

	A	B	C	D	G	J	M	P	S	V	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	5/1/2021												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	5/1/2020	6/30/2021	2										
6	Amended Term	5/1/2020	6/30/2025	6										
7	Provider Name	St. Vincent de Paul Society of San Francisco												
8	Program	Division Circle												
9	F\$P Contract ID#	1000018004												
10	Action (select)	Amendment												
11	Effective Date	7/1/2021												
12	Budget Name	Division Circle (AKA Site E)												
13		Current	New											
14	Term Budget	\$ 7,934,303	\$ 36,598,830	12%										
15	Contingency	\$ 2,065,696	\$ 3,439,743											
16	Not-To-Exceed	\$ 9,999,999	\$ 40,038,573											
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
17					5/1/2020 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	5/1/2020 - 6/30/2021	5/1/2020 - 6/30/2025	5/1/2020 - 6/30/2025	
18					Actuals	New	New	New	New	New	Current	Amendment	New	
19	Expenditures													
20	Salaries & Benefits		\$ 4,890,817		\$ 4,890,817	\$ 4,890,817	\$ 4,890,817	\$ 4,890,817	\$ 4,890,817	\$ 4,890,817	\$ 4,890,817	\$ 19,563,269	\$ 24,454,086	
21	Operating Expense		\$ 1,258,772		\$ 1,258,772	\$ 1,258,772	\$ 1,258,772	\$ 1,258,772	\$ 1,258,772	\$ 1,258,772	\$ 1,258,772	\$ 5,035,086	\$ 6,293,858	
22	Subtotal		\$ 6,149,589		\$ 6,149,589	\$ 6,149,589	\$ 6,149,589	\$ 6,149,589	\$ 6,149,589	\$ 6,149,589	\$ 6,149,589	\$ 24,598,355	\$ 30,747,944	
23	Indirect Percentage		15.00%	15%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%				
24	Indirect Cost (Line 21 X Line 22)		\$ 834,958		\$ 834,958	\$ 834,958	\$ 834,958	\$ 834,958	\$ 834,958	\$ 834,958	\$ 834,958	\$ 3,339,834	\$ 4,174,792	
25	Other Expenses (Not subject to indirect %)		\$ 176,585		\$ 176,585	\$ 176,585	\$ 176,585	\$ 176,585	\$ 176,585	\$ 176,585	\$ 176,585	\$ 706,340	\$ 882,925	
26	Capital Expenditure		\$ 33,200		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 33,200	\$ 19,998	\$ 53,198	
28	Total Expenditures		\$ 739,971		\$ 7,194,332	\$ 7,166,131.83	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,934,303	\$ 28,664,527	\$ 36,598,830	
29														
30	HSH Revenues (select)													
31	General Fund - Ongoing		\$ -	\$ 5,515,486	\$ 5,541,552	\$ 5,541,552	\$ 5,541,552	\$ 5,541,552	\$ 5,541,552	\$ 5,541,552	\$ 5,515,486	\$ 22,166,207	\$ 27,681,693	
33	State Homeless Emergency Aid Program (HEAP)		\$ 739,971								\$ 2,364,551	\$ 6,498,320	\$ 2,364,551	
34	Homeless Housing, Assistance & Prevention Program (HHAP) 1		\$ 1,624,580								\$ 1,624,580	\$ -	\$ 1,624,580	
35	Prop C		\$ -	\$ -	\$ 1,624,580	\$ 1,624,580	\$ 1,624,580	\$ 1,624,580	\$ 1,624,580	\$ -	\$ -	\$ 6,498,320	\$ 6,498,320	
36			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37	General Fund - One-Time		\$ -	\$ 28,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,200	\$ -	\$ 28,200	
38	MCO Adjustment – Ongoing		\$ -	\$ 26,066	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,066	\$ -	\$ 26,066	
39			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40														
41	Total HSH Revenues		\$ 739,971	\$ 7,194,332	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,934,303	\$ 28,664,527	\$ 36,598,830	

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7	Provider Name	St. Vincent de Paul Society of San Francisco											
8	Program	Division Circle											
9	FSP Contract ID#	1000018004											
10	Action (select)	Amendment											
11	Effective Date	7/1/2021											
42	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49													
50	Total HSH + Other Revenues	\$ 739,971	\$ 7,194,332	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,166,132	\$ 7,934,303	\$ 28,664,527	\$ 36,598,830	
51	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53													
54	Prepared by												
55	Phone												
56	Email												

	A	H	O	V	AC	AJ	AQ	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 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
9	POSITION TITLE	5/1/2020 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	5/1/2020 - 6/30/2025
10		Actuals	New	New	New	New	New	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	Program Director	\$ 7,168	\$ 44,202	\$ 44,202	\$ 44,202	\$ 44,202	\$ 44,202	\$ 228,179
13	Site Director	\$ 14,347	\$ 88,611	\$ 88,611	\$ 88,611	\$ 88,611	\$ 88,611	\$ 457,402
14	Asst. Site Manager	\$ 11,207	\$ 69,602	\$ 69,602	\$ 69,602	\$ 69,602	\$ 69,602	\$ 359,217
15	Program Operations Manager	\$ 10,977	\$ 69,030	\$ 69,030	\$ 69,030	\$ 69,030	\$ 69,030	\$ 356,127
16	Shift Supervisors	\$ 91,908	\$ 559,104	\$ 559,104	\$ 559,104	\$ 559,104	\$ 559,104	\$ 2,887,428
17	Client Support Coordinators	\$ 220,330	\$ 1,340,344	\$ 1,340,344	\$ 1,340,344	\$ 1,340,344	\$ 1,340,344	\$ 6,922,049
18	Maintenance Manager	\$ 10,941	\$ 66,560	\$ 66,560	\$ 66,560	\$ 66,560	\$ 66,560	\$ 343,741
19	Janitorial Workers	\$ 87,995	\$ 542,177	\$ 542,177	\$ 542,177	\$ 542,177	\$ 542,177	\$ 2,798,880
20	Case Managers	\$ 51,595	\$ 313,872	\$ 313,872	\$ 313,872	\$ 313,872	\$ 313,872	\$ 1,620,955
21	Case Manager Supervisor	\$ 12,934	\$ 78,684	\$ 78,684	\$ 78,684	\$ 78,684	\$ 78,684	\$ 406,355
22	Laundry Worker	\$ 10,617	\$ 64,588	\$ 64,588	\$ 64,588	\$ 64,588	\$ 64,588	\$ 333,558
23	Program Data Manager	\$ 3,626	\$ 23,412	\$ 23,412	\$ 23,412	\$ 23,412	\$ 23,412	\$ 120,685
24	Food Services Coordinators	\$ 62,756	\$ 381,763	\$ 381,763	\$ 381,763	\$ 381,763	\$ 381,763	\$ 1,971,572
25	Handyman	\$ 9,454	\$ 60,840	\$ 60,840	\$ 60,840	\$ 60,840	\$ 60,840	\$ 313,654
26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ 605,857	\$ 3,702,789	\$ 3,702,789	\$ 3,702,789	\$ 3,702,789	\$ 3,702,789	\$ 19,119,802
56								
57		32.08%	32.08%	32.08%	32.08%	32.08%	32.08%	
58		\$ 194,387	\$ 1,188,028	\$ 1,188,028	\$ 1,188,028	\$ 1,188,028	\$ 1,188,028	\$ 6,134,529
59		\$ 800,244	\$ 4,890,817	\$ 4,890,817	\$ 4,890,817	\$ 4,890,817	\$ 4,890,817	\$ 25,254,330
60								
61								
62								

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start Fiscal Term End

Division Circle COVID-19 Site E

FY19-20

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

7/1/2019

6/30/2020

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted	Budgeted			
FTE	FTE	Salary			
Program Director	0.40	\$ 43,607	The Program Director position is 0.40 FTE with hazard pay	$(\$3,792.94 \times 26 \times 40\%) + (\$5 \times 2080 \times 40\%) = \$43,607$	Beneath, Lesley
Site Director	1.00	\$ 87,275	The Site Manager position is 1.0 FTE with hazard pay	$(\$2,956.74 \times 26) + (\$5 \times 2080) = \$87,275$	Nuno, Alejandro
Asst. Site Manager	1.00	\$ 68,179	The Assistant Site Manager position is 1.0 FTE with hazard pay	$(\$2,222.26 \times 26) + (\$5 \times 2080) = \$68,179$	Hicks, Morgan
Program Operations Manager	1.00	\$ 66,775	The Program Operations Manager position is 1.0 FTE with hazard pay	$(\$2,168.27 \times 26) + (\$5 \times 2080) = \$66,775$	O'Con, Ashley
Shift Supervisors	6.40	\$ 559,104	The Shift Supervisors' salary is 6.40 FTE with hazard pay	$(2080 \times 13) + (2240 \times 15) + (\$5 \times 2080) \times 6.40 = \$559,104$	Various
Client Support Coordinators	28.40	\$ 1,340,344	Client Support Coordinators at 20.40 FTE with hazard pay	$((\$17.69 \times 2080) + (\$5 \times 2080)) \times 28.40 = \$1,340,344$	Various
Maintenance Manager	1.00	\$ 66,560	The Maintenance Manager position is 1.0 FTE with hazard pay	$(2080 \times 13) + (2240 \times 15) + (\$5 \times 2080) = \$66,560$	Huang, Michael
Janitorial Workers	11.80	\$ 535,305	Janitorial Workers at 11.80 FTE with hazard pay	$((\$16.81 \times 2080) + (\$5 \times 2080)) \times 11.80 = \$535,305$	Various
Case Managers	5.00	\$ 313,872	Case Managers at 8.0 FTE with hazard pay	$(\$25.18 \times 2080) + (\$5 \times 2080) \times 8 = \$313,872$	Various
Case Manager Supervisor	1.00	\$ 78,684	The Case Manager Supervisor's salary is 1.0 FTE with hazard pay	$(\$2,626.31 \times 26) + (\$5 \times 2080) = \$78,684$	Banks, Cecily
Laundry Worker	1.40	\$ 64,588	Laundry Workers at 1.40 FTE with hazard pay	$(\$16.83 \times 2080) + (\$5 \times 2080) \times 1.40 = \$64,588$	Various
Program Data Manager	0.30	\$ 22,061	Program Data Manager at 0.30 FTE, without hazard pay	$(\$2,828.33 \times 26) \times 0.30 = \$22,061$	Wong, Yueh Hai
Food Services Coordinators	8.40	\$ 381,763	Food Services Coordinators at 8.40 FTE with hazard pay	$(\$16.83 \times 2080) + (\$5 \times 2080) \times 8.40 = \$381,763$	Various
Handyman	1.00	\$ 57,512	The Handyman position is 1.0 FTE with hazard pay	$(\$22.65 \times 2080) + (\$5 \times 2080) = \$57,512$	Bonilla, Alfonso
TOTAL	79.10	\$ 3,685,628			
Employee Fringe Benefits		\$ 1,182,522	Includes FICA, SSUI, Workers Compensation and Medical calculated at 29.04% of total salaries.		
Salaries & Benefits Total		\$ 4,868,150			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 130,320	Utilities at average \$10,860/month for 12 months	$\$10,860 \times 12 = \$130,320$
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 14,800	Office supplies, computers and accessories, printers and postage average	$\$1,233.33 \times 12 = \$14,800$
Office Supplies, Postage	\$ 15,000	Building maintenance and supplies at average of \$1,250/month for 12 months	$\$1,250 \times 12 = \$15,000$
Building Maintenance Supplies and Repair	\$ -	Printing and Reproduction	-
Printing and Reproduction	\$ 7,951	General commercial and liability insurance at \$662.58/month for 12 months	$\$662.58 \times 12 = \$7,951$
Insurance	\$ 8,000	Staff training for 75.10 FTE x approx. \$106.52/staff. Trainings include CAL-OSHA safety order, communicable disease prevention, de-escalation training, proper food handling, disaster procedure, ADA requirements, cultural humility, standard of care training. Also includes professional development (i.e. staff retreats), training food, transportation and meeting space rental.	$75.10 \text{ FTE} \times \$106.52 = \$8,000$
Staff Training	\$ 1,000	Staff transportation/travel costs for accompanying clients, as needed.	$\$83.33 \times 12 = \$1,000$
Staff Travel-(Local & Out of Town)	\$ 18,180	Monthly copier at \$312/month and metal detector rental at \$1,200/month for 12 months	$(\$315 \times 12) + (\$1,200 \times 12) = \$18,180$
Rental of Equipment	\$ 95,940	Garbage services at \$7,995/month for 12 months	$\$7,995 \times 12 = \$95,940$
Recology Service	\$ 2,900	Recruitment and advertising costs for open positions, \$233.33/month for 12 months	$\$233.33 \times 12 = \$2,900$
Recruitment Costs	\$ 27,500	Cable, telephone, internet, and fire monitoring line at \$2,991.67/month for 12 months	$\$2,991.67 \times 12 = \$27,500$
Cable TV, telephones & Internet Services	\$ 1,440	Call phone stipends at \$120/month for 12 months	$\$120 \times 12 = \$1,440$
Call Phones (EE stipend, or purchased equip)	\$ 60,000	Client supplies and needs including blankets, sheets, towels, etc. Average at \$5,000/month x 12 months	$\$5,000 \times 12 = \$60,000$
Client Supplies	\$ 60,000	Cleaning and janitorial supplies at \$5,000/month x 12 months	$\$5,000 \times 12 = \$60,000$
Cleaning & Janitorial Supplies	\$ 39,600	Daily snacks for clients at average \$3,300/month x 12 months	$\$3,300 \times 12 = \$39,600$
Client Food (bottled water, snack & general)	\$ 2,261	Fire alarm line at \$188.42/month x 12 months	$\$188.42 \times 12 = \$2,261$
Fire Monitoring Service	\$ 4,200	ADT - Security System Lease & Monitoring	$\$350 \times 12 = \$4,200$
ADT - Security System Lease & Monitoring	\$ 2,200	Translation services needed for client at \$183.33/month x 12 months	$\$183.33 \times 12 = \$2,200$
Translation Services	\$ 7,500	Vehicle insurance, maintenance, registration, gas and toll expenses at \$625/month x 12 months	$\$625 \times 12 = \$7,500$
Vehicle Expense	\$ 3,600	Client transportation needs for their outside appointments, at \$300/month x 12 months	$\$300 \times 12 = \$3,600$
Client Transportation	\$ 5,820	Salesforce licenses for 15 users at \$288/year/user, and Envoy client monitoring software at \$1,500/year. The Envoy software monitors a digital log of clients coming in and out of the building. This tracks client program attendance, is used for security purposes (who is currently in the building) manages signed disclosures behavioral contract documents. This software will also be helpful in pulling reports needed for other purposes. Annual cost is \$3,000/year for both Shelter programs (MSC), divided between programs.	$(\$288 \times \text{year} \times 15 \text{ users}) + \$1,500 = \$5,820$
Client Database Software (Salesforce, Envoy)	\$ 7,500	IT needs at average of \$625/month x 12 months	$\$625 \times 12 = \$7,500$
IT Consultant	\$ 613,200	Security services with hazard pay at \$35/hour plus \$12.50/hour hazard pay, x 2 security/shift, x 3 shifts/day x 365 days	$\$35 \times \text{hour} \times 24 \text{ hours/day} \times 2 \text{ security} \times 365 \text{ days} = \$613,200$
Security Service (2 staff/shift @ 8 hours/shift, 3 shifts)	\$ 110,960	Temporary staffing needs at 1.4 FTE x \$33/hour + \$5 hazard pay x 8 hours/day x 365 days	$\$38 \times 8 \times 365 = \$110,960$
Pacific Coast Staffing (1.4 FTE, with hazard pay)	\$ 24,000	Washing services for approximately \$2K/month for 12 months	$\$2,000 \times 12 = \$24,000$
SF Wash	\$ 1,263,772	TOTAL OPERATING EXPENSES	
TOTAL OPERATING EXPENSES	\$ 919,788	Indirect Cost	
Indirect Cost	15.0%	We updated our Indirect Cost Policy to reflect additional/allowable operating/administrative costs.	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Downtown Streets Team	\$ 176,585	Workforce opportunity program collaborated with contractor and SVDP	$\$14,715 \times 12 \text{ months} = \$176,585$
TOTAL OTHER EXPENSES	\$ 176,585		

8000
1200
9200

Capital Expenses	Amount	Justification	Calculation
Signage - Emergency, operational etc.	\$ 5,000	Various signage needs for the new model operations at \$416.67/month x 12 months	$\$416.67 \times 12 = \$5,000$
First Aid, AED & Emerg. Supplies (one time)	\$ 5,000	First aid kits and other emergency supplies one time replenishment	\$5,000
Walkie Talkies (one time)	\$ 6,630	18 pcs of walkie talkies x \$368.31/pc including shipping and taxes	$\$368.31 \times 18 = \$6,630$
Linens (Towels, Sheets, blankets, etc.) (one time)	\$ 6,000	One time replenishment of blankets, sheets, towels	\$6,000
Commercial Microwave Ovens (one time)	\$ 3,000	Commercial Microwave ovens at approximately \$500/oven x 5 ovens plus 15% shipping and taxes	$\$500 \times \text{oven} \times 5 + 15\% = \$3,000$
Headsets & Ipads (one time)	\$ 2,570	We will be needing headsets and Ipads to record programmatic data and information into our new database software (Salesforce). Headsets are \$196 x 9 pcs including tax, and Ipads are \$403 x 2 pcs including tax.	$\$196 \times 9 = \$1,764 \text{ headsets}$ $\$403 \times 2 = \806 Ipads
TOTAL CAPITAL EXPENSES	\$ 28,200		

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation

TOTAL ADMIN EXPENSES	\$ -
Allowable Admin Cost	#N/A
Difference	#N/A

*** Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:**

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;		
	B) Develop systems for assuring compliance with program requirements;		
	C) Develop agreements with subrecipients and contractors to carry out program activities;		
	D) Monitor program activities for progress and compliance with program requirements;		
	E) Prepare reports and other documents directly related to the program for submission to HUD;		
	F) Coordinate the resolution of audit and monitoring findings;		
	G) Evaluate program results against stated objectives; or		
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.		
	(ii) Travel costs incurred for monitoring of subrecipients;		
(iii) Administrative Services performed under third-party contracts or agreements			
(iv) Other costs for goods and services required for administration of the program			
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf