

Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms

Department Name: HOM Homelessness And Supportive Housing

- ✘ **Summary of Major Changes:** Completed “Form 1A: Summary of Major Changes” explaining major changes submitted in department’s budget proposal. (Generate from BFM Budget Submission Report)
- ✘ **Proposed GF target reductions**
- ✘ **Department Budget Summary:** Completed “Form 1B: Department Budget Summary.” (Generate from BFM Budget Submission Report)
- ✘ **Contingency:** Completed “Form 1C: Contingency.”
- ✘ **Revenue Report:** Completed “Form 2A: Revenue Report.” (Generate from BFM Budget Submission Report)
- ✘ **Fees & Fines:** Completed “Form 2B: Fees & Fines.”
- ✘ **Cost Recovery:** Completed “Form 2C: Cost Recovery.”
- ✘ **Expenditure Changes:** Completed “Form 3A: Expenditure Changes.” (Generate from BFM Budget Submission Report)
- ✘ **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- ✘ **Position Changes:** Completed “Form 3B: Position Changes.” (Generate from BFM Budget Submission Report)
- ✘ **Equipment & Fleet Requests:** Completed “Form 4A: Equipment Request” and “Form 4B: Fleet Request.” (Generate from BFM Budget Submission Report)
- ✘ **Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission.
- ✘ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing and new Prop J
- ✘ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing R
- ✘ **Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- ✘ **New Legislation:**
 - Included draft legislation that department would like to submit with the budget; or,
 - ✘ Draft legislation in progress at this time. A description of the proposed changes is included in the “Summary of Major Changes” table. A draft will be provided to the Mayor’s Office by
- ✘ **Other Requests:** Submitted requests for the following item:
 - COIT (through a separate form)
 - ✘ Capital - CPC funded capital requests are made through BFM by 1/19/24

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Christine Rolan, Budget Director

Signature: *Christine Rolan*

Table of Contents

(enable content and macros)

Sheet	Link
BUDGET SUBMISSION CHECKLIST	Go To Sheet
Table of Contents	Go To Sheet
1A Summary of Major Changes	Go To Sheet
1B Department Budget Summary	Go To Sheet
1C Contingency	Go To Sheet
2A Revenue Report	Go To Sheet
2B Fees & Fines	Go To Sheet
2C Cost Recovery	Go To Sheet
3A Expenditure Changes	Go To Sheet
3B Position Changes	Go To Sheet
4A Equipment Req	Go To Sheet
4B Fleet Req	Go To Sheet
COIT, Capital	Go To Sheet
Organizational Chart	Go To Sheet
Prop J CITY est Cost Templ FY25	Go To Sheet
Prop J CONTRACT Cost Detail 25	Go To Sheet
Prop J Cover Page Sample_FY25	Go To Sheet
Chartfield Request Forms	Go To Sheet
Subsetting Request Forms ->	Go To Sheet
Dept ID	Go To Sheet
Fund ID	Go To Sheet
Project	Go To Sheet
Project-Activity	Go To Sheet
Authority ID	Go To Sheet
Account ID	Go To Sheet
Agency Use ID	Go To Sheet
TRIO ID	Go To Sheet
Job Class	Go To Sheet
DropDownList	Go To Sheet
New User BFM Access Request	Go To Sheet
Contact Sheet	Go To Sheet

BUDGET FORM 1A: Summary of Major Changes

FY 2024-25 and FY 2025-26

DEPARTMENT: HOM Homelessness And Supportive Housing

	Major Changes	Department Response to Major Changes
Summary	What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.	Given the budget outlook, the Department is not proposing major programmatic changes, including new initiatives or expansions to meet the citywide strategic plan goal to reduce unsheltered homelessness by 50% within 5 years. The Department is facing approximately \$100 million of programming in one-time funds sunsetting in FY24-25 and FY25-26, and has spent this budget process identifying new sources and reallocating existing sources to maintain critical programs. As a part of the budget development process, HSH's proposed budget closes significant funding gaps, by leveraging new state funds, identifying one-time and ongoing savings by rightsizing and reallocating existing funding within its base budget.
General Fund Target	How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.	HSH projected \$100 million in one-time funds sunsetting over the two year budget period for current programming. Additionally, HSH's revenues dropped \$33 million compared to last year's budget. HSH's departmental proposals balances these shortfalls with a combination of ongoing savings and additional revenue, including one-time state sources. Additional proposals to meet the department's \$27 million ongoing General Fund reduction target would have required eliminating one or more major HSH programs and defunding priorities of the Board of Supervisors and Mayor. A \$27 million reduction in General Fund dollars to HSH is equivalent to the annual operations of 400+ shelter beds or 650+ units of permanent supportive housing. Instead, HSH has focused on bringing in new revenue to maintain existing programs and identifying programmatic savings as well as making reductions in current programmatic costs. To balance the General Fund, HSH identified \$20 million in cost reductions of current programs (funded last year with one-time sources), \$11 million net in additional state funds, and \$12 million in General Fund savings over the two year budget period.
Positions	How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.	Based on year-end hiring projections for HSH and its current hiring plan, the Department is working to be fully staffed by June 2024, assuming no additional staff turnover. HSH's current vacancy rate is 18% of its workforce and the number of staff vacancies and difficulty retaining staff has been a significant barrier to HSH's ability to successfully manage a rapid expansion in new programming and services, and monitor and improve the performance of individual programs and the system as a whole. As such, the Department is not proposing reductions in the number positions nor an ongoing increase to its attrition savings over the next two years in order to reach a stable staffing level. The Department's proposed budget includes two cost neutral adjustments: shifting Prop C-funded positions to the Prop C Fund (eliminating a General Fund overhead line item), and reassigning 4 positions to better align funding with work of the position. These shifts streamline the personnel budget to eliminate the administrative burden in adjusting personnel actuals during the year and will result in easier reporting for salary spending. The Department also made cost neutral adjustments to the commission member positions, including ensuring all positions are on budget and that the salaries and fringe benefits are allocated to the correct position. The year-over-year increase in FTE reflects the annualization of partial FTEs added by the Mayor and the Board of Supervisors in FY23-24 to full FTEs in FY24-25. No new positions are proposed.
Expenditures	What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.	General Fund expenditures changes include the following: <ul style="list-style-type: none"> - \$17.9M base budget adjustment year-over-year to implement the Board's cost-of-doing-business increases for nonprofit providers; includes implementation of 4.75% FY23-24 approved rate. HSH did not propose reducing CODB increases to CBOs. - \$4.5M sunsetting of one-time FY23-24 addbacks and capital funding - \$11.5M loss of one-time General Fund funding for 3 non-congregate shelter hotels (295 beds). Shelters maintained with other one-time and ongoing sources. - Changes to MOHCD's Local Operating Subsidy Program (LOSP) for permanent supportive housing driven by increases to operating costs and reflecting the latest estimated completion dates for new projects in the pipeline. - \$3M revenue backed expenditure appropriation to Whole Person Care funds to match revenue received in 2023 for the pilot program. Increase will fund multi-year spend plans for access points and housing programs to avoid program cuts. - \$3.8M increase for master lease costs for leased Permanent Supportive Housing sites due to projected increased rates for a portion of the portfolio (included in joint report)

BUDGET FORM 1A: Summary of Major Changes

FY 2024-25 and FY 2025-26

DEPARTMENT: HOM Homelessness And Supportive Housing

	Major Changes	Department Response to Major Changes
Revenues	What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	State Funds: - \$43.4M one-time increase in FY24-25 to appropriate round 5 of the state's Homeless Housing Assistance Program (HHAP) grant, offsets loss of round 4 state grant loss of (\$40.7M) - \$7.9M one-time increase in FY24-25 to appropriate round 3 of the state's Encampment Resolution Fund (ERF) grant (assumes HSH will receive a competitive grant award); offsets (\$6.5 M) loss of one-time ERF-2 state grant - \$4.9M in state Medi-Cal waiver incentives, offset by (\$22M) loss in one-time PATH/CalAIM Mitigation funds Special Funds: (\$19.6M) revenue reduction in FY24-25 and (\$13.4M) in FY25-26 Our City, Our Home Fund based on the Controller's Office November 2023 projection
Legislation	Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?	The department must annually submit HSH Fund Legislation for County Adult Assistance Program (CAAP) client housing. Legislation will be submitted in or around April when final figures are available from HSA.
Prop J	Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	HSH will continue to contract for security services, which is included in the Prop J analysis. The Department is not requesting any new contracting out at this time.
Transfer of Function	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	Not at this time
Interim Exceptions	Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?	Not at this time
Budget Equity	How has the department considered equity in its budget proposal?	As a part of the budget process, the Department asked that all budget proposals be considered with special attention to achieving equity within the Department and throughout the Homelessness Response System. This meant that all teams had to identify what the impact of funding, or not funding their proposal would be, and we requested this be applied through a lens of equity.

BUDGET FORM 1B: Department Budget Summary

FY 2024-25 and FY 2025-26

DEPARTMENT: HOM Homelessness And Supportive

GFS Details

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	SALARIES	33,860,528.00	24,284,087.00	(9,576,441.00)	35,346,007.00	25,394,078.00	(9,951,929.00)
	MAND_FRING_BEN	12,280,387.00	8,823,432.00	(3,456,955.00)	12,701,414.00	9,145,844.00	(3,555,570.00)
	PROG_PROJ	12,749,570.00	15,340,363.00	2,590,793.00	9,749,570.00	12,173,377.00	2,423,807.00
	OH_ALLOCS	(12,845,355.00)	-	12,845,355.00	(12,845,355.00)	-	12,845,355.00
	NON_PERS_SVCS	29,964,798.16	29,484,329.00	(480,469.16)	30,503,493.02	30,023,025.00	(480,468.02)
	AID_ASSIST	301,264.00	301,264.00	-	301,264.00	301,264.00	-
	CITY_GR_PROG	232,960,561.29	225,017,718.00	(7,942,843.29)	237,179,686.50	236,226,286.00	(953,400.50)
	MTL_SUPP	164,848.00	183,165.00	18,317.00	164,848.00	183,165.00	18,317.00
	SVCS_OTHER_DEPTS	47,703,590.00	49,085,625.00	1,382,035.00	47,703,590.00	56,868,934.00	9,165,344.00
EXPENDITURE		357,140,191.45	352,519,983.00	(4,620,208.45)	360,804,517.51	370,315,973.00	9,511,455.49
GFS	General Fund Support	312,561,382.45	308,548,255.00	(4,013,127.45)	316,225,708.51	326,280,893.00	10,055,184.49

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
REVENUE	RENTS_CONCESSIONS	129,840.00	129,840.00	-	129,840.00	129,840.00	-
	CHGS_FOR_SERVICES	8,971,642.00	8,971,642.00	-	8,971,642.00	8,971,642.00	-
	EXP_RECOVERY	12,385,401.00	11,751,947.00	(633,454.00)	12,385,401.00	11,815,299.00	(570,102.00)
	INTRA FD TFR IN	23,091,926.00	23,118,299.00	26,373.00	23,091,926.00	23,118,299.00	26,373.00
REVENUE		44,578,809.00	43,971,728.00	(607,081.00)	44,578,809.00	44,035,080.00	(543,729.00)
GFS	General Fund Support	312,561,382.45	308,548,255.00	(4,013,127.45)	316,225,708.51	326,280,893.00	10,055,184.49

GFS Target Status

FY 2024-25 Reduction Targets	FY 2024-25 Baseline Target	FY 2024-25 Dept Submission	FY 2024-25 Amt Over (Under) Target	FY 2025-26 Reduction Targets	FY 2025-26 Baseline Target	FY 2025-26 Dept Submission	FY 2025-26 Amt Over (Under) Target
(27,170,000)	285,391,382	308,548,255	23,156,872.55	(27,170,000.00)	289,055,708.51	326,280,893.00	37,225,184.49
			Target Not Met				Target Not Met

NGFS - Self Supporting

Account Lvl 2	Category	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	Salaries	1,918,361.00	11,350,310.00	9,431,949.00	1,994,290.00	11,799,595.00	9,805,305.00
	Mandatory Fringe Benefits	755,438.00	4,183,962.00	3,428,524.00	779,417.00	4,306,465.00	3,527,048.00
	Programmatic Projects	15,175,574.00	63,557,544.00	48,381,970.00	15,175,574.00	15,175,574.00	-
	Overhead and Allocations	12,845,356.00	-	(12,845,356.00)	12,845,356.00	-	(12,845,356.00)
	Non-Personnel Services	651,550.00	1,048,023.00	396,473.00	651,550.00	651,550.00	-
	Aid Assistance	2,453,118.00	2,453,118.00	-	2,453,118.00	2,453,118.00	-
	City Grant Program	269,137,421.00	276,732,155.00	7,594,734.00	261,716,494.00	261,617,715.00	(98,779.00)
	Services Of Other Depts	4,176,811.00	4,176,811.00	-	4,176,811.00	4,176,811.00	-
EXPENDITURE		307,113,629.00	363,501,923.00	56,388,294.00	299,792,610.00	300,180,828.00	388,218.00
REVENUE	Business Taxes	188,640,000.00	188,640,000.00	-	188,530,000.00	188,530,000.00	-
	Interest & Investment Income	15,220,000.00	15,220,000.00	-	12,890,000.00	12,890,000.00	-
	Intergovernmental: Federal	62,799,252.00	62,815,200.00	15,948.00	62,799,252.00	62,800,608.00	1,356.00
	Intergovernmental: State	-	56,357,456.00	56,357,456.00	-	-	-
	Unappropriated Fund Balance	10,950,000.00	40,469,267.00	29,519,267.00	-	35,960,220.00	35,960,220.00
REVENUE		277,609,252.00	363,501,923.00	85,892,671.00	264,219,252.00	300,180,828.00	35,961,576.00
Non-General Fund Support	Revenue Surplus(Deficit)	29,504,377.00	-	(29,504,377.00)	35,573,358.00	-	(35,573,358.00)

BUDGET FORM 1C: Contingency

FY 2024-25 and FY 2025-26

DEPARTMENT: HOM Homelessness And Supportive Housing

DEPT NAME

General Fund departments must also propose additional ongoing contingency reductions. Departments are not expected to load the contingency target. Please describe the proposal(s) below.

Description	FY 2024-25 \$ Savings	FY 2025-26 \$Savings
Reduction to City Grants Program to Community Based Organizations: If HSH is required to give additional ongoing contingency reductions, the Department will have to work with the Mayor's Office to determine which programs/sites to close. Programs and Providers impacted to be determined. Reduction is equivalent to annual operations of 200+ shelter beds or 325+ units of permanent supportive housing.	13,500,000.00	13,500,000.00
Total	13,500,000.0	13,500,000.0

BUDGET FORM 3A: Expenditure Change

DEPARTMENT: HOM Homelessness And Supportive Housing

Total BY Expenditure Change 51,768,086 Total BY1 Expenditure Change 9,899,673

Table with columns: GFS Type, Dept Grp, Division, Division Title, Section, Section Title, Dept ID, Dept ID Title, Fund, Fund Title, Project-Activity, Project Title, Activity Title, Authority, Authority Title, Account, Account Title, Equipment #, TRIO, Agency Use, FY 2024-25 Base, FY 2024-25 Department, FY 2024-25 Dept - Base, FY 2025-26 Base, FY 2025-26 Department, FY 2025-26 Dept - Base, Explanation of Change

BUDGET FORM 3A: Expenditure Change

DEPARTMENT HOM Homelessness And Supportive Housing

Total BY Expenditure Change **51,768,086** Total BY1 Expenditure Change **9,899,673**

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5		Equipm ent #	TRIO	Agency Use	FY 2024-25	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26	FY 2025-26	Explanation of Change
															Title	Account				Account Title	Base	Department	Dept - Base	Base	Department	
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare-Grant	10040677-0001	Hope House for Veterans	Hope House for Veterans	10001	Grants	5380CityGP	538010	Community Based Org Srvc			1,030,314	1,029,208	(1,106)	1,030,314	1,029,208	(1,106)	Update to reflect FY23-24 grant revenue projection.
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare-Grant	10040678-0001	Rapid Re-Housing for TAY	Rapid Re-Housing for TAY	10001	Grants	5380CityGP	538010	Community Based Org Srvc			2,336,472	2,297,037	(39,435)	2,336,472	2,297,037	(39,435)	Update to reflect FY23-24 grant revenue projection.
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare-Grant	10040723-0001	Leasing - Empress/Hope H/	Leasing - Empress/Hope H/R	10001	Grants	5380CityGP	538010	Community Based Org Srvc			3,608,623	3,604,870	(3,753)	3,608,623	3,604,870	(3,753)	Update to reflect FY23-24 grant revenue projection.
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare-Grant	10040725-0001	CoC Planning 2023	CoC Planning 2023	10001	Grants	5380CityGP	538010	Community Based Org Srvc			1,250,000	1,500,000	250,000	1,250,000	1,500,000	250,000	Update to reflect FY23-24 grant revenue projection.
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare-Grant	10041161-0001	4200 Geary	4200 Geary	10001	Grants	5380CityGP	538010	Community Based Org Srvc			-	317,736	317,736	-	317,736	317,736	Update to reflect FY23-24 grant revenue projection.

BUDGET FORM 3B: Position Change

DEPARTMENT: HOM Homelessness And Supportive Housing

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5	Agency Use	Job Class	Job Title	Status	Action	Position	Total BY FTE Change			Total BY Amount Change			Total BY1 FTE Change			Total BY1 Amount Change			Explanation of Change
																						0			(6)			0			(6)			
																						FY 2024-25 Base FTE	FY 2024-25 Dept FTE	FY 2024-25 Dept - Base FTE	FY 2024-25 Base Amount	FY 2024-25 Dept Amount	FY 2024-25 Dept - Base Amount	FY 2025-26 Base FTE	FY 2025-26 Dept FTE	FY 2025-26 Dept - Base FTE	FY 2025-26 Base Amount	FY 2025-26 Dept Amount	FY 2025-26 Dept - Base Amount	
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036748-0004	HOM Homelessness HSH Allocated Costs	21532	HOM Homele 5130Fringe	2917_C	Program Support Analyst	A	R	01147968-1				-	53,725	53,725				-	55,224	55,224	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036748-0004	HOM Homelessness HSH Allocated Costs	21532	HOM Homele 5130Fringe	2917_C	Program Support Analyst	A	R	01149544-1				-	53,725	53,725				-	55,224	55,224	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036748-0004	HOM Homelessness HSH Allocated Costs	21532	HOM Homele 5130Fringe	2917_C	Program Support Analyst	A	R	01152197-1				-	53,725	53,725				-	55,224	55,224	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036749-0010	HOM Shelter and HyHSH Allocated Costs	21533	HOM Shelter 5010Salary	1824_C	Principal Administrative Anal	A	R	01147902-1	0	1	1	-	165,872	165,872	0	1	1	-	172,438	172,438	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036749-0010	HOM Shelter and HyHSH Allocated Costs	21533	HOM Shelter 5010Salary	1824_C	Principal Administrative Anal	A	R	01151996-1	0	1	1	-	165,872	165,872	0	1	1	-	172,438	172,438	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036749-0010	HOM Shelter and HyHSH Allocated Costs	21533	HOM Shelter 5130Fringe	1824_C	Principal Administrative Anal	A	R	01147902-1				-	57,612	57,612				-	59,102	59,102	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036749-0010	HOM Shelter and HyHSH Allocated Costs	21533	HOM Shelter 5130Fringe	1824_C	Principal Administrative Anal	A	R	01151996-1				-	57,612	57,612				-	59,102	59,102	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036749-0010	HOM Shelter and HyHSH Allocated Costs	21533	HOM Shelter 5010Salary	2591_C	Health Program Coordinator	A	R	01152105-1	0	1	1	-	127,438	127,438	0	1	1	-	132,483	132,483	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036749-0010	HOM Shelter and HyHSH Allocated Costs	21533	HOM Shelter 5130Fringe	2591_C	Health Program Coordinator	A	R	01152105-1				-	49,283	49,283				-	50,752	50,752	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036749-0010	HOM Shelter and HyHSH Allocated Costs	21533	HOM Shelter 5010Salary	2917_C	Program Support Analyst	A	R	01147905-1	0	1	1	-	147,263	147,263	0	1	1	-	153,092	153,092	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	10582	SR OCOH Nov18 F 10036749-0010	HOM Shelter and HyHSH Allocated Costs	21533	HOM Shelter 5130Fringe	2917_C	Program Support Analyst	A	R	01147905-1				-	53,725	53,725				-	55,224	55,224	Cost neutral: Proposal to shift Prop C positions from General Fund to direct charging in Prop C to reduce administrative burden of separate reporting and tracking				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare 10040652-0001	HOM FY25 CoC AO HOM FY25 CoC AO B 10001	Grants	5010Salary	2917_C	Program Support Analyst	G	R	01090582-1				-	147,263	147,263	0	1	1	-	153,092	153,092	Cost neutral swap: Proposal to shift position from General Fund to CoC grant to reflect workload				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare 10040652-0001	HOM FY25 CoC AO HOM FY25 CoC AO B 10001	Grants	5010Salary	2917_C	Program Support Analyst	G	R	01097061-1	1	0	-1	147,263	-	(147,263)	1	0	-1	153,092	-	(153,092)	Cost neutral swap: Proposal to shift position from CoC to General Fund grant to reflect workload				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare 10040652-0001	HOM FY25 CoC AO HOM FY25 CoC AO B 10001	Grants	5010Salary	2917_C	Program Support Analyst	G	R	01136610-1	1	0	-1	147,263	-	(147,263)	1	0	-1	153,092	-	(153,092)	Cost neutral swap: Proposal to shift position from CoC grant to Prop C to reflect workload				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare 10040652-0001	HOM FY25 CoC AO HOM FY25 CoC AO B 10001	Grants	5010Salary	2917_C	Program Support Analyst	G	R	01152094-1	0	1	1	-	147,263	147,263	0	1	1	-	153,092	153,092	Cost neutral swap: Proposal to shift position from General Fund to CoC grant to reflect workload				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare 10040652-0001	HOM FY25 CoC AO HOM FY25 CoC AO B 10001	Grants	5130Fringe	2917_C	Program Support Analyst	G	R	01090582-1				-	53,725	53,725				-	55,224	55,224	Cost neutral swap: Proposal to shift position from General Fund to CoC grant to reflect workload				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare 10040652-0001	HOM FY25 CoC AO HOM FY25 CoC AO B 10001	Grants	5130Fringe	2917_C	Program Support Analyst	G	R	01097061-1				53,725	-	(53,725)				55,224	-	(55,224)	Cost neutral swap: Proposal to shift position from CoC to General Fund grant to reflect workload				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare 10040652-0001	HOM FY25 CoC AO HOM FY25 CoC AO B 10001	Grants	5130Fringe	2917_C	Program Support Analyst	G	R	01136610-1				53,725	-	(53,725)				55,224	-	(55,224)	Cost neutral swap: Proposal to shift position from CoC grant to Prop C to reflect workload				
NGFS	HOM	203646	HOM PROGRAMS	203646	HOM PROGRAMS	203646	HOM PROGRAMS	12960	SR Human Welfare 10040652-0001	HOM FY25 CoC AO HOM FY25 CoC AO B 10001	Grants	5130Fringe	2917_C	Program Support Analyst	G	R	01152094-1				-	53,725	53,725				-	55,224	55,224	Cost neutral swap: Proposal to shift position from General Fund to CoC grant to reflect workload				

BUDGET FORM 4A: New General Fund Equipment Request - No Vehicles

DEPAHOM _____

Departments that are making General Fund equipment requests should complete this form.

Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase.

Equipment numbers will be finalized after the Mayor's Budget Office determines citywide equipment allocations.

Where applicable, include installation/outfitting costs in the same line item budget request in the tables below.

Fiscal Year	Equipment Description	Justification of Need	Project ID	Project Title	Equipment #	New/Replac e	Number of Units	Cost Per Unit	Total Cost	New Request	Rollover Units	Rollover Cost Per Unit	Rollover Total Cost
-------------	-----------------------	-----------------------	------------	---------------	-------------	--------------	-----------------	---------------	------------	-------------	----------------	------------------------	---------------------

BUDGET FORM 4B: Fleet

DEPARTMENT HOM

Note:

All departments requesting to purchase new or replacement vehicles must fill out this form, whether requesting General Fund or other funds.
Requests will be reviewed by Fleet Management and MBO.

Term Contract Prices are provided by Fleet Management and will be updated in January for select vehicles. Please contact Camilla Tai

Point of Contact	Source of Funds	Dept	Fiscal Year	Equipment#	Vehicle Type	New Vehicle Specifications					Justification of Need	Term Contract Information			Cost Information		Replacement Vehicle Information				
						Brief description of Vehicle Type if "Other"	Fuel Type	Special Requirements Comments	If purchasing a sedan that is not battery electric, provide justification	# of Unit default to 1. Please create multiple equipment number entries if requesting multiple units.		Purchasing from Term Contract?	If purchasing from a Term Contract, which contract and spec #?	If NOT purchasing from a Term Contract, provide a description of the required vehicle, including make and model	Base Cost per Unit	Description of Supplemental Cost	Supplemental Cost per Unit (e.g. additional vehicle options, outfitting, charging infrastructure if purchasing EV, freight if not purchasing from term contracts, etc.)	Estimated per unit cost (base cost, supplemental cost, # of units and 8.63% tax)	Vehicle to be replaced - Asset#	Vehicle to be replaced - Licence Plate#	Vehicle to be replaced - Model Year

**COIT and Capital Budget Submissions
FY 2024-25 and FY 2025-26**

COIT ----->

Please submit COIT requests at the link below, and refer to Budget Instructions document for more information.

Technology project proposals: <https://sfgov1.sharepoint.com/sites/ADM-COIT/SitePages/Budget%20FY2024-25.aspx#/Project/1495>

CAPITAL ----->

GFS CPC Capital Requests: Please enter in BFM form, **Capital - Dept Request - CPC GFS (7900)**

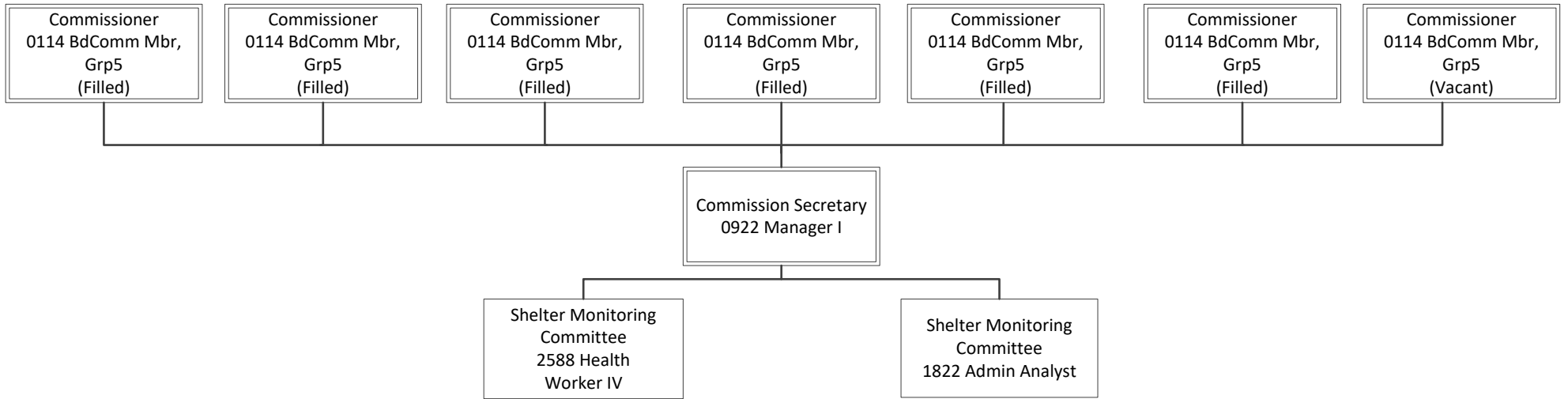
NGFS CPC Capital Requests: Please enter in BFM form, **Capital - Dept Request - CPC NGFS+ (7200)**

All Other Capital Requests: Please enter in BFM form, **Capital - Dept Request -Non-CPC (7300)**

HSH Submitted Capital - Dept Request - CPC GFS (7900) on 1/19/2024

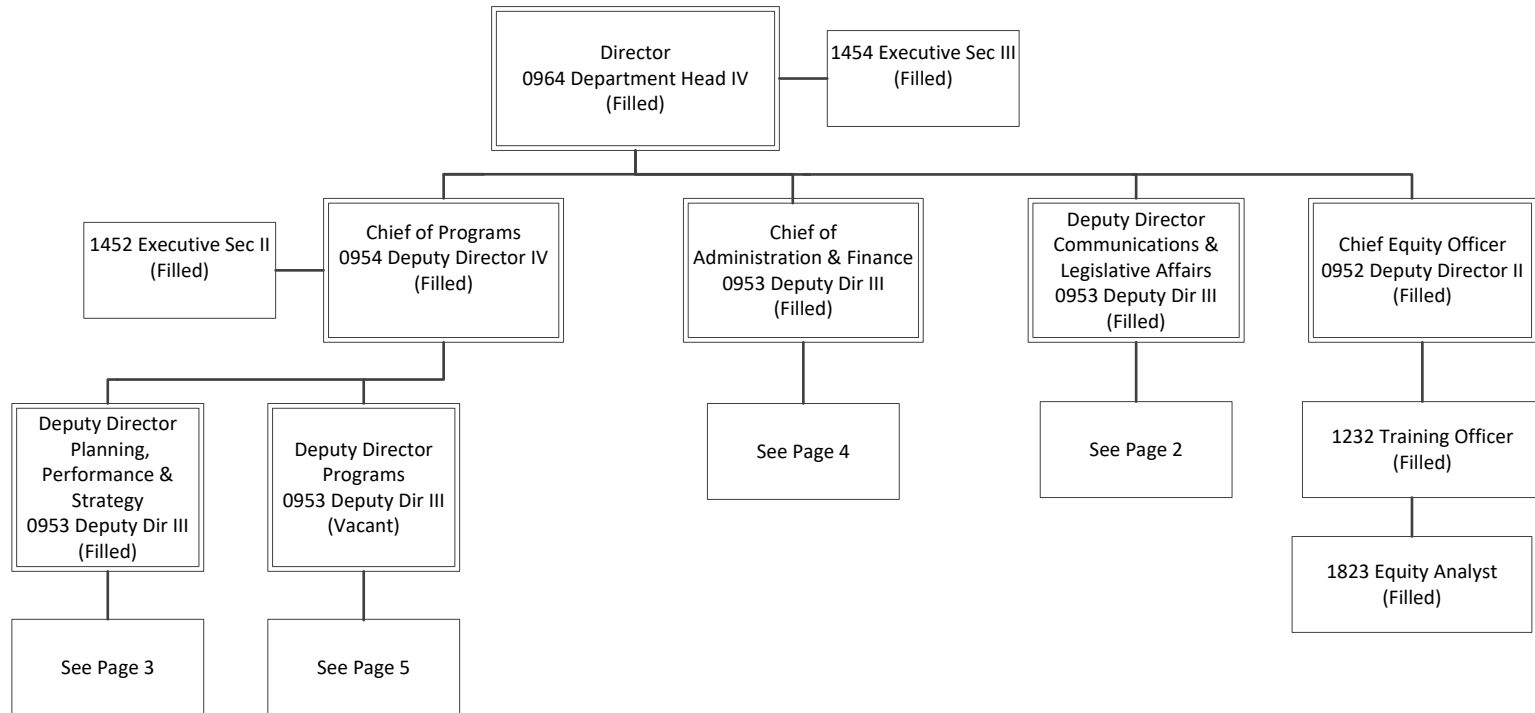
The screenshot shows a navigation bar for 'SF BUDGET' with the following items: Home, Budget Formulation, Capital, PCF, and Chart of Accounts. The 'Capital' menu is expanded, showing a list of options: Capital - Dept Request - Non-CPC (7300), Capital - Dept Request - CPC NGFS + (7200), Capital - Dept Request - CPC GFS (7900), and Capital Project-Activity.

City & County of San Francisco
Department of Homelessness & Supportive Housing

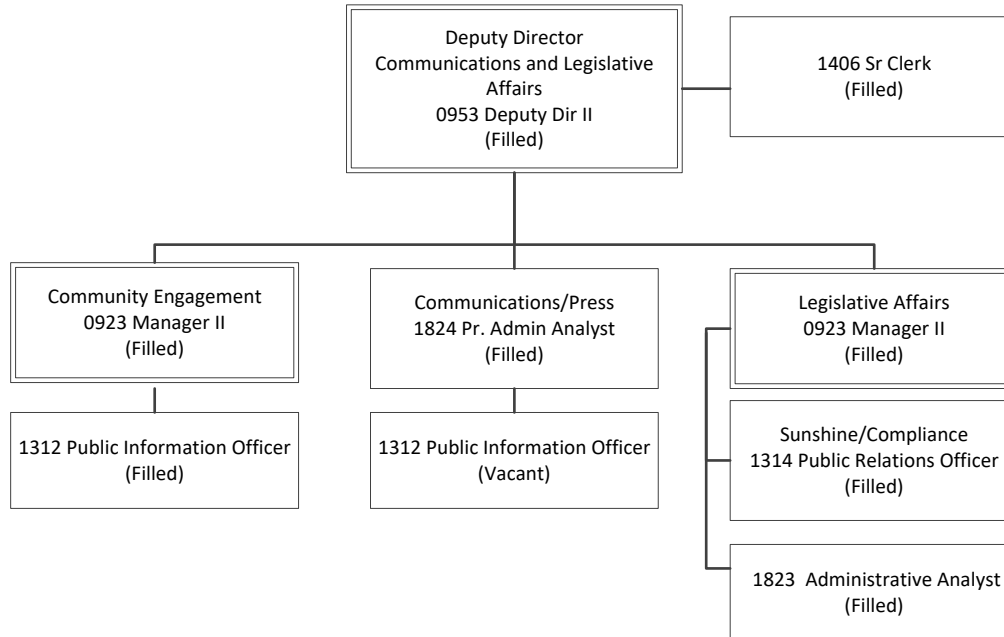


City & County of San Francisco

Department of Homelessness & Supportive Housing

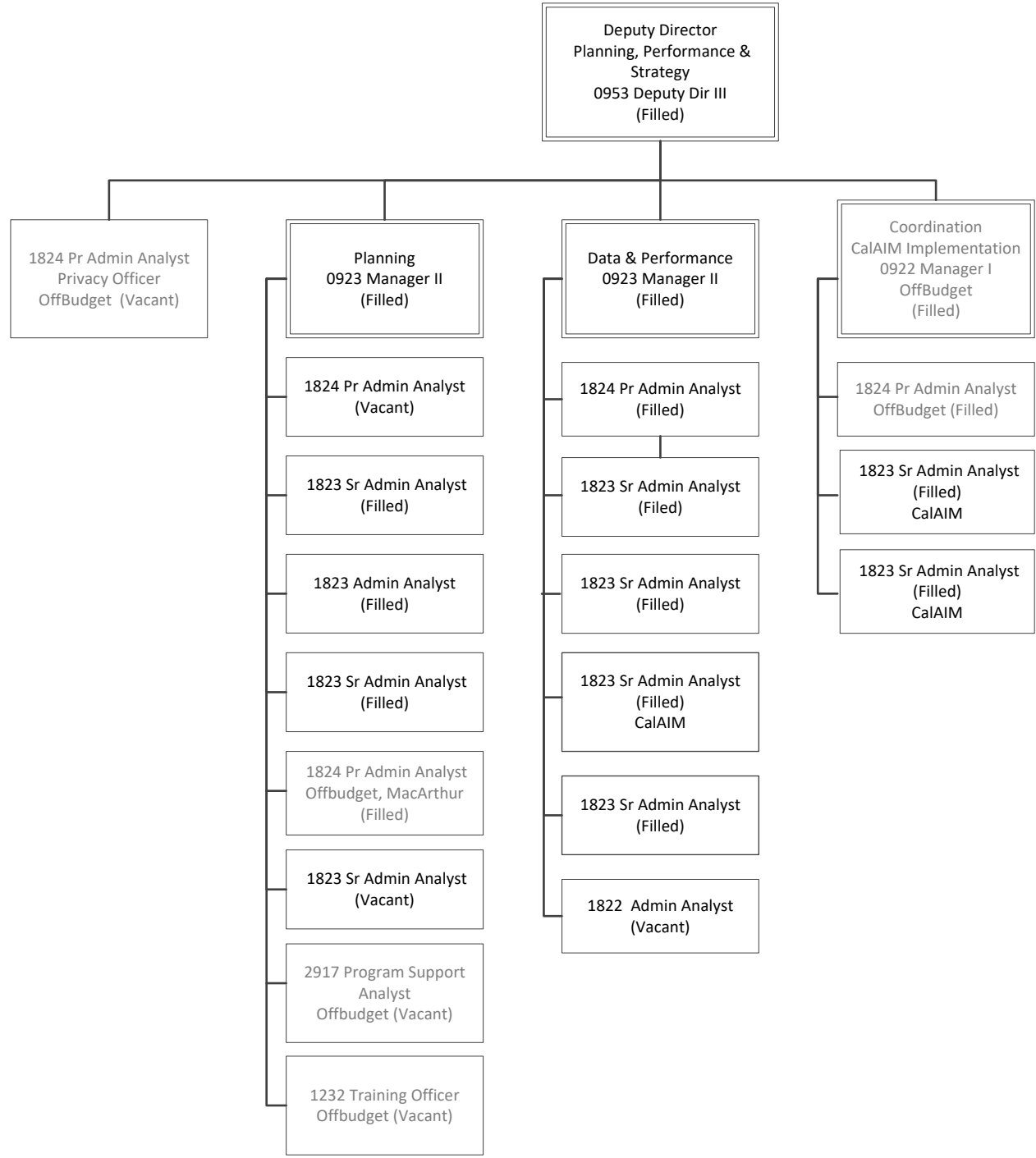


**City & County of San Francisco
Department of Homelessness & Supportive Housing**



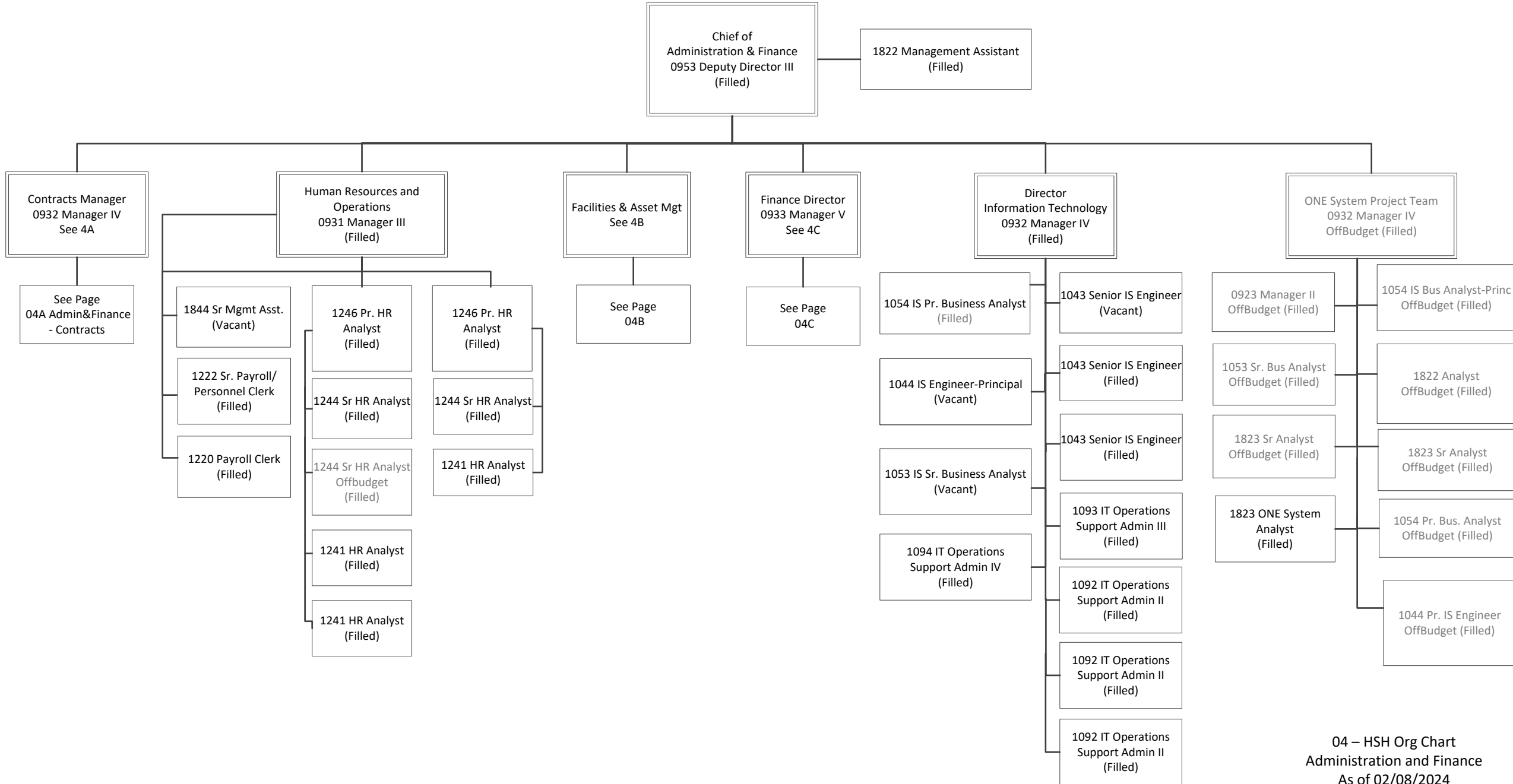
City & County of San Francisco

Department of Homelessness & Supportive Housing



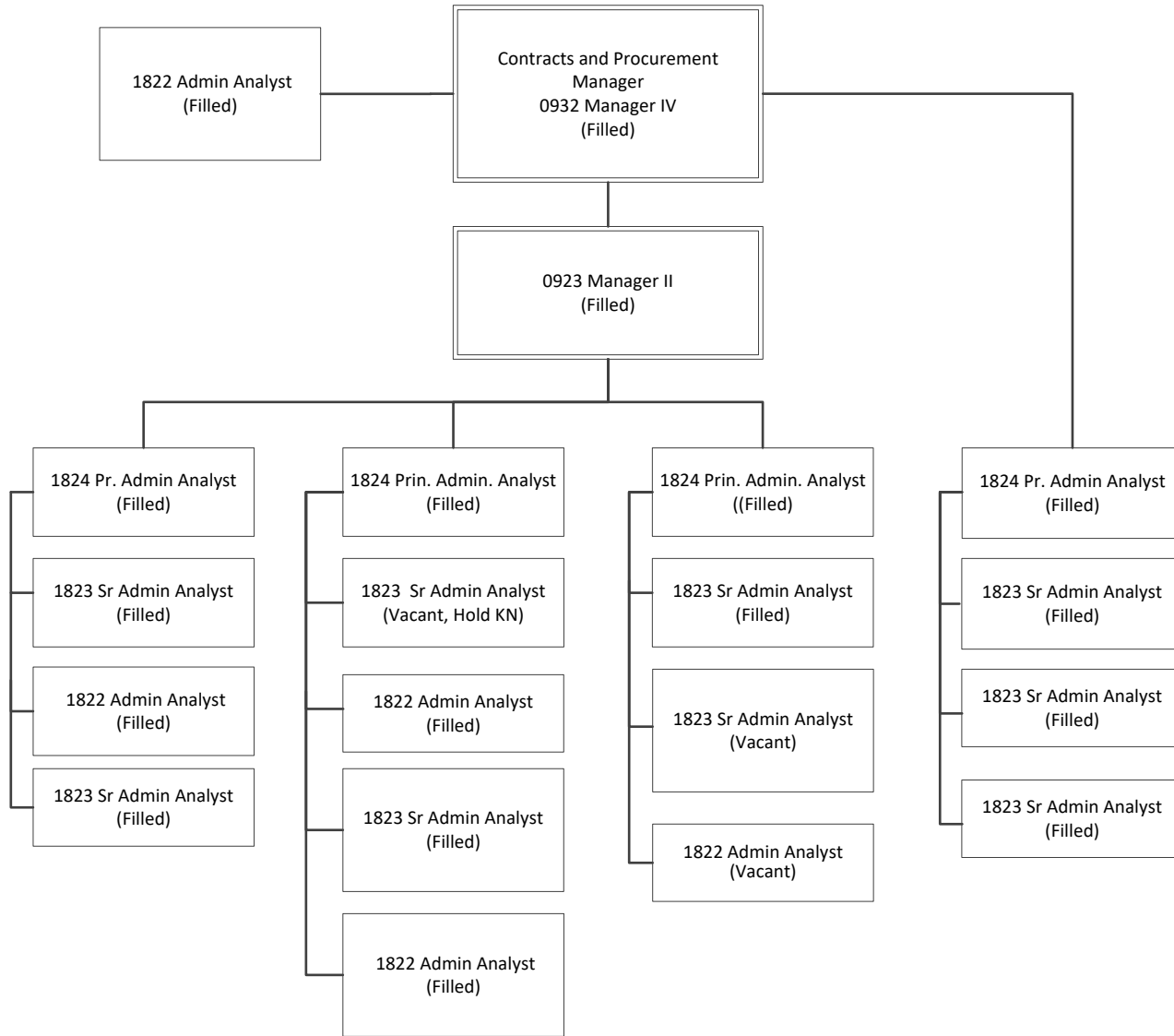
City & County of San Francisco

Department of Homelessness & Supportive Housing

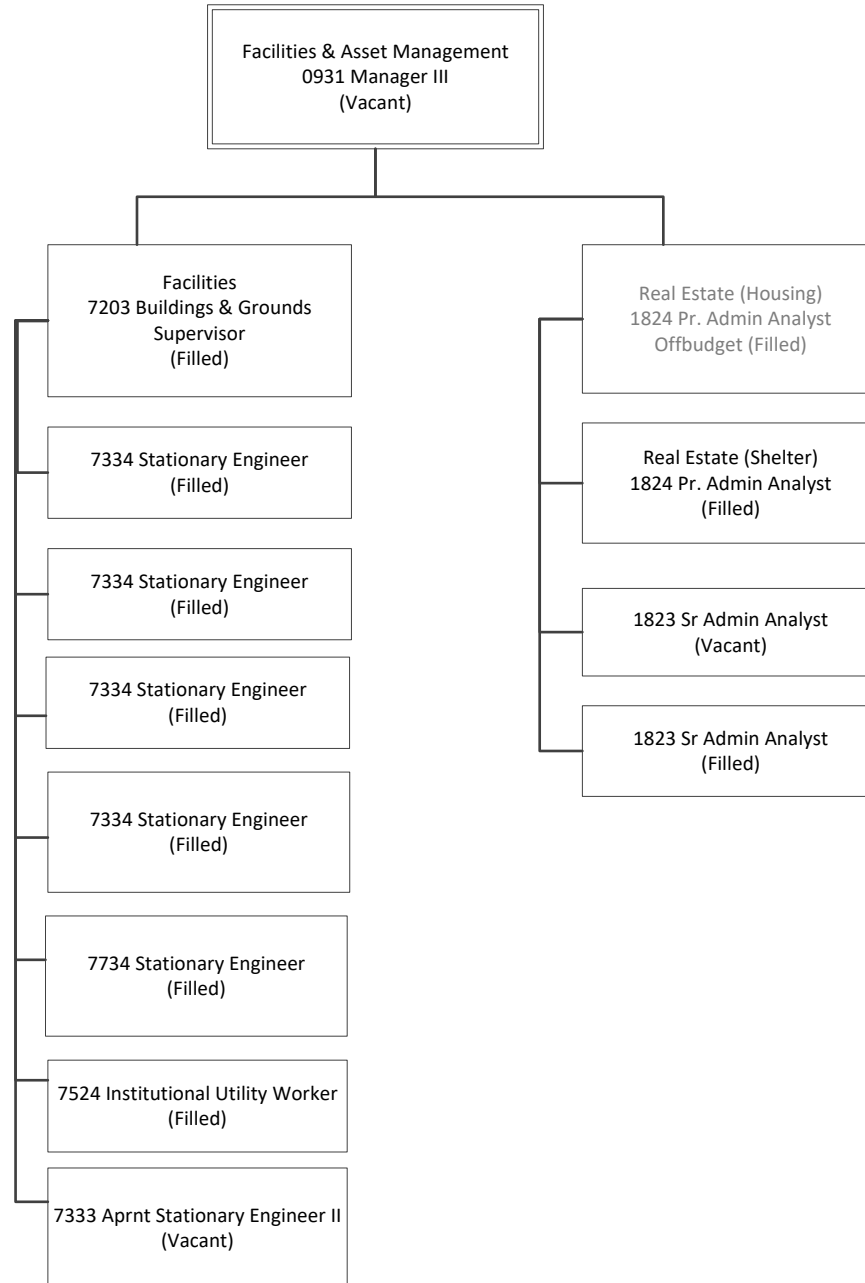


City & County of San Francisco

Department of Homelessness & Supportive Housing

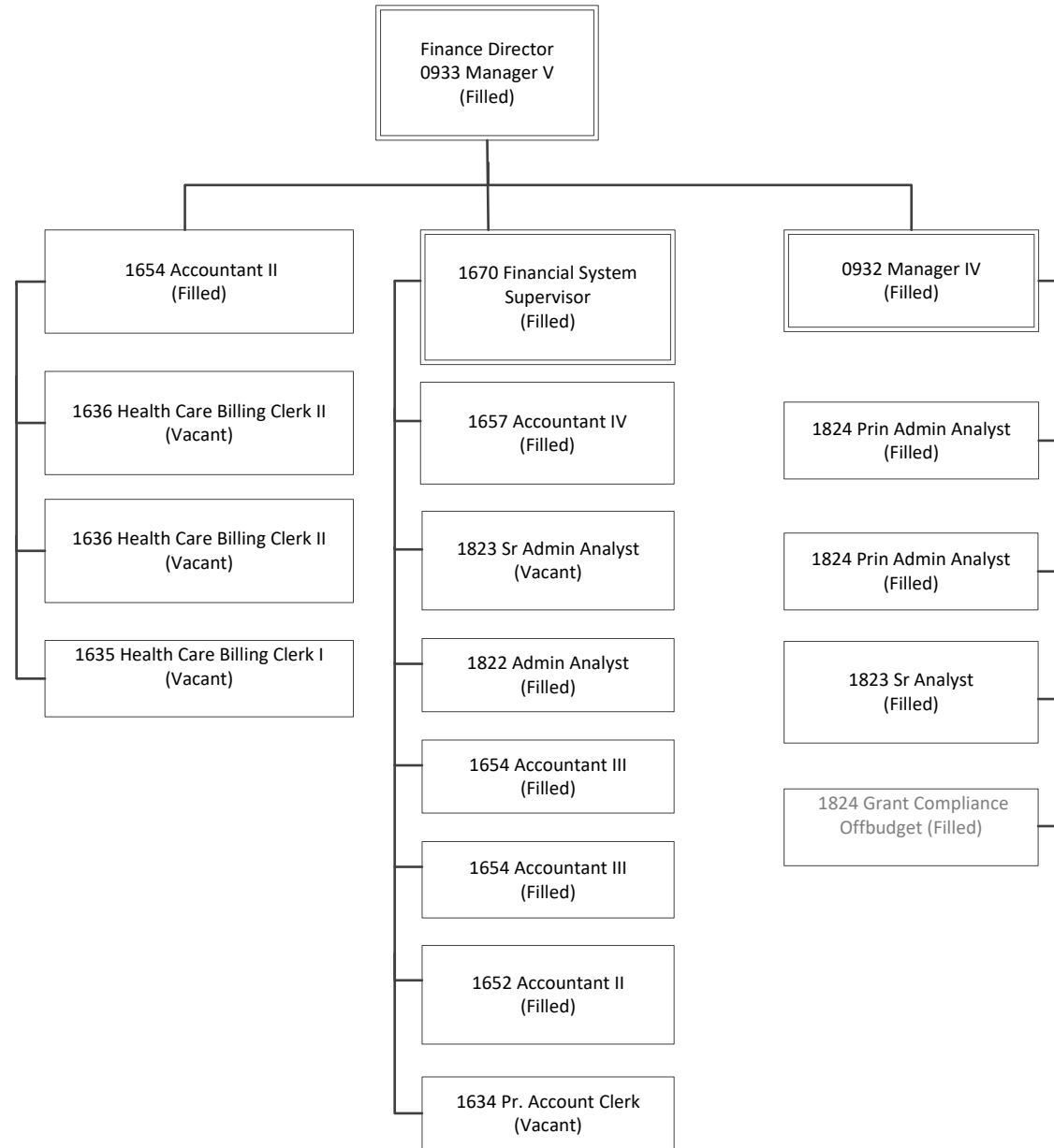


City & County of San Francisco
Department of Homelessness & Supportive Housing

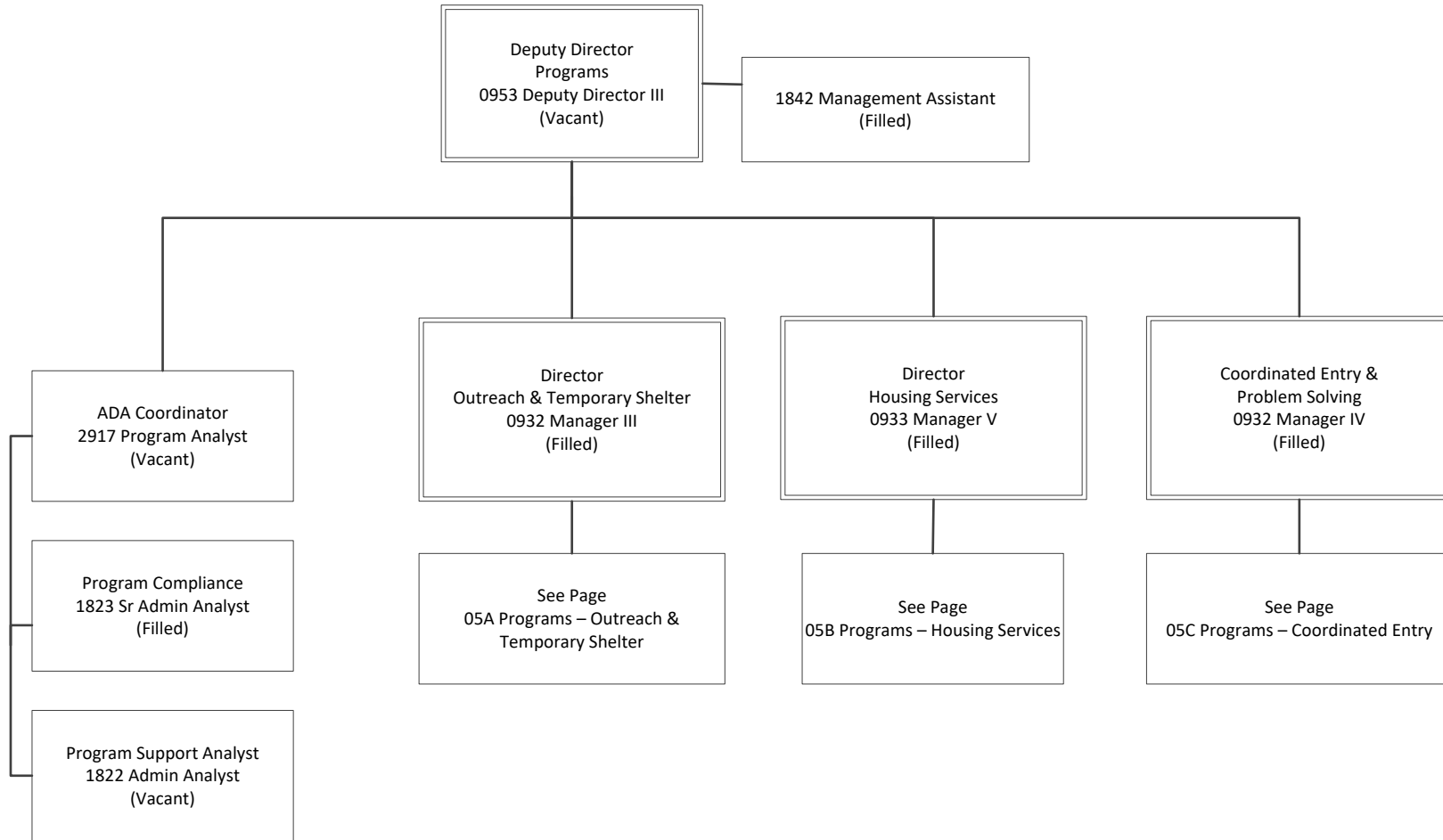


City & County of San Francisco

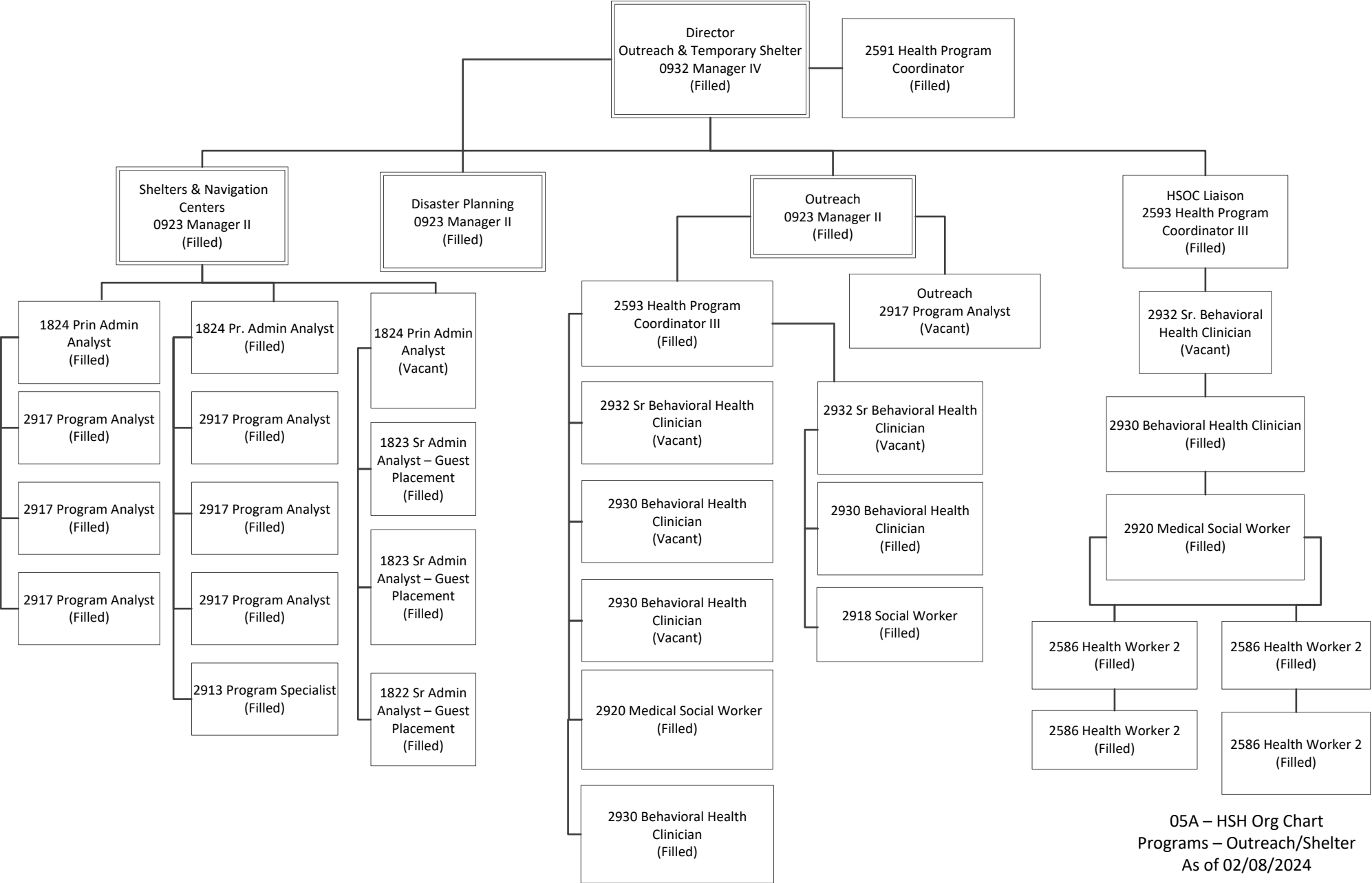
Department of Homelessness & Supportive Housing



City & County of San Francisco
Department of Homelessness & Supportive Housing

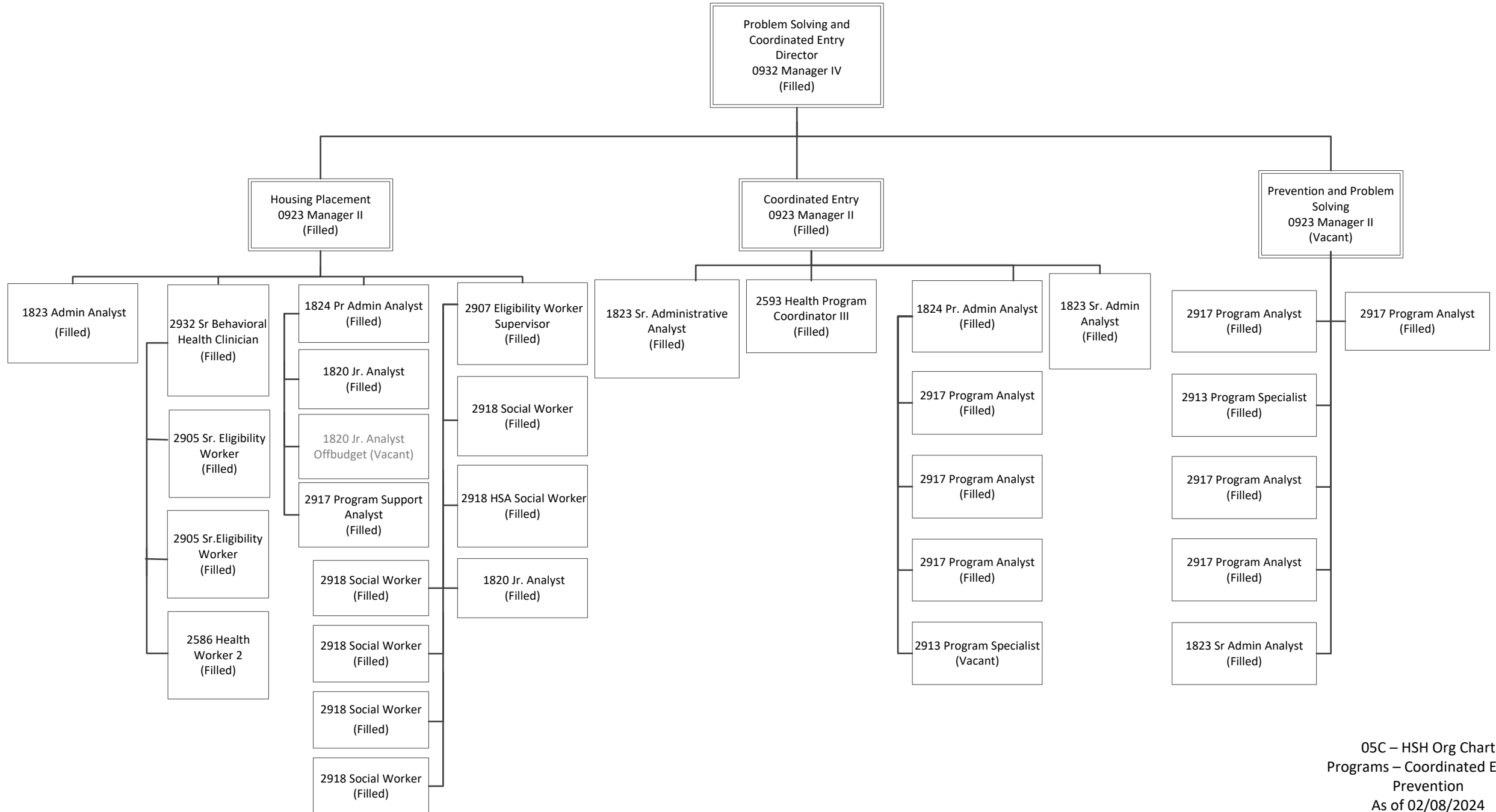


City & County of San Francisco
 Department of Homelessness & Supportive Housing



05A – HSH Org Chart
 Programs – Outreach/Shelter
 As of 02/08/2024

City & County of San Francisco
 Department of Homelessness & Supportive Housing



Form will autopopulate

Note: All departments should complete Prop J Analyses for FY 24/25
Fixed departments AIR, PRT, MTA, and PUC should also complete Prop J Analysis for FY 25-26.

PROP J ANALYSIS SUMMARY

Department of Homelessness and Supportive Housing
A1 Protective Services, Inc

FISCAL YEAR 2024-25

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	1,660,398	\$	1,993,274
Total Other Pay	\$	-	\$	-
Total Fringe Benefits	\$	769,313	\$	860,454
Additional City Costs	\$	170,032	\$	170,032
	\$	2,599,742	\$	3,023,760

City cost if services are contracted out

Contract Cost	\$	764,108	\$	1,222,078
City Contract Monitoring	\$	97,588	\$	116,010
	\$	861,697	\$	1,338,089

City Savings from Contracting Out,				
Savings/(Cost)	\$	1,738,046	\$	1,685,671
		67%		56%

Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:

Department: Department of Homelessness and Supportive Housing
Contract: A1 Protective Services, Inc

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;

Renewal for ongoing efficiency and cost savings

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

Renewal.

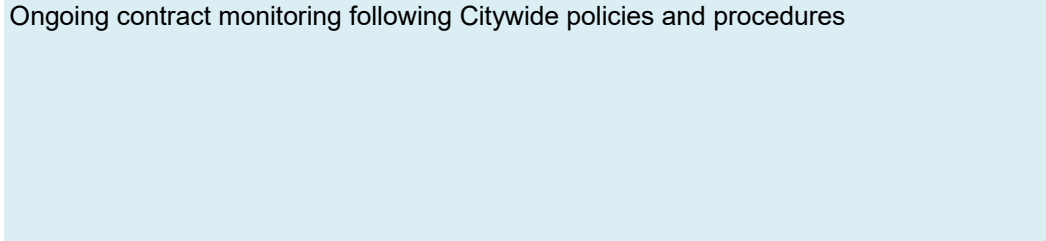
3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

Ongoing contract monitoring following Citywide policies and procedures

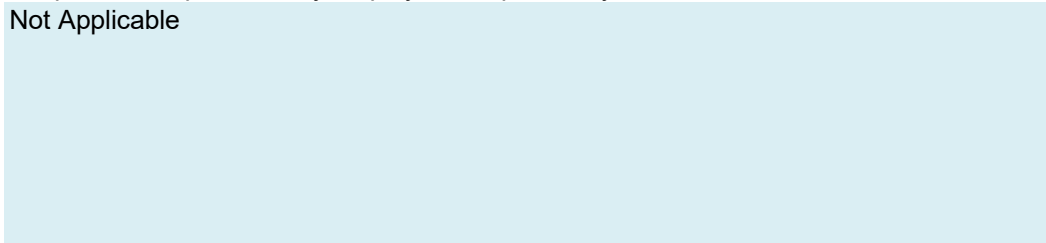
4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

Renewal. See analysis

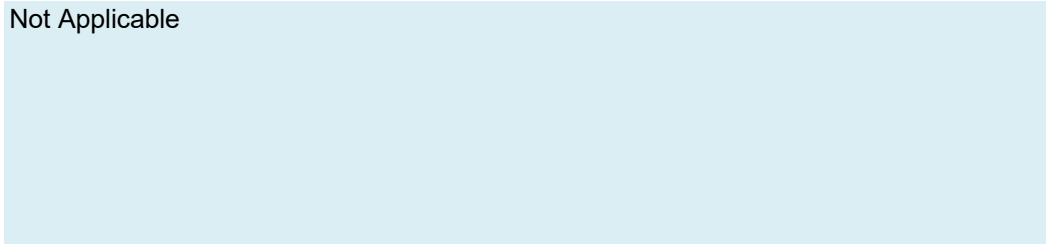
5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);
Ongoing contract monitoring following Citywide policies and procedures



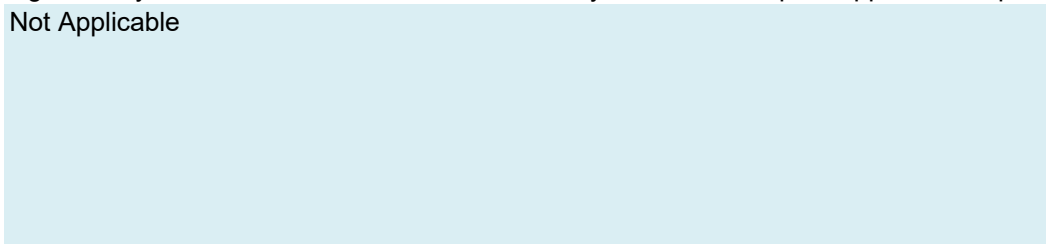
6. The department's plan for City employees displaced by the contract; and,
Not Applicable



7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)



8 Changes in any elements of the Contractor and/or City side since the prior approved Prop J.
Not Applicable



Name and job title of the person completing this questionnaire:

Gabriel Carcamo, Principal Budget Analyst

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Security Guard	8202_C	16.60	\$ 2,840	3,410	\$ 1,225,959	\$ 1,471,739
Museum Security Supervisor	8228_C	3.00	\$ 3,161	3,795	\$ 246,596	\$ 296,034
Sr Human Resources Analyst	1244_C	1.00	\$ 5,086	6,105	\$ 132,226	\$ 158,735
Sr Administrative Analyst	1823_C	0.03	\$ 4,589	5,509	\$ 3,580	\$ 4,297
Manager II (Shelter Manager)	0923_C	0.35	\$ 5,718	6,865	\$ 52,036.43	\$ 62,468.70
Holiday Pay (if applicable)	n/a	n/a				
Night / Shift Differential (if applicable)	n/a	n/a				
Overtime Pay (if applicable)	n/a	n/a				
Other Pay (if applicable)	n/a	n/a				
Total FTE		21.0				
Total Salary Costs-->					\$ 1,660,398	\$ 1,993,274
Total of Other Compensation-->					\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount
Benefits per FTE--Job Class #:	
8202_C	\$ 39,486.00
8228_C	\$ 41,863.00
1244_C	\$ 54,775.00
1823_C	\$ 52,348.01
0923_C	\$ 65,861.94
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
Total Fringe Benefits	
	Low High
	\$ 769,313 \$ 860,454

ADDITIONAL CITY COSTS

Vehicles and Maintenance (2 vehicles)	\$ 86,528	\$ 86,528
Parking for Vehicles (2 vehicles)	\$ 5,192	\$ 5,192
Supplies estimates at \$2,340 per officer	\$ 45,864	\$ 45,864
Radios/Communication Equipment	\$ 32,448	\$ 32,448
Total Capital & Operating	\$ 170,032	\$ 170,032

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 2,599,742	\$ 3,023,760
LESS: ESTIMATED TOTAL CONTRACT COST	\$ -	\$ -
ESTIMATED SAVINGS	\$ 2,599,742	\$ 3,023,760
% of Savings to City Cost	100%	100%

Comments/Assumptions:

1. FY 2022 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2024. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. With a 17 members crew, will need at least 3 supervisor to arrange shift and manage the crew as most of the security coverage will be longer than 8 to 5 operation.
6. Will need 1 1244 to manage recruitment for 20 FTEs
7. Since these are frontline workers, need additional supplies cost for PPEs
8. Additional City Costs: 4.0% y-o-y to account for inflation

Salary and Benefits for Each Job Class from BFM Reporting FTE Cost Report

Complete this with the cost of 1.0 FTE; the actual FTE needs will be calculated in the Personnel and Fringe Benefit costs.

Year (BY, aka FY 24/25)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
24/25	8202_C	Security Guard	1.00	\$ 88,659	\$ 39,486	\$ 128,145
24/25	8228_C	Museum Security Supervisor	1.00	\$ 98,678	\$ 41,863	\$ 140,541
24/25	1244_C	Sr Human Resources Analyst	1.00	\$ 158,735	\$ 54,775	\$ 213,510
24/25	1823_C	Sr Administrative Analyst	1.00	\$ 143,245	\$ 52,348	\$ 195,593
24/25	0923_C	Manager II (Shelter Manager)	1.00	\$ 178,482	\$ 65,862	\$ 244,344
			1.00			\$ -

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2024-25

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 764,108	\$ 1,222,078
Estimated Monitoring Cost	\$ 97,588	\$ 116,010

Contract Monitoring Costs:

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why, as this would be unusual.

Contract Cost Calculation:

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
1 Security Guard Straight Time FTEs	27,965	Straight Time @ 40.09/hr	\$ 700,992.20	\$ 1,121,133.69
2 Security Guard OT/Holiday FTEs	1,975	OT/Holiday @ 51.12/hr	\$ 63,115.93	\$ 100,944.62
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL CONTRACT COST			\$ 764,108	\$ 1,222,078

Salary:

Job Class	Job Class Title	# of FTEs (can be partial; e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
1823 C	Sr Administrative Analyst	0.03	6,267	7,523	\$ 4,888	\$ 5,868	\$ 46,111	\$ 52,348	\$ 1,383	\$ 1,570	\$ 6,271	\$ 7,438
0923 C	Manager II (Shelter Manager)	0.35	7,828	9,398	\$ 71,238	\$ 85,520	\$ 57,368	\$ 65,862	\$ 20,079	\$ 23,052	\$ 91,317	\$ 108,572
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 76,126	\$ 91,388	\$ 103,479	\$ 118,210	\$ 21,462	\$ 24,622	\$ 97,588	\$ 116,010

Components of contractor labor costs, including but not limited to: fringe benefits, premiums, shift differentials:

1. List all assumptions made in calculating contract cost.

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

- 1) 6 sites are covered by this contract currently
- 2) Straight time rate is \$40.09, OT rate is \$51.12
- 3)
- 4)

2. What is the source of data used to calculate the contract cost?

Current Contract

3. What year is your data from?

FY 2023-24

4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?

N/A