



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: JUNE 7, 2023

SUBJECT: NEW GRANT: **BAYVIEW HUNTERS POINT MULTIPURPOSE SENIOR SERVICES (NON-PROFIT) AND CONARD HOUSE (NON-PROFIT) TO PROVIDE MONEY MANAGEMENT SERVICES FOR OLDER ADULTS AND ADULTS WITH DISABILITIES**

DS
EL

GRANT TERM: 7/1/2023-6/30/2027

GRANT AMOUNT:	New	Contingency	Total
	\$872,688	\$87,269	\$959,957

ANNUAL AMOUNT	<u>FY23/24</u>	<u>FY24/25</u>	<u>FY25/26</u>	<u>FY26/27</u>
	\$218,172	\$218,172	\$218,172	\$218,172

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$872,688			\$87,269	\$959,957
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grants with Bayview Hunters Point Multipurpose Senior Services (Bayview Senior Services) and Conard House for the time period beginning July 1, 2023 thru June 30, 2027, in the combined amount of \$872,688 plus a 10% contingency for a total not to exceed amount of \$959,957. The specific breakdown of funding per grantee is summarized in the table below. The purpose of the grant is to provide Money Management services for older adults and adults with disabilities.



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Agency	FY23/24	FY24/25	FY25/26	FY26/27	Total Budget	10% Contingency	Total Not to Exceed
Bayview Senior Services	\$132,040	\$132,040	\$132,040	\$132,040	\$528,160	\$52,816	\$580,976
Conard House	\$86,132	\$86,132	\$86,132	\$86,132	\$344,528	\$34,453	\$378,981
TOTAL	\$218,172	\$218,172	\$218,172	\$218,172	\$872,688	\$87,269	\$959,957

Background

DAS funded Money Management services are community-based programs that provide financial management services to older adults and adults with disabilities in San Francisco. These services work to ensure an individual's everyday needs are met with a focus keeping program participants living in their homes in the community. To maintain this stability in the community, Money Management services prioritize the management of income, assets, and financial obligations for the individual.

Services to be Provided

While both Grantees provide Money Management services, there are differences between the two programs.

Bayview Senior Services provides for the coordination of a money management program based on the AARP Money Management model. Services include one-on-one intake and assessment of clients, financial reporting, budgeting and liaising with government funders (i.e., Social Security, Medi-Cal, Veterans Affairs, pension benefits) on behalf of clients. The program coordinator acts as a bill payer or representative payee and determines clients' financial status and their needs to ensure bills are paid and funds distributed to either the client or caregiver for their personal needs. The Senior Connections hub, site of the Money Management program, has support staff that acts as backup assistance when the program coordinator is not in the office.



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Conard House provides assistance to consumers in the daily management of their income and assets. Services may include, but are not limited to, payment of rent and utilities, purchase of food and other necessities, and payment of insurance premiums, deductibles, and co-payments. Conard House ensures that Social Security paperwork is submitted in a timely manner (including regular contact with the Social Security office staff and submitting paperwork in person to the Social Security office), maintains regular contact with other service providers, makes referrals to community resources as needed, has regular contact with public/private landlords to ensure payments of rent and utilities, and actively engages with clients, public assistance offices, landlords, and other providers.

Selection

Grantees were selected through Request for Proposals 1089, which was competitively bid in April 2023.

Funding

Funding for the grants are provided through Dignity Funds.

ATTACHMENTS

Bayview Senior Services

Appendix A – Services to be Provided

Appendix B – Budget

Conard House

Appendix A – Services to be Provided

Appendix B – Budget

APPENDIX A – SERVICES TO BE PROVIDED BY GRANTEE
Effective July 1, 2023 to June 30, 2027

Money Management

BAYVIEW HUNTERS POINT MULTIPURPOSE SENIOR SERVICES
(Bayview Senior Services)

I. Purpose

The purpose of this grant is to ensure an individual’s stability in the community through the prioritizing and managing of income, assets, and financial obligations.

II. Definitions

Adult with a Disability	A person 18-59 years of age living with a disability
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone
DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On Line System
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
DAS	Department of Disability and Aging Services

Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment
Grantee	Bayview Hunters Point Multipurpose Senior Services (Bayview Senior Services)
HSA	Human Services Agency
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Money Management	Money Management consists of assistance to consumers in the management of income and assets. This may include, but not limited to, payment of rent and utilities, purchase of food and other necessities, and payment of insurance premiums, deductibles and co-payments.
Older Adult	Person who is 60 years or older
OCP	Office of Community Partnerships
Socially Isolated	Having few social relationships and few people to interact with regularly

SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
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III. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Money Management Services

To be eligible for Money Management Services, individuals must be a resident of San Francisco, *and* either an individual 60 years of age or older *or* between 18 and 59 years of age and living with a disability *and* in need of assistance with money management services as outlined in this description of services.

V. Location and Time of Services

Bayview Money Management service is provided at the Dr. George W. Davis Senior Center, located at 1753 Carroll Ave. in San Francisco. Services are available Monday through Friday from 9:00 a.m. to 5:00 p.m.. Phone Number is (415) 822-1444.

VI. Description of Services

The Grantee shall provide Money Management services to eligible clients as described below:

1. Intake/Assessment:
 - a. Intake - Grantee shall conduct an intake process for each client to document the client's information and reason for visit/referral.
 - b. Enrollment – Grantee shall enroll the client into the program and include an explanation of the range of services available to them.

- c. Assessment – Grantee shall conduct an assessment of the individual’s financial situation and needs. Based on the assessment, the client and the case manager decide what the client’s financial needs are and make a plan to meet those needs. Additionally, the assessment shall also include the collection of demographic information, such as age, ethnicity, current address, SOGI data, health insurance, etc.
- 2. On-Going/Provision of Money Management Services:
 - a. Money Management Plan – Grantee will develop a client specific plan for each individual that includes assistance with understanding and payment of financial obligations, assistance in receipt of client funds, budgeting, and money management education.
 - b. Grantee will assist client in maintaining housing by providing guidance and assistance in meeting housing financial obligations.
- 3. Money Management Services Policies and Procedures:
 - a. Grantee policies and procedures will ensure money management services are provided for consumers including the issuing of checks and, when appropriate, the development of a bank account to safely hold client funds.

VII. Service Objectives

On an annual basis, the grantee will meet the following service objectives:

- a. Number of Unduplicated Consumers **120 UDC**
- b. Consumer Contacts Service Hours **2,400 hours**

Service hours are defined as the amount of time spent working with a client, or on their behalf, relating to the provision of Money Management services.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives as collected through the annual consumer survey:

- At least eighty-five percent (85%) of participants indicate that the agency was responsive to their needs while receiving money management services.
- At least eighty-five percent (85%) of consumers will maintain housing while receiving money management services.
- At least eighty-five percent (85%) of participants will agree that money management services were beneficial in helping to manage their financial obligations.

Based on a consumer satisfaction survey, pre-approved by DAS OCP, with a response rate of at least 50% of the annual unduplicated enrollment when the grantee administers the survey.

IX. Reporting Requirements

1. Grantee will enter into DAS GetCare the consumer data including the Intake Form by the required due date as specified by the OCP (<https://ca.getcare.com/caprovider/>).
2. Grantee will enter into DAS GetCare all service unit data as aggregate service units by the 5th working day of the month for the preceding month.
3. Grantee will provide a monthly report of number of activities/services served. Grantee will enter the monthly metrics in the Contracts Administration Reporting and Billing On-line (CARBON) system by the 15th of the following month.
4. Grantee will provide an annual report summarizing the contract activities. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
5. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the community services program.
6. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
7. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
8. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.

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X. Monitoring Activities:

- A. Program Monitoring: Program monitoring will include review of client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training program operation program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; and whether services are provided appropriately according to Sections VI and VII.
- 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 policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Bayview Hunters Point Multipurpose Senior Services					Term 7/1/23 - 6/30/27
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
If modification, Effective Date of Mod. No. of Mod.					
Program: Money Management Program					
Budget Reference Page No.(s)					Total
Program Term	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
Expenditures					
Salaries & Benefits	\$117,986	\$117,986	\$117,986	\$117,986	\$471,944
Operating Expenses					
Subtotal	\$117,986	\$117,986	\$117,986	\$117,986	\$471,944
Indirect Percentage (12%)	12%	12%	12%	12%	12%
Indirect Cost (Line 16 X Line 15)	\$14,054	\$14,054	\$14,054	\$14,054	\$56,216
Subcontractor/Capital Expenditures					
Total Expenditures	\$132,040	\$132,040	\$132,040	\$132,040	\$528,160
HSA Revenues					
General Funds	\$132,040	\$132,040	\$132,040	\$132,040	\$528,160
Federal Funds					
TOTAL HSA REVENUES	\$132,040	\$132,040	\$132,040	\$132,040	\$528,160
Other Revenues					
Total Revenues	\$132,040	\$132,040	\$132,040	\$132,040	\$528,160
Full Time Equivalent (FTE)					
Prepared by:					Telephone No.:
HSA-CO Review Signature:	_____				
HSA #1					

**Bayview Hunters Point Multipurpose Senior Services
Program: Money Management Program**

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS Budgeted Salary	DAS Budgeted Salary	DAS Budgeted Salary	DAS Budgeted Salary	TOTAL Budgeted Salary
	Money Management Director	\$68,994	1.00	100%	1.00	\$68,994	\$68,994	\$68,994	\$68,994
Program Assistant	\$43,784	0.58	100%	0.58	\$25,395	\$25,395	\$25,395	\$25,395	\$101,580
				-					
				-					
				-					
				-					
TOTALS	\$112,778	1.58	200%	1.58	\$94,389	\$94,389	\$94,389	\$94,389	\$377,556
FRINGE BENEFIT RATE	25%								
EMPLOYEE FRINGE BENEFITS	\$28,194				\$23,597	\$23,597	\$23,597	\$23,597	\$94,388
TOTAL SALARIES & BENEFITS	\$140,972				\$117,986	\$117,986	\$117,986	\$117,986	\$471,944

HSA #2

APPENDIX A – SERVICES TO BE PROVIDED BY GRANTEE
Effective July 1, 2023 to June 30, 2027
Money Management
CONARD HOUSE

I. Purpose

The purpose of this grant is to ensure an individual’s stability in the community through the prioritizing and managing of income, assets, and financial obligations.

II. Definitions

Adult with a Disability	A person 18-59 years of age living with a disability
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone
DAS CetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On Line System
City	City and County of San Francisco, a municipal corporation

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
DAS	Department of Disability and Aging Services
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment
Grantee	Conard House
HSA	Human Services Agency
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Money Management	Money Management consists of assistance to consumers in the management of income and assets. This may include, but not limited to, payment of rent and utilities, purchase of food and other necessities, and payment of insurance premiums, deductibles and co-payments.

Older Adult	Person who is 60 years or older
OCP	Office of Community Partnerships
Socially Isolated	Having few social relationships and few people to interact with regularly
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Money Management Services

To be eligible for Money Management Services, individuals must be a resident of San Francisco, *and* either an individual 60 years of age or older *or* between 18 and 59 years of age and living with a disability *and* in need of assistance with money management services as outlined in this description of services.

V. Location and Time of Services

Conard House' Money Management service is provided at 1338 Mission Street in San Francisco. Services are available Monday through Friday from 10:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m. Phone Number is (415) 558-8767.

VI. Description of Services

The Grantee shall provide Money Management services to eligible clients as described below:

1. Intake/Assessment:
 - a. Intake – Grantee shall conduct an intake process for each client to document the client’s information and reason for visit/referral.
 - b. Enrollment – Grantee shall enroll the client into the program and include an explanation of the range of services available to them.
 - c. Assessment – Grantee shall conduct an assessment of the individual’s financial situation and needs. Based on the assessment, the client and the case manager decide what the client’s financial needs are and make a plan to meet those needs. Additionally, the assessment shall also include the collection of demographic information, such as age, ethnicity, current address, SOGI data, health insurance, etc.
2. On-Going/Provision of Money Management Services:
 - a. Money Management Plan – Grantee will develop a client specific plan for each individual that includes assistance with understanding and payment of financial obligations, assistance in receipt of client funds, budgeting, and money management education.
 - b. Grantee will assist client in maintaining housing by providing guidance and assistance in meeting housing financial obligations.
3. Money Management Services Policies and Procedures:
 - a. Grantee policies and procedures will ensure money management services are provided for consumers including the issuing of checks and, when appropriate, the development of a bank account to safely hold client funds.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives as collected through the annual consumer survey:

- a. Number of Unduplicated Consumers **30 UDC**
- b. Consumer Contacts Service Hours **2,160 hours**

Service hours are defined as the amount of time spent working with a client, or on their behalf, relating to the provision of Money Management services.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives as collected through the annual consumer survey:

- At least eighty-five percent (85%) of participants indicate that the agency was responsive to their needs while receiving money management services.
- At least eighty-five percent (85%) of consumers will maintain housing while receiving money management services.
- At least eighty-five percent (85%) of participants will agree that money management services were beneficial in helping them manage their financial obligations.

Based on a consumer satisfaction survey, pre-approved by DAS OCP, with a response rate of at least 50% of the annual unduplicated enrollment when the grantee administers the survey.

IX. Reporting Requirements

1. Grantee will enter into DAS GetCare the consumer data including the Intake Form by the required due date as specified by the OCP (<https://ca.getcare.com/caprovider/>).
2. Grantee will enter into DAS GetCare all service unit data as aggregate service units by the 5th working day of the month for the preceding month.
3. Grantee will provide a monthly report of number of activities/services. Grantee will enter the monthly metrics in the Contracts Administration Reporting and Billing On-line (CARBON) system by the 15th of the following month.
4. Grantee will provide an annual report summarizing the contract activities. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
5. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the community services program.
6. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
7. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.

8. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.

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X. Monitoring Activities:

- A. Program Monitoring: Program monitoring will include review of client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training program operation program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; and whether services are provided appropriately according to Sections VI and VII.
- 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 policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

	A	B	C	D	E	F
1	Appendix B, Page 1					
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name				Term	
6	Conard House				7/1/23 - 6/30/27	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.			No. of Mod.		
9	Program: DAS Money Management					
10	Budget Reference Page No.(s)					7/1/23 - 6/30/27
11	Program Term	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	Total
12	Expenditures					
13	Salaries & Benefits	\$63,152	\$65,364	\$67,650	\$70,017	\$266,183
14	Operating Expenses	\$11,745	\$9,533	\$7,247	\$4,880	\$33,405
15	Subtotal	\$74,897	\$74,897	\$74,897	\$74,897	\$299,588
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$11,235	\$11,235	\$11,235	\$11,235	\$44,940
18	Subcontractor/Capital Expenditures					
19	Total Expenditures	\$86,132	\$86,132	\$86,132	\$86,132	\$344,528
20	HSA Revenues					
21	General Fund	\$86,132	\$86,132	\$86,132	\$86,132	\$344,528
22						
23						
24						
25						
26						
27						
28	TOTAL HSA REVENUES	\$86,132	\$86,132	\$86,132	\$86,132	\$344,528
29	Other Revenues					
30						
31						
32						
33						
34						
35						
36						
37	Total Revenues	\$86,132	\$86,132	\$86,132	\$86,132	\$344,528
38	Full Time Equivalent (FTE)					
40	Prepared by:				Telephone No.:	
41	HSA-CO Review Signature: _____					
42	HSA #1					

	A	B	C	D	E	F	G	H	I	J
1	Conard House									
2	Program: DAS Money Management									
3										
4										
5	Salaries & Benefits Detail									
6										
7										
8		Agency Totals		HSA Program		7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
9	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAAS Budgeted Salary	DAAS Budgeted Salary	DAAS Budgeted Salary	DAAS Budgeted Salary	TOTAL Budgeted Salary
10	Director of Supportive Housing and	\$135,084	0.02	100.00%	0.02	\$2,432	\$2,517	\$2,605	\$2,696	\$10,250
11	Program Director II	\$75,379	0.03	100.00%	0.03	\$2,488	\$2,575	\$2,665	\$2,758	\$10,486
12	Associate Director	\$97,240	0.05	100.00%	0.05	\$4,862	\$5,032	\$5,208	\$5,391	\$20,493
13	Program Assistant	\$55,536	0.02	100.00%	0.02	\$1,111	\$1,150	\$1,190	\$1,231	\$4,682
14	Case Manager I	\$59,696	0.50	100.00%	0.50	\$29,848	\$30,893	\$31,974	\$33,093	\$125,808
15	FIU Account Supervisor	\$70,928	0.01	100.00%	0.01	\$709	\$734	\$760	\$786	\$2,989
16	FIU Sr. Account Manager	\$63,586	0.06	100.00%	0.06	\$3,815	\$3,949	\$4,087	\$4,230	\$16,081
17	FIU Messenger	\$49,046	0.06	100.00%	0.06	\$2,943	\$3,046	\$3,152	\$3,263	\$12,404
18					-					
19					-					
20					-					
21					-					
22					-					
23					-					
24					-					
25					-					
26	TOTALS	\$606,495	0.75	800%	0.75	\$48,208	\$49,896	\$51,641	\$53,448	\$203,193
27										
28	FRINGE BENEFIT RATE	31%								
29	EMPLOYEE FRINGE BENEFITS	\$188,013				\$14,944	\$15,468	\$16,009	\$16,569	\$62,990
30										
31										
32	TOTAL SALARIES & BENEFITS	\$794,508				\$63,152	\$65,364	\$67,650	\$70,017	\$266,183
33	HSA #2									

	A	B	C	D	E	F	G	H	I	J	K	L
1	Conard House											Appendix B, Page 3
2	Program: DAS Money Management											
3												
4												
5	Operating Expense Detail											
6												
7												TOTAL
8	TERM	7/1/23 - 6/30/24		7/1/24 - 6/30/25		7/1/25 - 6/30/26		7/1/26 - 6/30/27		7/1/23 - 6/30/27		
9	<u>Expenditure Category</u>											
10	Rental of Property	\$3,450		\$2,850		\$2,850		\$2,850		\$12,000		
11	Utilities(Elec, Water, Gas, Phone, Garbage)	\$2,500		\$1,520		\$1,010		\$250		\$5,280		
12	Office Supplies, Postage	\$650		\$502		\$302		\$250		\$1,704		
13	Building Maintenance Supplies and Repair	\$1,050		\$977		\$561		\$100		\$2,688		
14	Printing and Reproduction											
15	Insurance	\$363		\$363		\$363		\$100		\$1,189		
16	Staff Training	\$67		\$67		\$67		\$67		\$268		
17	Staff Travel-(Local & Out of Town)	\$136		\$136		\$136		\$100		\$508		
18	Rental of Equipment	\$140		\$140		\$140		\$100		\$520		
19												
20	CONSULTANTS											
21												
22												
23												
24												
25												
26												
27	OTHER											
28	Legal and accounting	\$55		\$55		\$55		\$53		\$218		
29	Security/Other Contracted Services	\$1,061		\$650		\$500		\$250		\$2,461		
30	Equipment purchase/repair	\$121		\$121		\$121		\$100		\$463		
31	Client service expenses	\$2,110		\$2,110		\$1,100		\$650		\$5,970		
32	Program fee and supplies	\$42		\$42		\$42		\$10		\$136		
33												
34	TOTAL OPERATING EXPENSES	\$11,745		\$9,533		\$7,247		\$4,880		\$33,405		
35												
36	HSA #3											