



SAN FRANCISCO HUMAN SERVICES AGENCY

Department of Benefits and Family Support

Department of Disability and Aging Services

Office of Early Care and Education

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



London Breed Mayor

Trent Rhorer Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION
THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR
FROM: INGRID MEZQUITA, EXECUTIVE DIRECTOR OECE ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS
DATE: MAY 21, 2020
SUBJECT: NEW GRANT: COMPASS FAMILY SERVICES (NON-PROFIT) HOMELESS EARLY CARE AND EDUCATION (ECE) CASE MANAGEMENT

Handwritten initials: JS Rhorer EZ

GRANT TERM: 7/1/21 - 6/30/24

TOTAL AMOUNT: New \$2,121,000 Contingency \$212,100 Total \$2,333,100

ANNUAL AMOUNT: FY \$707,000

Funding Source: County \$1,887,690 St Federal \$233,310 Contingency \$212,100 Total \$2,333,100
PERCENTAGE: 89% 11%

The Office of Early Care and Education (OECE)/Human Services Agency (HSA) requests authorization to enter into a grant with Compass Family Services for the period of July 1, 2021 through June 30, 2024 in an amount of \$2,121,000 plus a 10% contingency for a total amount not to exceed \$2,333,100.

The purpose of the grant is to provide Early Care and Education (ECE) Case Management services to families residing in San Francisco who meet the definition of homeless as described by the San Francisco Department of Homelessness and Supportive Housing (HSH). Grantee will assist San Francisco homeless families with young children under five to obtain

federal/state/local subsidies as well as provide support and navigation throughout the entire childcare process including locating, enrolling, and ensuring families are enrolled into programs that support the family's preferences and child's wellbeing. Through childcare case management services, families will obtain and retain their childcare services, in turn providing families the opportunity to address self-sufficiency barriers and seek permanent housing.

Background-Homeless Early Care and Education Program

Over 15 years ago, HSA led a comprehensive planning process to redesign the City's approach to providing ECE services to homeless families. Key community stakeholders, homeless and domestic violence programs, San Francisco First 5, and DCYF were convened to determine the scope of services, eligibility, roles and system design to address the childcare needs of homeless families. These meetings culminated in the design of the San Francisco Homeless Childcare Program, formerly known as ACCESS.

With Mayor Lee's creation of the Office of Early Care and Education in 2012 and subsequent directive to provide ECE access for all homeless families with young children 0-5 in San Francisco, OECE expanded subsidized ECE eligibility and funding to support all children 0-5, living in San Francisco, who meet the City's definition of homelessness. An essential component of the ECE subsidy system for homeless families is connecting families to various childcare subsidies, and fostering the selection of high quality care from a network of programs which meet City standards called Early Learning Scholarship Qualified (ELS). ELS qualified programs include both center and family childcare homes connected to curriculum based programming and designated child and family well-being supports through SF Quality Connections programming and funding.

Services to be Provided

Under this agreement, Grantee will provide Early Care and Education (ECE) Case Management services to families residing in San Francisco who are homeless, including families living in a domestic violence shelter. The services will provide ECE Resource & Referral and other direct supports to homeless families. Grantee will assist families to obtain federal/state/local subsidies as well as provide support and navigation throughout the entire process including locating and enrolling families in ECE programs that best fit the needs of the family.

Additionally, as part of the scope, the Grantee will develop a subcontract with a single center based ECE program with extensive experience serving

homeless families subset in order to provide direct, on-site case management to homeless families enrolled in or otherwise connected to the program.

Hours and Location of Services

Services will be provided 9:00 AM – 5:00 PM at 37 Grove Street, SF, 94102 and at shelters, transitional housing sites, child care sites, and other locations determined to more conveniently reach homeless families.

Selection

Grantee was selected through Request for Proposals RFP# 931, which was competitively bid in March 2021.

Funding

Funding is provided by county general funds and from CalWORKs Family Stabilization funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Calculation of Charges

Appendix A: Services to be Provided
Compass Family Services – Compass Family Services Childcare Support Services
Early Care and Education Case Management for Homeless Families
July 1, 2021 to June 30, 2024

I. Purpose of Grant

To ensure San Francisco homeless families with young children are able to access and maintain high-quality, early care and education services from birth until kindergarten. A key component to the success of this effort is the Early Care and Education Case Management for homeless families.

Under this agreement, Grantee will provide Early Care and Education (ECE) Case Management services to families residing in San Francisco who meet the definition of homeless as described by the San Francisco Department of Homelessness and Supportive Housing (HSH). Grantee will assist San Francisco homeless families with young children under 5 to obtain federal/state/local subsidies as well as provide support and navigation throughout the entire child care process including locating, enrolling, and ensuring families are enrolled into programs that support the family’s preferences and child’s wellbeing. Through these robust and intensive child care case management services families will obtain and retain their child care services, in turn providing families the opportunity to address self-sufficiency barriers and seek permanent housing

II. Definitions

CalWORKs	Public Assistance Program that provides cash aid and services to eligible families that have children in the home.
CCSS	Compass Childcare Support Services
ECE	Early Care and Education
Early Learning Scholarship (ELS)	Early Learning Scholarship – Locally subsidized ECE targeted to low-income families in San Francisco with children under 5 years of age for whom state or federal subsidy programs are unavailable or for whom the family is ineligible.
Early Learning SF (ELSF)	Early Learning SF (ELSF) is a centralized eligibility and waiting list designed to assist families in connecting with quality early care and education options. Through real-time vacancy information and program and family profiles, the waitlist matches family needs/preferences with available subsidized ECE program options.

ELS Qualified	ECE programs who, through a citywide Notice of Funding Availability, have been qualified to provide ECE services to locally subsidized families.
San Francisco Definition of Homeless	Families living in: (1) A place where they are being physically or sexually abused and are unable to access a Domestic Violence Shelter; (2) A place Not Meant for Habitation: outside, public place, uninhabitable car, place not meant for habitation; (3) A Family Shelter, Single Adult Shelters, Transitional Housing, Domestic Violence Shelter, Substance Abuse Program or other Residential Programs; or (4) Other situations such as couch surfing, hotel, SRO, doubled up. Formerly homeless family in one of the above categories who has obtained permanent supportive housing or short term rental subsidy within the last 60 days.
HSA	Human Services Agency of the City and County of San Francisco
HCM	Homeless Case Manager
OECE	San Francisco Office of Early Care & Education
Integrated Services Agency (ISA)	ISAs (Wu Yee Children’s Services and Children’s Council of SF) are central to the implementation of the OECE Citywide Plan for Early Care and Education (ECE), through the effective leveraging of state and federal child care subsidy opportunities for families as Grantee as supporting the Early Learning Scholarship (ELS) goals of continuity of care and choice in high quality care options for families.
HSH	San Francisco Department of Homelessness & Supportive Housing
Access Points for Family Coordinated Entry	Access Points are localized community gateways into San Francisco’s Homelessness Response System of services. Eligible families are offered a range of services at Access Points including an eligibility assessment, problem-solving, shelter access, and a housing prioritization assessment. Family Coordinated Entry, which takes place at Access Points, is the streamlined, standardized process that is the “front door” for connecting families experiencing homelessness to available community resources, including shelter or housing, based on a person’s

	living situation and vulnerability. The goal of Coordinated Entry is to make homelessness a rare, brief, and one-time occurrence.
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III. Target Population

San Francisco families with a child under 5 years of age who meet the HSH definition of homelessness.

Early Care & Education Case (ECE) Management Services

IV. Description of Services (1) - Early Care & Education Case (ECE) Management Services
Grantee shall perform the following services during the term of this grant:

A. Early Care & Education Case Management Services for Homeless families to provide support and navigation assistance with the following:

1. The ECE subsidy system, its network of Early Learning Scholarship qualified programs, benefits of a high quality ECE program, and the priority enrollment status for homeless families.
2. Creating new family profiles and maintaining existing family profiles in the ELSF for assigned homeless families, including homeless families who are identified out of the Family Coordinated Entry process as having child care needs.
3. Locating ECE programs with openings and assisting homeless families who are matched by the ELSF as needed with provider site tours, provider communications, and overall fit of the ECE program.
4. ECE readiness milestones including obtaining birth certificates, current child immunizations, and addressing any parent concerns around separation and transition.
5. Enrolling older siblings ages 6 through 12 needing services from families who have a child currently enrolled in ELS.
6. Maintaining enrollment in their ECE program.
7. Referrals to ECE services and other community resources such as Family Resource Centers, County Welfare Departments, and other local public services agencies and departments.
8. Working to ensure minimum disruptions in services for homeless families who are currently enrolled in an ECE program, but are seeking to move to another ECE program that better meets the needs of the family.
9. Explore opportunities to provide professional development supports to programs enrolling children experiencing homelessness, as well as explore policy improvements to increase access and engagement in quality early care and education programs.

B. Work in direct collaboration with Integrated Services Agencies (ISA) to:

1. Ensure that eligible homeless families are assigned a Family Profile on the ELSF.
2. Verify the eligibility of homeless families for ELS Voucher and ensure that their Family Profiles are updated and current on the ELSF.
3. Enroll homeless families matched via the subsidy waitlist into ELS Voucher as funding becomes available.

C. Work in direct collaboration with CalWORKs staff to:

1. Identify and assist homeless families who are not currently connected to CalWORKs to ensure screening for benefits.
2. Identify homeless families who are CalWORKs child care eligible.
3. Ensure homeless families who are eligible for CalWORKs child care understand their state subsidy eligibility and are able to connect with CalWORKs case workers to authorize child care, if desired
4. Assist and encourage families to connect with their CalWORKs Social Work Specialist and/or Employment Specialist in order to take advantage of the programs and services available to them while also ensuring that families understand that their ECE services are not contingent on their participation in the CalWORKs program.

D. Work in direct collaboration with all San Francisco Early Head Start/Head Start (EHS/HS) programs to:

1. Educate homeless families about EHS/HS programs and their eligibility, application, and enrollment processes.
2. Support homeless families with the application and enrollment process and collaborate with the EHS/HS programs to reduce barriers to enrollment for homeless families.
3. Provide homeless families access to all San Francisco EHS/HS programs by allowing Resource and Referral staff and/or EHS/HS agency staff to provide citywide EHS/HS information and assist families with their applications on-site.

E. Additional case management services include, but are not limited to, the following:

1. Act as the ECE case manager of record and point of contact for homeless families waiting on the ELSF.
2. Outreach to and coordinate with San Francisco homeless service partners and key ECE agencies including but not limited to:
 - Homeless shelters, transitional housing and other family residential programs.
 - San Francisco Department of Homelessness and Supportive Housing (HSH).
 - San Francisco homeless family Access Points for family coordinated entry.
 - Domestic violence shelters.
 - Child Care Resource and Referral Agencies (Children's Council of San Francisco and Wu Yee Children's Services Agency).

- Family Resource Centers.
 - ELS Qualified programs (center based and family child care), including Title 5 centers.
 - Other ECE programs (when necessary) who are outside of the ELS system.
3. Assist homeless families in understanding the myriad of supportive ECE services available through ECE Qualified programs such as, but not limited to: Health and Mental Health Consultation, Developmental Screenings and Assessments, Child Care Inclusion Services, Family Engagement, and others.
 4. Work with families exiting shelter and relocating outside of San Francisco for up to 3 months from the date of their move, to help link these families with the respective county's ELSF (child care waiting lists) or other appropriate subsidized services (i.e., Head Start) to maintain continuity of quality ECE services.
 5. Work with ECE programs and Integrated Services Administrators when a child's attendance issues threaten their learning, and subsidy eligibility.
 6. When requested by OECE, convene Homeless Early Care and Education Advisory Meetings with community stakeholders including, but not limited to: ECE programs, Integrated Services Administrators, ELSF, shelter staff, Human Services Agency (HSA), Homeless and Supportive Housing (HSH), First 5 San Francisco, San Francisco Office of Early Care and Education (OECE), and the Department of Children, Youth and Families (DCYF) and share quarterly progress data reports with the group on metrics specified by OECE.
 7. Participate in all evaluation and data collection activities as requested OECE, including conducting annual client satisfaction surveys.
 8. Work with the San Francisco Department of Homelessness and Supportive Housing (HSH) and/or OECE as needed to provide citywide information for ECE data tracking and reporting purposes.
 9. Track all data regarding family eligibility for federal/state/local funding and placements by enrollment type, in order to assess how the system is maximizing funding and inform the process to address any barriers in maximizing funding. Data tracking may also include working with outside evaluators and/or researchers in partnership with OECE.
 10. Collaborate with OECE, San Francisco Department of Homelessness and Supportive Housing (HSH), Compass Central City Access Point/Family Coordinated Entry, CalWORKs, and the Homeless ECE Case Management Advisory Committee on continuous program improvements. Scope of services in the grant may be renegotiated based on funding changes and/or program improvements.

VI. Location and Time of Early Care & Education Case Management Services

Staff will be located at Compass Childcare Support Services, a program of Compass Family Services, Monday – Friday, 9:00 AM – 5:00 PM, at **37 Grove Street, San Francisco, CA 94102**, and will provide outreach and services at Other SF Homeless Family Access Points, at shelters, at transitional housing sites, at child care sites, and other locations determined to more conveniently reach homeless families.

VII. Grantee Responsibilities

Grantee will work with OECE and its ECE partners to make recommendations to improve the system to better serve homeless families. The grantee shall remain flexible in its program design in order to adapt services to improve the success of homeless families in accessing high-quality ECE services.

VIII. Service Objectives (1) - Early Care & Education Case (ECE) Management Services

On an annual basis, starting July 1, 2021 through June 30, 2024 grantee will meet the following service objectives:

- A. Enroll a minimum of **130 unduplicated homeless families** with a child, ages 0-5, into federal, state, and local programs, including enrollments for siblings, enrollments due to provider changes, and enrollments due to adding a second provider, etc.
- B. Provide ECE case management to a minimum of **350 unduplicated homeless families** with a child 0-5 experiencing homelessness assigned via the San Francisco Subsidized Child Care Waitlist (currently ELSF) or referred through other community organizations, events, etc. This includes screening families to ensure that they meet the definition of homeless in San Francisco, and screening families for eligibility and interest in federal, state, and local programs.
- C. **85% of families in ECE case management:**
 - 1. Will be referred to services and/or resources to stabilize their housing situation by nine (9) months after consistent enrollment in childcare.
 - 2. Will increase their family stability in at least two areas, as measured by Compass' Family Assessment Matrix, in the first six (6) months.
- D. **95% of homeless families in ECE Case Management:**
 - 1. Referred to Compass Childcare Support Services (CCSS) will be contacted by the Program Coordinator within five (5) business days for eligibility screening.
 - 2. Referred to Compass will be contacted by their case manager within five (5) business days of assignment to welcome the family into CCSS and schedule an initial meeting.
 - 3. Initially matched with an ECE program will be contacted within two (2) business days to address any questions, concerns, or information needed by the family to support a successful enrollment into the program of their choosing.
 - 4. Enrolled with an ELS provider will be contacted by a CCSS case manager at thirty (30) and sixty (60) days after enrollment to ensure that their ECE program is meeting their needs and their child is thriving in the program, and address any barriers or challenges.

E. **100% of families in ECE Case Management:**

1. Enrolled into an ELS child care program will be contacted by their case manager within the first week of enrollment to ensure a successful transition into childcare.
2. Enrolled will be offered the annual Client Satisfaction Survey

F. Compass Childcare Support Services and Compass Childcare Center will work together to conduct a **minimum of 48 unduplicated** outreach activities -- at resource fairs, homeless shelters, homeless/DV community resource centers, childcare centers, childcare referral agencies, Family Resource Centers, coalition or committee meetings, and/or post-shelter residences, etc. both in San Francisco and outside of San Francisco to serve San Francisco homeless families transitioning out-of-county, and Head Start and/or Title 5 contractors .

G. Service a **minimum of 10-15 families** per activity in F above.

IX. **Outcome Objectives (1) - Early Care & Education Case (ECE) Management Services**

On an annual basis, starting July 1, 2021 through June 30, 2024 Grantee will meet the following service objectives:

A. Client Satisfaction:

- a. In a Client Satisfaction Survey of families to be conducted by the Grantee by March 31st of each FY, a **minimum of 70% of the families** responding will rate Compass Childcare Support Services' assistance with obtaining or maintaining their childcare as at least three or above on a five-point scale, with five being "very satisfied."
- b. In responding to the Client Satisfaction Survey mentioned above, **70% of families** will rate Compass Childcare Support Services' assistance with connecting them to resources to strengthen their housing stability or other family stability as at least three or above on a five point scale, with five being "very satisfied."

Subcontract for Center-based Homeless Case Management

X. **Description of Services (2) – Subcontract for Center-based Homeless Case Management**

Grantee shall perform the following services during the term of this grant:

By August 1, 2021:

- A. Establish a legal agreement (i.e., a sub contract) with a licensed San Francisco childcare center in order to facilitate their hiring of a Homeless Case Manager (HCM) for the provision of homeless case management services onsite at the center.
- B. Create a clearly articulated programmatic Memorandum of Understanding (MOU) and detailed scope of work and budget with the subcontractor that includes, but is not limited to, the following:

2. Center program requirements:

- i. An enriched, child-centered curriculum that includes developmentally appropriate early learning opportunities.
- ii. Collaboration with the Department of Public Health and/or Early Childhood Mental Health Consultation contractor to provide direct support for HCM that includes weekly reviews of case notes and service plans in order to determine disposition of cases, which are not progressing or are taking up a large percentage of the HCM's time.
- iii. Parent communication policies and procedures that, at a minimum, communicate program closures well in advance through a school calendar provided at the beginning of the year or at the time of enrollment.

3. HCM Scope of work:

- i. Contact all homeless families enrolled in the center or otherwise working with the program within two (2) business days of their enrollment.
- ii. At intake, conduct a preliminary assessment of need to identify children experiencing homelessness who require related health or developmental needs, eg., behavioral, or speech/language assessments or services. The assessment will include a California Health and Disability Program (CHDP) health assessment or physical examination.
- iii. Screen homeless families for any concerns or experiences related to domestic violence, trafficking, and substance use.
- iv. Refer homeless families to the appropriate community resources in order to obtain the needed service(s) or will obtain on-site assistance for the child/parent. Provide referrals for the family for social services, DV shelter, residential treatment, transitional housing, or other special services as necessary
- v. Provide individualized support meetings with homeless families for a minimum of twice per month.
- vi. Provide homeless families on going weekly "drop-in" Parent Support Groups and at least one (1) Parent Workshop per quarter.
- vii. Provide homeless families basic-necessities to the family, as needed (e.g., food, clothing, hygiene, diapers, wipes, etc.)
- viii. Offer to accompany homeless families to court and mediation, help process any Restraining Order (RO) or Custody (CO) documents and serve as a communication bridge in order to help keep homeless families informed and safe
- ix. Conduct an annual homeless parent survey rating HCM services and feedback for service improvements. The survey includes questions regarding parent's perceptions of positive improvements in their children's skills, reliability of childcare, and the benefits of childcare in allowing parents to pursue housing and/or employment, and the impact of the services on the family's overall well-being.

- x. Maintain all case management documentation in a confidential filing cabinet in the office of HCM or other secure location.
- xi. Use a Consent of Release form to communicate with service providers or agencies on behalf of the family.

By September 1, 2021:

- C. The subcontracted center-based program will have hired the HCM and developed a fully articulated homeless family outreach and engagement plan.

Ongoing and for the duration of the subcontract:

- D. Review and document the performance of the subcontractor quarterly.
- E. Provide OECE with an annual report detailing the overall performance of the subcontractor.
- F. Ensure the Homeless Case Manager (HCM) provides direct on-site support to a minimum of 3 unduplicated homeless families monthly whose children are attending or connected to the early learning program.

VI. Service Objectives (2) - Subcontract for Center-based Homeless Case Management

- A. 90% of homeless families whose children are enrolled in the program will have a fully articulated case management plan and engagement strategy.
- B. 90% of families in need of housing/shelter resources will be connected to Homeless and Supportive Housing case managers and actively working on stabilizing their housing situation.
- C. 100% of families will be offered the Annual Performance Survey.
- D. Service Plans will be created within thirty (30) days of the family's enrollment.
- E. Minimum of 70% of parents will attend a case management meeting at least once per month.
- F. Provide on-going weekly "drop-in" Parent Support Groups and at least one (1) Parent Workshop per Quarter

VII. Outcome Objectives - Subcontract for Center-based Homeless Case Management

- A. At least 90% of families whose children are case managed by the HCM will retain their children in their family unit during the term of their enrollment in the childcare program.
- B. Of families responding to a DRDP family survey, a minimum of 75% will rate the program as being "Supportive" or "Very Supportive" better in helping their family.

- C. Family's responding to the Annual Performance Survey will rate the HCM services in each metric at a four (4) or better on a five (5) point scale, with 5 being "exceptional."

VIII. Reporting Requirements

- A. Monthly, Quarterly and Annual Reports will be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system.
- B. Grantee will provide a **monthly** report of activities in CARBON referencing the tasks as described in Service Objectives. Reports are due 30 days after the close of the reporting period.
- C. Grantee will provide a **quarterly** report of activities in CARBON, combining monthly reports in a cumulative quarterly report, referencing the tasks as described in Service Objectives. Reports are due 30 days after the close of the reporting period.
- D. Grantee will provide an **annual** report in CARBON summarizing the grant activities, referencing the tasks as described in Section IV– Description of Services, VII- Service Objectives, and VIII - Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. This report is due 15 days after the completion the fiscal year, July 15.

For assistance with reporting requirements or submission of reports, contact:

Jason Holthe, Fiscal Strategies Analyst
Office of Early Care and Education
Jason.Holthe@sfgov.org

Elizabeth Leone, Senior Contracts Manager
Human Services Agency
Elizabeth.Leone@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Grant 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, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1	Appendix B, Page 1				
2	HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM				
3					
4					
5					
6	Compass Family Services			07/01/2021 - 06/30/2024	
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: Early Care & Education Case Management Services for Homeless Families				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/2021-6/30/2022	7/1/2022-6/30/2023	7/1/2023-6/30/2024	Total
12	Expenditures				
13	Salaries & Benefits	\$390,498	\$527,172	\$527,172	\$1,581,517
14	Operating Expense	\$97,784	\$97,784	\$97,784	\$ 293,352.00
15	Subtotal	\$488,282	\$624,956	\$624,956	\$1,738,195
16	Indirect Percentage (%)	15%	15%	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$61,542	\$82,043	\$82,043	\$225,629
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$549,824	\$707,000	\$707,000	\$1,963,825
20	HSA Revenues				
21	General Fund	\$707,000	\$707,000	\$707,000	\$2,121,000
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$707,000	\$707,000	\$707,000	\$2,121,000
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$0			\$0
37	Full Time Equivalent (FTE)				
39	Prepared by: Jousa Lee-Jagoda	Telephone No.: 415-644-0504 X1114		Date: 05/14/2021	
40	HSA-CO Review Signature: _____				
41	HSA #1				10/25/2016

	A	B	C	D	E	F	G	H	I
1	Appendix B, Page 2								
2									
3									
4	Program Name:								
5	Early Care & Education Case Management Services for Homeless Families								
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11	7/1/2021-6/30/2022 7/1/2022-6/30/2023 7/1/2023-6/30/2024								
12		Agency Totals		HSA Program		DHS Program	DHS Program	DHS Program	TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/21 to 6/30/24
13	Program Director	\$80,500	1.00	100%	1.00	\$80,500	\$80,500	\$80,500	\$241,500
14	Bilingual Childcare Coordinator	\$56,528	1.00	96%	0.96	\$54,528	\$54,528	\$54,528	\$163,584
15	Case Manager	\$51,094	5.00	100%	5.00	\$255,470	\$255,470	\$255,470	\$766,410
16									\$0
17					-				\$0
18					-				\$0
19					-				\$0
20					-				\$0
21					-				\$0
22					-				\$0
23					-				\$0
24					-				\$0
25					-				\$0
26					-				\$0
27					-				\$0
28					-				\$0
29					-				\$0
30	TOTALS		7.00	296%	6.96	\$390,498	\$390,498	\$390,498	\$1,171,494
31									
32	FRINGE BENEFIT RATE	35%							
33	EMPLOYEE FRINGE BENEFITS					\$136,674	\$136,674	\$136,674.31	\$410,023
34									
35									
36	TOTAL SALARIES & BENEFITS	\$0				\$390,498	\$527,172	\$527,172	\$1,581,517
37	HSA #2								10/25/2016

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4	Program Name:										
5	Early Care & Education Case Management Services for Homeless Families										
6											
7	Operating Expense Detail										
8											
9											
10											
11											TOTAL
12	<u>Expenditure Category</u>				<u>TERM 7/1/2021-6/30/2022</u>	<u>7/1/2022-6/30/2023</u>	<u>7/1/2023-6/30/2024</u>				
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Garbage)				\$6,000	\$6,000	\$6,000				\$18,000
15	Office Supplies, Postage				\$1,500	\$1,500	\$1,500				\$4,500
16	Building Maintenance Supples and Repair				\$2,000	\$2,000	\$2,000				\$6,000
17	Printing and Reproduction										
18	Insurance				\$1,000	\$1,000	\$1,000				\$3,000
19	Staff Training				\$1,200	\$1,200	\$1,200				\$3,600
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	IT Consultants				\$3,084	\$3,084	\$3,084				\$9,252
24	Compass Children's Center - Secondary Scope				\$78,000	\$78,000	\$78,000				\$234,000
25											
26											
27											
28	OTHER										
29	Program Supplies				\$1,000	\$1,000	\$1,000				\$3,000
30	Client Assistance				\$4,000	\$4,000	\$4,000				\$12,000
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE				\$97,784	\$97,784	\$97,784				\$293,352
36											
37	HSA #3										\$42,668