

	A	B	C	D	E	F
1						Appendix B, Page 1
2						Document Date: 04/09/19
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	San Francisco In-Home Supportive Services Public Authority				07/01/19 - 06/30/22	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: SF IHSS Public Authority (PA ADMIN / HEALTH / DENTAL)					
10	Budget Reference Page No.(s)					TOTAL
11	Program Term: 7/1/19 - 6/30/22	FY2019-20	FY2020-21	FY2021-22		7/1/19-6/30/22
12	Expenditures					
13	Salaries & Benefits	\$2,164,055	\$2,231,305	\$2,300,468		\$6,695,828
14	Operating Expense	\$72,753,060	\$75,081,177	\$76,854,737		\$224,688,974
15	Subtotal	\$74,917,115	\$77,312,482	\$79,155,205		\$231,384,802
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0		\$0
18	Capital Expenditure	\$31,750	\$10,250	\$14,750		\$56,750
19	Total Expenditures	\$74,948,865	\$77,322,732	\$79,169,955		\$231,441,552
20	HSA Revenues					
21	General Fund 20%	\$14,989,773	\$15,464,546	\$15,833,991		\$46,288,310
22	State Funding 30%	\$22,484,660	\$23,196,820	\$23,750,987		\$69,432,467
23	Federal Funding 50%	\$37,474,432	\$38,661,366	\$39,584,977		\$115,720,775
24						
25						
26	TOTAL HSA REVENUES	\$74,948,865	\$77,322,732	\$79,169,955		\$231,441,552
27	Other Revenues					
28						
29						
30						
31						
32						
33	Total Revenues	\$74,948,865	\$77,322,732	\$79,169,955		\$231,441,552
34	Full Time Equivalent (FTE): 21.15 FTE PA Staff Only					
36	Prepared by: Loc Chau - Director of Fiance & Operations		Telephone: 415-593-8115		04/09/19	
37	HSA-CO Review Signature: _____					
38	HSA #1					4/9/2019

Program Name: SF IHSS Public Authority
PA ADMIN / HEALTH / DENTAL

Operating Expense Detail

EXPENDITURE CATEGORY	TERM	FY2019-20	FY2020-21	FY2021-22	TOTAL
Rental of Property		\$408,715	\$417,304	\$425,893	\$1,251,912
Utilities(Telephone / Repair & Maintenance)		\$28,500	\$32,000	\$25,500	\$86,000
Office Supplies / Postage		\$67,500	\$69,000	\$72,500	\$209,000
Printing (Newsletter / Communications / Office Forms)		\$43,500	\$45,750	\$47,500	\$136,750
Insurance		\$22,500	\$23,750	\$25,000	\$71,250
Prof. Membership / Staff Training / Recruitment / Meetings		\$27,500	\$30,000	\$33,000	\$90,500
Staff Travel (Mileage / Accommodations)		\$7,500	\$8,750	\$10,000	\$26,250
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
Independent Auditor		\$41,000	\$43,000	\$45,000	\$129,000
Bookkeeping & Payroll Services		\$45,500	\$47,500	\$49,500	\$142,500
Technology Consultant		\$45,500	\$47,500	\$49,500	\$142,500
Legal Counsel		\$28,000	\$29,000	\$30,000	\$87,000
Benefits Management		\$131,000	\$135,000	\$139,000	\$405,000
Homecare Registry		\$15,600	\$16,800	\$18,000	\$50,400
Other Consulting		\$55,000	\$58,000	\$61,000	\$174,000
OTHER					
Exchange (Monthly Email Service - Cloud)		\$7,000	\$7,750	\$8,500	\$23,250
Education & Outreach (Incl. SDN)		\$36,500	\$38,500	\$41,000	\$116,000
CAPA Annual Dues		\$16,927	\$17,975	\$18,500	\$53,402
IP Supplies & ID Cards		\$40,750	\$40,750	\$40,750	\$122,250
Mentorship Program (PT Mentors: Salaries & Benefits)		\$69,750	\$73,750	\$77,750	\$221,250
Mentorship Program: Training/Meetings/Materials/Consultants		\$29,500	\$30,750	\$33,000	\$93,250
Shop Stewards		\$20,038	\$21,252	\$21,859	\$63,149
Health Insurance - SF Health Plan		\$68,171,089	\$70,383,381	\$72,048,996	\$210,603,466
Dental Insurance - Liberty Dental		\$3,394,191	\$3,463,715	\$3,532,989	\$10,390,895
TOTAL OPERATING EXPENSE		\$72,753,060	\$75,081,177	\$76,854,737	\$224,688,974

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1								
2							Appendix B, Page 4	
3							Document Date: 04/09/19	
4		Program Name: SF IHSS Public Authority						
5		PA ADMIN / HEALTH / DENTAL						
6								
7		Capital Expenditure Detail						
8		(Equipment and Remodeling Cost)						
9							TOTAL	
10	EQUIPMENT	TERM	FY2019-20	FY2020-21	FY2021-22		7/1/19-6/30/22	
11	No.	ITEM/DESCRIPTION						
12	1	Tables & Chairs for Training Room	\$10,750				\$10,750	
13								
14	2	Office Reorganization: Cubicles / Desks / Chairs	\$13,500				\$13,500	
15								
16	3	3 Computers / 3 Monitors / 3 Telephones	\$7,500				\$7,500	
17								
18	4	3 Computers / 3 Monitors / 3 Telephones		\$10,250			\$10,250	
19								
20	5	5 Computers / 5 Monitors / 5 Telephones			\$14,750		\$14,750	
21								
22								
23								
24								
25								
26								
27								
28	TOTAL EQUIPMENT COST		\$31,750	\$10,250	\$14,750		\$56,750	
29								
30	R E M O D E L I N G							
31	Description:						0	
32							0	
33							0	
34							0	
35	TOTAL REMODELING COST			0	0		0	
36								
37	TOTAL CAPITAL EXPENDITURE		\$31,750	\$10,250	\$14,750		\$56,750	
38	(Equipment and Remodeling Cost)							
39	HSA #4						4/9/2019	

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1						Appendix B(a), Page 1
2						Document Date: 03/29/19
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	San Francisco In-Home Supportive Services Public Authority				07/01/19 - 06/30/22	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: SF IHSS Public Authority (FINGER PRINTING PROJECT)					
10	Budget Reference Page No.(s)				TOTAL	
11	Program Term: 7/1/19 - 6/30/22		FY2019-20	FY2020-21	FY2021-22	7/01/19-6/30/22
12	Expenditures					
13	Salaries & Benefits	\$230,921	\$237,849	\$244,984		\$713,754
14	Operating Expense	\$34,750	\$37,350	\$39,950		\$112,050
15	Subtotal	\$265,671	\$275,199	\$284,934		\$825,804
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0		\$0
18	Capital Expenditure	\$1,025	\$0	\$0		\$1,025
19	Total Expenditures	\$266,696	\$275,199	\$284,934		\$826,829
20	HSA Revenues					
21	General Fund 20%	\$53,339	\$55,040	\$56,987		\$165,366
22	State Funding 30%	\$80,009	\$82,560	\$85,480		\$248,048
23	Federal Funding 50%	\$133,348	\$137,599	\$142,467		\$413,415
24						
25						
26	TOTAL HSA REVENUES	\$266,696	\$275,199	\$284,934		\$826,829
27	Other Revenues					
28						
29		\$0	\$0	\$0		\$0
30						
31						
32						
33	Total Revenues	\$266,696	\$275,199	\$284,934		\$826,829
34	Full Time Equivalent (FTE): 2.55 FTE PA Staff Only					
36	Prepared by:		Telephone: 415-593-81		03/29/19	
37	HSA-CO Review Signature: _____					
38	HSA #1					3/29/2019

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program Name: SF IHSS Public Authority										
5	FINGER PRINTING PROJECT										
6											
7	Salaries & Benefits Detail										
8											
9											
10											
11			Agency Totals		For HSA Program		FY2019-20	FY2020-21	FY2021-22		TOTAL
12	POSITION TITLE	Current Salary	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For DAAS Program Budgeted Salary	For DAAS Program Budgeted Salary	For DAAS Program Budgeted Salary		7/01/19-6/30/22
13	Director of Finance & Operations	123,424	\$123,424	25%	100%	25%	\$30,856	\$31,782	\$32,735		\$95,373
14	Programs Manager	79,695	\$79,695	10%	100%	10%	\$7,970	\$8,209	\$8,455		\$24,634
15	Receptionist	56,925	\$56,925	20%	100%	20%	\$11,385	\$11,727	\$12,079		\$35,191
16	DOJ/LiveScan Technician #1	57,960	\$57,960	100%	100%	100%	\$57,960	\$59,699	\$61,490		\$179,149
17	DOJ/LiveScan Technician #2 (NEW)	57,960	\$57,960	100%	100%	100%	\$57,960	\$59,699	\$61,490		\$179,149
18											
19											
20	TOTALS		\$375,964	2.55	5.00	2.55	\$166,131	\$171,116	\$176,249		\$513,496
21											
22	FRINGE BENEFIT RATE		39.00%				39.00%	39.00%	39.00%		39.00%
23	EMPLOYEE FRINGE BENEFITS		\$146,626				\$64,790	\$66,733	\$68,735		\$200,258
24											
25											
26	TOTAL SALARIES & BENEFITS		\$522,590				\$230,921	\$237,849	\$244,984		\$713,754
27	HSA #2										3/29/2019

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1														
2														
3														
4	Program Name: SF IHSS Public Authority													
5	FINGER PRINTING PROJECT													
6														
7	Operating Expense Detail													
8														
9														
10														
11														
12	EXPENDITURE CATEGORY			TERM	FY2019-20	FY2020-21	FY2021-22							TOTAL
13	Rental of Property				\$7,250	\$7,850	\$8,450							\$23,550
14	Utilities(Telephone / Repair & Maintenance)				\$4,750	\$5,250	\$5,750							\$15,750
15	Office Supplies				\$8,750	\$9,250	\$9,750							\$27,750
16	Insurance				\$4,250	\$4,750	\$5,250							\$14,250
17	Postage (SOC881 - Notice to IP for Inactivity)				\$9,750	\$10,250	\$10,750							\$30,750
18	CONSULTANT/SUBCONTRACTOR													
19														
20														
21														
22														
23	OTHER													
24														
25														
26														
27														
28	TOTAL OPERATING EXPENSE				\$34,750	\$37,350	\$39,950							\$112,050
29														
30	HSA #3													3/29/2019

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1							Appendix B(a), Page 4
2							Document Date: 03/29/19
3							
4		Program Name: SF IHSS Public Authority					
5		FINGER PRINTING PROJECT					
6							
7							
8							
9							TOTAL
10	EQUIPMENT	TERM	FY2019-20	FY2020-21	FY2021-22		
11	No.	ITEM/DESCRIPTION					
12	1	Height Adjustable Desk	550.00	0	0	0	550
13	2	Comp Equip/USB/Switches/Cables/Power Cords	475.00				475
14							0
15		*All items will be located at IPAC for					0
16		IP Orientations					0
17							0
18							0
19							0
20	TOTAL EQUIPMENT COST		1,025	0	0	0	1,025
21							
22	R E M O D E L I N G						
23	Description:						0
24							0
25							0
26							0
27							0
28							0
29	TOTAL REMODELING COST		0	0	0	0	0
30							
31	TOTAL CAPITAL EXPENDITURE		1,025.00	0	0	0	1,025
32	(Equipment and Remodeling Cost)						
33	HSA #4						3/29/2019

	A	B	C	D	E	F
1						Appendix B(b), Page 1
2						Document Date: 03/29/19
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	San Francisco In-Home Supportive Services Public Authority				07/01/19 - 06/30/22	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: SF IHSS Public Authority (ADVISORY COUNCIL)					
10	Budget Reference Page No.(s)					TOTAL
11	Program Term: 7/1/19 - 6/30/22	FY2019-20	FY2020-21	FY2021-22	7/1/19-6/30/22	
12	Expenditures					
13	Salaries & Benefits	\$44,865	\$46,211	\$47,597	\$138,673	
14	Operating Expense	\$28,000	\$30,250	\$33,500	\$91,750	
15	Subtotal	\$72,865	\$76,461	\$81,097	\$230,423	
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0	\$0	
18	Capital Expenditure	\$0	\$0	\$0	\$0	
19	Total Expenditures	\$72,865	\$76,461	\$81,097	\$230,423	
20	HSA Revenues					
21	General Fund 20%	\$14,573	\$15,292	\$16,219	\$46,085	
22	State Fund 30%	\$21,859	\$22,938	\$24,329	\$69,127	
23	Federal Fund 50%	\$36,432	\$38,230	\$40,549	\$115,211	
24						
25						
26	TOTAL HSA REVENUES	\$72,865	\$76,461	\$81,097	\$230,423	
27	Other Revenues					
28						
29		\$0	\$0	\$0	\$0	
30						
31						
32						
33	Total Revenues	\$72,865	\$76,461	\$81,097	\$230,423	
34	Full Time Equivalent (FTE): .30 FTE PA Staff Only					
36	Prepared by: Loc Chau - Director of Finance & Operations		Telephone: 415-593-8115		03/29/19	
37	HSA-CO Review Signature: _____					
38	HSA #1					3/29/2019

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1										Appendix B(b), Page 2	
2										Document Date: 03/29/19	
3											
4	Program Name: SF IHSS Public Authority										
5	ADVISORY COUNCIL										
6											
7	Salaries & Benefits Detail										
8											
9											
10											
11		Agency Totals		For HSA Program		FY2019-20	FY2020-21	FY2021-22			
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For DAAS Program Budgeted Salary	For DAAS Program Budgeted Salary	For DAAS Program Budgeted Salary	TOTAL 7/1/19-6/30/22		
13	Executive Director (K. Dearman)	\$208,919	10%	100%	10%	\$20,892	\$21,519	\$22,165	\$64,576		
14	Executive Assistant (S. Straker)	\$56,925	20%	100%	20%	\$11,385	\$11,727	\$12,079	\$35,191		
15											
16											
17											
18											
19	TOTALS	\$265,844	0.30	2.00	0.30	\$32,277	\$33,246	\$34,244	\$99,767		
20											
21	FRINGE BENEFIT RATE	39.00%				39.00%	39.00%	39.00%	39.00%		
22	EMPLOYEE FRINGE BENEFITS	\$103,679				\$12,588	\$12,965	\$13,353	\$38,906		
23											
24											
25	TOTAL SALARIES & BENEFITS	\$369,523				\$44,865	\$46,211	\$47,597	\$138,673		
26	HSA #2										3/29/2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4	Program Name: SF IHSS Public Authority												
5	ADVISORY COUNCIL												
6													
7	Operating Expense Detail												
8													
9													
10													
11													
12	<u>EXPENDITURE CATEGORY</u>			TERM	FY2019-20	FY2020-21	FY2021-22					TOTAL	
13	D & O Insurance				\$6,750	\$7,250	\$8,250					\$22,250	
14	CICA Membership / Conference				\$4,750	\$5,250	\$5,750					\$15,750	
15	Board Stipend				\$7,000	\$7,500	\$8,000					\$22,500	
16	Communications				\$9,500	\$10,250	\$11,500					\$31,250	
17													
18	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
19													
20													
21													
22													
23	OTHER												
24													
25													
26													
27													
28	TOTAL OPERATING EXPENSE				\$28,000	\$30,250	\$33,500					\$91,750	
29													
30	HSA #3											3/29/2019	

	A	B	C	D	E	F
1	Appendix B(c), Page 1					
2	Document Date: 03/29/19					
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	San Francisco In-Home Supportive Services Public Authority				07/01/19 - 06/30/22	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: Mentorship Program (DPH)					
10	Budget Reference Page No.(s)					TOTAL
11	Program Term: 7/1/19 - 6/30/22		FY2019-20	FY2020-21	FY2021-22	7/1/19-6/30/22
12	Expenditures					
13	Salaries & Benefits	\$41,000	\$50,000	\$58,000		\$149,000
14	Operating Expense	\$0	\$0	\$0		\$0
15	Subtotal	\$41,000	\$50,000	\$58,000		\$149,000
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0		\$0
18	Capital Expenditure	\$0	\$0	\$0		\$0
19	Total Expenditures	\$41,000	\$50,000	\$58,000		\$149,000
20	HSA Revenues					
21	General Fund	\$41,000	\$50,000	\$58,000		\$149,000
22						
23						
24						
25						
26	TOTAL HSA REVENUES	\$41,000	\$50,000	\$58,000		\$149,000
27	Other Revenues					
28						
29		\$0	\$0	\$0		\$0
30						
31						
32						
33	Total Revenues	\$41,000	\$50,000	\$58,000		\$149,000
34	Full Time Equivalent (FTE): 0.86					
36	Prepared by: Loc Chau - Fiscal & Operations Manager				03/29/19	
37	HSA-CO Review Signature: _____					
38	HSA #1				3/29/2019	

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1	Appendix B(c), Page 2 Document Date: 03/29/19								
2									
3									
4	Program Name: SF IHSS Public Authority								
5	Mentorship Program (DPH)								
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11		Agency Totals		For HSA Program		FY2019-20 For DAAS Program	FY2020-21 For DAAS Program	FY2021-22 For DAAS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	07/01/19 to 06/30/22
13	PT Mentors (12)	\$411,840	1200%	7%	0.86	\$29,500	\$35,970	\$41,725	\$107,195
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28	TOTALS	\$411,840	12.00	0.07	0.86	\$29,500	\$35,970	\$41,725	\$107,195
29									
30	FRINGE BENEFIT RATE	39.00%							
31	EMPLOYEE FRINGE BENEFITS	\$160,618				\$11,500	\$14,030	\$16,275	\$41,805
32									
33									
34	TOTAL SALARIES & BENEFITS	\$572,458				\$41,000	\$50,000	\$58,000	\$149,000
35	HSA #2								3/29/2019