increase. Zero out WPC revenue and expenditures for BY+1 as the grant will end by 1/1/2021 Fund 10030 - \$800K increase from Care Not Cash expenditures offsets by CNC revenue increase.</p> <p>Non General Fund Changes: \$2.9M one time increase in HHAP expenditures offsets by revenue. Remove U.S. Department of Housing and Urban Development Continuum of Care expenditures and Revenue from the budget, but will request appropriation authority in the fall</p>
<p>3. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p>Major changes listed above.</p>
<p>4. TARGET. How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>HSH is not able to propose cuts to meet the target without directing services. Please see HSH's transmittal letter for more detailed explanations.</p>
<p>5. POSITIONS. Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p> <p>(Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).</p>	<p>Remove all HUD CoC grant funded positions to off budget. Will request appropriation authority in July for those positions to better align with HUD timelines. Reassign 2119 to DPH work order (MHSA funding) and TX to a 1823. This TX is cost neutral as the cost will be covered by MHSA funding. TX a 1842 to 1822</p>

BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22

Department of Homelessness and Supportive Housing

<p>6. INTERDEPARTMENTAL SERVICES (IDS). Is the department proposing any discretionary changes to IDS workorders (excluding those that are centrally loaded by the Mayor's Office)? If so, describe the changes, including the change amount, the corresponding requesting/performing department, and whether those departments are in agreement with the change.</p> <p>(Reminder: A new IDS balancing report (15.20.012 3.b.2) is available in CFO Dashboards > Enterprise Planning in BI).</p>	<p>HSH is requesting new work order with DT for the 1064-68 Mission project. The work order amount is \$668,649 for one time for all IT set ups. HSH never received any budget for the project other than \$5M G.O Bond funding which entirely goes to construction of the site. DT is in agreement with HSH.</p> <p>HSH is also requesting street cleaning services from DPW for its new office at 440 Turk. The amount is \$124,259 ongoing. DPW is in agreement with HSH.</p> <p>HSH is requesting to continue a full time HR analyst from DHR for one additional year to help with HSH's HR needs. HSH's HR team is currently extremely short staffed. The work order amount is \$231,583 one time. DHR is in agreement with HSH.</p>
<p>7. LEGISLATION. Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p> <p>If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	<p>No</p>
<p>8. PROP J: Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>No new contract. HSH is resubmitting existing Prop J for reapproval.</p>
<p>9. TRANSFER OF FUNCTION: Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>No</p>
<p>10. INTERIM EXCEPTIONS: Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are is the request being made?</p>	<p>No</p>
<p>11. FELLOWSHIP PROGRAMS: Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p> <p>Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</p>	<p>Yes, 1 FTE at 1801 level for SF Fellow program.</p>

*Only applicable for departments with General Fund Targets

Please run Oracle Business Intelligence Reports 15.40.001 & 15.40.002, aka "Target Reports" and include with budget submission to reflect Efficiency/Reduction Target proposal is loaded in the budget system.

GFS Target Basic Positions FTE Cost Report Balancing Mayor's Budget Book Annual Appropriation Labor Negotiation F

* Select a Report

- 15.40.001 GFS Target & Non GFS Balance - Dept Detail
- 15.40.002 GFS Target & Non-GFS Balance - Dept Summary

See next page

Select a Report Budget Year Snapshot Department
 15.40.001 GFS Target & Non GFS Balance - Dept Detail 2021 Current HOM

CY 2020 Phase CY 2019-2020 Phase BY 2020-2021 Phase BY+1 2021-2022 BY+1 2022

15.40.001 GFS Target & Non GFS Balance

Time run: 2/21/2020 8:35:07 AM

Department: HOM Homelessness Services (General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
ELIMINATION	Transfer Adjustment-Source	(18,331,684)	(800,256)	(19,131,940)	(18,331,684)	(1,397,996)	(19,729,680)
		(18,331,684)	(800,256)	(19,131,940)	(18,331,684)	(1,397,996)	(19,729,680)
EXPENDITURE	Aid Assistance	810,475	0	810,475	810,475	0	810,475
	Capital Outlay	0	0	0	0	0	0
	City Grant Program	155,928,873	2,068,400	157,997,273	155,928,873	2,068,400	157,997,273
	Mandatory Fringe Benefits	6,104,139	(67,022)	6,037,117	6,161,054	(68,145)	6,092,909
	Materials & Supplies	153,165	0	153,165	153,165	0	153,165
	Non-Personnel Services	29,219,532	(2,829,940)	26,389,592	29,219,532	(2,827,594)	26,391,938
	Overhead and Allocations	50,000	(50,000)	0	50,000	(50,000)	0
	Programmatic Projects	10,538,544	8,718,436	19,256,980	10,538,544	0	10,538,544
	Salaries	13,461,205	(63,416)	13,397,789	13,937,114	(65,647)	13,871,467
	Services Of Other Depts	21,969,078	1,688,380	23,657,458	21,969,078	9,506,983	31,476,061
		238,235,011	9,464,838	247,699,849	238,767,835	8,563,997	247,331,832
REVENUE	Expenditure Recovery	8,401,351	(916,043)	7,485,308	8,401,351	(905,125)	7,496,226
	Intergovernmental Rev-State	12,470,372	8,130,059	20,600,431	12,470,372	0	12,470,372
	IntraFund Transfers In	18,331,684	800,256	19,131,940	18,331,684	1,397,996	19,729,680
	Other Revenues	257,500	0	257,500	257,500	0	257,500
	Rents & Concessions	129,840	0	129,840	129,840	0	129,840
		39,590,747	8,014,272	47,605,019	39,590,747	492,871	40,083,618

Category	BY Base Amt	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
GFS	198,644,264	1,450,566	200,094,830	199,177,088	8,071,126	207,248,214

General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(6,199,929)	192,444,335	201,238,574
			7,650,495

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	(12,399,859)	186,777,229	208,391,958
			20,470,985

Department: HOM Homelessness Services (Non GFS Balance)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
ELIMINATION	Transfer Adjustment-Source	0	0	0	0	0	0
		0	0	0	0	0	0
EXPENDITURE	Aid Assistance	2,453,118	0	2,453,118	2,453,118	0	2,453,118
	City Grant Program	46,444,207	(45,944,207)	500,000	46,444,207	(45,944,207)	500,000
	Mandatory Fringe Benefits	590,064	(590,064)	0	597,995	(597,995)	0
	Non-Personnel Services	684,494	(75,000)	609,494	684,494	(75,000)	609,494
	Programmatic Projects	3,000,000	(36,362)	2,963,638	3,000,000	(3,000,000)	0
	Salaries	1,627,924	(1,627,924)	0	1,685,175	(1,685,175)	0
	Services Of Other Depts	198,549	(198,549)	0	198,549	(198,549)	0
		54,998,356	(48,472,106)	6,526,250	55,063,538	(51,500,926)	3,562,612
REVENUE	Business Taxes	0	0	0	0	0	0
	InterGovernmental Rev-Federal	51,981,078	(48,418,466)	3,562,612	51,981,078	(48,418,466)	3,562,612
	Intergovernmental Rev-State	3,000,000	(36,362)	2,963,638	3,000,000	(3,000,000)	0
	Operating Transfers In	0	0	0	0	0	0
		54,981,078	(48,454,828)	6,526,250	54,981,078	(51,418,466)	3,562,612

Non-General Fund Support - Revenue Balance

Revenue Total : 6,526,250

Expenditure Total : 6,526,250

Revenue Surplus(Deficit) : 0

Non-General Fund Support - BY +1 Revenue Balance

Revenue Total : 3,562,612

Expenditure Total : 3,562,612

Revenue Surplus(Deficit) : 0

Please run Oracle Business Intelligence Report 15.50.012 Department Total Budget Historical Comparison and include with budget submission.



* Select a Report

- 15.50.001 Sources and Uses of Funds Excluding Fund Transfers
- 15.50.005 Uses by Service Area, Department and Division
- 15.50.007 Uses by Service Area and Department
- 15.50.008 Uses by Department
- 15.50.010 Authorized Positions, Grand Recap Detail
- 15.50.011 Funded Positions, Grand Recap by Major Service Area and Department Title
- 15.50.012 Department Total Budget Historical Comparison
- 15.50.014 Mayors Proposed Capital Projects and Facilities Maintenance
- 15.50.015 Major Fund Recap
- 15.50.016 Consolidated Schedule of Sources and Uses

See Attached PDF

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: _____

Please identify proposed expenditure changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level.

Note: To submit this information, run the **15.30.005 Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

- Budget Year: **2021**
- Before Snapshot: **Start of Dept**
- After Snapshot: **Current**
- GFS Type: Do not select a value.

Filter report on "AAO Title" field to only display "Gross Expenditures".

For any proposed changes, provide an explanation in the "Explanation of Change" for each Budget Year column.
Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.
All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Total BY Expenditure Variance: (39,007,268.00) Total BY+1 Expenditure Variance: (41,793,185.00)

GFS Type	Dept	Dept Division	Division Description	Dept Section	Section Description	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	TRIO ID	TRIO Title	AAO Category	AAO Title	Change Type Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FORMULA	FILL IN	
																																Change submitted?	Explanation of Change	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	001	Gross Expenditures	4	On-Going			\$5,333,769	\$5,349,229	\$8,463	\$5,528,937	\$5,537,697	\$8,760	YES	Please refer to position changes	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	513010	5130Fringe	513010	Retire City Misc	001	Gross Expenditures	4	On-Going			\$1,207,034	\$1,208,951	\$1,917	\$1,171,362	\$1,173,038	\$1,676	YES	Please refer to position changes	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	514010	5130Fringe	514010	Social Security (Dasdi & H)	001	Gross Expenditures	4	On-Going			\$132,047	\$132,571	\$524	\$323,566	\$324,110	\$544	YES	Please refer to position changes	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(H Only)	001	Gross Expenditures	4	On-Going			\$77,381	\$77,464	\$83	\$80,168	\$80,295	\$127	YES	Please refer to position changes	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	001	Gross Expenditures	4	On-Going			\$14,402	\$14,423	\$23	\$14,923	\$14,952	\$29	YES	Please refer to position changes	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	001	Gross Expenditures	4	On-Going			\$56,492	\$56,525	\$33	\$17,108	\$17,140	\$32	YES	Please refer to position changes	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	520000	5200CHalo	520000	Overhead-Budget	001	Gross Expenditures	4	On-Going			\$50,000	\$0	(\$50,000)	\$50,000	\$0	(\$50,000)	YES	Correct last year's error. Move budget to the correct account code	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	522000	5210NPSvcs	522000	Training - Budget	001	Gross Expenditures	4	On-Going			\$40,000	\$80,000	\$40,000	\$40,000	\$80,000	\$40,000	YES	Correct last year's error. Move budget to the correct account code	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	581008	58100Hdep	581008	SP-DPW-Street Cleaning	001	Gross Expenditures	4	On-Going			\$0	\$124,259	\$124,259	\$0	\$127,387	\$127,387	\$0	YES	Adding work order budget with DPW for street cleaning from 440 Turk, HSH's new home office
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	581470	58100Hdep	581470	GF-HR-Client Sec-Recruit-Assess	001	Gross Expenditures	4	On-Going			\$41,000	\$272,583	\$231,583	\$41,000	\$0	(\$0)	YES	Retain DHR's HR analyst to help out with HSH for one more year due to short HR staffing	
GFS	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	GF Annual Account Ctrl	10026736	HO Administration	1	HO Administration	10000	Operating	581870	58100Hdep	581870	GF-City Hall Fellows Program	001	Gross Expenditures	4	On-Going			\$0	\$128,972	\$128,972	\$0	\$128,972	\$128,972	\$0	YES	Continue one City fellow. Received a one year funding last fiscal year
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026738	HO Transitional-Aged Youth Bas	1	HO Transitional-Aged Youth Bas	10000	Operating	538010	5380CtyGP	538010	Community Based Org Svcs	001	Gross Expenditures	4	On-Going			\$11,331,206	\$12,978,912	\$1,647,706	\$11,333,204	\$12,978,912	\$1,645,708	YES	Eliminating 1K People and 1K TAY project code and move the budget to this line.	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026738	HO Transitional-Aged Youth Bas	1	HO Transitional-Aged Youth Bas	10000	Operating	581670	58100Hdep	581670	GF-Mayor's - Cdng	001	Gross Expenditures	4	On-Going			\$1,417,984	\$2,094,522	\$676,538	\$1,417,984	\$2,165,300	\$747,316	YES	Based on MOHCD's request to balance the work order amount	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026739	HO Homelessness Outreach and P	1	HO Homelessness Outreach and P	10000	Operating	581540	58100Hdep	581540	GF-Mental Health	001	Gross Expenditures	4	On-Going			\$3,432,234	\$3,432,234	\$0	\$3,432,234	\$3,432,234	\$0	YES	Based on DPW's request to balance all the work orders adjustments	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	001	Gross Expenditures	4	On-Going			\$5,758,383	\$5,855,020	(\$96,637)	\$5,860,903	\$5,855,973	(\$4,929)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	513010	5130Fringe	513010	Retire City Misc	001	Gross Expenditures	4	On-Going			\$1,303,937	\$1,281,350	(\$22,587)	\$1,263,501	\$1,241,657	(\$21,944)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	514010	5130Fringe	514010	Social Security (Dasdi & H)	001	Gross Expenditures	4	On-Going			\$354,554	\$348,270	(\$6,284)	\$366,772	\$360,267	(\$6,505)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(H Only)	001	Gross Expenditures	4	On-Going			\$85,600	\$84,131	(\$1,469)	\$88,336	\$87,015	(\$1,321)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	515010	5130Fringe	515010	Health Service-City Match	001	Gross Expenditures	4	On-Going			\$341,355	\$237,952	(\$103,403)	\$255,379	\$251,780	(\$3,599)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	515710	5130Fringe	515710	Dependent Coverage	001	Gross Expenditures	4	On-Going			\$557,837	\$546,187	(\$11,650)	\$690,305	\$577,874	(\$12,431)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	516010	5130Fringe	516010	Dental Coverage	001	Gross Expenditures	4	On-Going			\$69,034	\$67,097	(\$1,937)	\$70,408	\$69,085	(\$523)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	001	Gross Expenditures	4	On-Going			\$15,940	\$15,667	(\$273)	\$16,484	\$16,302	(\$182)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	001	Gross Expenditures	4	On-Going			\$17,638	\$17,363	(\$275)	\$18,238	\$17,871	(\$367)	YES	Please refer to position changes	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	527000	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt	001	Gross Expenditures	4	On-Going			\$11,564,400	\$8,886,460	(\$2,677,940)	\$11,564,400	\$8,886,460	(\$2,677,940)	YES	Moving security budget from professional services (5210) to non profit (5280).	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	538010	5380CtyGP	538010	Community Based Org Svcs	001	Gross Expenditures	4	On-Going			\$92,751,995	\$92,751,995	(\$0)	\$92,751,995	\$92,751,995	(\$0)	YES	Reflect recovery changes from H.S.A and DPW work orders	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	581540	58100Hdep	581540	GF-Mental Health	001	Gross Expenditures	4	On-Going			\$1,791,857	\$1,882,247	(\$90,390)	\$1,791,857	\$1,717,193	(\$74,664)	YES	WO recon - reallocation	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	581550	58100Hdep	581550	GF-Non-Comm Health Network Audo	001	Gross Expenditures	4	On-Going			\$2,938,103	\$2,938,103	\$0	\$2,938,103	\$2,938,103	\$0	YES	WO recon - reallocation	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	581670	58100Hdep	581670	GF-Mayor's - Cdng	001	Gross Expenditures	4	On-Going			\$10,528,589	\$10,088,421	(\$440,168)	\$10,528,589	\$18,709,854	\$8,181,265	YES	Based on MOHCD's request to balance the work order amount	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	581690	58100Hdep	581690	GF-Mayor's Office Services	001	Gross Expenditures	1	One-Time			\$0	\$85,000	\$85,000	\$0	\$0	\$0	YES	Based on Mayor Officer's request	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10026740	HO Shelter & Housing for the H	4	HO Shelter Utilities	10000	Operating	538010	5380CtyGP	538010	Community Based Org Svcs	001	Gross Expenditures	4	On-Going			\$603,438	\$603,438	\$0	\$603,438	\$603,438	\$0	YES	Utility Budget for Homesless Shelters transferred from H.S.A	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10032287	1K Person Project	1	1K Person Project	10000	Operating	538010	5380CtyGP	538010	Community Based Org Svcs	001	Gross Expenditures	4	On-Going			\$8,258,400	\$0	(\$8,258,400)	\$8,258,400	\$0	(\$8,258,400)	YES	Moved to budget to the more appropriate Project ID	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10033396	1K Person Project - TAY	1	1K Person Project - TAY	10000	Operating	538010	5380CtyGP	538010	Community Based Org Svcs	001	Gross Expenditures	4	On-Going			\$515,000	\$0	(\$515,000)	\$515,000	\$0	(\$515,000)	YES	Moved to budget to the more appropriate Project ID	
GFS	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	GF Annual Account Ctrl	10035945	HO LSP	1	HO LSP SERVICES	10000	Operating	538010	5380CtyGP	538010																

Budget System Report 15.30.005 filtered on Gross Expenditures																								FORMULA	FILL IN										
GFS Type	Dept	Dept Division	Division Description	Dept Section	Section Description	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	TRIO ID	TRIO Title	AAO Category	AAO Title	Change Type Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change		
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12920	SR Human Welfare-Grants Sta	10034647	State Homeless Aid - HEAP 2.0	1	SAFE and New Center	10001	Grants	006070	0060ProgPr	006070	Programmatic Projects-Budget		Unspecified	001	Gross Expenditures	1	One-Time	50	\$2,963,638		\$2,963,638	50		50		YES	Expenditures offset by additional MHAF revenue
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12920	SR Human Welfare-Grants Sta	10035544	HOM FY21 CESH	1	HOM FY21 CESH	10001	Grants	006070	0060ProgPr	006070	Programmatic Projects-Budget		Unspecified	001	Gross Expenditures	4	On-Going	\$3,000,000	50	(\$3,000,000)	\$3,000,000	50	(\$3,000,000)		YES	Remove CESH expenditures as the grant ended	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	001010	0010Salary	001010	Perm Salaries-Misc-Regular		Unspecified	001	Gross Expenditures	4	On-Going	\$1,627,934	50	(\$1,627,934)	\$1,685,175	50	(\$1,685,175)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	013010	0130Fringe	013010	Retire City Misc		Unspecified	001	Gross Expenditures	4	On-Going	\$372,930	50	(\$372,930)	\$361,655	50	(\$361,655)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	014010	014010	014010	Social Security (Daddi & H)		Unspecified	001	Gross Expenditures	4	On-Going	\$100,932	50	(\$100,932)	\$104,482	50	(\$104,482)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	014020	014020	014020	Social Sec-Medicare(H Only)		Unspecified	001	Gross Expenditures	4	On-Going	\$23,606	50	(\$23,606)	\$24,436	50	(\$24,436)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	015010	015010	015010	Health Service-City Match		Unspecified	001	Gross Expenditures	4	On-Going	\$75,815	50	(\$75,815)	\$80,221	50	(\$80,221)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	015710	015710	015710	Dependent Coverage		Unspecified	001	Gross Expenditures	4	On-Going	\$165,888	50	(\$165,888)	\$175,515	50	(\$175,515)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	016010	016010	016010	Dental Coverage		Unspecified	001	Gross Expenditures	4	On-Going	\$20,573	50	(\$20,573)	\$20,989	50	(\$20,989)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	017010	017010	017010	Unemployment Insurance		Unspecified	001	Gross Expenditures	4	On-Going	\$4,395	50	(\$4,395)	\$4,550	50	(\$4,550)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	019120	019120	019120	Long Term Disability Insurance		Unspecified	001	Gross Expenditures	4	On-Going	\$6,366	50	(\$6,366)	\$6,588	50	(\$6,588)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	019990	019990	019990	Other Fringe Benefits		Unspecified	001	Gross Expenditures	4	On-Going	\$180,441	50	(\$180,441)	\$180,441	50	(\$180,441)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	035000	035000	035000	Other Current Expenses - Bgdt		Unspecified	001	Gross Expenditures	4	On-Going	\$75,000	50	(\$75,000)	\$75,000	50	(\$75,000)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	038010	038010	038010	Community Based Org Svcs		Unspecified	001	Gross Expenditures	4	On-Going	\$45,944,207	50	(\$45,944,207)	\$45,944,207	50	(\$45,944,207)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM20 Coc AO Budget for HUD Gr	1	HOM20 Coc AO Budget	10001	Grants	081550	081550	081550	GF-Hon-Comm Health Network AAO		Unspecified	001	Gross Expenditures	4	On-Going	\$198,549	50	(\$198,549)	\$198,549	50	(\$198,549)		YES	Remove HUD Coc expenditures. Will request appropriation authority in fall	

BUDGET FORM 3A: Position Changes

DEPARTMENT:

Please identify proposed position changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level (reflecting both salary and discretionary special class changes).

Note: To submit this information, run the **15.30.004 Position Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

- Budget Year: 2021
- Before Snapshot: Start of Dept
- After Snapshot: Current
- GFS Type: Do not select a value.

For any proposed changes, provide an explanation in the "Explanation of FTE and/or Amount Change" column. Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report. All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Total BY FTE Variance: - Total BY Amount Variance: (1,684,845.00) Total BY+1 FTE Variance: - Total BY+1 Amount Variance: (1,744,099.00)																																													
GFS Type	Dept	Division	Section	Department ID	Department Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account ID	Agency Use ID	AAO	AAO Title	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FORMULA		FILL IN				
																																							FTE Changes Submitted?	Amount Changes Submitted?		Explanation of FTE and/or Amount Change			
GF5	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	SF Annual Account CH1	10026736	HO Administration	1	HO Administration	10000	Operating	50105Salary	501010	01	Gross Expenditures	1822_C	Administrative Analyst	790	790-LOCAL 790, SEU	C	A	T	HOM02	0.00	1.00	(1.00)	\$0	\$0	\$0	0.00	1.00	(1.00)	\$0	\$0	\$0				YES	YES	Position Substitution (DRH approved) - Budgetary & programmatic realignment.
GF5	HOM	203645	HOM ADMINISTRATION			203645	HOM ADMINISTRATION	10000	SF Annual Account CH1	10026736	HO Administration	1	HO Administration	10000	Operating	50105Salary	501010	01	Gross Expenditures	1822_C	Management Assistant	790	790-LOCAL 790, SEU	C	A	T	HOM02	0.00	(1.00)	(1.00)	\$0	(997,217)	(997,217)	0.00	(1.00)	(1.00)	\$0	(106,493)	(106,493)				YES	YES	Position Substitution (DRH approved) - Budgetary & programmatic realignment.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1832_C	Senior Account Clerk	790	790-LOCAL 790, SEU	C	D	H	HOM03	0.00	1.00	1.00	\$0	\$0	\$0	0.00	1.00	1.00	\$0	\$0	\$0				YES	NO	Position Reassignment of Coc grant funded position to GF (DR Budget status).
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1832_C	Senior Account Clerk	790	790-LOCAL 790, SEU	C	D	H	HOM03	0.00	(1.00)	(1.00)	\$0	\$0	\$0	0.00	(1.00)	(1.00)	\$0	\$0	\$0				YES	NO	Position Substitution - Budgetary & programmatic realignment to meet expanding role & duties.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1834_C	Principal Account Clerk	790	790-LOCAL 790, SEU	C	D	H	HOM03	0.00	1.00	1.00	\$0	\$0	\$0	0.00	1.00	1.00	\$0	\$0	\$0				YES	NO	Position Reassignment of Coc grant funded position to GF (DR Budget status).
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1820_C	Junior Administrative Analyst	790	790-LOCAL 790, SEU	C	G	H	HOM07	0.00	(1.00)	(1.00)	\$0	(861,129)	(861,129)	0.00	(1.00)	(1.00)	\$0	(84,154)	(84,154)				YES	YES	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1820_C	Junior Administrative Analyst	790	790-LOCAL 790, SEU	C	D	H	HOM07	0.00	2.00	2.00	\$0	\$0	\$0	0.00	2.00	2.00	\$0	\$0	\$0				YES	NO	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1820_C	Junior Administrative Analyst	790	790-LOCAL 790, SEU	C	D	H	HOM07	0.00	1.00	1.00	\$0	\$0	\$0	0.00	1.00	1.00	\$0	\$0	\$0				YES	NO	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1822_C	Administrative Analyst	790	790-LOCAL 790, SEU	C	D	H	HOM03	0.00	1.00	1.00	\$0	\$0	\$0	0.00	1.00	1.00	\$0	\$0	\$0				YES	NO	Position Reassignment of Coc grant funded position to GF (DR Budget status).
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1822_C	Administrative Analyst	790	790-LOCAL 790, SEU	C	D	H	HOM03	0.00	1.00	1.00	\$0	\$0	\$0	0.00	1.00	1.00	\$0	\$0	\$0				YES	NO	Position Substitution - Budgetary & programmatic realignment to meet expanding role & duties.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1823_C	Senior Administrative Analyst	21	021-LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	H	HOM04	0.00	1.00	1.00	\$0	\$13,098	\$13,098	0.00	1.00	1.00	\$0	\$127,427	\$127,427				YES	YES	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	1823_C	Senior Administrative Analyst	21	021-LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	G	H	HOM04	0.00	(1.00)	(1.00)	\$0	(512,098)	(512,098)	0.00	(1.00)	(1.00)	\$0	(627,427)	(627,427)				YES	YES	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	2119_C	Health Care Analyst	21	021-LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	H	HOM04	0.00	(1.00)	(1.00)	\$0	(5107,448)	(5107,448)	0.00	(1.00)	(1.00)	\$0	(5111,224)	(5111,224)				YES	YES	Position Reassignment to reflect programmatic change.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	2905_C	Human Services Agency Senior Eligibility Worker	135	535-LOCAL 535, SEU - L335	C	D	H	HOM03	0.00	4.00	4.00	\$0	\$0	\$0	0.00	4.00	4.00	\$0	\$0	\$0				YES	NO	Position Reassignment of Coc grant funded position to GF (DR Budget status).
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	2917_C	Program Support Analyst	135	535-LOCAL 535, SEU - L335	C	A	H	HOM03	0.00	(1.00)	(1.00)	\$0	(526,535)	(526,535)	0.00	(1.00)	(1.00)	\$0	(5130,965)	(5130,965)				YES	YES	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	2917_C	Program Support Analyst	135	535-LOCAL 535, SEU - L335	C	D	H	HOM03	0.00	4.00	4.00	\$0	\$0	\$0	0.00	4.00	4.00	\$0	\$0	\$0				YES	NO	Position Reassignment of Coc grant funded position to GF (DR Budget status).
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	2917_C	Program Support Analyst	135	535-LOCAL 535, SEU - L335	C	D	H	HOM03	0.00	1.00	1.00	\$0	\$0	\$0	0.00	1.00	1.00	\$0	\$0	\$0				YES	NO	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	2918_C	Human Services Agency Social Worker	790	790-LOCAL 790, SEU	C	A	H	HOM03	0.00	1.00	1.00	\$0	\$98,820	\$98,820	0.00	1.00	1.00	\$0	\$98,193	\$98,193				YES	YES	Position Reassignment of Coc grant funded position to GF (DR Budget status).
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	2922_C	Senior Behavioral Health Clinician	790	790-LOCAL 790, SEU	C	A	H	HOM03	0.00	1.00	1.00	\$0	\$117,514	\$117,514	0.00	1.00	1.00	\$0	\$121,646	\$121,646				YES	YES	Position Reassignment of Coc grant funded position to GF (DR Budget status).
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10000	SF Annual Account CH1	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10000	Operating	50105Salary	501010	01	Gross Expenditures	2920_C	Public Service Aide - Assistant To Professionals	790	790-LOCAL 790, SEU	C	D	H	HOM03	0.00	2.00	2.00	\$0	\$0	\$0	0.00	2.00	2.00	\$0	\$0	\$0				YES	NO	Position Reassignment of Coc grant funded position to GF (DR Budget status).
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10060	SF Work Order	10026739	HO Homelessness Outreach and P	1	HO Homelessness Outreach and P	10002	Interdepartmental Overhead	50105Salary	501010	01	Gross Expenditures	2566_C	Rehabilitation Counselor	21	021-LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	H	HOM03	0.00	(1.00)	(1.00)	\$0	(935,726)	(935,726)	0.00	(1.00)	(1.00)	\$0	(597,022)	(597,022)				YES	YES	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10060	SF Work Order	10026739	HO Homelessness Outreach and P	1	HO Homelessness Outreach and P	10002	Interdepartmental Overhead	50105Salary	501010	01	Gross Expenditures	2566_C	Rehabilitation Counselor	21	021-LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	D	H	HOM03	0.00	1.00	1.00	\$0	\$0	\$0	0.00	1.00	1.00	\$0	\$0	\$0				YES	NO	Position Status updated to reflect appropriate funding source.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10060	SF Work Order	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10002	Interdepartmental Overhead	50105Salary	501010	01	Gross Expenditures	1823_C	Senior Administrative Analyst	21	021-LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	H	HOM04	0.00	1.00	1.00	\$0	\$13,098	\$13,098	0.00	1.00	1.00	\$0	\$127,427	\$127,427				YES	YES	Position Substitution (DRH approved) - Budgetary & programmatic realignment.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10060	SF Work Order	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10002	Interdepartmental Overhead	50105Salary	501010	01	Gross Expenditures	2119_C	Health Care Analyst	21	021-LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	H	HOM04	0.00	1.00	1.00	\$0	\$107,448	\$107,448	0.00	1.00	1.00	\$0	\$111,224	\$111,224				YES	YES	Position Reassignment to reflect programmatic change.
GF5	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	10060	SF Work Order	10026740	HO Shelter & Housing for the H	1	HO Shelter & Housing for the H	10002	Interdepartmental Overhead	50105Salary	501010	01	Gross Expenditures	2119_C	Health Care Analyst	21	021-LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	T	HOM04	0.00	(1.00)	(1.00)	\$0	(5107,448)	(5107,448)	0.00	(1.00)	(1.00)	\$0	(5111,224)	(5111,224)				YES	YES	Position Substitution (DRH approved) - Budgetary & programmatic realignment.
Self Supporting	HOM	203646	HOM PROGRAMS			203646	HOM PROGRAMS	12960	SR Human Welfare-Grants	10034647	HOM03 Coc AD Budget for HUD Gr	1	HOM03 Coc AD Budget	10001	Grants	50105Salary	501010																												

Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:

Department: Department of Homeless and Supportive Housing
Contract: Security

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;
Renewal for ongoing efficiency and cost savings

[Shaded area for response to item 1]

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

Renewal. Transferred from H.S.A.
[Shaded area for response to item 2]

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

Ongoing contract monitoring following Citywide policies and procedures
[Shaded area for response to item 3]

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

Renewal. See analysis

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

Ongoing contract monitoring following Citywide policies and procedures

6. The department's plan for City employees displaced by the contract; and,
Not Applicable

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Name and job title of the person completing this questionnaire:

Thomas Chen, Budget and Finance Manager

PROP J ANALYSIS SUMMARY

Department of Homeless and Supportive Housing
Security

FISCAL YEAR 2020-21

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	207,252	\$	251,833
Total Other Pay	\$	31,088	\$	37,775
Total Fringe Benefits	\$	132,761	\$	147,348
Additional City Costs	\$	6,500	\$	6,500
	\$	377,601	\$	443,456

City cost if services are contracted out

Contract Cost	\$	231,101	\$	265,441
City Contract Monitoring	\$	11,983	\$	12,936
	\$	243,084	\$	278,377

City Savings from Contracting Out,

Savings/(Cost)	\$	134,517	\$	165,079
		36%		37%

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2020-21

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 231,101.00	\$ 265,441.15
Estimated Monitoring Cost	\$ 11,983.46	\$ 12,935.71

Contract Monitoring Costs:

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why, as this would be unusual.

Contract Cost Calculation:

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
1 5850 regular hours	32.95		192757.5	221671.125
2 650 OT hours	48.99		31843.5	36620.025
3 Material and Supplies and uniforms			6500	7150
4				
5				
6				
7				
8				
9				
10				
11				
12 TOTAL CONTRACT COST			\$ 231,101.00	\$ 265,441.15

Salary:

Job Class	Job Class Title	# of FTEs <i>(can be partial, e.g. a half time employee would be 0.5 FTE)</i>	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
1,823	Sr Administrative Analyst	0.05	3,886	4,723	\$ 5,091	\$ 6,187	\$ 4,566	\$ 2,475	\$ 228	\$ 124	\$ 5,319	\$ 6,310
7,203	Buildings And Grounds Maintenance Supervisor	0.05	4,909	4,958	\$ 6,431	\$ 6,496	\$ 4,669	\$ 2,598	\$ 233	\$ 130	\$ 6,664	\$ 6,625
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 11,522	\$ 12,682	\$ 9,236	\$ 5,073	\$ 462	\$ 254	\$ 11,983	\$ 12,936

1. List all assumptions made in calculating contract cost.

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

- 1) The split between regular hours and OT hours are based on estimate
- 2)
- 3)
- 4)

2. What is the source of data used to calculate the contract cost?

3. What year is your data from?

FY 2019-20

4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?