

BOARD of SUPERVISORS



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## MEMORANDUM

HOMELESSNESS AND BEHAVIORAL HEALTH SELECT COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Hillary Ronen, Chair  
Homelessness and Behavioral Health Select Committee

FROM: John Carroll, Assistant Clerk

DATE: June 4, 2023

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**  
Tuesday, June 6, 2023

The following file should be presented as COMMITTEE REPORT at the regular Board meeting on Tuesday, June 6, 2023. This resolution was acted upon at the Homelessness and Behavioral Health Select Committee meeting on June 2, 2023, at 9:00 a.m., by the votes indicated.

**Item No. 38                      File No. 230485**

**Resolution approving the eighth amendment to the contract between Heluna Health and the Department of Homelessness and Supportive Housing (“HSH”) to provide comprehensive outreach and case management programming to meet the needs of people experiencing unsheltered homelessness in San Francisco through the San Francisco Homeless Outreach Team; extending the contract term by six months for a total term of August 1, 2014, through December 31, 2023; increasing the contract amount by \$888,989 for a total amount not to exceed \$52,708,056; and authorizing HSH to enter into any additions, amendments, or other modifications to the contract that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City.**

**RECOMMENDED AS AMENDED AS A COMMITTEE REPORT**

Vote: Supervisor Hillary Ronen - Aye  
Supervisor Rafael Mandelman - Aye  
Supervisor Shamann Walton - Aye

Cc: Board of Supervisors  
Angela Calvillo, Clerk of the Board  
Alisa Somera, Legislative Deputy  
Anne Pearson, Deputy City Attorney

File No. 230485

Committee Item No. 1

Board Item No. 38

# COMMITTEE/BOARD OF SUPERVISORS

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Prepared by: Stephanie Cabrera

Date: May 26, 2023

Prepared by: John Carroll

Date: June 4, 2023

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

1 [Contract Amendment - Heluna Health - San Francisco Homeless Outreach Team - Not to  
2 Exceed \$52,708,056]

3 **Resolution approving the eighth amendment to the contract between Heluna Health**  
4 **and the Department of Homelessness and Supportive Housing (“HSH”) to provide**  
5 **comprehensive outreach and case management programming to meet the needs of**  
6 **people experiencing unsheltered homelessness in San Francisco through the San**  
7 **Francisco Homeless Outreach Team; extending the contract term by six months for a**  
8 **total term of August 1, 2014, through December 31, 2023; increasing the contract**  
9 **amount by \$888,989 for a total amount not to exceed \$52,708,056; and authorizing HSH**  
10 **to enter into any additions, amendments, or other modifications to the contract that do**  
11 **not materially increase the obligations or liabilities, or materially decrease the benefits**  
12 **to the City.**

13 WHEREAS, As part of the City and County of San Francisco’s (“the City”) efforts to end  
14 homelessness in San Francisco, the Department of Public Health (“DPH”) sought to procure  
15 services to deliver and manage outreach services to individuals experiencing homelessness;  
16 and

17 WHEREAS, In 2014, DPH issued a Request for Proposals 8-2014 for services that  
18 resulted in the selection of Heluna Health to provide and manage outreach services to  
19 individuals experiencing homelessness through the San Francisco Homeless Outreach Team;  
20 and

21 WHEREAS, In 2014, DPH executed a contract (“Contract”) with Heluna Health in the  
22 amount of \$6,152,039 to provide those services for a term of August 1, 2014, to  
23 June 30, 2015, a copy of which is on file with the Clerk of the Board of Supervisors in File  
24 No. 210874; and  
25

1           WHEREAS, In Resolution No. 214-15, the Board of Supervisors authorized DPH to  
2 execute a first amendment to the Contract in 2015 to increase the contract by \$17,614,017 for  
3 a total contract amount of \$23,766,056 and extend the agreement term for an additional 36  
4 months for a total term of August 1, 2014, through June 30, 2018, a copy of which is on file  
5 with the Clerk of the Board of Supervisors in File No. 150403; and

6           WHEREAS, DPH executed a no-cost second amendment to the Contract in 2016 to  
7 update the terms to reflect new standardized terms, a copy of which is on file with the Clerk of  
8 the Board of Supervisors in File No. 210874; and

9           WHEREAS, The Board of Supervisors established the Department of Homelessness  
10 and Supportive Housing (“HSH”) in August 2016 to serve as the City’s lead agency for the  
11 provision and coordination of services for people experiencing homelessness; and

12           WHEREAS, HSH’s mission is to prevent homelessness when possible and make  
13 homelessness rare, brief, and one-time in the City through the provision of coordinated,  
14 compassionate, and high-quality services; and

15           WHEREAS, HSH assumed management of the Contract; and

16           WHEREAS, HSH executed a no-cost third amendment to the Contract in 2018 to  
17 update the contract terms and extend the agreement term for an additional 12 months for a  
18 total term of August 1, 2014, through June 30, 2019, a copy of which is on file with the Clerk  
19 of the Board of Supervisors in File No. 210874; and

20           WHEREAS, HSH executed a no-cost fourth amendment to the Contract in 2019 to  
21 update the contract terms and extend the agreement term for an additional four months for a  
22 total term of August 1, 2014, through October 31, 2019, a copy of which is on file with the  
23 Clerk of the Board of Supervisors in File No. 210874; and

24           WHEREAS, In Resolution 410-19, the Board of Supervisors authorized HSH to execute  
25 a fifth amendment to the Contract in 2019 to update the contract terms, increase the contract

1 by \$15,367,886 for a total contract amount of \$39,133,942, and extend the agreement term  
2 for an additional twenty months for a total term of August 1, 2014, through June 30, 2021, a  
3 copy of which is on file with the Clerk of the Board of Supervisors in File No. 190768; and

4 WHEREAS, HSH executed a no-cost sixth amendment to the Contract in 2021 to  
5 extend the agreement term for an additional five months for a total term of August 1, 2014,  
6 through November 30, 2021, a copy of which is on file with the Clerk of the Board of  
7 Supervisors in File No. 210874; and

8 WHEREAS, In Resolution 511-21, the Board of Supervisors authorized HSH to execute  
9 a seventh amendment to this agreement in 2021 to extend the agreement term for an  
10 additional 19 months for a total term of November 30, 2021, to June 30, 2023, and increase  
11 the contract amount by \$12,685,125 for a total contract amount of \$51,819,067, a copy of  
12 which is on file with the Clerk of the Board of Supervisors in File No. 210874; and

13 WHEREAS, As of the 2022 Point-in-Time Count, there were approximately 7,750  
14 people experiencing homelessness in San Francisco on any given night, 56% of whom were  
15 unsheltered; and

16 WHEREAS, Over the last two years, the City has restructured and expanded  
17 multidisciplinary outreach and response teams to address the needs of people experiencing  
18 unsheltered homelessness; and

19 WHEREAS, HSH issued Request for Proposals #139 (“RFP #139”) on April 7, 2023 to  
20 initiate a new competitive procurement process to select a provider for the Homeless  
21 Outreach Teams, with an anticipated award notification in summer 2023 and agreement start  
22 date in December 2023; and

23 WHEREAS, The proposed eighth amendment (“Amendment”) to the Agreement would  
24 provide a short extension of the current the Agreement until a new agreement is awarded  
25 through RFP #139; and

1           WHEREAS, The proposed Amendment would extend the Contract for Heluna Health to  
2 continue to provide these services by six months to December 31, 2023, and increase the not  
3 to exceed amount by \$888,989 for a total amount not to exceed \$52,708,056; and

4           WHEREAS, A copy of the Amendment is on file with the Clerk of the Board of  
5 Supervisors in File No. 230485, substantially in final form, with all material terms and  
6 conditions included, and only remains to be executed by the parties upon approval of this  
7 Resolution; and

8           WHEREAS, The Amendment requires Board of Supervisors approval under  
9 Section 9.118 of the Charter; now, therefore, be it

10          RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
11 of HSH (“Director”) or their designee and the Director of the Office of Contract  
12 Administration/Purchaser to execute the Amendment to extend the current contract term of  
13 August 1, 2014, through June 30, 2023, to August 1, 2014, through December 31, 2023, and  
14 to increase the not to exceed amount by \$888,989 for a total amount not to  
15 exceed \$52,708,056; and, be it

16          FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their  
17 designee to enter into any amendments or modifications to the Amendment, prior to its final  
18 execution by all parties, that HSH determines, in consultation with the City Attorney, are in the  
19 best interest of the City, do not otherwise materially increase the obligations or liabilities of the  
20 City, are necessary or advisable to effectuate the purposes of the contract, and are in  
21 compliance with all applicable laws; and, be it

22          FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
23 parties, HSH shall submit to the Clerk of the Board of Supervisors a completely executed copy  
24 for inclusion in File No. 230485; this requirement and obligation resides with HSH, and is for  
25

1 the purposes of having a complete file only, and in no manner affects the validity of the  
2 approved agreement.

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9 Recommended:

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11 \_\_\_\_\_ /s/ \_\_\_\_\_

12 Shireen McSpadden

13 Executive Director

14 Department of Homelessness and Supportive Housing

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**CITY AND COUNTY OF SAN FRANCISCO**

**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292  
FAX (415) 252-0461

May 23, 2023

**TO:** Homelessness & Behavioral Health Select Committee   
**FROM:** Budget and Legislative Analyst  
**SUBJECT:** June 2, 2023 Homelessness & Behavioral Health Select Committee Meeting

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<b>Item 1</b> <b>File 23-0485</b>	<b>Department:</b> Department of Homelessness and Supportive Housing
<b>EXECUTIVE SUMMARY</b>	
<p><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>• The proposed resolution would approve the eighth amendment to the contract between the Department of Homelessness and Supportive Housing (HSH) and Public Health Foundation Enterprises, Inc. DBA Heluna Health (Heluna Health), to (1) extend the contract by six months from June 30, 2023 to December 31, 2023, and (2) increase the amount by \$1,388,989 from \$51,819,067 to \$53,208,056.</li> </ul> <p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>• In November 2021, the Board of Supervisors approved the seventh amendment to the contract between HSH and Heluna Health, extending the term through June 30, 2023 and increasing the contract amount by \$12,685,125 for a total contract amount of \$51,819,067.</li> <li>• HSH is proposing to extend the existing agreement for six months until the new agreement is awarded. In April 2023, HSH issued a Request for Proposals (RFP) to select a new provider for the Homeless Outreach Team and anticipates a December 2023 start date for the new agreement.</li> <li>• Under the proposed amended agreement, Heluna Health would continue providing street outreach, case management, and services through special projects to unhoused San Franciscans through the San Francisco Homeless Outreach Team (SFHOT), including SFHOT's work on the City's Street Crisis Response Team (SCRT).</li> </ul> <p><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>• The budget for the proposed six-month contract extension from July 2023 through December 2023 is \$3,922,273, which includes \$3.0 million to fund approximately 58.8 full time equivalent (FTE) employees for six months. The six-month extension is funded by the General Fund (89.9 percent), state sources (7.8 percent), and work order funds (2.3 percent).</li> <li>• According to HSH staff, the contract has historically been underspent because of staff turnover and position vacancies. We project the contract will still be underspent by \$1.3 million (16 percent) in FY 2022-23. The percent of positions filled in the contract as of FY 2022-23 Quarter 3 was 82 percent compared to a required level of 90 percent in the agreement.</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• Amend the resolution to reduce the not to exceed amount by \$500,000 from \$53,208,056 to \$52,708,056 based on projected underspending and approve the resolution as amended.</li> </ul>	

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

In August 2014, the Department of Public Health entered into a contract with the non-profit Public Health Foundation Enterprises DBA Heluna Health to provide outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco, after selecting the organization through a competitive process. The original agreement was for a not-to-exceed amount of \$6,152,039 for 11 months from August 1, 2014 through June 30, 2015, with nine one-year options to extend the contract through June 30, 2024.<sup>1</sup> Administration of the contract was transferred to the Department of Homelessness and Supportive Housing (HSH) when the new department was formed in August 2016.

The Department of Public Health and Department of Homelessness and Supportive Housing modified the contract seven times, as shown in Exhibit 1 below.

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<sup>1</sup> This term was specified in the Request for Proposals.

**Exhibit 1: Heluna Health Contract Amendments**

<b>Modification No.</b>	<b>Date</b>	<b>Description</b>	<b>Not-to-Exceed Amount</b>
1	6/18/15	Extended contract through June 30, 2018 and increased contract amount by \$17,614,017 for a total contract amount of \$23,766,056 (File 15-0403)	\$23,766,056
2	7/1/16	Updated contract terms to reflect new standardized terms and reflect the transition of contract management to the Department of Homelessness and Supportive Housing. No change to total contract amount.	\$23,766,056
3	7/1/18	Extended contract through June 30, 2019 and updated standard contract terms. No change to total contract amount.	\$23,766,056
4	7/1/19	Extended contract through October 31, 2019. No change to total contract amount.	\$23,766,056
5	10/1/19	Extended contract through June 30, 2021 and increased contract amount by \$15,367,886 for a total contract amount of \$39,133,942 (File 19-0768)	\$39,133,942
6	7/1/21	Extended contract through November 30, 2021. No change to total contract amount.	\$39,133,942
7	10/1/21	Extended contract through June 30, 2023 and increased contract amount by \$12,685,125 for a total contract amount of \$51,819,067 (File 21-0874). New staff to participate in the City's Street Wellness Response Team were added.	\$51,819,067

Source: Heluna Health Contract Amendments

### DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the eighth amendment to the contract between the Department of Homelessness and Supportive Housing (HSH) and Public Health Foundation Enterprises, Inc. DBA Heluna Health, to (1) extend the contract by six months from June 30, 2023 to December 31, 2023, and (2) increase the amount by \$1,388,989 from \$51,819,067 to \$53,208,056.

HSH is proposing to extend the existing agreement for six months until the new agreement is awarded. In April 2023, HSH issued a Request for Proposals (RFP) to select a new provider for the Homeless Outreach Team and anticipates a December 2023 start date for the new agreement.

#### Services Provided

The purpose of the contract amendment is to continue providing comprehensive street outreach, case management, and services through special projects to unhoused San Franciscans through

the San Francisco Homeless Outreach Team (SFHOT), including SFHOT's work on the City's Street Crisis Response Team (SCRT).

#### *Street Outreach and Case Management*

SFHOT works to engage and stabilize the most vulnerable individuals by voluntarily placing them into shelter and housing or connecting with other available resources. To make these placements, SFHOT works seven days a week to provide outreach and case management to people experiencing homelessness. For individuals who are not ready to accept the services HSH has to offer, SFHOT continues to outreach and build motivation. SFHOT case managers work with eligible clients on stabilization plans, connections to housing, and referrals to other resources. SFHOT is also a Coordinated Entry Access Partner – team members can meet clients where they are located and provide housing assessments.

#### *Street Crisis Response Team*

The previous amendment added 11 new positions (10 outreach specialist positions and one outreach supervisor position) for the City's Street Wellness Response Team, which was first launched in January 2022 to focus on well-being checks and situations that require immediate attention, but do not meet the threshold of an acute behavioral health crisis. The team also responded directly to 911<sup>2</sup> and 311 calls for service. According to HSH staff, HSH later reduced staffing to nine positions (8 outreach specialists and one supervisor) to mirror San Francisco Fire Department shifts.

In March 2023, the Street Wellness Response Team was consolidated under the City's Street Crisis Response Team, which similarly responded to behavioral health related 911 calls for service but previously served higher-needs clients compared to the Street Wellness Response Team. The Street Crisis Response Team units are currently staffed with a Fire Department paramedic, an emergency medical technician or a second paramedic, and either a DPH-contracted peer counselor or a SFHOT outreach specialist.

#### *Special Projects*

The San Francisco Public Library is ending its work order with HSH for outreach services under the Heluna Health Contract in the extension year, as they are planning to contract for these services directly. The Recreation and Parks Department work order for outreach services to people experiencing homelessness who are living in San Francisco parks will continue in the extension year.

#### **Performance Monitoring**

According to the contract outcomes and progress report for FY 2021-22, the SF Homeless Outreach Team has met or exceeded service and outcome objectives, except for one outcome

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<sup>2</sup> These are 911 calls that traditionally are coded as police code 910 priority B (e.g., wellbeing checks with no report of violence or weapons). The Police Department has identified these calls for appropriate for diversion to a non-Police response.

objective<sup>3</sup> related to the Street Wellness Response Team that was not met due to delays in rollout of the team. In FY 2021-22, the contractor engaged 36,091 clients across all outreach activities compared to a goal of 35,000. However, the report states that the contractor did not maintain staffing levels of at least 90 percent (as required by the contract), reflecting workforce challenges in the field and resulting in contract spending of 30 percent below budgeted levels. According to the report, the contractor has a recruitment plan in place to fill vacancies and HSH program staff will continue to work with the contractor to address staffing levels.

### **Fiscal and Compliance Monitoring**

Heluna Health last completed Citywide Fiscal and Compliance Monitoring in FY 2018-19. The contractor was granted a waiver from the monitoring program in FY 2019-20 and FY 2021-22. The waiver was granted in part due to there being no significant findings in the previous year's report.<sup>4</sup> The non-profit monitoring program was largely suspended in FY 2020-21 due to COVID-19. HSH staff report that Heluna Health was selected for monitoring in FY 2022-23, which will take place in May 2023.

HSH provided our office with Heluna Health's FY 2021-22 audited financial statement, which showed Heluna Health's net assets increased in FY 2021-22 and that there was a low risk that they will not meet their financial obligations over the next year. However, they have less than one week of cash relative to operating expenses, which is less than the eight weeks as recommended by best practice.

### **FISCAL IMPACT**

The current contract not-to-exceed amount is \$51,819,067, and the proposed eighth modification would increase by \$1,388,989 for a total not-to-exceed amount of \$53,208,056.

The budget for the proposed six-month contract extension from July 2023 through December 2023 is \$3,922,273, as shown in Exhibit 2 below.

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<sup>3</sup> The contract establishes a goal that the SWRT team reduce police response to 911 calls by an average of 1,250 per month beginning May 1, 2022.

<sup>4</sup> Participating departments may grant a one-year waiver from Citywide Fiscal and Compliance Monitoring if the contractor had no significant findings the prior year, no major areas of concern identified by funding departments, no Executive Director and/or CFO turnover in the past year, at least two years of City funding, a site visit within the last four years, and does not receive funding from a source that mandates site visits.

**Exhibit 2: Sources and Uses of Proposed Modification (6-Month Contract Extension)**

<b>Sources</b>	<b>6/30/23 – 12/31/23</b>
General Fund	\$3,527,410
State Project for Assistance in Transition from Homelessness (PATH) <sup>5</sup>	305,788
Recreation & Park Work Order	89,075
<b>Total Sources</b>	<b>\$3,922,273</b>
<b>Uses</b>	
Salary & Benefits	\$2,973,348
Operating Expense	401,550
Indirect Cost (12.3 %)	413,875
Other Expenses (not subject to indirect percentage) <sup>6</sup>	133,500
<b>Total Uses</b>	<b>\$3,922,273</b>

Source: Appendix B of Contract Modification

Approximately \$3.0 million (75.8 percent) of the total budget for the six-month extension will be used to fund approximately 58.8 full time equivalent (FTE) employees for six months, \$401,550 will be used towards operating expenses, including staff training, program supplies, vehicle expenses, auto insurance, professional services, and other costs, \$413,875 is for indirect costs, and \$133,500 will be used to fund other expenses not subject to the indirect percentage, including client related costs, participant stipends and client transportation. These values are generally consistent with the grant budget for FY 2022-23.

**Sources of Funding**

For the proposed six-month contract extension, 89.9 percent of funding comes from the General Fund, approximately 7.8 percent comes from state sources, and 2.3 percent comes from work order funds.<sup>7</sup>

**Total Contract Amount**

Actual and budgeted contract expenditures through June 2023 are \$48.7 million, and budgeted expenditures, including a contingency, from July 2023 through December 2023 are \$4.5 million, for a total contract amount of \$53.2 million, shown in Exhibit 3 below.

<sup>5</sup> California receives federal homeless funds annually through the McKinney Project for Assistance in Transition from Homelessness (PATH) formula grant. At the federal level, Substance Abuse and Mental Health Services Administration (SAMHSA) administers this block grant. PATH provides assistance to individuals who are homeless or at risk of homelessness and have serious mental illnesses.

<sup>6</sup> This includes client related costs, participant stipends, and client transportation.

<sup>7</sup> This does not include the source of funding for contingency.

**Exhibit 3. Heluna Health Contract Budget for FY 2014-15 through FY 2023-24**

<b>Actual and Budgeted Spending</b>	<b>Amount</b>
FY 2014-15	\$3,123,611
FY 2015-16	4,551,353
FY 2016-17	4,393,765
FY 2017-18	4,492,630
FY 2018-19	4,689,993
FY 2019-20	6,979,620
FY 2020-21	7,073,319
FY 2021-22	5,241,946
FY 2022-23 (Budgeted)	8,151,205
<i>Subtotal</i>	<i>\$48,697,442</i>
<b>Proposed Modification Budget</b>	
FY 2023-24 (6/30/23 - 12/31/23)	\$3,922,273
Contingency (15%)	588,341
<b>Total Budget FY 2014-15 to FY 2023-24</b>	<b>\$53,208,056</b>

Source: Department of Homelessness and Supportive Housing and Appendix B of Contract Modification

According to HSH staff, HSH has expanded the program budget by \$267,093 and reduced the contingency by the same amount, with no change to the not to exceed amount, since introducing the proposed resolution. The new budget, which is still under development, will include \$267,093 in state Encampment Resolution Funding Program grant funds that will support an expansion of the SFHOT team in the Polk Alleys during the period. This would reduce the 15 percent contingency of \$588,341 to an eight percent contingency of \$321,315. HSH also anticipates using a portion of the program contingency to conduct vehicle outreach at Lake Merced and bring in a mechanic for basic repairs to make vehicles safe and functional.

**Staffing and Underspending**

According to HSH staff, the contract has historically been underspent because of staff turnover and position vacancies. Actual spending in FY 2021-22 was \$2.5 million, or 30 percent, below budgeted levels. Heluna Health is on track to underspend the budget by less in FY 2022-23, but we project the contract will still be underspent by \$1.3 million (16 percent). In FY 2022-23, the contractor has invoiced for a total of \$5,122,286 through March 2023, which reflects 63 percent of the FY 2022-23 budget. If contract spending continues at the same rate for the remaining three months of the fiscal year, actual spending will be \$1.3 million (16 percent) below budget. According to HSH staff, the percent of positions filled in the contract in FY 2022-23 was 95 percent in Quarter 1, 85 percent in Quarter 2, and 82 percent in Quarter 3 compared to a required level of 90 percent in the agreement.

According to HSH staff, the positions require skilled staff working with vulnerable individuals, and therefore, are challenging to fill and retain. HSH staff report that Heluna Health is engaged in continuous recruitment efforts and various recruiting platforms to maintain staffing levels and is partnering with entities like the Office of Economic and Workforce Development, Code



Tenderloin, the SF LGBT Center, and City College to obtain a pool of candidates that reflects the served populations.

Based on the current vacancy levels and projected underspending of \$1.3 million in FY 2022-23, we recommend that the Board of Supervisors amend the resolution to reduce the not to exceed amount by \$500,000 from \$53,208,056 to \$52,708,056. This will still provide sufficient buffer if staffing levels and the rate of spending increase in Quarter 4 and allow for the SFHOT expansion funded by state Encampment Resolution Funding described above.

## RECOMMENDATIONS

1. Amend the resolution to reduce the not to exceed amount by \$500,000 from \$53,208,056 to \$52,708,056 based on projected underspending.
2. Approve the resolution as amended.



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 230485

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Bryn Miller	978-460-2875
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Heluna Health	<b>TELEPHONE NUMBER</b> (800) 201-7320
<b>STREET ADDRESS (including City, State and Zip Code)</b> 133000 Crossroads Parkway N, Ste 450, City of Industry	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 230485
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$53,208,056		
<b>NATURE OF THE CONTRACT (Please describe)</b> <p>The eighth amendment to the contract between Heluna Health and the Department of Homelessness and Supportive Housing ("HSH") to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco through the San Francisco Homeless Outreach Team; extending the contract term by six months for a total term of August 1, 2014, through December 31, 2023; and increasing the contract amount by \$1,388,989 for a total amount not to exceed \$53,208,056.</p>		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Tarirai Mago	Hope	Board of Directors
2	Garrido	Terhilda	Board of Directors
3	Anyaoku	Nwando	Board of Directors
4	Macarchuk	Nicole	Board of Directors
5	Rich	Sarah	Board of Directors
6	Vasallo	Vivian	Board of Directors
7	Casciato	Georgia	Board of Directors
8	Edwards	Carladenise	Board of Directors
9	O'Connor	Jean	Board of Directors
10	Yip	Edward	Board of Directors
11	Gorre	Celina	Board of Directors
12	Midura	Bonnie	Board of Directors
13	Cutler	Blayne	CEO
14	Gieseler	Brian	CFO
15	Dale	Peter	Other Principal Officer
16	M&M Hauling		Subcontractor
17	PeopleReady		Subcontractor
18			
19			

**9. AFFILIATES AND SUBCONTRACTORS**

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#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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50			

Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>  <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
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DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Heluna Health: SF Homeless Outreach Team Contract Agreement Eighth Amendment

Homelessness and Behavioral Health Select Committee | June 2, 2023



# Proposed Amendment Details

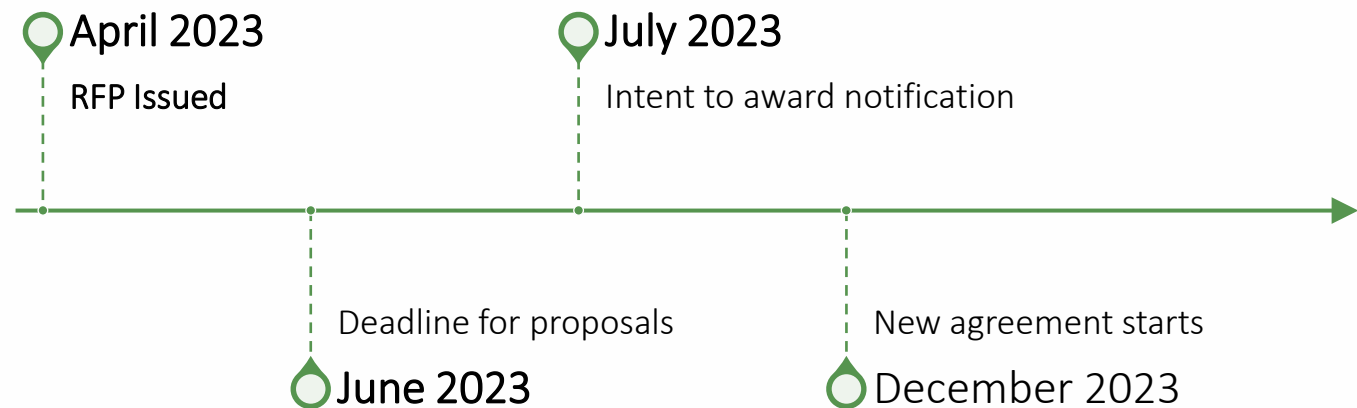
- **Resolution:** Approve the **eight amendment** to the contract agreement between HSH and **Heluna Health** for the **San Francisco Homeless Outreach Team (SFHOT)**.
- **Term:**
  - Current Term: August 1, 2014 – June 30, 2023
  - Amended Term: **August 1, 2014 – December 31, 2023**
- **Amount:** Increases not-to-exceed amount by **\$1,388,989** for a total not-to-exceed amount of **\$53,208,056**.



# HOT Contract Background

- HSH inherited agreement with Heluna Health for SFHOT upon Department's creation in 2016.
  - DPH selected Heluna Health in 2014 through an RFP.
  - Seventh amendment approved by the Board in 2021.
  - Eighth amendment needed to **bridge 6 months** until new agreement is in place.

**Reprocurement:**  
Homeless Outreach  
Teams contract



# Program Details and Context

- HOT connects people experiencing unsheltered homelessness with resources.
  - Focus: build **trust** and **relationships**.
- Services provided by Heluna Health:
  - **Street outreach** (including work with Recreation and Parks)
  - **Case management**
  - Staffing **Street Crisis Response Team**
  - **Coordinated Entry Access Partner**
- In FY2021-22, HOT:
  - Had **36,091 engagements** with people on the street.
  - Distributed **over 44,000 essential items** to people living unsheltered (ex. food, water, hygiene supplies, underwear, ponchos, socks).
  - Conducted **1,787 Coordinated Entry assessments**.
  - Made **1,652 shelter placements**.





DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Questions?

Thank you!

**City and County of San Francisco  
Office of Contract Administration  
Purchasing Division**

**Eighth Amendment**

THIS AMENDMENT (this “Amendment”) is made as of **July 1, 2023**, in San Francisco, California, by and between **Public Health Foundation Enterprises, Inc. dba Heluna Health** (“Contractor”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the performance period and increase the contract amount; and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through Request for Proposals (RFP) 8-2014 and this modification is consistent therewith; and

WHEREAS, approval for this Amendment was obtained on October 4, 2021 from the Civil Service Commission under PSC number 2000-03/04 in the amount of \$584,455,360 for the period commencing July 1, 2004 and ending June 30, 2026; and

WHEREAS, the City’s Board of Supervisors approved this Agreement by [\[insert resolution number\]](#) on [\[insert date of Commission or Board action\]](#).

NOW, THEREFORE, Contractor and the City agree as follows;

NOW, THEREFORE, Contractor and the City agree as follows:

**1. Definitions.** The following definitions shall apply to this Amendment:

**1a. Agreement.** The term “Agreement” shall mean the Agreement dated **August 1, 2014** between Contractor and City, as amended by the:

<b>First Amendment,</b>	dated <b>March 1, 2015</b> , and
<b>Second Amendment,</b>	dated <b>July 1, 2016</b> , and
<b>Third Amendment,</b>	dated <b>July 1, 2018</b> , and
<b>Fourth Amendment,</b>	dated <b>July 1, 2019</b> , and
<b>Fifth Amendment,</b>	dated <b>October 1, 2019</b> , and
<b>Sixth Amendment,</b>	dated <b>July 1, 2021</b> , and
<b>Seventh Amendment,</b>	dated <b>October 1, 2021</b> , and

**1b. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights

Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.

**1c. Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**2. Modifications to the Agreement.** The Agreement is hereby modified as follows:

**2a. Section 2.** Section 2 Term of the Agreement currently reads as follows:

Subject to Section 1, the term of this Agreement shall be from **August 1, 2014 to June 30, 2023.**

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/2015 - 06/30/2016	Exercised
Option 2:	07/01/2016 - 06/30/2017	Exercised
Option 3:	07/01/2017 - 06/30/2018	Exercised
Option 4:	07/01/2018 - 06/30/2019	Exercised
Option 5:	07/01/2019 - 10/31/2019	Exercised
Option 6:	11/01/2019 - 06/30/2020	Exercised
Option 7:	07/01/2020 - 06/30/2021	Exercised
Option 8:	07/01/2021 -11/30/2021	Exercised
Option 9:	12/01/2021 - 06/30/2022	Exercised
Option 10:	07/01/2022 - 06/30/2023	Exercised
Option 11:	07/01/2023 - 06/30/2024	

**Such section is hereby amended in its entirety to read as follows:**

Subject to Section 1, the term of this Agreement shall be from **August 1, 2014 to December 31, 2023.**

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/2015 - 06/30/2016	Exercised
Option 2:	07/01/2016 - 06/30/2017	Exercised
Option 3:	07/01/2017 - 06/30/2018	Exercised
Option 4:	07/01/2018 - 06/30/2019	Exercised
Option 5:	07/01/2019 - 10/31/2019	Exercised
Option 6:	11/01/2019 - 06/30/2020	Exercised
Option 7:	07/01/2020 - 06/30/2021	Exercised
Option 8:	07/01/2021 -11/30/2021	Exercised

Option 9:	12/01/2021 - 06/30/2022	Exercised
Option 10:	07/01/2022 - 06/30/2023	Exercised
Option 11:	07/01/2023 - 12/31/2023	Exercised

**2b. Section 5.** Section 5 Compensation of the Agreement currently reads as follows:

Compensation shall be made for Services identified in the invoice that the **Director of the Department of Homelessness and Supportive Housing**, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed **Fifty One Million Eight Hundred Nineteen Thousand Sixty Seven Dollars (\$51,819,067)**. The breakdown of charges associated with this Agreement appears in Appendices B, Budget, attached hereto and incorporated by reference as though fully set forth herein.

In no event shall City be liable for interest or late charges for any late payments.

Contractor understands that, of the maximum dollars obligation listed in **Section 5. Compensation, Five Hundred Thirty Six Thousand Five Hundred Three Dollars (\$536,503)** is included as a contingency amount and is neither to be used in Budgets attached to this Agreement or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing (HSH). Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or revision has been fully approved and executed in accordance with applicable City and Agency laws regulations, policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

**Such section is hereby amended in its entirety to read as follows:**

Compensation shall be made for Services identified in the invoice that the **Director of the Department of Homelessness and Supportive Housing**, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed **Fifty Three Million Two Hundred Eight Thousand Fifty Six Dollars (\$53,208,056)**. The breakdown of charges associated with this Agreement appears in Appendix B, Budget, attached hereto and incorporated by reference as though fully set forth herein.

In no event shall City be liable for interest or late charges for any late payments.

Contractor understands that, of the maximum dollars obligation listed in **Section 5. Compensation, Five Hundred Eighty Eight Thousand Three Hundred Forty One Dollars (\$588,341)** is included as a contingency amount and is neither to be used in Budgets attached to this Agreement or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Appendix B, Budget, which has been approved by the Department of

Homelessness and Supportive Housing (HSH). Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or revision has been fully approved and executed in accordance with applicable City and Agency laws regulations, policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

**2.c. Appendix A, Services to be Provided** of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided**, dated July 1, 2023.

**2.d. Appendix B, Budget** of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget**, dated July 1, 2023.

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this amendment.

**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

**CITY**

**CONTRACTOR**

Recommended by:

**HELUNA HEALTH (FORMERLY  
PUBLIC HEALTH FOUNDATION  
ENTERPRISES, INC.)**

---

Shireen McSpadden  
Executive Director  
Department of Homelessness and Supportive  
Housing

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Peter D. Dale  
Chief Program Officer

City Supplier ID: 0000012745

Approved as to Form:

David Chiu  
City Attorney

By: \_\_\_\_\_  
Virginia Dario Elizondo  
Deputy City Attorney

Approved:

---

Sailaja Kurella  
Director of the Office of Contract  
Administration, and Purchaser



**Appendix A, Services to be Provided**  
**by**  
**Heluna Health**  
**San Francisco Homeless Outreach Team (SFHOT)**

**I. Purpose of Contract**

The purpose of the contract is to provide a comprehensive community response, street outreach, special projects, and case management services to the served population.

**II. Served Population**

Contractor shall offer and provide services to individuals experiencing homelessness in San Francisco.

For individuals served through Projects for Assistance in Transition from Homelessness (PATH) grant funding, Contractor shall serve individuals with a diagnosed mental illness who are experiencing chronic homelessness.

All services are voluntary.

**III. Description of Services**

Contractor shall provide the following services:

- A. Community Response: Contractor shall collaborate with Healthy Streets Operation Center (HSOC) to ensure there is a professional and rapid response to community concerns regarding people experiencing homelessness. Contractor shall provide specialized teams, Vehicle Encampment Resolution Team (VERT) Encampment Resolution Team (ERT), to respond to community concerns. Requests are received and processed via Healthy Streets Operation Center (HSOC) and 311.
1. Dispatch/Outreach Responders: Contractor shall process referrals for wellness checks for people experiencing homelessness. Contractor's specialized outreach workers shall perform wellness checks and connect interested participants to the citywide Homelessness Response System (HRS). Beginning January 1, 2022, requests for wellness checks will be processed by the Street Wellness Response Team (SWRT).
  2. HSOC: Contractor shall provide staff to support the outreach requests and organized plans to ensure that people experiencing homelessness are offered services prior to collaborative partners' involvement, such as Department of Public Works (DPW) and/or San Francisco Police Department (SFPD), for street cleaning or enforcement activities.
  3. VERT/ERT: Contractor shall provide a specialized VERT and an ERT to collaborate with HSOC to ensure that long-term encampments are minimal, and those living in cars or vehicles have access to available resources.

4. 311 Community Requests: In collaboration with HSOC, Contractor shall respond to tickets, close them as appropriate, and ensure that outreach has been provided to those experiencing homelessness.
- B. Street Outreach: Contractor shall provide street outreach and engagement for unsheltered individuals throughout San Francisco. Contractor shall act as a Coordinated Entry Mobile Access Point and refer individuals into temporary shelter or other indicated resources. Contractor shall respond to requests within its scope of practice for street outreach/intervention, wellness checks, locating high needs participants, and/or transport to meet treatment goals for participants. In response to severe weather conditions (e.g. cold, rain, and poor air quality), Contractor shall ensure that all street outreach teams focus on emergency services (e.g. wellness checks, distribution of supplies).
  - C. Special Projects: Contractor shall provide specific outreach projects to better meet the needs of specialized populations throughout San Francisco, including, but not limited to, the following:
    1. Emergency Medical Services (EMS-6):
      - a. High Intensity Care Team: Contractor shall provide support for EMS-6, which is a collaboration between Contractor, the San Francisco Fire Department (SFFD) and HSH. EMS-6 is a team comprised of an EMS Fire Captain and an SFHOT Outreach Specialist. This special project works in conjunction with existing social services to stabilize high users of multiple systems and make referrals to non-emergency programs.
      - b. Street Wellness Response Team (SWRT): Contractor shall provide SWRT services, which are comprised of a community paramedic, Emergency Medical Technicians (EMT), and SFHOT specialist that are available to respond to 911 calls that traditionally are coded as police code 910 priority B (e.g. wellbeing checks with no report of violence or weapons), and to engage individuals who appear in need of wellbeing checks in public spaces. Contractor shall engage and assess individuals for medical, behavioral, and social needs.
    2. San Francisco Recreation and Park: Contractor shall provide a specialized team of outreach workers to ensure that people experiencing homelessness who are living in parks throughout San Francisco receive outreach and referrals to appropriate services.
    3. San Francisco Public Library Team: Based at the Civic Center Main Branch, Contractor's San Francisco Public Library Team shall conduct 'in-reach' and offer referrals to homeless, marginally housed and/or mentally ill patrons of the library. In coordination with HSH as lead, Contractor shall educate and help library staff to better understand and serve behaviorally vulnerable patrons while

decreasing the number and severity of incidents that require intervention from library security staff.

4. Outreach Collaborations:

- a. Contractor shall partner with HSH funded outreach programs to support referrals to available temporary shelter and other resources.
- b. Contractor shall partner with San Francisco Department of Public Health (DPH) funded outreach programs to support referrals to available temporary shelter and other resources.
- c. Contractor shall partner with SFFD/DPH outreach programs (Street Crisis Response Team (SCRT), Street Overdose Response Team (SORT) to support referrals to available temporary shelter and other resources.
- d. Contractor shall partner with San Francisco Animal Care and Control and other animal care services to facilitate obtaining pet supplies and care.

5. Transportation: On as-needed basis, Contractor shall provide transportation services through the coordination and purchase of taxi transport or other available means of transportation. Contractor shall coordinate with HSOC; Street Outreach; and the HSH Rehousing Team to facilitate connections to the HRS, including to housing or other services.

D. Case Management:

1. Contractor shall provide case management services, focused on housing goals, to unsheltered individuals who have been assessed and are “Housing Referral Status” in the San Francisco Coordinated Entry System. Nearly all Case Managed participants experience complex medical, psychiatric, and/or substance abuse tri-morbidity, use a high number of urgent/emergent care services, and are unable to navigate the HSH Coordinated Entry and the HRS on their own.
2. Contractor shall provide Case Management, to partner with the multi-disciplinary HIV Homeless Outreach and Mobile Engagement Program (HHOME) team to serve chronically homeless clients diagnosed with HIV/AIDS. This partnership is the result of an agreement, with ongoing funding from DPH to HSH, for staff from Community Health Network and Contractor to collaborate and coordinate client care. Expectations for this collaboration shall be outlined in a signed Memorandum of Understanding (MOU).

**IV. Location and Time of Services**

Contractor shall provide services to individuals in San Francisco in the field. Specialized teams will be assigned to a geographical district within San Francisco, based upon SFPD districts.

Contractor shall provide Outreach services at times that align with the needs of the served population in 10-hour shifts, four days per week. Based on staffing and availability, Contractor shall provide coverage from 6:30 am to 7:00 pm, five days a week and weekend services from 8:30 am to 7:00 pm. If services are required within a particular district of the City when the team assigned to the district is off duty, Contractor shall utilize other staff to complete the tasks in a timely manner.

Contractor shall provide SWRT services 24 hours per day, seven days a week, beginning May 1, 2022.

## V. **Service Requirements**

Contractor shall meet the following service requirements:

- A. Staffing: Contractor shall ensure that the program is staffed at no less than 90 percent at any given time.
- B. Staff Training: Contractor shall provide staff training and development, including but not limited to de-escalation and safety, street engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, overdose prevention, overdose response, mental health, and substance abuse community resources.
- C. Uniforms: Contractor shall ensure that all staff are issued and wear uniforms for visibility and safety in the field.
- D. Feedback, Complaint and Follow-up Policies: Contractor shall provide means for the served population to provide input into the program, including planning and design. Feedback methods shall include:
  - 1. A complaint process, including a written grievance policy informing the served population on how to report complaints and request repairs/services; and
  - 2. A written survey, which shall be offered to the served population to gather feedback and assess the effectiveness of services and systems within the program. Contractor shall help the served population with completion of the survey if the written format presents any challenges.
- E. Case Conferences: Contractor shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. City Communications and Policies: Contractor shall keep HSH informed and comply with City policies to minimize harm and risk, including:
  - 1. Activation of HSH severe weather policies and responses to other environmental or public health concerns;

2. Regular communication to HSH about the implementation of the program;
  3. Attendance of quarterly HSH meetings, as needed; and
  4. Attendance of trainings, as required by HSH.
- G. Critical Incident: Contractor shall adhere to the HSH Critical Incident policy including reports to HSH within 24 hours regarding any deaths, serious violence, or emergencies involving police, fire or ambulance calls using the Critical Incident Report form.
- H. Disaster and Emergency Response Plan: Contractor 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. Contractor shall update the plans, as needed, and Contractor shall train all employees regarding the provisions of the plans for their Agency/site.
- I. Data Standards:
1. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
  2. Contractor shall enter data into the ONE System (and other databases as required) and 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, Contractor 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 Contractors regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Contractors via written notice at least one month prior to expected implementation.
  3. Any information shared between Contractor, 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.
  4. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

J. Record Keeping and Files:

1. Contractor shall maintain all required confidential files for the served population, including service plans, progress notes, and releases of information.
2. For those served with PATH funds, Contractor shall maintain a participant file, which includes an intake form, a service plan (if case management is provided), progress notes, and a discharge summary.
  - a. The intake form must contain participant information to determine eligibility for PATH services, and to obtain data needed for quarterly and annual reports.
  - b. A service plan, also known as the Client (Participant) Service Plan, is required for all PATH enrolled participants receiving case management services to outline goals tailored to the participant's needs. The plan shall be reviewed by the case manager and supervising clinician every three months. Client Service Plans may include the following, as appropriate:
    - i. Methods to obtain community mental health services
    - ii. Assistance in obtaining and coordinating needed services including: shelter, public transportation, linkage to medical care, habilitation, and documents for permanent housing
    - iii. Assistance in obtaining income and benefits
    - iv. Strategies that describe the referral process to other appropriate services.
  - c. Progress notes shall be utilized to assist in the tracking of the progress made towards the goals recorded on the Client Service Plan.

**VI. Service Objectives**

Contractor shall achieve the following Service Objectives:

A. Community Response:

1. Contractor shall engage at least 35,000 participants annually (tracked by team type across all Outreach activities, including Community Response, Emergency Protocols, Street Outreach, and Special Projects) as verified by the ONE System and/or Encounter Form documentation.
2. Contractor shall complete/update 100 percent of ONE System profiles for all consenting participants. For non-consenting individuals, the Contractor shall track all engagements, linkages, and supplies distributed without collecting Protected Health Information.

3. Contractor shall connect 100 percent of consenting and eligible<sup>1</sup> participants to Coordinated Entry via SFHOT (as a mobile access point) or to identified Access Points in the community, for housing assessments and/or Problem-Solving conversations. Contractor shall complete no less than 50 Coordinated Entry Assessments/ Reassessments per month.
- B. Street Outreach: Contractor shall achieve the same objectives listed under A. Community Response.
- C. Special Projects: Contractor shall achieve the same objectives listed under A. Community Response.
- D. Case Management:
1. Contractor shall ensure that 80 percent of all participants receiving Case Management services be Housing Referral Status via Coordinated Entry or County Adult Assistance Programs (CAAP) Priority Status.
  2. Contractor shall ensure that 80 percent of all participants engaging in ongoing Case Management will enroll in, or maintain, at least one mainstream benefit.
  3. Contractor shall ensure that Case Managers contact 90 percent of participants on their caseload at least one time per week and document their efforts in the ONE System.
  4. Contractor shall ensure that at least 80 percent of case managed participants obtain documents necessary for permanent housing eligibility.
  5. Contractor shall ensure that, upon closure from Case Management, at least 90 percent of participants have organized files, including intake documents, signed releases, service plans, and a closing note.
  6. Contractor shall engage at least 150 participants eligible for PATH annually.

## VII. Outcome Objectives

Contractor shall achieve the following outcome objectives:

- A. Community Response: Beginning May 1, 2022, Contractor shall, for SWRT, reduce police response to 911 calls by an average of 1,250 per month.
- B. Street Outreach: See A. Community Response.
- C. Special Projects: See A. Community Response.

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<sup>1</sup> Participants must consent to provide necessary information. Eligible means that they have not completed an assessment in the last six months and are not currently Housing Referral Status.

D. Case Management:

1. Contractor shall ensure that, upon closure from Case Management, 80 percent of all participants will be enrolled in at least one mainstream benefit.
2. Contractor shall ensure that, upon closure from Case Management, 60 percent of participants will have moved out of stabilization or shelter into permanent housing or experienced an appropriate resolution to their homelessness.

**VIII. Reporting Requirements**

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

- A. Contractor shall provide a quarterly and annual report of activities, referencing the tasks as described in the Service and Outcome Objectives section. Contractor shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter. Contractor shall enter the annual metrics in the CARBON database 15 days after the completion of the program year.
- B. Contractor shall provide Ad Hoc reports as required by HSH.
- C. Contractor shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of HSH. HSH 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 responses will become part of the official report.

**IX. Monitoring Activities**

- A. Program Monitoring: Contractor is subject to program monitoring and/or audits, such as, but not limited to: participant files, review of the Contractor's administrative records, staff training documentation, postings, program policies and procedures, documentation of funding match sources, Disaster 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.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Contractor's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plans, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans



with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	8/1/2014	6/30/2023	9
6	<b>Amended Term</b>	8/1/2014	12/31/2023	10
7				
8				
10	M&M Hauling			
11	PeopleReady			
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	A	B	C	D	E	H	K	N	Q	T	W	Z	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				
2	APPENDIX B, BUDGET																				
3	Document Date	7/1/2023																			
4	Contract Term	Begin Date	End Date	Duration (Years)																	
5	Current Term	8/1/2014	6/30/2023	9																	
6	Amended Term	8/1/2014	12/31/2023	10																	
7	Provider Name	Heluna Health																			
8	Program	SF HOT																			
9	FSP Contract ID#	1000002545																			
10	Action (select)	Amendment																			
11	Effective Date	7/1/2023																			
12	Budget Names	GF SF HOT, Library WO, PATH SF HOT, WPC SF HOT, BART MTA WO, Rec Park WO, General Fund - SWRT, Work Order - DPH HHome																			
13		Current	New																		
14	Term Budget	\$ 48,697,442	\$ 52,619,715																		
15	Contingency	\$ 3,121,625	\$ 588,341	15%																	
16	Not-To-Exceed	\$ 51,819,067	\$ 53,208,056																		
17		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9			Year 10			All Years					
18		8/1/2014 - 6/30/2015	7/1/2015 - 6/30/2016	7/1/2016 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023			
19	Expenditures	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	Amendment	New	Actuals	Amendment	New				
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ 5,294,312	\$ 5,841,876	\$ 7,124,583	\$ 7,124,584	\$ 6,534,478	\$ 6,219,753	\$ -	\$ 6,219,753	\$ -	\$ 2,973,348	\$ 2,973,348	\$ 38,139,586	\$ 2,973,348	\$ 41,112,934			
21	Operating Expense	\$ -	\$ -	\$ -	\$ 1,010,072	\$ 540,797	\$ 214,020	\$ 213,880	\$ 297,725	\$ 803,100	\$ -	\$ 803,100	\$ -	\$ 401,550	\$ 401,550	\$ 3,079,594	\$ 401,550	\$ 3,481,144			
22	Subtotal	\$ -	\$ -	\$ -	\$ 6,304,384	\$ 6,382,673	\$ 7,338,603	\$ 7,338,464	\$ 6,832,203	\$ 7,022,853	\$ -	\$ 7,022,853	\$ -	\$ 3,374,898	\$ 3,374,898	\$ 41,219,180	\$ 3,374,898	\$ 44,594,078			
23	Indirect Percentage																				
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ 778,707	\$ 822,025	\$ 972,437	\$ 972,437	\$ 888,186	\$ 861,351	\$ -	\$ 861,351	\$ -	\$ 413,875	\$ 413,875	\$ 5,295,144	\$ 413,875	\$ 5,709,019			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ (2,590,461)	\$ (2,514,705)	\$ (1,331,420)	\$ (1,237,582)	\$ (2,478,443)	\$ 267,000	\$ -	\$ 267,000	\$ -	\$ 133,500	\$ 133,500	\$ (9,885,611)	\$ 133,500	\$ (9,752,111)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 3,123,611	\$ 4,551,353	\$ 4,393,765	\$ 4,492,630	\$ 4,689,993	\$ 6,979,620	\$ 7,073,319	\$ 5,241,946	\$ 8,151,205	\$ -	\$ 8,151,205	\$ -	\$ 3,922,273	\$ 3,922,273	\$ 48,697,442	\$ 3,922,273	\$ 52,619,715			
29		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	HSR Revenues (select)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
31	Pre-HSH (DPH) Combined Revenues	\$ 3,123,611	\$ 4,551,353	\$ 4,393,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,068,729	\$ -	\$ 12,068,729			
32	Actuals Adjustment	\$ -	\$ -	\$ -	\$ (2,590,461)	\$ (2,514,705)	\$ (1,545,642)	\$ (1,451,804)	\$ (2,884,295)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (10,986,907)	\$ -	\$ (10,986,907)			
33	General Fund - Ongoing	\$ -	\$ -	\$ -	\$ 6,571,565	\$ 5,033,048	\$ 6,656,884	\$ 6,656,744	\$ 7,158,996	\$ 7,267,163	\$ -	\$ 7,267,163	\$ -	\$ 3,527,410	\$ 3,527,410	\$ 39,344,401	\$ 3,527,410	\$ 42,871,811			
34	Library Work Order	\$ -	\$ -	\$ -	\$ 177,143	\$ 176,278	\$ 173,349	\$ 173,349	\$ 60,705	\$ 94,316	\$ -	\$ 94,316	\$ -	\$ -	\$ -	\$ 855,140	\$ -	\$ 855,140			
35	State Project for Assistance in Transition from Homelessness (PATH)	\$ -	\$ -	\$ -	\$ 334,383	\$ 605,062	\$ 606,185	\$ 606,185	\$ 611,451	\$ 611,575	\$ -	\$ 611,575	\$ -	\$ 305,788	\$ 305,788	\$ 3,374,840	\$ 305,788	\$ 3,680,628			
36	Whole Person Care (WPC) - Ongoing	\$ -	\$ -	\$ -	\$ -	\$ 544,526	\$ 544,797	\$ 544,797	\$ 116,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,751,058	\$ -	\$ 1,751,058			
37	Parks & Rec Work Order	\$ -	\$ -	\$ -	\$ -	\$ 295,481	\$ 181,349	\$ 181,349	\$ 178,151	\$ 178,151	\$ -	\$ 178,151	\$ -	\$ 89,075	\$ 89,075	\$ 1,014,481	\$ 89,075	\$ 1,103,557			
38	BART Work Order	\$ -	\$ -	\$ -	\$ -	\$ 465,362	\$ 362,699	\$ 362,699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,190,760	\$ -	\$ 1,190,760			
39	DPH Work Order	\$ -	\$ -	\$ -	\$ -	\$ 84,941	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,941	\$ -	\$ 84,941			
40	Total HSH Revenues	\$ 3,123,611	\$ 4,551,353	\$ 4,393,765	\$ 4,492,630	\$ 4,689,993	\$ 6,979,620	\$ 7,073,319	\$ 5,241,946	\$ 8,151,205	\$ -	\$ 8,151,205	\$ -	\$ 3,922,273	\$ 3,922,273	\$ 48,697,442	\$ 3,922,273	\$ 52,619,715			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																				
42	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43																					
44	Total HSH + Other Revenues	\$ 3,123,611	\$ 4,551,353	\$ 4,393,765	\$ 4,492,630	\$ 4,689,993	\$ 6,979,620	\$ 7,073,319	\$ 5,241,946	\$ 8,151,205	\$ -	\$ 8,151,205	\$ -	\$ 3,922,273	\$ 3,922,273	\$ 48,697,442	\$ 3,922,273	\$ 52,619,715			
45	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46																					
47	Total Adjusted Salary FTE (All Budgets)														72.60			33.42			
48																					
49	Prepared by	Peter Dale		NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and																	
50	Phone	562-222-7886																			
51	Email	pdale@helunahealth.org																			

	A	B	C	D	N	Q	T	W	Z	AC	AF	AG	AH	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>															
2	<b>APPENDIX B, BUDGET</b>															
3	<b>Document Date</b>	7/1/2023		<b>Duration (Years)</b>												
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>												
5	<b>Current Term</b>	8/1/2014	6/30/2023	9												
6	<b>Amended Term</b>	8/1/2014	12/31/2023	10												
7	<b>Provider Name</b>	Heluna Health														
8	<b>Program</b>	SF HOT														
9	<b>F\$P Contract ID#</b>	1000002545														
10	<b>Action (select)</b>	Amendment														
11	<b>Effective Date</b>	7/1/2023														
12	<b>Budget Name</b>	GF SF HOT														
13		<b>Current</b>	<b>New</b>													
14	<b>Term Budget</b>	\$ 48,697,442	\$ 52,619,715													
15	<b>Contingency</b>	\$ 3,121,625	\$ 588,341	15%												
16	<b>Not-To-Exceed</b>	\$ 51,819,067	\$ 53,208,056		<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>			<b>All Years</b>		
17		7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023			
18		<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>	<b>Actuals</b>	<b>Amendment</b>	<b>New</b>			
19	<b>Expenditures</b>															
20	Salaries & Benefits	\$ 4,806,149	\$ 3,913,228	\$ 5,471,151	\$ 5,471,151	\$ 4,579,699	\$ 4,542,258	\$ -	\$ 2,176,333	\$ 2,176,333	\$ 28,783,636	\$ 2,176,333	\$ 30,959,969			
21	Operating Expense	\$ 1,006,392	\$ 540,797	\$ 214,020	\$ 213,880	\$ 267,353	\$ 619,700	\$ -	\$ 309,850	\$ 309,850	\$ 2,862,142	\$ 309,850	\$ 3,171,992			
22	Subtotal	\$ 5,812,541	\$ 4,454,025	\$ 5,685,171	\$ 5,685,031	\$ 4,847,052	\$ 5,161,958	\$ -	\$ 2,486,183	\$ 2,486,183	\$ 31,645,778	\$ 2,486,183	\$ 34,131,961			
23	Indirect Percentage	13.06%	13.00%	13.32%	13.32%	13.00%	12.00%	12.00%								
24	Indirect Cost (Line 21 X Line 22)	\$ 759,024	\$ 579,023	\$ 757,491	\$ 757,491	\$ 630,117	\$ 619,435	\$ -	\$ 298,342	\$ 298,342	\$ 4,102,581	\$ 298,342	\$ 4,400,923			
25	Other Expenses (Not subject to indirect %)	\$ (2,417,013)	\$ (930,970)	\$ (536,778)	\$ (246,406)	\$ (996,428)	\$ 267,000	\$ -	\$ 133,500	\$ 133,500	\$ (4,860,595)	\$ 133,500	\$ (4,727,095)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	\$ 4,154,552	\$ 4,102,078	\$ 5,905,884	\$ 6,196,116	\$ 4,480,741	\$ 6,048,393	\$ -	\$ 2,918,025	\$ 2,918,025	\$ 30,887,765	\$ 2,918,025	\$ 33,805,789			
29																
30	<b>HSH Revenues (select)</b>															
32	Actuals Adjustment	\$ (2,417,013)	\$ (930,970)	\$ (751,000)	\$ (460,628)	\$ (1,483,492)					\$ -	\$ (6,043,103)	\$ -	\$ (6,043,103)		
33	General Fund - Ongoing	\$ 6,571,565	\$ 5,033,048	\$ 6,656,884	\$ 6,656,744	\$ 5,964,233	\$ 6,048,393		\$ 2,918,025	\$ 2,918,025	\$ 36,930,868	\$ 2,918,025	\$ 39,848,893			
40	<b>Total HSH Revenues</b>	\$ 4,154,552	\$ 4,102,078	\$ 5,905,884	\$ 6,196,116	\$ 4,480,741	\$ 6,048,393	\$ -	\$ 2,918,025	\$ 2,918,025	\$ 30,887,765	\$ 2,918,025	\$ 33,805,790			
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>															
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																
49	<b>Total HSH + Other Revenues</b>	\$ 4,154,552	\$ 4,102,078	\$ 5,905,884	\$ 6,196,116	\$ 4,480,741	\$ 6,048,393	\$ -	\$ 2,918,025	\$ 2,918,025	\$ 30,887,765	\$ 2,918,025	\$ 33,805,790			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52																
53	<b>Prepared by</b>	Peter Dale														
54	<b>Phone</b>	562-222-7886														
55	<b>Email</b>	<a href="mailto:pdale@helunahealth.org">pdale@helunahealth.org</a>														

SIX MONTH EXTENSION





	A	K	N	Q	T	W	Z	AE	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	OPERATING DETAIL										
3	Document Date										
4	Provider Name										
5	Program										
6	FSP Contract ID#										
7	Budget Name										
8	SIX MONTH EXTENSION										
9		Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	All Years		
10		7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Actuals	Actuals	Actuals	Actuals	Current	New	Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property							\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)							\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage							\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair				\$ 1,000			\$ -	\$ 1,000	\$ -	\$ 1,000
17	Printing and Reproduction							\$ -	\$ -	\$ -	\$ -
18	Insurance							\$ -	\$ -	\$ -	\$ -
19	Staff Training			\$ 18,000	\$ 30,000	\$ 30,000	\$ 15,000	\$ 78,000	\$ 15,000	\$ 93,000	
20	Staff Travel-(Local & Out of Town)			\$ 10,500	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ 10,500	
21	Rental of Equipment			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22								\$ -	\$ -	\$ -	
23	Cell Phones			\$ 66,380	\$ 49,019	\$ 70,000	\$ 35,000	\$ 185,399	\$ 35,000	\$ 220,399	
24	Program Supplies			\$ 30,000	\$ 70,000	\$ 55,000	\$ 27,500	\$ 155,000	\$ 27,500	\$ 182,500	
25	Computer Hardware/software			\$ 9,000	\$ 3,000	\$ 3,000	\$ 1,500	\$ 15,000	\$ 1,500	\$ 16,500	
26	Offsite Storage			\$ 3,000	\$ 585	\$ 1,000	\$ 500	\$ 4,585	\$ 500	\$ 5,085	
27	Vehicle Parking			\$ 10,000	\$ -	\$ 61,200	\$ 30,600	\$ 71,200	\$ 30,600	\$ 101,800	
28	Vehicle Expenses			\$ 50,000	\$ 30,000	\$ 120,000	\$ 60,000	\$ 200,000	\$ 60,000	\$ 260,000	
29	Vehicle Maintenance			\$ 10,000	\$ 6,749	\$ 6,500	\$ 3,250	\$ 23,249	\$ 3,250	\$ 26,499	
30	Vehicle Lease			\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	
31	Auto Insurance				\$ 48,000	\$ 48,000	\$ 24,000	\$ 96,000	\$ 24,000	\$ 120,000	
32								\$ -	\$ -	\$ -	
42	Consultants							\$ -	\$ -	\$ -	
43	Professional Services to Rep Payee				\$ 30,000			\$ 30,000	\$ -	\$ 30,000	
54	Subcontractors							\$ -	\$ -	\$ -	
55								\$ -	\$ -	\$ -	
56	M&M Hauling					\$ 150,000	\$ 75,000	\$ 150,000	\$ 75,000	\$ 225,000	
57								\$ -	\$ -	\$ -	
58	PeopleReady					\$ 75,000	\$ 37,500	\$ 75,000	\$ 37,500	\$ 112,500	
59								\$ -	\$ -	\$ -	
67											
68	TOTAL OPERATING EXPENSES	\$ 1,006,392	\$ 540,797	\$ 214,020	\$ 213,880	\$ 267,353	\$ 619,700	\$ 309,850	\$ 1,100,933	\$ 309,850	\$ 1,410,783
69											
70	Other Expenses (not subject to indirect cost %)										
71	Client Related			\$ 66,000	\$ 120,000	\$ 125,000	\$ 62,500	\$ 311,000	\$ 62,500	\$ 373,500	
72	Participant Stipends			\$ 6,400	\$ 30,000	\$ 30,000	\$ 15,000	\$ 66,400	\$ 15,000	\$ 81,400	
73	Client Transportation Pilot (Taxis)				\$ 337,064	\$ 112,000	\$ 56,000	\$ 449,064	\$ 56,000	\$ 505,064	
74	Professional Services to Rep Payee			\$ 75,000			\$ -	\$ 75,000	\$ -	\$ 75,000	
75	M&M Hauling			\$ 60,822			\$ -	\$ 60,822	\$ -	\$ 60,822	
76	PeopleReady			\$ 6,000			\$ -	\$ 6,000	\$ -	\$ 6,000	
77	Temp Agency						\$ -	\$ -	\$ -	\$ -	
78								\$ -	\$ -	\$ -	
84	Prior Year Actuals adjustment	\$ (2,417,013)	\$ (930,970)	\$ (751,000)	\$ (460,628)	\$ (1,483,491.89)		\$ -	\$ (6,043,103)	\$ -	\$ (5,582,475)
85								\$ -	\$ -	\$ -	
94											
95	TOTAL OTHER EXPENSES	\$ (2,417,013)	\$ (930,970)	\$ (536,778)	\$ (246,406)	\$ (996,428)	\$ 267,000	\$ 133,500	\$ (4,860,595)	\$ 133,500	\$ (4,266,467)
96											
97	Capital Expenses										
98								\$ -	\$ -	\$ -	
105											
106	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
107											
108	HSH #3										Template last modified 1/22/2020

**BUDGET NARRATIVE**

Fiscal Year

GF SF HOT

FY23-24

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

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted FTE	Budgeted Salary			
Administrative Support	0.50	\$ 25,246	1 admin support for SFHOT staff	\$24.28 hourly wage x FTE prorated to six months	N/A
Case Manager LV 1	0.50	\$ 26,205	1 level 1 case manager	\$25.20 hourly wage x FTE prorated to six months	N/A
Case Manager LV 2	3.50	\$ 219,706	7 FTE level 2 case managers	\$30.18 hourly wage x FTE prorated to six months	N/A
Case Manager LV 3	1.25	\$ 90,237	2.5 FTE level 3 case managers	\$34.71 hourly wage x FTE prorated to six months	N/A
Dispatch Shift Lead	1.63	\$ 129,038	3 Shift Leads	\$38.18 hourly wage x FTE prorated to six months	N/A
Operations Coordinator	0.50	\$ 32,577	1 Operations Coordinator	\$31.32 hourly wage x FTE prorated to six months	N/A
Outreach Specialist LV 1	4.50	\$ 235,850	9 level 1 Outreach Specialists	\$25.20 hourly wage x FTE prorated to six months	N/A
Outreach Specialist LV 2	4.00	\$ 251,092	8 level 2 Outreach Specialists	\$30.18 hourly wage x FTE prorated to six months	N/A
Outreach Specialist LV 3	2.70	\$ 194,189	5 level 3 Outreach Specialists	\$34.58 hourly wage x FTE prorated to six months	N/A
TSS Coordinator	0.50	\$ 33,250	1 TSS Coordinator	\$31.97 hourly wage x FTE prorated to six months	N/A
Data Analyst	0.50	\$ 36,050	1 Data Analyst	\$34.66 hourly wage x FTE prorated to six months	N/A
Case Management Supervisor	0.75	\$ 61,414	1.5 Case Management Supervisors	\$39.37 hourly wage x FTE prorated to six months	N/A
Outreach Supervisor	1.75	\$ 143,299	3.5 Outreach Supervisors	\$39.37 hourly wage x FTE prorated to six months	N/A
Training Manager	0.50	\$ 38,584	1 Training Manager	\$37.10 hourly wage x FTE prorated to six months	N/A
Program Manager	0.50	\$ 48,039	1 Program Manager	\$46.19 hourly wage x FTE prorated to six months	N/A
<b>TOTAL</b>	<b>24.58</b>	<b>\$ 1,634,998</b>		hourly wage x FTE prorated to six months	
Employee Fringe Benefits		\$ 541,335	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.11% of total salaries.	hourly wage x FTE prorated to six months	
<b>Salaries &amp; Benefits Total</b>		<b>\$ 2,176,333</b>		hourly wage x FTE prorated to six months	

Operating Expenses	Budgeted Expense	Justification	Calculation
Staff Training	\$ 15,000	Training for staff in dealing with vulnerable populations and how to provide the best care	Based on historical spend
Cell Phones	\$ 35,000	Covers cell phone coverage for all employees	Based on historical spend
Program Supplies	\$ 27,500	staff gear/uniforms, etc.	Based on historical spend
Computer Hardware/software	\$ 1,500	computer supplies such as routers and other IT equipment	Based on historical spend
Offsite Storage	\$ 500	For storage of program/client supplies	Based on historical spend
Vehicle Parking	\$ 30,600	City parking of SFHOT vehicles	Based on historical spend
Vehicle Expenses	\$ 60,000	Purchase of 7 new SFHOT vehicles as approved by HSH, to include gas	Based on historical spend
Vehicle Maintenance	\$ 3,250	covers vehicle expenses such as cleaning and any mechanical issues	Based on historical spend
Auto Insurance	\$ 24,000	Covers auto insurance	Based on historical spend
M&M Hauling	\$ 75,000	Reduced based on historical spend	Based on historical spend
PeopleReady	\$ 37,500	Staffing agency	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 309,850</b>		
<b>Indirect Cost</b>	<b>12.0%</b>	<b>\$ 298,342</b>	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Client Related	\$ 62,500	hygiene kits, socks and other needed items for clients	based on historical spend
Participant Stipends	\$ 15,000	gift cards for clients	based on historical spend
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 77,500</b>		



	A	B	C	D	Z	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>													
2	<b>APPENDIX B, BUDGET</b>													
3	<b>Document Date</b>	7/1/2023												
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>										
5	<b>Current Term</b>	8/1/2014	6/30/2023	9										
6	<b>Amended Term</b>	8/1/2014	12/31/2023	10										
7	<b>Provider Name</b>	Heluna Health												
8	<b>Program</b>	SF HOT												
9	<b>F\$P Contract ID#</b>	1000002545												
10	<b>Action (select)</b>	Amendment												
11	<b>Effective Date</b>	7/1/2023												
12	<b>Budget Name</b>	General Fund - SWRT												
13		<b>Current</b>	<b>New</b>											
14	<b>Term Budget</b>	\$ 1,464,011	\$ 2,073,396											
15	<b>Contingency</b>	\$ 3,121,625	\$ 588,341	15%										
16	<b>Not-To-Exceed</b>	\$ 51,819,067	\$ 53,208,056											
					<b>SIX MONTH EXTENSION SIX MONTH EXTENSION</b>									
					<b>Year 8</b>	<b>Year 9</b>			<b>Year 10</b>			<b>All Years</b>		
17		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023			
18		<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>		<b>Amendment</b>	<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>			
19	<b>Expenditures</b>													
20	Salaries & Benefits	\$ 1,036,461	\$ 915,158	\$ -	\$ 915,158	\$ -	\$ 457,579	\$ 457,579	\$ 1,951,619	\$ 457,579	\$ 2,409,198			
21	Operating Expense	\$ 16,250	\$ 163,400	\$ -	\$ 163,400	\$ -	\$ 81,700	\$ 81,700	\$ 179,650	\$ 81,700	\$ 261,350			
22	Subtotal	\$ 1,052,711	\$ 1,078,558	\$ -	\$ 1,078,558	\$ -	\$ 539,279	\$ 539,279	\$ 2,131,269	\$ 539,279	\$ 2,670,548			
23	Indirect Percentage	13.00%	13.00%		13.00%	13.00%		13.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 136,852	\$ 140,213	\$ -	\$ 140,213	\$ -	\$ 70,106	\$ 70,106	\$ 277,065	\$ 70,106	\$ 347,171			
25	Other Expenses (Not subject to indirect %)	\$ (944,322)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (944,322)	\$ -	\$ (944,322)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)													
28	<b>Total Expenditures</b>	\$ 245,241	\$ 1,218,770	\$ -	\$ 1,218,770	\$ -	\$ 609,385	\$ 609,385	\$ 1,464,011	\$ 609,385	\$ 2,073,397			
29														
30	<b>HSH Revenues (select)</b>													
32	Actuals Adjustment	\$ (949,522)			\$ -			\$ -	\$ (949,522)	\$ -	\$ (949,522)			
33	General Fund - Ongoing	\$ 1,194,763	\$ 1,218,770		\$ 1,218,770		\$ 609,385	\$ 609,385	\$ 2,413,533	\$ 609,385	\$ 3,022,918			
40	<b>Total HSH Revenues</b>	\$ 245,240.96	\$ 1,218,769.84	\$ -	\$ 1,218,769.84	\$ -	\$ 609,384.92	\$ 609,384.92	\$ 1,464,010.80	\$ 609,384.92	\$ 2,073,395.72			
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>													
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48														
49	<b>Total HSH + Other Revenues</b>	\$ 245,240.96	\$ 1,218,769.84	\$ -	\$ 1,218,769.84	\$ -	\$ 609,384.92	\$ 609,384.92	\$ 1,464,010.80	\$ 609,384.92	\$ 2,073,395.72			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -			
52														
53	<b>Prepared by</b>	Peter Dale												
54	<b>Phone</b>	562-222-7886												
55	<b>Email</b>	<a href="mailto:pdale@helunahealth.org">pdale@helunahealth.org</a>												

	A	BC	BF	BG	BH	BI	BJ	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	SALARY & BENEFIT DETAIL																		
3	Document Date																		
4	Provider Name																		
5	Program																		
6	FSP Contract ID#																		
7	Budget Name																		
8		Year 8					Year 9					Year 10					All Years		
9	POSITION TITLE	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023		
10		Actuals					Current						Amendment	New	Current/Actuals	Modification	New		
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
12	Outreach Specialist LV 3	\$ 701,400	\$ 70,140	8.63	100%	8.63	\$ 605,635	\$ 70,140	8.63	50%	4.32		\$ 302,818	\$ 302,818	\$ 1,307,035	\$ 302,818	\$ 1,609,853		
13	Outreach Supervisor	\$ 77,250	\$ 81,885	1.00	100%	1.00	\$ 81,885	\$ 81,885	1.00	50%	0.50		\$ 40,943	\$ 40,943	\$ 159,135	\$ 40,943	\$ 200,078		
14													\$ -	\$ -	\$ -	\$ -	\$ -		
55		\$ 778,650	TOTAL SALARIES				\$ 687,520	TOTAL SALARIES				\$ -	\$ 343,760	\$ 343,760	\$ 1,466,170	\$ 343,760	\$ 1,809,930		
56			TOTAL FTE				9.63	TOTAL FTE				4.82							
57		33.11%	FRINGE BENEFIT RATE				33.11%	FRINGE BENEFIT RATE				33.11%							
58		\$ 257,811	EMPLOYEE FRINGE BENEFITS				\$ 227,638	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 113,819	\$ 113,819	\$ 485,449	\$ 113,819	\$ 599,268		
59		\$ 1,036,461	TOTAL SALARIES & BENEFITS				\$ 915,158	TOTAL SALARIES & BENEFITS				\$ -	\$ 457,579	\$ 457,579	\$ 1,951,619	\$ 457,579	\$ 2,409,198		
60																			
61																			
62																			

	A	W	Z	AC	AD	AE	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date								
4	Provider Name								
5	Program								
6	F\$P Contract ID#								
7	Budget Name								
8	SIX MONTH EXTENSION								
9		<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>			<b>All Years</b>		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Current		Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property				\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,750	\$ 5,000		\$ 2,500	\$ 2,500	\$ 8,750	\$ 2,500	\$ 11,250
15	Office Supplies, Postage	\$ 7,500	\$ 20,000		\$ 10,000	\$ 10,000	\$ 27,500	\$ 10,000	\$ 37,500
16	Building Maintenance Supplies and Repair	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
22	Client Supplies	\$ 5,000	\$ 15,000		\$ 7,500	\$ 7,500	\$ 20,000	\$ 7,500	\$ 27,500
23	Cell Phones		\$ 10,000		\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000	\$ 15,000
24	Parking		\$ 25,000		\$ 12,500	\$ 12,500	\$ 25,000	\$ 12,500	\$ 37,500
25	Client Transportation Pilot (Taxis)		\$ 88,400		\$ 44,200	\$ 44,200	\$ 88,400	\$ 44,200	\$ 132,600
26					\$ -	\$ -	\$ -	\$ -	\$ -
67									
68	TOTAL OPERATING EXPENSES	\$ 16,250	\$ 163,400	\$ -	\$ 81,700	\$ 81,700	\$ 179,650	\$ 81,700	\$ 261,350
69									
70	Other Expenses (not subject to indirect cost %)								
71	Cell Phone Purchase (one-time)	\$ 5,200			\$ -	\$ -	\$ 5,200	\$ -	\$ 5,200
73	Prior Year Actuals Adjustment	\$ (949,522)			\$ -	\$ -	\$ (949,522)	\$ -	\$ (949,522)
82					\$ -	\$ -	\$ -	\$ -	\$ -
83									
84	TOTAL OTHER EXPENSES	\$ (944,322)	\$ -	\$ -	\$ -	\$ -	\$ (944,322)	\$ -	\$ (944,322)
85									
86	Capital Expenses								
87					\$ -	\$ -	\$ -	\$ -	\$ -
88					\$ -	\$ -	\$ -	\$ -	\$ -
94									
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96									
97	HSH #3						Template last modified	1/22/2020	

**BUDGET NARRATIVE**

Fiscal Year

**General Fund - SWRT**

**FY23-24**

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

<u>Salaries &amp; Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
Outreach Specialist LV 3	4.32	\$ 302,818	4 teams of 2 level 3 outreach specialists	\$33.72 / hour x FTE prorated to six months	
Outreach Supervisor	0.50	\$ 40,943	1 outreach supervisor	\$39.37 / hour x FTE prorated to six n	
		\$ -			
<b>TOTAL</b>	<b>4.82</b>	<b>\$ 343,760</b>			
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.11% of total salaries.</u>		
		\$ 113,819			
<b>Salaries &amp; Benefits Total</b>		<b>\$ 457,579</b>			

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
	<u>Expense</u>		
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,500	Monthly cell phone bill	
Office Supplies, Postage	\$ 10,000	PPE	
Client Supplies	\$ 7,500	hygiene kits, socks and other needed items for clients	
Cell Phones	\$ 5,000	Covers cell phone coverage for all employees	
Parking	\$ 12,500	Employee parking	
Client Transportation Pilot (Taxis)	\$ 44,200	City parking of SFHOT vehicles	
	\$ -		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 81,700</b>		
<b>Indirect Cost</b>	13.0%	\$ 70,106	

	A	B	C	D	N	Q	T	W	Z	AC	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>APPENDIX B, BUDGET</b>												
3	<b>Document Date</b>	7/1/2023		<b>Duration (Years)</b>									
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>									
5	<b>Current Term</b>	8/1/2014	6/30/2023	9									
6	<b>Amended Term</b>	8/1/2014	12/31/2023	10									
7	<b>Provider Name</b>	Heluna Health											
8	<b>Program</b>	SF HOT											
9	<b>F\$P Contract ID#</b>	1000002545											
10	<b>Action (select)</b>	Amendment											
11	<b>Effective Date</b>	7/1/2023											
12	<b>Budget Name</b>	Library WO											
13		<b>Current</b>	<b>New</b>										
14	<b>Term Budget</b>	\$ 440,075	\$ 440,075	15%									
15	<b>Contingency</b>	\$ 3,121,625	\$ 588,341										
16	<b>Not-To-Exceed</b>	\$ 51,819,067	\$ 53,208,056										
17					<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>All Years</b>		
18					7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
19	<b>Expenditures</b>				<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>
20	Salaries & Benefits	\$ 153,780	\$ 155,998	\$ 153,406	\$ 153,406	\$ 130,192	\$ 83,465	\$ 830,248	\$ -	\$ 830,248			
21	Operating Expense	\$ 3,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,680	\$ -	\$ 3,680			
22	Subtotal	\$ 157,460	\$ 155,998	\$ 153,406	\$ 153,406	\$ 130,192	\$ 83,465	\$ 833,928	\$ -	\$ 833,928			
23	Indirect Percentage	12.50%	13.00%	13.00%	13.00%	13.00%	13.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 19,683	\$ 20,280	\$ 19,943	\$ 19,943	\$ 16,925	\$ 10,850	\$ 107,624	\$ -	\$ 107,624			
25	Other Expenses (Not subject to indirect %)	\$ (86,215)	\$ (117,873)	\$ (108,130)	\$ (102,847)	\$ (86,412)	\$ -	\$ (501,477)	\$ -	\$ (501,477)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 90,928.00</b>	<b>\$ 58,405.00</b>	<b>\$ 65,219.00</b>	<b>\$ 70,502.00</b>	<b>\$ 60,704.74</b>	<b>\$ 94,315.71</b>	<b>\$ 440,074.45</b>	<b>\$ -</b>	<b>\$ 440,074.45</b>			
29													
30	<b>HSH Revenues (select)</b>												
32	Actuals Adjustment	\$ (86,215)	\$ (117,873)	\$ (108,130)	\$ (102,847)			\$ (415,065)	\$ -	\$ (415,065)			
34	Library Work Order	\$ 177,143	\$ 176,278	\$ 173,349	\$ 173,349	\$ 60,705	\$ 94,316	\$ 855,140	\$ -	\$ 855,140			
40	<b>Total HSH Revenues</b>	<b>\$ 90,928.00</b>	<b>\$ 58,405.00</b>	<b>\$ 65,219.00</b>	<b>\$ 70,502.00</b>	<b>\$ 60,704.74</b>	<b>\$ 94,316.00</b>	<b>\$ 440,074.74</b>	<b>\$ -</b>	<b>\$ 440,074.74</b>			
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>												
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48													
49	<b>Total HSH + Other Revenues</b>	<b>\$ 90,928.00</b>	<b>\$ 58,405.00</b>	<b>\$ 65,219.00</b>	<b>\$ 70,502.00</b>	<b>\$ 60,704.74</b>	<b>\$ 94,316.00</b>	<b>\$ 440,074.74</b>	<b>\$ -</b>	<b>\$ 440,074.74</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52													
53	<b>Prepared by</b>	Peter Dale											
54	<b>Phone</b>	562-222-7886											
55	<b>Email</b>	<a href="mailto:pdale@helunahealth.org">pdale@helunahealth.org</a>											





	A	K	N	Q	T	W	Z	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date									
4	Provider Name									
5	Program									
6	F\$P Contract ID#									
7	Budget Name									
8										
9		Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	All Years		
10		7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Actuals	Actuals	Actuals	Actuals	Current	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property							\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)							\$ -	\$ -	\$ -
15	Office Supplies, Postage							\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair							\$ -	\$ -	\$ -
17	Printing and Reproduction							\$ -	\$ -	\$ -
18	Insurance							\$ -	\$ -	\$ -
19	Staff Training							\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)							\$ -	\$ -	\$ -
21	Rental of Equipment							\$ -	\$ -	\$ -
22								\$ -	\$ -	\$ -
23	Cell Phones	\$ 3,680						\$ 3,680	\$ -	\$ 3,680
24								\$ -	\$ -	\$ -
66								\$ -	\$ -	\$ -
67										
68	TOTAL OPERATING EXPENSES	\$ 3,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,680	\$ -	\$ 3,680
69										
70	Other Expenses (not subject to indirect cost %)									
71	PY actuals adjustment	\$ (86,215)	\$ (117,873)	\$ (108,130)	\$ (102,847)	\$ (86,412)		\$ (501,477)	\$ -	\$ (501,477)
72								\$ -	\$ -	\$ -
83										
84	TOTAL OTHER EXPENSES	\$ (86,215)	\$ (117,873)	\$ (108,130)	\$ (102,847)	\$ (86,412)	\$ -	\$ (501,477)	\$ -	\$ (501,477)
85										
86	Capital Expenses									
87								\$ -	\$ -	\$ -
88								\$ -	\$ -	\$ -
94										
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96										
97	HSH #3								Template last modified	1/22/2020

	A	B	C	D	N	Q	T	W	Z	AC	AD	AE	AF	AG	AH	AI	AJ	AK	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																		
2	<b>APPENDIX B, BUDGET</b>																		
3	<b>Document Date</b>	7/1/2023																	
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>															
5	<b>Current Term</b>	8/1/2014	6/30/2023	9															
6	<b>Amended Term</b>	8/1/2014	12/31/2023	10															
7	<b>Provider Name</b>	Heluna Health																	
8	<b>Program</b>	SF HOT																	
9	<b>F\$P Contract ID#</b>	1000002545																	
10	<b>Action (select)</b>	Amendment																	
11	<b>Effective Date</b>	7/1/2023																	
12	<b>Budget Name</b>	PATH SF HOT																	
13		<b>Current</b>	<b>New</b>																
14	<b>Term Budget</b>	\$ 2,546,222	\$ 2,852,010	15%															
15	<b>Contingency</b>	\$ 3,121,625	\$ 588,341																
16	<b>Not-To-Exceed</b>	\$ 51,819,067	\$ 53,208,056																
17					<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>			<b>Year 10</b>			<b>All Years</b>			
18					7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023	
19	<b>Expenditures</b>				<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>		<b>Amendment</b>	<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	
20	Salaries & Benefits	\$ 334,383	\$ 542,287	\$ 536,447	\$ 536,447	\$ 526,985	\$ 521,216	\$ -	\$ 521,216	\$ -	\$ 260,609	\$ 260,609	\$ 2,997,764	\$ 260,609	\$ 2,997,764	\$ 260,609	\$ 260,609	\$ 2,997,764	\$ 260,609
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ 14,122	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 10,000	\$ 10,000	\$ 34,122	\$ 10,000	\$ 34,122	\$ 10,000	\$ 10,000	\$ 34,122	\$ 10,000
22	Subtotal	\$ 334,383	\$ 542,287	\$ 536,447	\$ 536,447	\$ 541,107	\$ 541,216	\$ -	\$ 541,216	\$ -	\$ 270,609	\$ 270,609	\$ 3,031,886	\$ 270,609	\$ 3,031,886	\$ 270,609	\$ 270,609	\$ 3,031,886	\$ 270,609
23	Indirect Percentage	0.00%	11.58%	13.00%	13.00%	13.00%	13.00%		13.00%		13.00%		13.00%		13.00%		13.00%		13.00%
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 62,775	\$ 69,738	\$ 69,738	\$ 70,344	\$ 70,358	\$ -	\$ 70,358	\$ -	\$ 35,179	\$ 35,179	\$ 342,953	\$ 35,179	\$ 342,953	\$ 35,179	\$ 35,179	\$ 342,953	\$ 35,179
25	Other Expenses (Not subject to indirect %)	\$ (87,233)	\$ (354,347)	\$ (120,000)	\$ (6,000)	\$ (261,038)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (828,618)	\$ -	\$ (828,618)	\$ -	\$ -	\$ (828,618)	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	\$ 247,150	\$ 250,715	\$ 486,185	\$ 600,185	\$ 350,412.48	\$ 611,574.27	\$ -	\$ 611,574.27	\$ -	\$ 305,787.73	\$ 305,787.73	\$ 2,546,221.75	\$ 305,787.73	\$ 305,787.73	\$ 2,546,221.75	\$ 305,787.73	\$ 305,787.73	\$ 2,852,009.48
29																			
30	<b>HSH Revenues (select)</b>																		
32	Actuals Adjustment	\$ (87,233)	\$ (354,347)	\$ (120,000)	\$ (6,000)	\$ (261,038)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (828,618)	\$ -	\$ (828,618)	\$ -	\$ -	\$ (828,618)	\$ -
35	State Project for Assistance in Transition from Homelessness (PATH)	\$ 334,383	\$ 605,062	\$ 606,185	\$ 606,185	\$ 611,451	\$ 611,575	\$ -	\$ 611,575	\$ -	\$ 305,788	\$ 305,788	\$ 3,374,840	\$ 305,788	\$ 3,374,840	\$ 305,788	\$ 305,788	\$ 3,374,840	\$ 305,788
40	<b>Total HSH Revenues</b>	\$ 247,150	\$ 250,715	\$ 486,185	\$ 600,185	\$ 350,412.48	\$ 611,575.00	\$ -	\$ 611,575.00	\$ -	\$ 305,787.73	\$ 305,787.73	\$ 2,546,222.48	\$ 305,787.73	\$ 305,787.73	\$ 2,546,222.48	\$ 305,787.73	\$ 305,787.73	\$ 2,852,010.21
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>																		
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	<b>Total HSH + Other Revenues</b>	\$ 247,150.00	\$ 250,715.00	\$ 486,185.00	\$ 600,185.00	\$ 350,412.48	\$ 611,575.00	\$ -	\$ 611,575.00	\$ -	\$ 305,787.73	\$ 305,787.73	\$ 2,546,222.48	\$ 305,787.73	\$ 305,787.73	\$ 2,546,222.48	\$ 305,787.73	\$ 305,787.73	\$ 2,852,010.21
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52																			
53	<b>Prepared by</b>	Peter Dale																	
54	<b>Phone</b>	562-222-7886																	
55	<b>Email</b>	<a href="mailto:pdale@helunahealth.org">pdale@helunahealth.org</a>																	

SIX MONTH EXTENSION





	A	K	N	Q	T	W	Z	AC	AD	AE	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date												
4	Provider Name												
5	Program												
6	FSP Contract ID#												
7	Budget Name												
8													
	<b>SIX MONTH EXTENSION</b>												
9		<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>			<b>All Years</b>		
10		7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Actuals	Actuals	Actuals	Actuals	Current		Amendment	New	Current/Actuals	Modification	New
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
22	Vehicle Parking					\$ 9,890	\$ 10,000		\$ 5,000	\$ 5,000	\$ 19,890	\$ 5,000	\$ 24,890
23	Vehicle Maintenance					\$ 3,251	\$ 5,000		\$ 2,500	\$ 2,500	\$ 8,251	\$ 2,500	\$ 10,751
41	Cell phones					\$981.00	\$ 5,000		\$ 2,500	\$ 2,500	\$ 5,981	\$ 2,500	\$ 8,481
42	Consultants								\$ -		\$ -	\$ -	\$ -
43									\$ -		\$ -	\$ -	\$ -
54	Subcontractors								\$ -		\$ -	\$ -	\$ -
55									\$ -		\$ -	\$ -	\$ -
67													
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 14,122	\$ 20,000	\$ -	\$ 10,000	\$ 10,000	\$ 34,122	\$ 10,000	\$ 44,122
69													
70	Other Expenses (not subject to indirect cost %)												
71	Prior Year Actuals Adjustment	\$ (87,233)	\$ (354,347)	\$ (120,000)	\$ (6,000)	\$ (261,038)			\$ -	\$ -	\$ (828,618)	\$ -	\$ (828,618)
83													
84	TOTAL OTHER EXPENSES	\$ (87,233)	\$ (354,347)	\$ (120,000)	\$ (6,000)	\$ (261,038)	\$ -	\$ -	\$ -	\$ -	\$ (828,618)	\$ -	\$ (828,618)
85													
86	Capital Expenses												
87									\$ -		\$ -	\$ -	\$ -
94													
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96													
97	HSH #3												Template last modified 1/22/2020

**BUDGET NARRATIVE**

Fiscal Year

**PATH SF HOT**

**FY23-24**

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

<b>Salaries &amp; Benefits</b>	<b>Adjusted</b>		<b>Justification</b>	<b>Calculation</b>	<b>Employee Name</b>
	<b>Budgeted</b>	<b>Budgeted</b>			
	<b>FTE</b>	<b>Salary</b>			
Outreach Specialist LV 1		\$ -			
Outreach Specialist LV 2		\$ -			
Case Manager LV 1	0.90	\$ 46,666	2 level 1 case manager	\$25.20 hourly wage x FTE prorated to six months	
Case Manager LV 2	1.00	\$ 62,774	2 FTE level 2 case managers	\$30.18 hourly wage x FTE prorated to six months	
Case Manager LV 3	0.50	\$ 36,095	1 FTE level 3 case manager	\$34.71 hourly wage x FTE prorated to six months	
Case Management Supervisor	0.25	\$ 20,472	0.5 Supervisor	\$39.37 hourly wage x FTE prorated to six months	
Shift Lead	0.38	\$ 29,778	1 Shift Lead	\$38.18 hourly wage x FTE prorated to six months	
		\$ -			
		\$ -			
		\$ -			
<b>TOTAL</b>	<b>3.03</b>	<b>\$ 195,784</b>			
<b>Employee Fringe Benefits</b>			<b>Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.</b>		
		<b>\$ 64,824</b>			
<b>Salaries &amp; Benefits Total</b>		<b>\$ 260,609</b>			

<b>Operating Expenses</b>	<b>Budgeted</b>	<b>Justification</b>	<b>Calculation</b>
	<b>Expense</b>		
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ -		
Staff Travel-(Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Vehicle Parking	\$ 5,000	Parking of SFHOT vehicles	
Vehicle Maintenance	\$ 2,500	Maintenance of SFHOT vehicles	
	\$ -		
	\$ -		
Cell phones	\$ 2,500		
Consultants	\$ -		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 10,000</b>		
<b>Indirect Cost</b>	<b>13.0%</b>	<b>\$ 35,179</b>	

	A	B	C	D	Q	T	W	Z	AI	AJ	AK	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											
2	<b>APPENDIX B, BUDGET</b>											
3	<b>Document Date</b>	7/1/2023										
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>								
5	<b>Current Term</b>	8/1/2014	6/30/2023	9								
6	<b>Amended Term</b>	8/1/2014	12/31/2023	10								
7	<b>Provider Name</b>	Heluna Health										
8	<b>Program</b>	SF HOT										
9	<b>F\$P Contract ID#</b>	1000002545										
10	<b>Action (select)</b>	Amendment										
11	<b>Effective Date</b>	7/1/2023										
12	<b>Budget Name</b>	WPC SF HOT										
13		<b>Current</b>	<b>New</b>									
14	<b>Term Budget</b>	\$ 18,548	\$ 18,548	15%								
15	<b>Contingency</b>	\$ 3,121,625	\$ 588,341									
16	<b>Not-To-Exceed</b>	\$ 51,819,067	\$ 53,208,056									
					<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>All Years</b>			
17					7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 12/31/2021	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023	
18					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Amendment</b>	<b>New</b>	
19	<b>Expenditures</b>											
20	Salaries & Benefits	\$ 481,881	\$ 482,121	\$ 482,121	\$ 103,486	\$ 1,549,609	\$ -	\$ 1,549,609	\$ -	\$ -	\$ 1,549,609	
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Subtotal	\$ 481,881	\$ 482,121	\$ 482,121	\$ 103,486	\$ 1,549,609	\$ -	\$ 1,549,609	\$ -	\$ -	\$ 1,549,609	
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%							
24	Indirect Cost (Line 21 X Line 22)	\$ 62,645	\$ 62,676	\$ 62,676	\$ 13,453	\$ 201,449	\$ -	\$ 201,449	\$ -	\$ -	\$ 201,449	
25	Other Expenses (Not subject to indirect %)	\$ (544,526)	\$ (541,309)	\$ (533,762)	\$ (112,914)	\$ (1,732,510)	\$ -	\$ (1,732,510)	\$ -	\$ -	\$ (1,732,510)	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	<b>Total Expenditures</b>	\$ -	\$ 3,488	\$ 11,035	\$ 4,025	\$ 18,548	\$ -	\$ 18,548	\$ -	\$ -	\$ 18,548	
29												
30	<b>HSR Revenues (select)</b>											
32	Actuals Adjustment	\$ (544,526)	\$ (541,309)	\$ (533,762)	\$ (112,914)	\$ (1,732,510)	\$ -	\$ (1,732,510)	\$ -	\$ -	\$ (1,732,510)	
36	Whole Person Care (WPC) - Ongoing	\$ 544,526	\$ 544,797	\$ 544,797	\$ 116,939	\$ 1,751,058	\$ -	\$ 1,751,058	\$ -	\$ -	\$ 1,751,058	
40	<b>Total HSR Revenues</b>	\$ -	\$ 3,488	\$ 11,035	\$ 4,025	\$ 18,548	\$ -	\$ 18,548	\$ -	\$ -	\$ 18,548	
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSR Revenues)</b>											
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48												
49	<b>Total HSR + Other Revenues</b>	\$ -	\$ 3,488.00	\$ 11,035.00	\$ 4,025.05	\$ 18,548.05	\$ -	\$ 18,548.05	\$ -	\$ -	\$ 18,548.05	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52												
53	<b>Prepared by</b>	Peter Dale										
54	<b>Phone</b>	562-222-7886										
55	<b>Email</b>	<a href="mailto:pdale@helunahealth.org">pdale@helunahealth.org</a>										

	A	AH	AO	AV	BC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>SALARY &amp; BENEFIT DETAIL</b>							
3	<b>Document Date</b>							
4	<b>Provider Name</b>							
5	<b>Program</b>							
6	<b>F\$P Contract ID#</b>							
7	<b>Budget Name</b>							
8		<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>All Years</b>		
9	<b>POSITION TITLE</b>	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 12/31/2021	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
10		Actuals	Actuals	Actuals	Actuals	Actuals	<b>Modification</b>	<b>New</b>
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	<b>Change</b>	Budgeted Salary
12	Clinical Supervisor/Case Management Supervisor		\$ 155,492	\$ 155,492	\$ 38,873	\$ 349,857	\$ -	\$ 349,857
13	Outreach Supervisor		\$ 155,492	\$ 155,492	\$ 38,873	\$ 349,857	\$ -	\$ 349,857
14	Specialist Outreach Shift Leaders		\$ 44,825	\$ 44,825	\$ -	\$ 89,650	\$ -	\$ 89,650
15						\$ -	\$ -	\$ -
16						\$ -	\$ -	\$ -
17						\$ -	\$ -	\$ -
42						\$ -	\$ -	\$ -
55		\$ 355,632	\$ 355,809	\$ 355,809	\$ 77,746	\$ 789,364	\$ -	\$ 789,364
56								
57		35.50%	35%	35.50%	33.11%			
58		\$ 126,249	\$ 126,312	\$ 126,312	\$ 25,740	\$ 404,613	\$ -	\$ 404,613
59		\$ 481,881	\$ 482,121	\$ 482,121	\$ 103,486	\$ 1,549,609	\$ -	\$ 1,549,609
60								
61								
62								

	A	N	Q	T	W	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>							
4	<b>Provider Name</b>							
5	<b>Program</b>							
6	<b>F\$P Contract ID#</b>							
7	<b>Budget Name</b>							
8								
9		<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>All Years</b>		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 12/31/2021	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Actuals	Actuals	Actuals	Actuals	<b>Modification</b>	<b>New</b>
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Reorganized WPC placeholder					\$ -	\$ -	\$ -
72	Actuals Adjustment	\$ (544,526)	\$ (541,309)	\$ (533,762)	\$ (112,914)	\$ (1,732,510)	\$ -	\$ (1,732,510)
73						\$ -	\$ -	\$ -
83								
84	TOTAL OTHER EXPENSES	\$ (544,526)	\$ (541,309)	\$ (533,762)	\$ (112,914)	\$ (1,732,510)	\$ -	\$ (1,732,510)
85								
86	<u>Capital Expenses</u>							
87						\$ -	\$ -	\$ -
94								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	<b>HSH #3</b>					Template last modified 1/22/2020		

	A	B	C	D	Q	T	W	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2023		Duration (Years)						
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	8/1/2014	6/30/2023	9						
6	Amended Term	8/1/2014	12/31/2023	10						
7	Provider Name	Heluna Health								
8	Program	SF HOT								
9	FSP Contract ID#	1000002545								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	BART MTA WO								
13		Current	New							
14	Term Budget	\$ 583,697	\$ 583,697	15%						
15	Contingency	\$ 3,121,625	\$ 588,341							
16	Not-To-Exceed	\$ 51,819,067	\$ 53,208,056							
17					Year 5	Year 6	Year 7	All Years		
18					7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
19	Expenditures				Actuals	Actuals	Actuals	Actuals	Amendment	New
20	Salaries & Benefits	\$ 411,825	\$ 320,972	\$ 320,972	\$ 1,053,770	\$ -	\$ 1,053,770			
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
22	Subtotal	\$ 411,825	\$ 320,972	\$ 320,972	\$ 1,053,770	\$ -	\$ 1,053,770			
23	Indirect Percentage	13.00%	13.00%	13.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 53,537	\$ 41,726	\$ 41,726	\$ 136,990	\$ -	\$ 136,990			
25	Other Expenses (Not subject to indirect %)	\$ (320,665)	\$ (25,204)	\$ (261,194)	\$ (607,063)	\$ -	\$ (607,063)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 144,697.00</b>	<b>\$ 337,495.00</b>	<b>\$ 101,505.00</b>	<b>\$ 583,697.00</b>	<b>\$ -</b>	<b>\$ 583,697.00</b>			
29										
30	HSH Revenues (select)									
32	Actuals Adjustment	\$ (320,665)	\$ (25,204)	\$ (261,194)	\$ (607,063)	\$ -	\$ (607,063)			
38	BART Work Order	\$ 465,362	\$ 362,699	\$ 362,699	\$ 1,190,760	\$ -	\$ 1,190,760			
39	DPH Work Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSH Revenues</b>	<b>\$ 144,697.00</b>	<b>\$ 337,495.00</b>	<b>\$ 101,505.00</b>	<b>\$ 583,697.00</b>	<b>\$ -</b>	<b>\$ 583,697.00</b>			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)									
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48										
49	<b>Total HSH + Other Revenues</b>	<b>\$ 144,697.00</b>	<b>\$ 337,495.00</b>	<b>\$ 101,505.00</b>	<b>\$ 583,697.00</b>	<b>\$ -</b>	<b>\$ 583,697.00</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52										
53	Prepared by	Peter Dale								
54	Phone	562-222-7886								
55	Email	<a href="mailto:pdale@helunahealth.org">pdale@helunahealth.org</a>								

	A	AH	AO	AV	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>SALARY &amp; BENEFIT DETAIL</b>						
3	<b>Document Date</b>						
4	<b>Provider Name</b>						
5	<b>Program</b>						
6	<b>FSP Contract ID#</b>						
7	<b>Budget Name</b>						
8		<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>		
9	<b>POSITION TITLE</b>	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
10		Actuals	Actuals	Actuals	Actuals	<b>Modification</b>	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	<b>Change</b>	Budgeted Salary
12	Outreach Specialist LV 2	\$ 221,900	\$ 236,880	\$ 236,880	\$ 695,660	\$ -	\$ 695,660
13	Outreach Supervisor	\$ 15,938			\$ 15,938	\$ -	\$ 15,938
14	Specialist Outreach Shift Leaders	\$ 66,092			\$ 66,092	\$ -	\$ 66,092
15					\$ -	\$ -	\$ -
16					\$ -	\$ -	\$ -
54					\$ -	\$ -	\$ -
55		<b>\$ 303,930</b>	<b>\$ 236,880</b>	<b>\$ 236,880</b>	<b>\$ 777,690</b>	<b>\$ -</b>	<b>\$ 777,690</b>
56							
57		35.50%	35.50%	35.50%			
58		<b>\$ 107,895</b>	<b>\$ 84,092</b>	<b>\$ 84,092</b>	<b>\$ 276,080</b>	<b>\$ -</b>	<b>\$ 276,080</b>
59		<b>\$ 411,825</b>	<b>\$ 320,972</b>	<b>\$ 320,972</b>	<b>\$ 1,053,770</b>	<b>\$ -</b>	<b>\$ 1,053,770</b>
60							
61							
62							



	A	N	Q	T	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>OPERATING DETAIL</b>						
3	<b>Document Date</b>						
4	<b>Provider Name</b>						
5	<b>Program</b>						
6	<b>FSP Contract ID#</b>						
7	<b>Budget Name</b>						
8							
9		<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Actuals	Actuals	Actuals	<b>Modification</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
69							
70	<u>Other Expenses (not subject to indirect cost %)</u>						
71	Actuals Adjustment	\$ (320,665)	\$ (25,204)	\$ (261,194)	\$ (607,063)	\$ -	\$ (607,063)
72					\$ -	\$ -	\$ -
73					\$ -	\$ -	\$ -
83							
84	<b>TOTAL OTHER EXPENSES</b>	\$ (320,665)	\$ (25,204)	\$ (261,194)	\$ (607,063)	\$ -	\$ (607,063)
85							
86	<u>Capital Expenses</u>						
87					\$ -	\$ -	\$ -
93					\$ -	\$ -	\$ -
94							
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	<b>HSH #3</b>				Template last modified 1/22/2020		

	A	B	C	D	Q	T	W	Z	AC	AF	AG	AH	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2023		Duration (Years)											
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	8/1/2014	6/30/2023	9											
6	Amended Term	8/1/2014	12/31/2023	10											
7	Provider Name	Heluna Health													
8	Program	SF HOT													
9	F\$P Contract ID#	1000002545													
10	Action (select)	Amendment													
11	Effective Date	7/1/2023													
12	Budget Name	Rec Park WO													
13		Current	New												
14	Term Budget	\$ 617,302	\$ 706,377	15%											
15	Contingency	\$ 3,121,625	\$ 588,341												
16	Not-To-Exceed	\$ 51,819,067	\$ 53,208,056												
					Year 5	Year 6	Year 7	Year 8	Year 9	Year 10			All Years		
17		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023			
18		Actuals	Actuals	Actuals	Actuals	Current		Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures														
20	Salaries & Benefits	\$ 261,488	\$ 160,486	\$ 160,486	\$ 157,655	\$ 157,655	\$ -	\$ 78,828	\$ 78,828	\$ 897,771	\$ 78,828	\$ 976,599			
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
22	Subtotal	\$ 261,488	\$ 160,486	\$ 160,486	\$ 157,655	\$ 157,655	\$ -	\$ 78,828	\$ 78,828	\$ 897,771	\$ 78,828	\$ 976,599			
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ 33,993	\$ 20,863	\$ 20,863	\$ 20,495	\$ 20,495	\$ -	\$ 10,248	\$ 10,248	\$ 116,710	\$ 10,248	\$ 126,958			
25	Other Expenses (Not subject to indirect %)	\$ (232,477)	\$ -	\$ (87,373)	\$ (77,329)	\$ -	\$ -	\$ -	\$ -	\$ (397,179)	\$ -	\$ (397,179)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 63,004.00	\$ 181,349.18	\$ 93,976.00	\$ 100,821.88	\$ 178,150.70	\$ -	\$ 89,075.35	\$ 89,075.35	\$ 617,301.76	\$ 89,075.35	\$ 706,377.11			
29															
30	HSH Revenues (select)														
32	Actuals Adjustment	\$ (232,477)	\$ -	\$ (87,373)	\$ (77,329)					\$ (397,179)	\$ -	\$ (397,179)			
37	Parks & Rec Work Order	\$ 295,481	\$ 181,349	\$ 181,349	\$ 178,151	\$ 178,151		\$ 89,075	\$ 89,075	\$ 1,014,481	\$ 89,075	\$ 1,103,557			
40	Total HSH Revenues	\$ 63,004.00	\$ 181,349.18	\$ 93,976.00	\$ 100,821.88	\$ 178,150.70	\$ -	\$ 89,075.35	\$ 89,075.35	\$ 617,301.76	\$ 89,075.35	\$ 706,377.11			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)														
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48															
49	Total HSH + Other Revenues	\$ 63,004.00	\$ 181,349.18	\$ 93,976.00	\$ 100,821.88	\$ 178,150.70	\$ -	\$ 89,075.35	\$ 89,075.35	\$ 617,301.76	\$ 89,075.35	\$ 706,377.11			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52															
53	Prepared by	Peter Dale													
54	Phone	562-222-7886													
55	Email	<a href="mailto:pdale@helunahealth.org">pdale@helunahealth.org</a>													

SIX MONTH EXTENSION

	A	AH	AO	AV	BC	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	SALARY & BENEFIT DETAIL																					
3	Document Date																					
4	Provider Name																					
5	Program																					
6	FSP Contract ID#																					
7	Budget Name																					
8												<b>SIX MONTH EXTENSION</b>										
9					<b>Year 9</b>								<b>Year 10</b>						<b>All Years</b>			
10	<b>POSITION TITLE</b>	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Actuals	Actuals	Actuals	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current	Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Amendment	New	Current/Actuals	Modification	New	
12		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary					Budgeted Salary	Change	Budgeted Salary					Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	Outreach Specialist LV 2	\$ 110,950	\$ 118,440	\$ 118,440	\$ 118,440	\$ 62,773	1.00	100%	1.00	\$ 62,773	\$ -	\$ 62,773	\$ 62,773	1.00	50%	0.50	\$ 31,387	\$ 31,387	\$ 529,043	\$ 31,387	\$ 560,430	
14	Outreach Specialist LV 1	\$ -				\$ 55,667	1.00	100%	1.00	\$ 55,667	\$ -	\$ 55,667	\$ 55,667	1.00	50%	0.50	\$ 27,834	\$ 27,834	\$ 55,667	\$ 27,834	\$ 83,501	
15	Outreach Supervisor	\$ 15,938								\$ -	\$ -						\$ -	\$ -	\$ 15,938	\$ -	\$ 15,938	
16	Specialist Outreach Shift Leaders	\$ 66,092								\$ -	\$ -						\$ -	\$ -	\$ 66,092	\$ -	\$ 66,092	
17		\$ 192,980	\$ 118,440	\$ 118,440	\$ 118,440	TOTAL SALARIES			\$ 118,440	\$ -	\$ 118,440	TOTAL SALARIES			\$ -	\$ 59,220	\$ 59,220	\$ 666,740	\$ 59,220	\$ 725,960		
18						TOTAL FTE			2.00			TOTAL FTE			1.00							
19		36%	35.50%	35.50%	33.11%	FRINGE BENEFIT RATE			33.11%		33.11%	FRINGE BENEFIT RATE			33.11%		33.11%					
20		\$ 68,508	\$ 42,046	\$ 42,046	\$ 39,215	EMPLOYEE FRINGE BENEFITS			\$ 39,215	\$ -	\$ 39,215	EMPLOYEE FRINGE BENEFITS			\$ -	\$ 19,608	\$ 19,608	\$ 231,031	\$ 19,608	\$ 250,639		
21		\$ 261,488	\$ 160,486	\$ 160,486	\$ 157,655	TOTAL SALARIES & BENEFITS			\$ 157,655	\$ -	\$ 157,655	TOTAL SALARIES & BENEFITS			\$ -	\$ 78,828	\$ 78,828	\$ 897,771	\$ 78,828	\$ 976,599		
22																						
23																						
24																						

	A	N	Q	T	W	Z	AC	AD	AE	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date											
4	Provider Name											
5	Program											
6	F\$P Contract ID#											
7	Budget Name											
8	<b>SIX MONTH EXTENSION</b>											
9		<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>			<b>All Years</b>		
10		7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Actuals	Actuals	Actuals	Current		<b>Amendment</b>	New	Current/Actuals	<b>Modification</b>	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
65								\$ -		\$ -	\$ -	\$ -
66								\$ -		\$ -	\$ -	\$ -
67												
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69												
70	Other Expenses (not subject to indirect cost %)											
71	Prior Year Actuals Adjustment	\$ (232,477)		\$ (87,373)	\$ (77,329)			\$ -	\$ -	\$ (397,179)	\$ -	\$ (397,179)
84	TOTAL OTHER EXPENSES	\$ (232,477)	\$ -	\$ (87,373)	\$ (77,329)	\$ -	\$ -	\$ -	\$ -	\$ (397,179)	\$ -	\$ (397,179)
85												
86	Capital Expenses											
87								\$ -		\$ -	\$ -	\$ -
93								\$ -		\$ -	\$ -	\$ -
94												
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96												
97	HS# #3											Template last modified 1/22/2020

**BUDGET NARRATIVE**

Fiscal Year

Rec Park WO

FY23-24

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

<u>Salaries &amp; Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
Outreach Specialist LV 2	0.50	\$ 31,387	1 level 2 outreach specialist	\$30.18 hourly wage x FTE prorated to six months	
Outreach Specialist LV 1	0.50	\$ 27,834	1 level 1 outreach specialist	\$26.76 hourly wage x FTE prorated to six months	
Outreach Supervisor		\$ -			
TOTAL	1.00	\$ 59,220			
Employee Fringe Benefits		\$ 19,608	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.11% of total salaries.		
Salaries & Benefits Total		\$ 78,828			

	A	B	C	D	Q	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	7/1/2023		<b>Duration (Years)</b>		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	8/1/2014	6/30/2023	9		
6	<b>Amended Term</b>	8/1/2014	12/31/2023	10		
7	<b>Provider Name</b>	Heluna Health				
8	<b>Program</b>	SF HOT				
9	<b>F\$P Contract ID#</b>	1000002545				
10	<b>Action (select)</b>	Amendment				
11	<b>Effective Date</b>	7/1/2023				
12	<b>Budget Name</b>	Work Order - DPH HHome				
13		<b>Current</b>	<b>New</b>			
14	<b>Term Budget</b>	\$ 71,094	\$ 71,094	15%	<b>Year 5</b>	<b>All Years</b>
15	<b>Contingency</b>	\$ 3,121,625	\$ 588,341		7/1/2018 - 6/30/2019	8/1/2014 - 6/30/2023
16	<b>Not-To-Exceed</b>	\$ 51,819,067	\$ 53,208,056		<b>Actuals</b>	<b>Actuals</b>
17						
18						
19	<b>Expenditures</b>					
20	Salaries & Benefits		\$ 75,169	\$ 75,169		
21	Operating Expense		\$ -	\$ -		
22	Subtotal		\$ 75,169	\$ 75,169		
23	Indirect Percentage		13.00%			
24	Indirect Cost (Line 21 X Line 22)		\$ 9,772	\$ 9,772		
25	Other Expenses (Not subject to indirect %)		\$ (13,847)	\$ (13,847)		
26	Capital Expenditure		\$ -	\$ -		
27	Admin Cost (HUD Agreements Only)		\$ -	\$ -		
28	<b>Total Expenditures</b>		<b>\$ 71,094.06</b>	<b>\$ 71,094.06</b>		
29						
30	<b>HSH Revenues (select)</b>					
32	Actuals Adjustment		\$ (13,847)	\$ (13,847)		
39	DPH Work Order		\$ 84,941	\$ 84,941		
40	<b>Total HSH Revenues</b>		<b>\$ 71,094.06</b>	<b>\$ 71,094.06</b>		
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>					
47	<b>Total Other Revenues</b>		\$ -	\$ -		
48						
49	<b>Total HSH + Other Revenues</b>		<b>\$ 71,094.06</b>	<b>\$ 71,094.06</b>		
50	Rev-Exp (Budget Match Check)		\$ -	\$ -		
52						
53	<b>Prepared by</b>	Peter Dale				
54	<b>Phone</b>	562-222-7886				
55	<b>Email</b>	<a href="mailto:pdale@helunahealth.org">pdale@helunahealth.org</a>				

	A	AD	AE	AF	AG	AH	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date								
4	Provider Name								
5	Program								
6	F\$P Contract ID#								
7	Budget Name								
8		Year 5				All Years			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2018 - 6/30/2019	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
10						Actuals	Actuals	Modification	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Outreach Specialist Lv 2	\$ 55,475	1.00	100%	1.00	\$ 55,475	\$ 55,475	\$ -	\$ 55,475
13							\$ -	\$ -	\$ -
53							\$ -	\$ -	\$ -
54							\$ -	\$ -	\$ -
55		TOTAL SALARIES				\$ 55,475	\$ 55,475	\$ -	\$ 55,475
56		TOTAL FTE		1.00					
57		FRINGE BENEFIT RATE		35.50%					
58		EMPLOYEE FRINGE BENEFITS		\$ 19,694		\$ 19,694	\$ -	\$ 19,694	
59		TOTAL SALARIES & BENEFITS		\$ 75,169		\$ 75,169	\$ -	\$ 75,169	
60									
61									
62									

	A	N	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>				
4	<b>Provider Name</b>				
5	<b>Program</b>				
6	<b>F\$P Contract ID#</b>				
7	<b>Budget Name</b>				
8					
9		<b>Year 5</b>	<b>All Years</b>		
10		7/1/2018 - 6/30/2019	8/1/2014 - 6/30/2023	8/1/2014 - 12/31/2023	8/1/2014 - 12/31/2023
11		Actuals	Actuals	<b>Modification</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -
22		\$ -	\$ -	\$ -	\$ -
66		\$ -	\$ -	\$ -	\$ -
67					
68	<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Actuals adjustment	\$ (13,847)	\$ (13,847)	\$ -	\$ (13,847)
83					
84	<b>TOTAL OTHER EXPENSES</b>	\$ (13,847)	\$ (13,847)	\$ -	\$ (13,847)
85					
86	<u>Capital Expenses</u>				
94					
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
96					
97	<b>HSH #3</b>		Template last modified		1/22/2020