



Shireen McSpadden, Executive Director

Daniel Lurie, Mayor

<b>To</b>	Homelessness Oversight Commission
<b>Through</b>	Shireen McSpadden, Executive Director
<b>From</b>	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
<b>Date</b>	February 13, 2026
<b>Subject</b>	Amended Grant Agreement Approval: Lutheran Social Services of Northern California   Money Management Services

<i>Agreement Information</i>	
<b>F\$P Contract ID#</b>	1000021449
<b>Provider Name</b>	Lutheran Social Services of Northern California
<b>Program Name</b>	Money Management Services
<b>Agreement Action</b>	2 <sup>nd</sup> Amendment
<b>Agreement Term</b>	July 1, 2021 - June 30, 2028

#### Agreement Amount

<b>Current Budget<sup>1</sup></b>	<b>Amended to Add</b>	<b>New Budget</b>	<b>Contingency<sup>2</sup></b>	<b>Total Not to Exceed (NTE)</b>
\$8,895,104	\$5,491,679	\$14,386,783	\$823,752	\$15,210,535

#### Funding Summary

<b>Fiscal Year (FY)</b>	<b>Budget</b>	<b>Actual Spent</b>	<b>Amended to Add</b>	<b>New Budget</b>
2021-22	\$1,238,369	\$1,114,749	--	\$1,114,749
2022-23	\$1,395,058	\$1,222,768	--	\$1,222,768
2023-24	\$1,461,323	\$1,375,013	--	\$1,375,013
2024-25	\$2,990,980	\$2,161,685	--	\$2,161,685
2025-26	\$3,020,890	\$875,886 <sup>3</sup>	--	\$3,020,890
2026-27	--	--	\$2,745,840	\$2,745,840
2027-28	--	--	\$2,745,840	\$2,745,840
<b>TOTAL<sup>4</sup></b>	<b>\$10,106,620</b>	<b>\$6,750,101</b>	<b>\$5,491,679</b>	<b>\$14,386,783</b>
			<i>Contingency</i>	\$823,752
			<b>Total NTE<sup>5</sup></b>	<b>\$15,210,535</b>

<sup>1</sup> Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$9,999,850.

<sup>2</sup> A standard 15% contingency applied to FY 26-27 and FY 27-28 budgeted amounts.

<sup>3</sup> Through November 2025, the provider has invoiced for \$875,886, which is 29% of the annual budget.

<sup>4</sup> Due to rounding, numbers presented may not add up precisely to the totals provided.

<sup>5</sup> NTE is calculated using the Actual Spent for prior years.

*Amended Grant Agreement Approval: Lutheran Social Services of Northern California | Money Management Services*

<b>Funding Information</b>	
<b>Funding Sources<sup>6</sup></b>	44.8% General Fund 55.2% Our City, Our Home (Prop C)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Lutheran Social Services of Northern California (LSS) for the provision of Money Management services for the period of July 1, 2021 to June 30, 2028, in an additional amount of \$5,491,679. This amendment would extend the agreement term by two performance years, until services are expected to be reprocured under HSH's Multiyear Procurement Plan (MYPP). Compared with FY 25-26, the proposed annual budget for outgoing years is \$2,745,840 (a reduction of \$275,050), based on updated spending projections. The new NTE amount is \$15,210,535, which includes a contingency of \$823,752.

### **Background**

LSS has been providing Money Management services in San Francisco since 1993 and began serving permanent supportive housing (PSH) tenants in 2002 through agreements with other City Departments. These services include Third Party Rent Payment (TPRP) and Representative Payee programs to help clients manage their income, guaranteeing that rent and other critical financial obligations are met. This helps tenants maintain housing stability by eliminating the risk of eviction due to nonpayment of rent. In FY 24-25, HSH increased the annual budget for this program by \$1.5 million with the goal of expanding enrollment capacity up to 2,000 PSH residents. LSS has since remodeled its office space to accommodate more staff, hired additional case workers, and made other investments to reach expansion goals.

Since expansion efforts began, enrollment in LSS's Money Management program is gradually increasing. The pace of enrollment growth has been slower than originally hoped, in part because participation in these services is no longer mandatory for most PSH tenants. However, LSS continues to scale up its strategic outreach efforts. LSS staff actively participates in community meetings hosted by PSH programs, increasing visibility and awareness of available services. Additionally, Money Management staff engage with residents at various community events across multiple sites, contributing to a rise in intakes and the onboarding of new clients. Looking ahead, HSH anticipates further enrollment growth as several new PSH developments are scheduled to open during FY 25-27, as well as increasing referrals for PSH tenants seeking back rental assistance. HSH is committed to supporting the continued expansion of Money Management services, which play an essential role in helping PSH tenants maintain housing stability.

### **Services to be Provided**

The purpose of the grant is to provide Money Management services, including Representative Payee options, to formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in PSH units. Grantee shall serve up to 2,000 PSH tenants in PSH with a budgeted staff of 16.73 full time equivalent (FTE).

In FY 24-25, the program served 1,188 unique individuals.<sup>7</sup> As the program had not yet achieved its ultimate expansion goal, the provider only spent about 72% of its FY 24-25 budget. However, based on

<sup>6</sup> The funding sources listed reflect current and future years.

<sup>7</sup> Enrollment numbers account for attrition. Increase in number of enrollments is partially offset by reduction when clients are removed from program (e.g., due to death, inactivity, etc.)



*Amended Grant Agreement Approval: Lutheran Social Services of Northern California | Money Management Services*

the increase in spending rate over the first four months of FY 25-26 and the expected enrollment growth resulting from LSS's outreach efforts, HSH anticipates the program will make significant progress over the next two fiscal years. HSH is proposing to reduce the annual budget over the amendment period by approximately 9% based on updated spending projections.

### **Selection**

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness. LSS was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. LSS has been providing Third Party Rent Payment for PSH tenants since 2002 and has been providing Money Management services generally since 1993.

### **Performance History**

Fiscal Monitoring: LSS underwent citywide nonprofit fiscal monitoring most recently in FY 24-25 and there were no unresolved findings.

Program Monitoring: LSS Money Management underwent program monitoring most recently in FY 24-25. They are currently in conformance for this year's program monitoring which was conducted November 18, 2025.

### **Agreement Materials**

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



**Appendix A, Services to be Provided  
by  
Lutheran Social Services of Northern California  
Money Management Services**

**I. Purpose of Grant**

The purpose of the grant is to provide Money Management services including Third Party Rent Payment or Representative Payee options to the served population. The goal of these services is to help clients make rental payments and meet other financial obligations that are required to maintain their housing stability.

**II. Definitions**

- A. Money Management (MM): an umbrella term that encompasses the services provided to clients enrolled with this provider.
- B. Third Party Rent Payment Program (TPRP): provides third-party rent payment services to residents of permanent supportive housing.
- C. Representative Payee Program (RPP): provides benefit payment management to beneficiaries of Social Security or Supplemental Security Income (SSI/SSA) payments or VA clients.
  - 1. Additionally, the Representative Payees advocate on behalf of clients applying for or receiving benefits from the Social Security Administration. This includes requests for re-determination of benefits, managing overpayments, and other matters involving participants' fiscal needs.

**III. Served Population**

Grantee shall serve formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in permanent supportive housing (PSH) units. The served population shall also include PSH households that are not managed by Grantee, including legacy tenants, and continue to serve clients who are currently enrolled in these services.

**IV. Referral and Prioritization**

New clients shall be referred from PSH housing sites eligible for MM services that are approved by the Department of Homelessness and Supportive Housing (HSH). HSH reserves the right to expand the list of sites based on program requirements and/or extend program services to clients who may benefit from MM, TPRP, and/or RPP services.

Grantee shall accept referrals from PSH housing and service providers via a referral process approved by HSH. All new clients referred will be PSH residents and/or new move-ins into PSH programs.

**V. Description of Services**

Grantee shall provide services to an average number of clients per month as listed in Appendix B, Budget ("Number Served" tab). HSH may expand the list of PSH sites eligible for referrals to serve clients up to the average monthly caseload. Services shall include, but are not limited to the following:

- A. Grantee shall schedule and complete client intakes and enrollments.
- B. Grantee shall arrange for clients' benefit checks to be deposited into Grantee's Client Trust account, when possible.
- C. Grantee shall offer a variety of methods for clients to pay their rent, including but not limited to: having benefits directly deposited into Grantee's Client Trust account; enabling clients to transfer funds from their Direct Express card to Grantee's Client Trust Account; allowing clients to swipe their Direct Express card in person at Grantee office; enabling clients to do remote pay where they authorize Grantee to key in rent payment using clients' Direct Express card information.
- D. Grantee shall disburse, at minimum monthly, the rent check directly to each client's landlord, and when applicable, one check directly to client for other expenses.
  - 1. All disbursements, including rent, bill payments and clients' personal funds, shall be issued in the form of payments drawn on Grantee's Client Trust account.
  - 2. Grantee shall process rent payments on the first business day following the third of each month.
- E. Grantee shall issue payments according to the budget agreed upon by the client.
- F. Grantee shall provide clients with budget planning and money management coaching, as appropriate.
- G. Grantee shall assist with follow-up with the income source regarding clients' continuing eligibility (e.g. public benefits).
- H. Grantee shall send monthly reports to Property Management that detail client income changes.
- I. Grantee shall send monthly proposed rent payment reports to Property Management.
- J. Grantee shall perform client account reconciliation.
- K. Grantee shall provide referrals to eviction prevention resources, as needed.
- L. Grantee shall perform ongoing case coordination with property managers, support services staff, community-based service providers, vendors, financial institutes, and income sources.
- M. Grantee shall support clients in applying for and maintaining benefits in coordination with the PSH support services provider.
- N. Grantee shall participate in operations or coordination meetings with PSH Property Management and Support Services, when appropriate, to support housing retention for clients enrolled in MM services.

## VI. Location and Time of Services

Grantee shall provide services Monday to Friday from 9:30 am to 12:30 pm, and 1:30 pm to 4:30 pm, excluding agency holidays. Services shall be provided at 191 Golden Gate Avenue, San Francisco, CA 94102.

## VII. Service Requirements

- A. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee/Contractor shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee/Contractor under the Grant Plan/Services, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to: the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.
- B. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- C. Supervision: Grantee shall provide program staff with supervision to ensure appropriate services are provided to clients.
- D. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to services.
- E. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- F. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and

provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for clients, which shall include, at minimum, the following elements:
    - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
    - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
    - c. The amount of time required for each step, including when a participant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
  2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each client and obtain a signed copy of the form from the client, which must be maintained in the client's file. Additionally, Grantee shall post the policy at all times in a location visible to clients and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:
- Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy (i.e., Grievance Procedure) informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- J. City Communications, Trainings and Meetings:
- Grantee shall keep HSH informed of program operations, comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;

2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g. overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#). In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan which will contain Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency plan as needed and Grantee shall train all employees regarding the provisions of the plan.
- N. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- O. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
  2. Data entered in the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards.
  3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated

---

<sup>1</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>



to Grantees via written notice at least one month prior to expected implementation.

**P. Confidentiality:**

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

**VIII. Service Objectives**

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average caseload of 2,000 clients per month.
- B. Ninety-five percent of new clients will have been scheduled for intake within seven business days of referral.

- C. One hundred percent of clients will be offered a budget plan and all RPP clients will have a budget plan in place within 90 days of service enrollment.
- D. Eighty percent of budget plans will have been updated at least once annually.
- E. Grantee shall administer an annual written anonymous Client Satisfaction Survey to obtain feedback on the type and quality of program services. Grantee shall offer all clients the opportunity to take this survey.

## **IX. Outcome Objectives**

Grantee shall achieve the following Outcome Objectives on an annual basis:

- A. Eighty-five percent of clients who have a budget plan will have accomplished one or more goals.
- B. Eighty-five percent of clients will have remained in the housing associated with the rent payments made by the MM service or have exited the program in good standing.

Grantee shall also determine which of the following outcomes applies to each tracked client:

- 1. Eighty-five percent will remain a tenant in the building where MM paid rent for the client throughout the program year;
- 2. Eighty-five percent of those who exited housing and the MM program will be in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and/or leaving with notice and with a rent debt of less than one month’s rent; or
- 3. Fifteen percent or less of those that have exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
- C. Eighty percent of clients who complete the annual Client Satisfaction Survey will report being satisfied or very satisfied with program services (based on a four-point scale: 1= very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

## **X. Reporting Requirements**

Grantee shall meet the following Reporting Requirements for this grant:

- A. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
  - 1. Number of active clients as of the last day of the quarter;
  - 2. Number of Unduplicated Clients (UDC) year to date;
  - 3. Number and percentage of clients who had a budget plan in place within 90 days of service enrollment;
  - 4. Number of new client referrals for the quarter, and percentage of new clients that had intakes scheduled within seven business days of referral; and

5. Number and percentage of clients that exited during the quarter who:
  - a. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
  - b. Exited housing and the MM program to any destination with a rent debt of more than one month’s rent.
  
- B. Grantee shall provide an annual report summarizing program activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year, including:
  1. Average monthly caseload for the program year;
  2. Number of new clients for the program year;
  3. Number of Unduplicated Clients (UDC) served in the program year;
  4. Number and percentage of budget plans that were updated at least once annually;
  5. Number and percentage of clients with a budget plan that accomplished one or more goals;
  6. Number and percentage of clients who completed a Client Satisfaction Survey;
  7. Number and percentage of survey respondents who reported being satisfied or very satisfied with program services; and
  8. Number and percentage of clients who have remained in the housing associated with the rent payments made by MM or have exited the program in good standing, as defined below. Grantee shall provide aggregate data for clients based on the following outcomes:
    - a. Still a tenant in the building where the MM program paid rent for the client throughout the program year;
    - b. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
    - c. Exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
  
- C. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee’s services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
  
- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

## **XI. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: client files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and backup documentation for reporting progress towards meeting Service and Outcome Objectives.

Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								
2	APPENDIX B, BUDGET																								
3	Document Date	7/1/2026																							
4	Contract Term	Begin Date	End Date	Duration (Years)																					
5	Current Term	7/1/2021	6/30/2026	5																					
6	Amended Term	7/1/2021	6/30/2028	7																					
7	Program	Money Management Services																							
9	Service Component				Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7								
10					7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 6/30/2027		7/1/2027 - 6/30/2028								
11	Number of Units Eligible for Service				1200-1300		1200-1300		1200-1300		2000		2000		2000		2000								
12																									
13																									

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2026	5
6	Amended Term	7/1/2021	6/30/2028	7
7	Program	Money Management Services		
9	Approved Subcontractors			
10	None			
11				
12				

	A	B	C	D	E	H	K	N	Q	V	Y	AI	AJ	AK										
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2	APPENDIX B, BUDGET																							
3	Document Date	7/1/2026																						
4	Contract Term	Begin Date	End Date	Duration (Years)																				
5	Current Term	7/1/2021	6/30/2026	5																				
6	Amended Term	7/1/2021	6/30/2028	7																				
7	Provider Name	Lutheran Social Services of Northern CA																						
8	Program	Money Management Services																						
9	F\$P Contract ID#	1000021449																						
10	Action (select)	Amendment																						
11	Effective Date	7/1/2026																						
12	Budget Names	General Fund & Prop C - Money Management , One-Time Prop C Bonus Pay																						
13		Current	New																					
14	Term Budget	\$ 8,895,104	\$ 14,386,783	15%																				
15	Contingency	\$ 1,104,746	\$ 823,752																					
16	Not-To-Exceed	\$ 9,999,850	\$ 15,210,535		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	All Years												
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028										
18					Current	Current	Current	Current	Current	New	New	Current	Amendment	New										
19	Expenditures																							
20	Salaries & Benefits				\$ 682,918	\$ 844,267	\$ 812,104	\$ 1,379,870	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 5,214,990	\$ 2,991,663	\$ 8,206,653										
21	Operating Expense				\$ 330,050	\$ 362,958	\$ 452,464	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675										
22	Subtotal				\$ 1,012,968	\$ 1,207,225	\$ 1,264,568	\$ 2,350,252	\$ 2,377,943	\$ 2,387,687	\$ 2,387,687	\$ 8,212,955	\$ 4,775,373	\$ 12,988,328										
23	Indirect Percentage																							
24	Indirect Cost				\$ 157,609	\$ 187,833	\$ 196,755	\$ 365,678	\$ 369,986	\$ 358,153	\$ 358,153	\$ 1,277,862	\$ 716,306	\$ 1,994,168										
25	Other Expenses (Not subject to indirect %)				\$ (85,829)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,173,724)	\$ -	\$ (1,173,724)										
26	Capital Expenditure				\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010										
28	Total Expenditures				\$ 1,114,749	\$ 1,222,768	\$ 1,375,013	\$ 2,161,685	\$ 3,020,890	\$ 2,745,840	\$ 2,745,840	\$ 8,895,104	\$ 5,491,679	\$ 14,386,783										
29																								
30	HSH Revenues (select)																							
31	General Fund - Ongoing				\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ 1,490,980	\$ 1,505,890	\$ 1,230,840	\$ 1,230,840	\$ 7,023,828	\$ 2,461,679	\$ 9,485,507										
33	Prop C - One-time Bonus Pay				\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	\$ -	\$ 4,900										
35	General Fund - One-Time				\$ 62,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,891	\$ -	\$ 62,891										
38	General Fund Adjustment to Actuals				\$ (123,620)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)										
39	Prop C Fund - Ongoing				\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	\$ 3,015,000	\$ 3,030,000	\$ 6,045,000										
42	Total HSH Revenues				\$ 1,114,749	\$ 1,222,768	\$ 1,375,013	\$ 2,161,685	\$ 3,020,890	\$ 2,745,840	\$ 2,745,840	\$ 8,895,104	\$ 5,491,679	\$ 14,386,783										
52	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -										
54	Total Adjusted Salary FTE (All Budgets)									16.73	16.73													
56	Prepared by	John Paul Soto, Deputy Director			*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 funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.																			
58	Email	<a href="mailto:JPSoto@Lssnocal.org">JPSoto@Lssnocal.org</a>																						
60	Template last modified 10/19/2023																							

	A	B	C	D	E	H	K	N	Q	V	Y	AI	AJ	AK										
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2	APPENDIX B, BUDGET																							
3	Document Date	7/1/2026																						
4	Contract Term	Begin Date	End Date	Duration (Years)																				
5	Current Term	7/1/2021	6/30/2026	5																				
6	Amended Term	7/1/2021	6/30/2028	7																				
7	Provider Name	Lutheran Social Services of Northern CA																						
8	Program	Money Management Services																						
9	F\$P Contract ID#	1000021449																						
10	Action (select)	Amendment																						
11	Effective Date	7/1/2026																						
12	Budget Name	General Fund & Prop C - Money Management																						
13		Current	New																					
14	Term Budget	\$ 8,890,204	\$ 14,381,883	15%																				
15	Contingency	\$ 1,104,746	\$ 823,752																					
16	Not-To-Exceed	\$ 9,999,850	\$ 15,210,535																					
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	All Years												
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028										
18					Current	Current	Current	Current	Current	New	New	Current	Amendment	New										
19	Expenditures																							
20	Salaries & Benefits				\$ 682,918	\$ 844,267	\$ 812,103.58	\$ 1,379,870	\$ 1,495,832	\$ 1,495,832	\$ 1,495,832	\$ 5,214,990	\$ 2,991,663	\$ 8,206,653										
21	Operating Expense				\$ 330,050	\$ 362,958	\$ 452,464.08	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675										
22	Subtotal				\$ 1,012,968	\$ 1,207,225	\$ 1,264,568	\$ 2,350,252	\$ 2,377,943	\$ 2,387,687	\$ 2,387,687	\$ 8,212,955	\$ 4,775,373	\$ 12,988,328										
23	Indirect Percentage				15.56%	15.56%	15.56%	15.56%	15.56%	15.00%	15.00%													
24	Indirect Cost (Line 22 X Line 23)				\$ 157,609	\$ 187,833	\$ 196,755	\$ 365,678	\$ 369,986	\$ 358,153	\$ 358,153	\$ 1,277,862	\$ 716,306	\$ 1,994,168										
25	Other Expenses (Not subject to indirect %)				\$ (90,729)	\$ (172,290.09)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,178,624)	\$ -	\$ (1,178,624)										
26	Capital Expenditure				\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010										
28	Total Expenditures				\$ 1,109,849	\$ 1,222,768	\$ 1,375,013	\$ 2,161,685	\$ 3,020,890	\$ 2,745,840	\$ 2,745,840	\$ 8,890,204	\$ 5,491,679	\$ 14,381,883										
30	HSH Revenues (select)																							
31	General Fund - Ongoing				\$ 1,170,578	\$ 1,395,058	\$ 1,461,323	\$ 1,490,980	\$ 1,505,890	\$ 1,230,840	1,230,840	7,023,828	2,461,679	9,485,507										
35	General Fund - One-Time				\$ 62,891.45	\$ -				\$ -	-	62,891	-	62,891										
38	General Fund Adjustment to Actuals				\$ (123,620.11)	\$ (172,290.09)	\$ (86,310)	\$ (829,295.27)		\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)										
39	Prop C Fund - Ongoing							\$ 1,500,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000	3,015,000	3,030,000	6,045,000										
42	Total HSH Revenues				\$ 1,109,849	\$ 1,222,768	\$ 1,375,013	\$ 2,161,685	\$ 3,020,890	\$ 2,745,840	\$ 2,745,840	\$ 8,890,204	\$ 5,491,679	\$ 14,381,883										
52	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -										
55	Prepared by	John Paul Soto, Deputy Director			*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 funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.																			
56	Phone	415.218.9509																						
57	Email	JPSoto@Lssnocal.org																						



	A	F	O	T	AA	AH	AK	AL	AM	AN	AO	AP	AQ	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL													
3	Document Date	7/1/2026												
4	Provider Name	Lutheran Social Services of Northern CA												
5	Program	Money Management Services												
6	F\$P Contract ID#	1000021449												
7	Budget Name	General Fund & Prop C - Money Management					EXTENSION YEAR							
8		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6							
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	
10		Current	New	Current	Current	Current					Current	Amendment	New	
11			Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	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
12	Lead Case Worker - L.F.	\$ 29,311	\$ 34,172	\$ 28,476	\$ 55,999	\$ 30,915	\$ 65,953	0.94	50%	0.47		\$ 30,915	\$ 30,915	
13	Case Worker - B.L.	\$ 42,760	\$ 52,753	\$ 35,419	\$ 58,369	\$ 56,157	\$ -					\$ -	\$ -	
14	Case Worker - A.I.	\$ 44,950	\$ 50,700	\$ 49,415	\$ 52,969	\$ 27,844	\$ -					\$ -	\$ -	
15	Case Worker - L.Fo.	\$ 46,611	\$ 56,645	\$ 53,387	\$ 54,464	\$ 54,596	\$ -					\$ -	\$ -	
16	Case Worker - S.B.	\$ 40,311	\$ 49,725	\$ 50,155	\$ 52,445	\$ 59,237	\$ -					\$ -	\$ -	
17	Case Worker - K.M.	\$ 40,311	\$ 51,217	\$ 51,670	\$ 26,384	\$ 29,083	\$ -					\$ -	\$ -	
18	Case Worker - Y.M.C	\$ 13,470	\$ 16,300	\$ 16,360	\$ 19,045	\$ 55,571	\$ -					\$ -	\$ -	
19	Program Associate	\$ 25,105	\$ 30,245	\$ 30,056	\$ 31,564	\$ 33,226	\$ 54,525	0.94	65%	0.61		\$ 33,226	\$ 33,226	
20	Program Office Manager	\$ 35,002	\$ 39,834	\$ 40,179	\$ 46,419	\$ 49,821	\$ 88,571	0.94	60%	0.56		\$ 49,821	\$ 49,821	
21	Project Manager/Systems Development	\$ 28,445	\$ 29,278	\$ 29,967	\$ 35,575	\$ 38,533	\$ 91,337	0.94	45%	0.42		\$ 38,533	\$ 38,533	
22	Deputy Director	\$ 23,608	\$ 24,788	\$ 25,537	\$ 33,587	\$ 35,030	\$ 120,533	0.94	31%	0.29		\$ 35,030	\$ 35,030	
23	Program Manager	\$ 62,830	\$ 64,145	\$ 62,842	\$ 69,848	\$ 72,141	\$ 85,500	0.94	90%	0.84		\$ 72,141	\$ 72,141	
24	Financial Systems Manager	\$ 39,638	\$ 40,827	\$ 41,790	\$ 43,044	\$ 44,042	\$ 106,768	0.94	44%	0.41		\$ 44,042	\$ 44,042	
25	Staff Accountant	\$ 46,979	\$ 51,675	\$ 52,902	\$ 52,902	\$ 61,313	\$ 65,400	0.94	100%	0.94		\$ 61,313	\$ 61,313	
26	Case Worker - S.M.		\$ 49,725	\$ 49,415	\$ 49,725	\$ 78,161	\$ -					\$ -	\$ -	
27	Program Manager - B.W.		\$ -		\$ 70,197	\$ 75,478	\$ 80,510	0.94	100%	0.94		\$ 75,478	\$ 75,478	
28	Lead Case Worker - J.H.		\$ -		\$ 53,625	\$ 63,367	\$ 67,592	0.94	100%	0.94		\$ 63,367	\$ 63,367	
29	Case Workers - Aggregate		\$ -		\$ 243,171	\$ 273,000	\$ 61,445	11.25	92%	10.31		\$ 633,649	\$ 633,649	
55		\$ 519,330	\$ 642,028	\$ 617,569	\$ 1,049,330	\$ 1,137,514	TOTAL SALARIES				\$ -	\$ 1,137,514	\$ 1,137,514	
56								TOTAL FTE		16.73				
57		31.50%	31.50%	31.50%	31.50%	31.50%	FRINGE BENEFIT RATE			31.50%	31.50%			
58		\$ 163,589	\$ 202,239	\$ 194,534	\$ 330,539	\$ 358,317	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 358,317	\$ 358,317			
59		\$ 682,918	\$ 844,267	\$ 812,104	\$ 1,379,870	\$ 1,495,832	TOTAL SALARIES & BENEFITS		\$ -	\$ 1,495,832	\$ 1,495,832			

	A	AX	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SALARY &amp; BENEFIT DETAIL</b>				
2					
3					
4					
5					
6					
7	Budget Name	<b>EXTENSION YEAR</b>			
8		<b>Year 7</b>	<b>All Years</b>		
9	<b>POSITION TITLE</b>	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
10		New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Lead Case Worker - L.F.	\$ 30,915	\$ 178,872	\$ 61,831	\$ 240,703
13	Case Worker - B.L.	\$ -	\$ 245,459	\$ -	\$ 245,459
14	Case Worker - A.I.	\$ -	\$ 225,878	\$ -	\$ 225,878
15	Case Worker - L.Fo.	\$ -	\$ 265,703	\$ -	\$ 265,703
16	Case Worker - S.B.	\$ -	\$ 251,873	\$ -	\$ 251,873
17	Case Worker - K.M.	\$ -	\$ 198,664	\$ -	\$ 198,664
18	Case Worker - Y.M.C	\$ -	\$ 120,746	\$ -	\$ 120,746
19	Program Associate	\$ 33,226	\$ 150,195	\$ 66,452	\$ 216,648
20	Program Office Manager	\$ 49,821	\$ 211,255	\$ 99,642	\$ 310,897
21	Project Manager/Systems Development	\$ 38,533	\$ 161,798	\$ 77,065	\$ 238,863
22	Deputy Director	\$ 35,030	\$ 142,549	\$ 70,060	\$ 212,609
23	Program Manager	\$ 72,141	\$ 331,806	\$ 144,281	\$ 476,087
24	Financial Systems Manager	\$ 44,042	\$ 209,339	\$ 88,084	\$ 297,423
25	Staff Accountant	\$ 61,313	\$ 265,771	\$ 122,625	\$ 388,396
26	Case Worker - S.M.	\$ -	\$ 227,025	\$ -	\$ 227,025
27	Program Manager - B.W.	\$ 75,478	\$ 145,675	\$ 150,955	\$ 296,630
28	Lead Case Worker - J.H.	\$ 63,367	\$ 116,993	\$ 126,735	\$ 243,728
29	Case Workers - Aggregate	\$ 633,649	\$ 516,171	\$ 1,267,298	\$ 1,783,469
55		\$ 1,137,514	\$ 3,965,772	\$ 2,275,029	\$ 6,240,801
56					
57		31.50%			
58		\$ 358,317	\$ 1,249,218	\$ 716,634	\$ 1,965,852
59		\$ 1,495,832	\$ 5,214,990	\$ 2,991,663	\$ 8,206,653

	A	B	E	H	K	N	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	OPERATING DETAIL										
3	Document Date	7/1/2026									
4	Provider Name	Lutheran Social Services of Northern CA									
5	Program	Money Management Services									
6	F\$P Contract ID#	1000021449									
7	Budget Name	General Fund & Prop C - Money Management					EXTENSION YEAREXTENSION YEAR				
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2028	7/1/2021 - 6/30/2028
11		Current	Current	Current	Current	Current	New	New	Current	Amendment	New
12		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 114,265	\$ 115,496	\$ 167,858	\$ 298,932	\$ 298,932	\$ 298,932	\$ 298,932	\$ 995,483	\$ 597,864	\$ 1,593,347
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 19,306	\$ 19,306	\$ 19,306	\$ 28,959	\$ 28,959	\$ 28,959	\$ 28,959	\$ 115,836	\$ 57,918	\$ 173,754
15	Office Supplies, Postage	\$ 18,635	\$ 27,595	\$ 30,293	\$ 58,393	\$ 58,393	\$ 58,393	\$ 58,393	\$ 193,309	\$ 116,786	\$ 310,095
16	Building Maintenance Supplies and Repair	\$ 35,990	\$ 41,990	\$ 55,710	\$ 234,841	\$ 143,070	\$ 152,814	\$ 152,814	\$ 511,601	\$ 305,628	\$ 817,229
17	Printing and Reproduction	\$ 4,966	\$ 5,187	\$ 5,187	\$ 10,325	\$ 10,325	\$ 10,325	\$ 10,325	\$ 35,990	\$ 20,650	\$ 56,640
18	Insurance	\$ 7,494	\$ 8,491	\$ 8,491	\$ 56,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 136,476	\$ 112,000	\$ 248,476
19	Staff Training	\$ 4,641	\$ 6,975	\$ 10,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 57,616	\$ 36,000	\$ 93,616
20	Staff Travel-(Local & Out of Town)	\$ 1,436	\$ 2,500	\$ 3,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 20,436	\$ 13,000	\$ 33,436
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Computer Hardware & Software	\$ 5,000	\$ 8,000	\$ 8,000	\$ 16,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 55,000	\$ 36,000	\$ 91,000
23	Bank Fees	\$ 45,697	\$ 45,697	\$ 45,697	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 267,091	\$ 130,000	\$ 397,091
24	IT/Technology Support	\$ 13,700	\$ 15,400	\$ 15,400	\$ 30,400	\$ 30,400	\$ 30,400	\$ 30,400	\$ 105,300	\$ 60,800	\$ 166,100
25	Postage	\$ 5,140	\$ 5,140	\$ 6,140	\$ 12,140	\$ 12,140	\$ 12,140	\$ 12,140	\$ 40,700	\$ 24,280	\$ 64,980
26	Temporary Personnel	\$ 7,470	\$ 9,900	\$ 12,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 69,370	\$ 40,000	\$ 109,370
27	Audit	\$ 3,446	\$ 3,446	\$ 4,046	\$ 6,892	\$ 6,892	\$ 6,892	\$ 6,892	\$ 24,722	\$ 13,784	\$ 38,506
28	Landlines/Cell phones	\$ 15,439	\$ 15,439	\$ 15,439	\$ 28,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 109,817	\$ 70,000	\$ 179,817
29	Cell Phones/Pagers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Other Occupancy: Security	\$ 12,196	\$ 12,196	\$ 12,196	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500	\$ 75,588	\$ 39,000	\$ 114,588
31	Program Materials/Supplies - Check stock	\$ 15,229	\$ 20,200	\$ 33,201	\$ 60,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 183,630	\$ 110,000	\$ 293,630
42	Consultants					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 330,050	\$ 362,958	\$ 452,464	\$ 970,382	\$ 882,111	\$ 891,855	\$ 891,855	\$ 2,997,965	\$ 1,783,710	\$ 4,781,675
70	Other Expenses (not subject to indirect cost %)										
71	One-Time CODB FY 20-21	\$ 32,891					\$ -	\$ -	\$ 32,891	\$ -	\$ 32,891
74	Adjustment to Actuals	\$ (123,620)	\$ (172,290)	\$ (86,310)	\$ (829,295)		\$ -	\$ -	\$ (1,211,515)	\$ -	\$ (1,211,515)
84	TOTAL OTHER EXPENSES	\$ (90,729)	\$ (172,290)	\$ (86,310)	\$ (829,295)	\$ -	\$ -	\$ -	\$ (1,178,624)	\$ -	\$ (1,178,624)
86	Capital Expenses										
90	Program Expansion				\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 548,010	\$ -	\$ 548,010
95	TOTAL CAPITAL EXPENSES	\$ 30,000	\$ -	\$ -	\$ 275,050	\$ 272,961	\$ -	\$ -	\$ 578,010	\$ -	\$ 578,010

## BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C  
Money Management

FY26-27

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Lead Case Worker - L.F.	0.47	\$ 30,915	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Associate	0.61	\$ 33,226	First point of contact for clients and others visiting the office. Provides practical support for Caseworkers. Assists with satisfactions surveys and file reviews. Provides support to Program Office Manager. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Office Manager	0.56	\$ 49,821	Oversees all administrative functions for the Money Management Services program. Supports report documentation; back-up for reception functions; program support for Deputy Director and Program Managers; office coordination. Supervises Program Associate. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Project Manager/Systems Development	0.42	\$ 38,533	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Deputy Director	0.29	\$ 35,030	Supervises and supports Program Managers, oversees contract compliance, cultural competency, quality assurance and reporting functions. Oversees all administrative functions for contracts in San Francisco. Reviews and responds to all client grievances. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Manager	0.84	\$ 72,141	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Financial Systems Manager	0.41	\$ 44,042	Analyzes and monitors data relevant to program financial functions, and works with Financial Information Systems Manager to modify existing software systems, or to develop new software systems to address the evolving data needs for the agency and contract funders. Works with Program Managers and Caseworkers to access database information for reporting purposes, and in any other technical support role needed to support those positions. Coordinates the development and maintenance of front-end data access software solutions. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Staff Accountant	0.94	\$ 61,313	Scope of work includes tracking daily client direct deposits, posting paper checks, money orders, and cash received in person from MM clients, post debit card swipes from clients, banking all cash receipts to Wells Fargo at least weekly, manage requests for reimbursement for all bank fees from LSS main account. Additional duties are being defined at this time. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Program Manager - B.W.	0.94	\$ 75,478	Responsible for contract compliance, monitoring, reporting, budgeting, and program operations. Assigns overall duties and coordinates staff in providing services to clients. Recruits, trains, supervises and evaluates program employees. Monitors and documents client caseloads and contract objectives. Outreaches to related service providers, property managers, and support staff. Attends site operations meetings. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Lead Case Worker - J.H.	0.94	\$ 63,367	Provides guidance and support to all MM Case workers and Program Managers in administrative tasks, while maintaining a reduced caseload of MM Clients. Primary duties include screening new clients, scheduling intakes, setting up and monitoring client budgets, financial and database record maintenance, collaboration with income sources/property managers/support services, program contract reporting and program support. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
Case Workers - Aggregate	10.31	\$ 633,649	Provide money management and case coordination services for clients. Services include intake; budget planning; disbursement of funds according to budget; maintenance of client's financial and database records; case coordination with income sources, property managers, vendors, and other service providers; provide referrals and other services requested by clients; conflict resolution and crisis intervention; money management education. (FTE adjusted based on provider's 37.5 work week)	Annualized salary * adjusted FTE
TOTAL	16.73	\$1,137,514		
Employee Fringe Benefits		\$ 358,317	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.5% of total salaries.	
Salaries & Benefits Total		\$1,495,832		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 298,932	Rent is allocated based on staffing and client caseload	Estimated cost based on similar operating costs in other money management programs
Utilities(Elec, Water, Gas, Phone, Scavenger	\$ 28,959	Electric, water, gas, scavenger, pest control, etc.	Estimated cost based on similar operating costs in other money management programs
Office Supplies, Postage	\$ 58,393	Office supplies and purchase expenses related to the overall support of the program	Estimated cost based on similar operating costs in other money management programs
Building Maintenance Supplies and Repair	\$ 152,814	Janitorial services, hazardous waste clean-up, fire extinguisher maintenance, routine building maintenance and repairs, etc.	Estimated cost based on similar operating costs in other money management programs
Printing and Reproduction	\$ 10,325	Expenses related to printing and copying program related materials, including monthly rental of equipment	Estimated cost based on similar operating costs in other money management programs
Insurance	\$ 56,000	Agency program related liability insurance costs	Estimated cost based on similar operating costs in other money management programs
Staff Training	\$ 18,000	Trainings, workshops, educational related expenses for all program staff on agency and program relevant topics/issues	Estimated cost based on similar operating costs in other money management programs
Staff Travel-(Local & Out of Town)	\$ 6,500	Program related travel expenses	Estimated cost based on similar operating costs in other money management programs
Computer Hardware & Software	\$ 18,000	Computer and electronic hardware/software related program costs	Estimated cost based on similar operating costs in other money management programs
Bank Fees	\$ 65,000	Account operating related program costs - including bank fees and bank related expenses	Estimated cost based on similar operating costs in other money management programs
IT/Technology Support	\$ 30,400	Informational Technology costs directly related to the support of the program	Estimated cost based on similar operating costs in other money management programs
Postage	\$ 12,140	Costs related to mailing checks, bill payments, and correspondence on behalf of clients; Courier services	Estimated cost based on similar operating costs in other money management programs
Temporary Personnel	\$ 20,000	Expenses related to the support of the program by temporary/short-term professional staff	Estimated cost based on similar operating costs in other money management programs
Audit	\$ 6,892	Agency audit related program expenses	Estimated cost based on similar operating costs in other money management programs
Landlines/Cell phones	\$ 35,000	Costs related to the operation of phones and internet as related to the program for the purpose of communication and the sharing of information/resources.	Estimated cost based on similar operating costs in other money management programs
Other Occupancy: Security	\$ 19,500	Professional expenses related to crowd control and client safety for the program site, especially on check distribution days	Estimated cost based on similar operating costs in other money management programs
Program Materials/Supplies - Check stock	\$ 55,000	Program costs related to the overall support of the program, including check stock and envelopes	Estimated cost based on similar operating costs in other money management programs
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 891,855</b>		
<b>Indirect Cost</b>	15.0% <b>\$ 358,153</b>		

	A	B	C	D	E	H	K	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	6/30/2028	7				
7	Provider Name	Lutheran Social Services of Northern CA						
8	Program	Money Management Services						
9	F\$P Contract ID#	1000021449						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Name	One-Time Prop C Bonus Pay						
13		Current	New					
14	Term Budget	\$ 4,900	\$ 4,900					
16	Not-To-Exceed	\$ 9,999,850	\$ 15,210,535		Year 1	Year 2	Year 3	All Years
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2026
18					Current	Current	Current	Current
19	Expenditures							
25	Other Expenses (Not subject to indirect %)				\$ 4,900	\$ -	\$ -	\$ 4,900
28	Total Expenditures				\$ 4,900	\$ -	\$ -	\$ 4,900
29								
30	HSH Revenues (select)							
33	Prop C - One-time Bonus Pay				\$ 4,900			\$ 4,900
40	Total HSH Revenues				\$ 4,900	\$ -	\$ -	\$ 4,900
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -



BUDGET NARRATIVE

Fiscal Year

One-Time Prop C Bonus Pay

FY26-27

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
One-Time Prop C Bonus Pay (carried forward)	\$ -	Remaining unspent FY 20-21 One-Time Prop C Bonus Pay, carried forward from Contract ID# 1000002498	\$60,021.00 - \$46,759.35 = \$13,261.65
TOTAL OTHER EXPENSES	\$ -		