DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

Mike Levine, Executive Director

Daniel Lurie, Mayor

To	Homelessness Oversight Commission
Through	Mike Levine, Executive Director
From	Marion Sanders, Chief Deputy Director Dylan Schneider, Interim Deputy Director of Administration and Finance Edilyn Velasquez, Director, Contracts
Date	October 1, 2026
Subject	Grant Agreement Approval: Abode Services | Fiscal Agent - Prevention

Agreement Information	
F$P#	1000031803
Provider	Abode Services
Program Name	Fiscal Agent - Prevention
Agreement Action	2nd Amendment
Agreement Term	April 1, 2024 to June 30, 2029

Agreement Amount

Current Budget[1]	Amended	New	Contingency[2]	Total Not to Exceed (NTE)
$9,999,999	$16,099,350	$26,099,349	$2,962,174	$29,062,174

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent[3]	Amended to Add	New Budget
2023-24	$1,578,711	$0		$0
2024-25	$4,312,076	$1,328,042		$1,328,042
2025-26	$6,584,056	$5,019,139		$5,019,139
2026-27	$3,652,818		$2,931,238	$6,584,056
2027-28			$6,584,056	$6,584,056
2028-29			$6,584,056	$6,584,056
TOTAL[4]	**$16,127,661**	**$6,347,181**	**$16,099,350**	**$26,099,349**
			Contingency	*$2,962,825*
			Total NTE[5]	**$29,062,174**

Funding Information

[1] Current budget adjusted for actuals. Current Not-to-Exceed Amount is $9,999,99.
[2] Contingency only applied to FY 26-27 - FY 28-29 budgeted amount.
[3] Actual spent through July of FY26-27.
[4] Due to rounding, numbers presented may not add up precisely to the totals provided.
[5] NTE is calculated using the Actual Spent for prior years.

Funding Sources[6]	100% Our City, Our Home (Prop C)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Abode Services for the provision of Fiscal Agent - Prevention for the period of April 1, 2024 to June 30, 2029, in an additional amount of $16,099,350. The addition of funds include the remainder of FY27 funding and two additional performance years , which is aligned with HSH's Multiyear Procurement Plan for prevention services. The new amount is $29,062,174, which includes a 15 percent contingency of $2,962,825 on the FY26-27 through FY28-29 annual budget amounts.

Background

Prop C allocations for the Prevention Fiscal Agent program allow participating HSH-funded homelessness prevention providers to utilize a fiscal agent model to support the issuance of direct client financial assistance. Abode Services serves as the fiscal agent and is responsible for issuing eligible direct client financial assistance payments (e.g., rent arrears, security deposit, and first month's rent) on behalf of participating providers to help households maintain their housing and prevent homelessness. The fiscal agent model shifts the administrative burden associated with issuing financial assistance from participating direct service providers to a dedicated team at Abode Services, allowing providers to focus on working directly with households to address their housing stability needs.

Through this model, Abode Services provides a centralized process for the verification and issuance of financial assistance for providers utilizing the Prevention Fiscal Agent, with funds issued within 48 hours of an approved request. As part of its due diligence, Abode Services reviews payment requests and validates third-party payees prior to issuing financial assistance. This structure provides additional oversight of the financial assistance verification and issuance process and promotes greater consistency in the administration of prevention funds.

The contract was underspent in FY23-24, FY24-25, and FY25-26. Underspending in FY23-24 was primarily due to the program being newly launched and requiring time for providers to understand and implement the fiscal agent model. In FY24-25, underspending continued because only one prevention provider participated in the fiscal agent model, resulting in lower utilization than anticipated. In FY25-26, utilization continued to grow, with three prevention providers participating in the fiscal agent model. Although underspending continued for the year, HSH anticipates participation will remain at or above current level and that future expenditures will be more closely aligned with the annual budget.

Services to be Provided

The purpose of the grant is to provide Prevention Fiscal Agent services to all populations at high risk of homelessness, including families, adults, and transitional age youth (TAY). The goal of these services is to support homelessness prevention services outside of the Homelessness Response System via the San Francisco Emergency Rental Assistance Program (SF ERAP). Grantee will provide services to 392 households with a budgeted staff of 3.8 full time equivalent (FTE).

In FY25-26, this program issued 368 financial assistance checks to individual households.

Selection

[6] The funding sources listed reflect current and future years.

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.

Performance History
Fiscal Monitoring: Abode Services underwent citywide nonprofit fiscal monitoring most recently in FY24-25 and there were no unresolved findings. They received a one-year Good Performance Waiver that excluded them from the FY25-26 fiscal monitoring. They will undergo Citywide Fiscal and Compliance monitoring in Spring 2027.

Program Monitoring: Provider Name underwent program monitoring most recently in FY24-25 and there were no findings.

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

Appendix A, Services to be Provided
by
Abode Services
Fiscal Agent - Prevention

I. Purpose of Grant

The purpose of the grant is to provide Fiscal Agent Services (i.e., issue Homelessness Prevention Financial Assistance) to the City and County of San Francisco-funded grantees providing homelessness prevention services to households at high risk of experiencing homelessness. The goal of these services is to support homelessness prevention services outside of the Homelessness Response System via the San Francisco Emergency Rental Assistance Program (SF ERAP).

II. Served Population

Grantee shall serve people experiencing homelessness and at high risk of experiencing homelessness in San Francisco.

III. Referral and Prioritization

All referrals shall be made by SF ERAP providers via the SF ERAP Database, in accordance with established Fiscal Agent processes.

IV. Description of Services

Grantee shall provide the following services:

A. Homelessness Prevention Financial Assistance
Grantee shall provide administrative, financial, and record-keeping functions needed to issue and document timely and accurate financial assistance to support SF ERAP.

1. In circumstances in which Homelessness Prevention Financial Assistance is being requested by an SF ERAP Provider, Grantee shall follow the guidelines and procedures included within the "SF ERAP Desk Guide[1]" and the "Fiscal Agent Policy and Procedures[2]" document. Grantee shall issue Financial Assistance in accordance with the policies and procedures found in these documents, which are subject to change.

2. Upon receipt of documentation, Grantee shall issue Financial Assistance within the timeframe specified.

3. Grantee shall collect and maintain documentation supporting SF ERAP fund issuance as detailed in the "Fiscal Agent Policy and Procedures" document and SF ERAP Desk Guide.

V. Location and Time of Services

Grantee shall provide services in San Francisco, CA, Monday through Friday from 9:00 am to 5:00 pm, except for holidays. Services may be provided at additional times and

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[1] SF ERAP Desk Guide: https://dhsh.box.com/s/9jcaen54jvk4ghxefhfuqy2gevk9km2t
[2] Fiscal Agent Policy and Procedures: https://dhsh.box.com/s/nh4vtafp1zmrg2cp1zluej83dc0ffo3j

locations, as needed, including from Abode Services' administrative site at 40849 Fremont Blvd., Fremont, CA.

VI. 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 shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee under the Grant Plan, 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. Data Standards:
   1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process[3], 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 ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: https://www.sf.gov/information--one-system. Grantee must also adhere to relevant ONE System Data Entry Expectation Guides by program type: https://onesf.bitfocus.com/data-entry-expectation-guides.
   3. Grantee shall enter data into the ONE System and SF ERAP Database, 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 monthly, 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

[3] HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: https://hsh.sfgov.org/get-information/one-system/

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

C. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, 24 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 must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

D. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood as defined in the HSH Good Neighbor Policy. Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.

E. 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.

F. Overdose Prevention: Grantee shall follow the HSH Overdose Prevention Policy. Grantee staff who work directly with clients will participate in annual trainings on overdose recognition and response.

G. 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 tenant-centered, low-barrier access to housing and services.

H. Disaster and Emergency Response Plan: Grantee 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. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

I. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

J. 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.

K. 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 satisfaction. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
2. A written annual survey, which shall be offered to the served population to gather feedback, 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.

L. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness[4]; SGAC meetings; Local Homeless Coordinating Board[5]; and Stakeholder Meeting;
3. Attendance of trainings, as requested;
4. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.

M. Record Keeping and Files:
1. Grantee shall maintain all eligibility, inspection, and services documentation and care plans in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall document services in the ONE System as needed to meet external funding and/or billing requirements.
3. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress. Hard copy files shall be stored securely within a locked cabinet and within a locked office.

VII. Service Objectives

Grantee shall achieve the following annual service objectives during the term of this grant. All service objectives will be monitored by gathering data from the SF ERAP Database and/or by sampling participant files during annual program monitoring visits:

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[4] If the Grantee supervisor has questions about whether or not attending the meeting/hearing in question is within the scope of services, the supervisor shall contact the HSH Family Emergency Services Manager or a designee for clarification.

[5] The Board has the option of inviting the Client Advocates to the meeting. If the Client Advocate is a member of the Board then that advocate may attend. If there is an agenda item that pertains to the grievance process, then the Client Advocates may attend.

A. Homelessness Prevention Financial Assistance:
   1. Grantee shall issue 100 percent of homelessness prevention financial assistance within 48 hours from request and in accordance with the "SF ERAP Desk Guide" and the "Fiscal Agent Policy and Procedures" document.

VIII. Outcome Objectives

Due to the nature of this agreement, outcome objectives will be reported by the SF ERAP providers that utilize Fiscal Agent services to issue Homelessness Prevention Financial Assistance.

IX. Reporting Requirements

A. Grantee shall input data into systems required by HSH, such as the ONE System and CARBON. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data.

A. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

B. Grantee shall participate, as required by Department, 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 thirty working days of receipt of any evaluation report and such response will become part of the official report.

C. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

D. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates. .

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

X. Monitoring Activities

A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and 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.

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: Fiscal monitoring will 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 and accounting policies, 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 memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**			
2	**APPENDIX B, BUDGET**			
3	**Document Date**	1/1/2027		
4	**Contract Term**	**Begin Date**	**End Date**	**Duration (Years)**
5	**Current Term**	4/1/2024	6/30/2027	4
6	**Amended Term**	4/1/2024	6/30/2029	6
7	**Program**	Fiscal Agent - Prevention		
8				
9	**Approved Subcontractors**			
10	None			
11				
12				
13				
14				
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16				
17				
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**																					
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4	**Contract Term**	**Begin Date**	**End Date**	**Duration (Years)**																		
5	**Current Term**	4/1/2024	6/30/2027	4																		
6	**Amended Term**	4/1/2024	6/30/2029	6																		
7	**Program**	Fiscal Agent - Prevention																				
8																						
9					**Year 1**			**Year 2**			**Year 3**			**Year 4**			**Year 5**			**Year 6**		
10	**Service Component**				4/1/2024 - 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			7/1/2028 - 6/30/2029		
11	Prevention Resolution Financial Assistance (Households)				196			392			392			392			392			392		

Row	A	B	C	D
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**			
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5	**Current Term**	4/1/2024	6/30/2027	4
6	**Amended Term**	4/1/2024	6/30/2029	6
7	**Provider Name**	Abode Services		
8	**Program**	Fiscal Agent - Prevention		
9	**F$P Contract ID#**	1000031803		
10	**Action (select)**	Amendment		
11	**Effective Date**	1/1/2027		
12	**Budget Names**	**Prop C , General Fund**		
13		**Current**	**New**	
14	**Term Budget**	$ 9,999,999	$ 26,099,349	15%
15	**Contingency**	$ -	$ 2,962,825	
16	**Not-To-Exceed**	$ 9,999,999	$ 29,062,174	

Row	A	E	H	M	N	O	P
18		**Year 1**	**Year 2**	**Year 3**	**Year 4**		
19		4/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027
20		**Current**	**Current**	**New**	**Current**	**Amendment**	**New**
21	**Expenditures**						
22	Salaries & Benefits	$ 91,569	$ 380,926	$ 430,687	$ 430,687	$ -	$ 430,687
23	Operating Expense	$ 13,900	$ 55,600	$ 71,555	$ 71,555	$ -	$ 71,555
24	Subtotal	$ 105,469	$ 436,526	$ 502,242	$ 502,242	$ -	$ 502,242
25	Indirect Percentage						
26	Indirect Cost (Line 24 X Line 25)	$ 15,820	$ 65,479	$ 75,336	$ 75,334	$ -	$ 75,334
27	Other Expenses (Not subject to indirect %)	$ (121,289)	$ 826,037	$ 4,441,562	$ 3,075,241	$ 2,931,238	$ 6,006,479
28	Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -
30	**Total Expenditures**	**$ (0)**	**$ 1,328,042**	**$ 5,019,141**	**$ 3,652,818**	$ 2,931,238	**$ 6,584,056**
31							
32	HSH Revenues (select)*						
33	Prop C - Prevention	$ 1,578,711	$ 4,312,076	$ 6,584,056	$ 3,652,818	$ 2,931,238	$ 6,584,056
36	Adjustment to Actuals	$ (1,578,711)	$ (2,984,034)	$ (1,564,917)	$ -	$ -	$ -
42	**Total HSH Revenues***	**$ -**	**$ 1,328,042**	**$ 5,019,139**	**$ 3,652,818**	$ 2,931,238	**$ 6,584,056**
43	Other Revenues (to offset Total Expenditures)						
44		$ -	$ -	$ -	$ -	$ -	$ -
49	**Total Other Revenues**	$ -	$ -	$ -	$ -	$ -	$ -
50							
51	**Total HSH + Other Revenues**	**$ -**	**$ 1,328,042**	**$ 5,019,139**	**$ 3,652,818**	$ 2,931,238	**$ 6,584,056**
52	Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -		$ -
54	Total Adjusted Salary FTE (All Budgets)			3.80			3.80

Row	A	Q	R	S	T	U	V	AI	AJ	AK
17			**EXTENSION YEAR**			**EXTENSION YEAR**				
18		**Year 5**			**Year 6**			**All Years**		
19		7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	4/1/2024 - 6/30/2027	4/1/2024 - 6/30/2029	4/1/2024 - 6/30/2029
20		**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**	**Current/Actuals**	**Amendment**	**New**
21	**Expenditures**									
22	Salaries & Benefits	$ -	$ 430,687	$ 430,687	$ -	$ 430,687	$ 430,687	$ 1,333,869	$ 861,375	$ 2,195,244
23	Operating Expense	$ -	$ 71,555	$ 71,555	$ -	$ 71,555	$ 71,555	$ 212,610	$ 143,110	$ 355,720
24	Subtotal	$ -	$ 502,242	$ 502,242	$ -	$ 502,242	$ 502,242	$ 1,546,479	$ 1,004,485	$ 2,550,964
25	Indirect Percentage									
26	Indirect Cost (Line 24 X Line 25)	$ -	$ 75,334	$ 75,334	$ -	$ 75,334	$ 75,334	$ 231,970	$ 150,669	$ 382,639
27	Other Expenses (Not subject to indirect %)	$ -	$ 6,006,479	$ 6,006,479	$ -	$ 6,006,479	$ 6,006,479	$ 8,221,551	$ 14,944,196	$ 23,165,747
28	Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	**Total Expenditures**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ 10,000,000**	$ 16,099,350	**$ 26,099,350**
31										
32	HSH Revenues (select)*									
33	Prop C - Prevention	$ -	$ 6,584,056	$ 6,584,056	$ -	$ 6,584,056	$ 6,584,056	$ 16,127,661	$ 16,099,350	$ 32,227,011
36	Adjustment to Actuals	$ -	$ -	$ -	$ -	$ -	$ -	$ (6,127,662)	$ -	$ (6,127,662)
42	**Total HSH Revenues***	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ 9,999,999**	$ 16,099,350	**$ 26,099,349**
43	Other Revenues (to offset Total Expenditures)									
44		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
49	**Total Other Revenues**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
50										
51	**Total HSH + Other Revenues**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ 9,999,999**	**$ 16,099,350**	**$ 26,099,349**
52	Rev-Exp (Budget Match Check)	$ -		$ -	$ -		$ -	$ -		$ -
54	Total Adjusted Salary FTE (All Budgets)			3.80			3.80			

Row	A	B
56	**Prepared by**	Lauryn Younge
57	**Phone**	(510) 657-7409 x1320
58	**Email**	lyounge@abode.org

*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning

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	A	G	J	M	N	O	P	Q	R	S	T	U	V	AI	AJ	AK
17									**EXTENSION YEAR**			**EXTENSION YEAR**				
18		**Year 1**	**Year 2**	**Year 3**	**Year 4**			**Year 5**			**Year 6**			**All Years**		
19		4/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	4/1/2024 - 6/30/2027	4/1/2024 - 6/30/2029	4/1/2024 - 6/30/2029
20		**New**	**New**	**New**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**	**Current**	**Amendment**	**New**
21	**Expenditures**															
22	Salaries & Benefits	$ 91,569	$ 380,926	$ 430,687	$ 430,687	$ -	$ 430,687	$ -	$ 430,687	$ 430,687	$ -	$ 430,687	$ 430,687	$ 1,333,869	$ 861,375	$ 2,195,244
23	Operating Expense	$ 13,900	$ 55,600	$ 71,555	$ 71,555	$ -	$ 71,555	$ -	$ 71,555	$ 71,555	$ -	$ 71,555	$ 71,555	$ 212,610	$ 143,110	$ 355,720
24	Subtotal	$ 105,469	$ 436,526	$ 502,242	$ 502,242	$ -	$ 502,242	$ -	$ 502,242	$ 502,242	$ -	$ 502,242	$ 502,242	$ 1,546,479	$ 1,004,485	$ 2,550,964
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%			
26	Indirect Cost (Line 24 X Line 25)	$ 15,820	$ 65,479	$ 75,336	$ 75,334	$ -	$ 75,334	$ -	$ 75,334	$ 75,334	$ -	$ 75,334	$ 75,334	$ 231,970	$ 150,669	$ 382,639
27	Other Expenses (Not subject to indirect %)	$ (121,289)	$ 826,037	$ 4,441,562	$ 3,075,241	$ 2,931,238	$ 6,006,479	$ -	$ 6,006,479	$ 6,006,479	$ -	$ 6,006,479	$ 6,006,479	$ 8,221,551	$ 14,944,196	$ 23,165,747
28	Capital Expenditure	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	Admin Cost (HUD Agreements Only)					$ -			$ -			$ -		$ -	$ -	$ -
30	**Total Expenditures**	**$ 0**	**$ 1,328,042**	**$ 5,019,141**	**$ 3,652,818**	$ 2,931,238	**$ 6,584,056**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ 10,000,000**	$ 16,099,350	**$ 26,099,350**
31																
32	HSH Revenues (select)															
33	Prop C - Prevention	$ 1,578,711	$ 4,312,076	$ 6,584,056	$ 3,652,818	$ 2,931,238	$ 6,584,056		$ 6,584,056	$ 6,584,056		$ 6,584,056	$ 6,584,056	$ 16,127,661	$ 16,099,350	$ 32,227,011
36	Adjustment to Actuals	$ (1,578,711)	$ (2,984,034)	$ (1,564,917)			$ -			$ -			$ -	$ (6,127,662)	$ -	$ (6,127,662)
42	**Total HSH Revenues**	**$ -**	**$ 1,328,042**	**$ 5,019,139**	**$ 3,652,818**	$ 2,931,238	**$ 6,584,056**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ -**	$ 6,584,056	**$ 6,584,056**	**$ 9,999,999**	$ 16,099,350	**$ 26,099,349**
43	Other Revenues (to offset Total Expenditures)															
48		$ -	$ -	$ -			$ -			$ -			$ -	$ -	$ -	$ -
49	**Total Other Revenues**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
50																
51	**Total HSH + Other Revenues**	**$ -**	**$ 1,328,042.00**	**$ 5,019,139.00**	**$ 3,652,818.00**	$ 2,931,238.00	**$ 6,584,056.00**	**$ -**	$ 6,584,056.00	**$ 6,584,056.00**	**$ -**	$ 6,584,056.00	**$ 6,584,056.00**	**$ 9,999,999.00**	**$ 16,099,350.00**	**$ 26,099,349.00**
52	Rev-Exp (Budget Match Check)	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -	$ -		$ -
53																
54																

	A	B
55	**Prepared by**	Lauryn Younge
56	**Phone**	(510) 657-7409 x1320
57	**Email**	lyounge@abode.org

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	1/1/2027
Provider Name	Abode Services
Program	Fiscal Agent - Prevention
F$P Contract ID#	1000031803
Budget Name	**Prop C**

Year 1

Row	POSITION TITLE	Agency Totals: Annual Full Time Salary (for 1.00 FTE)	Agency Totals: Position FTE	For HSH Funded Program: % FTE funded by this budget	For HSH Funded Program: Adjusted Budgeted FTE	4/1/2024 - 6/30/2024 New: Budgeted Salary
12	Compliance Analyst	$ 75,000	1.00	25%	0.25	$ 18,750
13	Compliance Manager	$ 90,000	0.60	25%	0.15	$ 13,500
14	Sr. Compliance Manager	$ 110,000	0.15	25%	0.04	$ 4,125
15	Finance	$ 75,000	0.30	25%	0.08	$ 5,625
16	Accounts Payable	$ 87,500	1.30	25%	0.33	$ 28,438
17	Contracts Manager					$ -
55					**TOTAL SALARIES**	**$ 70,438**
56				**TOTAL FTE**	**0.84**	
57					**FRINGE BENEFIT RATE**	30.00%
58					**EMPLOYEE FRINGE BENEFITS**	**$ 21,131**
59					**TOTAL SALARIES & BENEFITS**	**$ 91,569**

Year 2

Row	POSITION TITLE	Agency Totals: Annual Full Time Salary (for 1.00 FTE)	Agency Totals: Position FTE	For HSH Funded Program: % FTE funded by this budget	For HSH Funded Program: Adjusted Budgeted FTE	7/1/2024 - 6/30/2025 New: Budgeted Salary
12	Compliance Analyst	$ 78,000	1.00	100%	1.00	$ 78,000
13	Compliance Manager	$ 93,600	0.60	100%	0.60	$ 56,160
14	Sr. Compliance Manager	$ 114,400	0.15	100%	0.15	$ 17,160
15	Finance	$ 78,000	0.30	100%	0.30	$ 23,400
16	Accounts Payable	$ 91,000	1.30	100%	1.30	$ 118,300
17	Contracts Manager					$ -
55					**TOTAL SALARIES**	**$ 293,020**
56				**TOTAL FTE**	**3.35**	
57					**FRINGE BENEFIT RATE**	30.00%
58					**EMPLOYEE FRINGE BENEFITS**	**$ 87,906**
59					**TOTAL SALARIES & BENEFITS**	**$ 380,926**

Year 3

Row	POSITION TITLE	Agency Totals: Annual Full Time Salary (for 1.00 FTE)	Agency Totals: Position FTE	For HSH Funded Program: % FTE funded by this budget	For HSH Funded Program: Adjusted Budgeted FTE	7/1/2025 - 6/30/2026 Current: Budgeted Salary	7/1/2025 - 6/30/2026 Amendment: Change	7/1/2025 - 6/30/2026 New: Budgeted Salary
12	Compliance Analyst	$ 81,120	1.00	100%	1.00	$ 81,120	$ -	$ 81,120
13	Compliance Manager	$ 97,344	0.60	100%	0.60	$ 58,406	$ -	$ 58,406
14	Sr. Compliance Manager	$ 118,976	0.20	100%	0.20	$ 23,795	$ -	$ 23,795
15	Finance	$ 81,120	0.40	100%	0.40	$ 32,448	$ -	$ 32,448
16	Accounts Payable	$ 94,640	1.50	100%	1.50	$ 141,960	$ -	$ 141,960
17	Contracts Manager	$ 89,000	0.10	100%	0.10	$ 8,900	$ -	$ 8,900
55					**TOTAL SALARIES**	**$ 346,630**	**$ -**	**$ 346,630**
56				**TOTAL FTE**	**3.80**			
57					**FRINGE BENEFIT RATE**	24.25%		24.25%
58					**EMPLOYEE FRINGE BENEFITS**	**$ 84,058**	**$ -**	**$ 84,058**
59					**TOTAL SALARIES & BENEFITS**	**$ 430,687**	**$ -**	**$ 430,687**

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUS
SALARY & BENEFIT DETAIL
Document Date
Provider Name
Program
F$P Contract ID#
Budget Name

	Year 4						
POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027 Current	7/1/2026 - 6/30/2027 Amendment	7/1/2026 - 6/30/2027 New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary
Compliance Analyst	$ 81,120	1.00	100%	1.00	$ 81,120	**$ -**	$ 81,120
Compliance Manager	$ 97,344	0.60	100%	0.60	$ 58,406	**$ -**	$ 58,406
Sr. Compliance Manager	$ 118,976	0.20	100%	0.20	$ 23,795	**$ -**	$ 23,795
Finance	$ 81,120	0.40	100%	0.40	$ 32,448	**$ -**	$ 32,448
Accounts Payable	$ 94,640	1.50	100%	1.50	$ 141,960	**$ -**	$ 141,960
Contracts Manager	$ 89,000	0.10	100%	0.10	$ 8,900	**$ -**	$ 8,900
				TOTAL SALARIES	**$ 346,630**	**$ -**	**$ 346,630**
			TOTAL FTE	**3.80**			
				FRINGE BENEFIT RATE	24.25%		24.25%
				EMPLOYEE FRINGE BENEFITS	**$ 84,058**	**$ -**	**$ 84,058**
				TOTAL SALARIES & BENEFITS	**$ 430,687**	**$ -**	**$ 430,687**

EXTENSION YEAR

	Year 5						
POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028 Current	7/1/2027 - 6/30/2028 Amendment	7/1/2027 - 6/30/2028 New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary
Compliance Analyst	$ 81,120	1.00	100%	1.00		**$ 81,120**	$ 81,120
Compliance Manager	$ 97,344	0.60	100%	0.60		**$ 58,406**	$ 58,406
Sr. Compliance Manager	$ 118,976	0.20	100%	0.20		**$ 23,795**	$ 23,795
Finance	$ 81,120	0.40	100%	0.40		**$ 32,448**	$ 32,448
Accounts Payable	$ 94,640	1.50	100%	1.50		**$ 141,960**	$ 141,960
Contracts Manager	$ 89,000	0.10	100%	0.10		**$ 8,900**	$ 8,900
				TOTAL SALARIES	**$ -**	**$ 346,630**	**$ 346,630**
			TOTAL FTE	**3.80**			
				FRINGE BENEFIT RATE	24.25%		24.25%
				EMPLOYEE FRINGE BENEFITS	**$ -**	**$ 84,058**	**$ 84,058**
				TOTAL SALARIES & BENEFITS	**$ -**	**$ 430,687**	**$ 430,687**

EXTENSION YEAR

	Year 6						
POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2028 - 6/30/2029 Current	7/1/2028 - 6/30/2029 **Amendment**	7/1/2028 - 6/30/2029 New
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	**Change**	Budgeted Salary
Compliance Analyst	$ 81,120	1.00	100%	1.00		**$ 81,120**	$ 81,120
Compliance Manager	$ 97,344	0.60	100%	0.60		**$ 58,406**	$ 58,406
Sr. Compliance Manager	$ 118,976	0.20	100%	0.20		**$ 23,795**	$ 23,795
Finance	$ 81,120	0.40	100%	0.40		**$ 32,448**	$ 32,448
Accounts Payable	$ 94,640	1.50	100%	1.50		**$ 141,960**	$ 141,960
Contracts Manager	$ 89,000	0.10	100%	0.10		**$ 8,900**	$ 8,900
				TOTAL SALARIES	**$ -**	**$ 346,630**	**$ 346,630**
			TOTAL FTE	**3.80**			
				FRINGE BENEFIT RATE	24.25%		24.25%
				EMPLOYEE FRINGE BENEFITS	**$ -**	**$ 84,058**	**$ 84,058**
				TOTAL SALARIES & BENEFITS	**$ -**	**$ 430,687**	**$ 430,687**

	All Years		
POSITION TITLE	4/1/2024 - 6/30/2027 Current	4/1/2024 - 6/30/2029 **Modification**	4/1/2024 - 6/30/2029 New
	Budgeted Salary	**Change**	Budgeted Salary
Compliance Analyst	$ 258,990	**$ 162,240**	$ 421,230
Compliance Manager	$ 186,473	**$ 116,813**	$ 303,286
Sr. Compliance Manager	$ 68,875	**$ 47,590**	$ 116,466
Finance	$ 93,921	**$ 64,896**	$ 158,817
Accounts Payable	$ 430,658	**$ 283,920**	$ 714,578
Contracts Manager	$ 17,800	**$ 17,800**	$ 35,600
TOTAL SALARIES	**$ 1,056,717**	**$ 693,259**	**$ 1,749,976**
EMPLOYEE FRINGE BENEFITS	**$ 277,152**	**$ 168,116**	**$ 445,268**
TOTAL SALARIES & BENEFITS	**$ 1,333,869**	**$ 861,375**	**$ 2,195,244**

	A	B	C	D	G	H	I	J	K	L	M	N	O	P	Q	R	S	AF	AG	AH
1	**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**																			
2	**OPERATING DETAIL**																			
3	**Document Date**	1/1/2027	7/1/2026																	
4	**Provider Name**	Abode Services	Abode Services																	
5	**Program**	Fiscal Agent - Prevention	Fiscal Agent - Prevention																	
6	**F$P Contract ID#**	1000031803	1000031803																	
7	**Budget Name**	**Prop C**	Prop C																	
8													EXTENSION YEAR			EXTENSION YEAR				
9			Year 1		Year 2		Year 3			Year 4			Year 5			Year 6			All Years	
10		4/1/2024 - 6/30/2024	4/1/2024 - 6/30/2024	4/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	4/1/2024 - 6/30/2027	4/1/2024 - 6/30/2029	4/1/2024 - 6/30/2029
11		Current	**Amendment**	New	New	Current	**Amendment**	New	Current	**Amendment**	New	Current	**Amendment**	New	Current	**Amendment**	New	Current	**Modification**	New
12	Operating Expenses	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense	Budgeted Expense	**Change**	Budgeted Expense
13	Rental of Property	$ 2,500	$ -	$ 2,500	$ 10,000	$ 10,000	$ -	$ 10,000	$ 10,000	$ -	$ 10,000		**$ 10,000**	$ 10,000		**$ 10,000**	$ 10,000	$ 32,500	**$ 20,000**	$ 52,500
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	$ 1,500	$ -	$ 1,500	$ 6,000	$ 6,000	$ -	$ 6,000	$ 6,000	$ -	$ 6,000		**$ 6,000**	$ 6,000		**$ 6,000**	$ 6,000	$ 19,500	**$ 12,000**	$ 31,500
15	Office Supplies, Postage	$ 300	$ -	$ 300	$ 1,200	$ 3,855	$ -	$ 3,855	$ 3,855	$ -	$ 3,855		**$ 3,855**	$ 3,855		**$ 3,855**	$ 3,855	$ 9,210	**$ 7,710**	$ 16,920
19	Staff Training	$ 1,250	$ -	$ 1,250	$ 5,000	$ 5,000	$ -	$ 5,000	$ 5,000	$ -	$ 5,000		**$ 5,000**	$ 5,000		**$ 5,000**	$ 5,000	$ 16,250	**$ 10,000**	$ 26,250
20	Staff Travel-(Local & Out of Town)	$ 300	$ -	$ 300	$ 1,200	$ 1,200	$ -	$ 1,200	$ 1,200	$ -	$ 1,200		**$ 1,200**	$ 1,200		**$ 1,200**	$ 1,200	$ 3,900	**$ 2,400**	$ 6,300
21	Rental of Equipment	$ 300	$ -	$ 300	$ 1,200	$ 1,200	$ -	$ 1,200	$ 1,200	$ -	$ 1,200		**$ 1,200**	$ 1,200		**$ 1,200**	$ 1,200	$ 3,900	**$ 2,400**	$ 6,300
22	Start Up Expenses	$ 1,750	$ -	$ 1,750	$ 7,000	$ 7,000	$ -	$ 7,000	$ 7,000	$ -	$ 7,000		**$ 7,000**	$ 7,000		**$ 7,000**	$ 7,000	$ 22,750	**$ 14,000**	$ 36,750
23	Courier Services	$ 6,000	$ -	$ 6,000	$ 24,000	$ 24,000	$ -	$ 24,000	$ 24,000	$ -	$ 24,000		**$ 24,000**	$ 24,000		**$ 24,000**	$ 24,000	$ 78,000	**$ 48,000**	$ 126,000
24	IT/ Technology Support		$ -			$ 13,300	$ -	$ 13,300	$ 13,300	$ -	$ 13,300		**$ 13,300**	$ 13,300		**$ 13,300**	$ 13,300	$ 26,600	**$ 26,600**	$ 53,200
67																				
68	TOTAL OPERATING EXPENSES	$ 13,900	$ -	$ 13,900	$ 55,600	$ 71,555	$ -	$ 71,555	$ 71,555	$ -	$ 71,555	$ -	$ 71,555	$ 71,555	$ -	$ 71,555	$ 71,555	$ 212,610	**$ 143,110**	$ 355,720
69																				
70	Other Expenses (not subject to indirect cost %)																			
71	Prevention Direct Financial Assistance to Clients	$ 1,270,453	$ -	$ 1,270,453	$ 3,438,294	$ 5,556,837	$ -	$ 5,556,837	$ 5,556,837	$ -	$ 5,556,837		**$ 5,556,837**	$ 5,556,837		**$ 5,556,837**	$ 5,556,837	$ 15,822,421	**$ 11,113,674**	$ 26,936,095
72	Fiscal Agent Admin Fee	$ 158,807	$ -	$ 158,807	$ 315,777	$ 393,980	$ -	$ 393,980	$ 393,980	$ -	$ 393,980		**$ 393,980**	$ 393,980		**$ 393,980**	$ 393,980	$ 1,262,544	**$ 787,960**	$ 2,050,504
73	Admin (Staffing and Operations 27%)	$ 28,163	$ -	$ 28,163	$ 56,000	$ 55,662	$ -	$ 55,662	$ 55,662	$ -	$ 55,662		**$ 55,662**	$ 55,662		**$ 55,662**	$ 55,662	$ 195,487	**$ 111,324**	$ 306,811
74	Adjustment to Actuals	$ (1,578,711)	$ -	$ (1,578,711)	$ (2,984,034)	$ (1,564,917)	$ -	$ (1,564,917)		$ -	$ -		$ -	$ -		$ -	$ -	$ (6,127,662)	$ -	$ (6,127,662)
75	Pending Amendment		$ -				$ -	$ -	$ (2,931,238)	**$ 2,931,238**	$ -		$ -	$ -		$ -	$ -	$ (2,931,238)	**$ 2,931,238**	$ -
83																				
84	TOTAL OTHER EXPENSES	$ (121,289)	$ -	$ (121,289)	$ 826,037	$ 4,441,562	$ -	$ 4,441,562	$ 3,075,241	**$ 2,931,238**	$ 6,006,479	$ -	**$ 6,006,479**	$ 6,006,479	$ -	**$ 6,006,479**	$ 6,006,479	$ 8,221,551	**$ 14,944,196**	$ 23,165,747
85																				
94																				
95	TOTAL CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
96																				
97	**HSH #3**																		**Template last modified**	**12/21/2023**

BUDGET NARRATIVE	Fiscal Year		Fiscal Term Start	Fiscal Term End
Prop C	**FY26-27**	**<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective**	7/1/2026	6/30/2027

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Compliance Analyst	1.00	$ 81,120	Coordinator of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	1.0 X $81,120	Nguyen, Dakota J.
Compliance Manager	0.60	$ 58,406	Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.60 X$97,334	Morales, Genesis J.
Sr. Compliance Manager	0.20	$ 23,795	Senior Manager of the fiscal agent component. Responsible for compliance check cutting and coordination with delivery and referring agencies.	0.2 X $118,976	Stephanie Suchit
Finance	0.40	$ 32,448	Full time Financial Associate staff to audit, verify, and process purchase orders in coordination with Compliance staff.	0.4 X $81,120	Gavin Swanson, Matthew Kohlman, Salley Wong
Accounts Payable	1.50	$ 141,960	Full time accounts payable staff to process checks, prepare invoicing to the county, and ensure vendors are set up quickly.	1.5 X $94,460	Rhine Himan, Shruthi Nanjundegowda, Navneet Sarna, Sushma, Gokalgandhi
Contracts Manager	0.10	$ 8,900	Oversees the full contract lifecycle to ensure contract/amendment execution, evaluate contract performance, and manage contract compliance.	0.1 X $89,000	Lauryn Younge
		$ -			
TOTAL	3.80	$ 346,630			
Employee Fringe Benefits		$ 84,058	Includes FICA, SSUI, Workers Compensation and Medical calculated at 24.25% of total salaries.		
Salaries & Benefits Total		$ 430,687			

Operating Expenses		Budgeted Expense	Justification	Calculation
Rental of Property		$ 10,000	Represents proportionate cost of "co-working" space.	$833.34 X 12 months
Utilities(Elec, Water, Gas, Phone, Scavenger)		$ 6,000	Represents cell phones and any internet connection in "co-working" space.	$500 X 12 months
Office Supplies, Postage		$ 3,855	Office supplies to operate and provide oversight to programs.	$100 X 12 months
Staff Training		$ 5,000	Training to support staff in evidence based practices and other core competencies.	$1,315 per FTE
Staff Travel-(Local & Out of Town)		$ 1,200	Staff mileage to office, landlord sites, meeting with participants, etc.	$50 X 2 FTE X 12 months
Rental of Equipment		$ 1,200	Cost for rental of copy machine.	$100 X 12 months
Start Up Expenses		$ 7,000	Cost to secure necessary computers and equipment and office set up.	Estimate based upon historical data
Courier Services		$ 24,000	Based on FedEx and UPS Priority mail for 1-3 day delivery averages 24.90 per client	$2000 X 12 months
IT/ Technology Support		$ 13,300	$3500/year per FTE to cover cost of IT software costs, such as timekeeping and expense modules.	$3500 x FTE
TOTAL OPERATING EXPENSES		$ 71,555		
Indirect Cost	15.0%	$ 75,334		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Prevention Direct Financial Assistance to Clients	$ 5,556,837	Eligible financial assistance for problem solving households through other providers.	Financial Assistance as needed
Fiscal Agent Admin Fee	$ 393,980	Transaction cost for administration of direct financial assistance.	Estimated based on ~ 12.5% of financial assistance. Calculated based on actual transaction (not dollar amount). Examples of transaction fees include vendor set up (and verification), check cutting, invoicing, and general accounting
Admin (Staffing and Operations 27%)	$ 55,662	This is a unique type of program, that requires fewer direct staff and more admin lifting, administering dollars on behalf a many providers in a timely manner. The totals of staffing + admin + operations vs. direct client assistance stick to the 25% operations/ 75% financial assistance rule.	25% operations/ 75% financial assistance rule.
TOTAL OTHER EXPENSES	$ 6,006,479		