

# HOMELESS SERVICES & HOUSING RESOURCES

## RFP # 14026-2025

### AGENCY APPLICATION

#### Instructions:

Each applicant agency (or group of collaborative partners) must submit one completed Agency Application. Program-specific information must be submitted separately in the appropriate Program Application(s).

Please limit the total length of your completed Agency Application – including the questions, tables and narrative responses – to no more than **7 pages**. Applications that exceed this limit may not be fully reviewed. This page limit does not include requirement attachments (e.g., financial audits or financial statements).

### AGENCY INFORMATION

Applicant Organization:	Kabba Incorporated
Contact Person Name and Title:	Sara Allee-Jatta, Director
Address:	2001 W Broadway, ste 2, Monona, WI 53713
E-Mail:	<a href="mailto:Sara.aj@kabbainc.com">Sara.aj@kabbainc.com</a>
Phone:	608-291-5024
Website:	Kabbainc.com
Federal Tax ID or EIN:	93-3664527
Unique Entity ID (UEI) Number:	<b>RH8JUBMQSM25</b>
Legal Status:	<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> General Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Other: _____
Tax Exempt Status:	<input checked="" type="checkbox"/> Non-profit: 501 (c)(3) since 2023 <input type="checkbox"/> For-profit with a primary mission focused on housing and homelessness

### AGENCY REQUEST SUMMARY

Program Type	Request Amount
<b>Homeless Services</b>	
A. Homelessness Prevention	\$0
B. Diversion	0
C. Emergency Shelter	\$0
D. Street Outreach	\$250,000
E. Extreme Weather Hotel for the Unsheltered	0
F. Rapid Rehousing (RRH)	\$0

G. Permanent Supportive Housing (PSH)	\$0
H. Other Permanent Housing (OPH)	\$0
I. Other Programs that Promote Pathways to Stable Housing	\$0
<b>Housing Resources</b>	
J. Tenant Support	\$0
<b>TOTAL REQUEST</b>	<b>\$250,000</b>

## AUTHORIZATION TO SUBMIT PROPORSAL

This application is submitted with the knowledge and approval of the organization's governing body. To the best of the undersigned's knowledge, the information provided is accurate and complete. The undersigned also certifies that they have reviewed and accepted the terms and conditions outlined in the Request for Proposals (RFP).

*Sara Allee-Jatta*

6/25/25

Signature

Date

## AGENCY QUALIFICATION

### 1. AGENCY MISSION AND RELEVANT EXPERIENCE (10 POINTS)

**1) Mission Statement:** Provide your agency's mission statement.

Kabba Incorporated will seek to provide our patients and clients with the highest level of services available, using a trauma responsive and person-centered approach. Additionally, we strive to better the communities in which we are involved by encouraging our employees, as well as our patients and clients, to serve these communities through civic involvement and through being of service to those less fortunate.

**2) Relevant Experience:** Describe your agency's experience delivering the types of services proposed in this application.

Kabba Incorporated is a multicultural agency skilled in providing information, education, and treatment for our clients and the greater community. We are culturally and linguistically responsive to the needs of individuals of various races, ethnicities, cultures, and socioeconomic levels. We have established effective working relationships with other community services providers to increase programming and resource options available to individuals' experiencing homelessness, major mental health conditions, and substance abuse disorders. We are committed to ongoing staff training and continuous improvement for service delivery.

The team at Kabba Incorporated had been working under the organization Kabba Recovery Services since 2020. In 2023 the organization transitioned all services to Kabba Incorporated which has been approved by the IRS as a 503(c)3 non-profit organization.

Kabba was an integral part of the development of the City Sanctioned Homeless Campground established in 2021. This program has been incredibly successful with supporting those experiencing homelessness by addressing physical and emotional needs, while working toward finding more suitable housing arrangements.

### 2. ORGANIZATIONAL AND FISCAL MANAGEMENT (10 POINTS)

**1) Quality Improvement:** Describe your agency's internal quality improvement processes, including how you review program outcomes and incorporate feedback from program participants.

Kabba Incorporated is committed to staff development and training to enhance the professional skills of staff and thereby improve the quality of services provided. In a continuing effort to maintain a standard of excellence, Kabba Incorporated provides competency-based staff training and development programs for all employees. The training program is designed to meet local, state, federal and accreditation standards, provide staff orientation and encourage retention of staff and persons served, and will be completed upon hire and annually as needed.

The staff training program is revised annually based on regulatory agency requirements and data collected from performance evaluations, client satisfaction surveys, incident reports, and communication logs.

**2) Financial Management:** Describe how agency ensures sound financial accountability and sustainability.

Kabba Incorporated ensures sound financial accountability and sustainability through a structured framework of governance, internal controls, strategic planning, and transparent reporting. We have comprehensive policies and procedures to provide consistency and compliance with laws and regulations.

Kabba completes detailed budgeting on an annual basis to align with our goals and to help allocate resources efficiently.

We complete internal and external audits regularly to verify the integrity of our financial declarations and internal processes. Additionally, we complete internal compliance checks throughout the year to ensure our adherence to our grant requirements, as well as relevant regulatory and legal requirements.

Kabba completes quarterly and annual reports to assist with monitoring our financial performance. We also utilize a double-entry accounting system to allow for accuracy and comparability.

### 3) Financial Audit:

Does your agency complete annual certified financial audits? ☒ Yes ☐ No

If yes, were there any significant deficiencies or material weaknesses identified in the most recent audit?

☐ Yes ☒ No

If **yes**, summarize the findings and describe how they are being addressed.

### 4) 2025 Agency Operating Budget

AGENCY REVENUE		AGENCY EXPENSES	
Source	2025 Budget	Category	2025 Projected Expenditure
City of Madison	258,394	Personnel	218320
Dane County		Operating	68,401.20
State of Wisconsin	54727.20	Space	26400
HUD		Special Cost	
Other Government		TOTAL EXPENDITURE	313,121.20
United Way of Dane County			
Other Foundations			
Fundraising			
User Fee			
Other (Specify: )			
TOTAL REVENUE	313121.20		
			2025 Projected
		Surplus or (Deficit)	0

## 3. SYSTEM COORDINATION (10 POINTS)

- 1) Collaboration with Other Providers:** Describe how your agency collaborates with other providers in the homeless services and housing systems. Include examples such as referrals, case conferencing, shared service planning and delivery.

In addition to the work done with the Dane County Homeless Services Consortium and Outreach teams, Kabba works closely with Porchlight Men’s Shelter, Catalyst for Change, Tellurian, Dane County Jail, and

Madison Street Medicine coordinating various needs for people we meet during street outreach such as food drop-offs, transportation to appointments, and temporary hotel stays. Kabba also partners with Madison Mutual Aid Network for our restorative justice program. Additionally, Kabba has participated in the Dane County Outreach Committee meetings for case conferencing with other Dane County outreach providers. Kabba has also worked closely with the Madison Police Department to address concerns surrounding the population we serve.

- 2) Integration into the System of Care:** Describe strategies your agency uses to ensure alignment with the broader local system of care such as Homeless Services Consortium (HSC). Include strategies such as supporting staff or participants in system-level planning, participating in HSC committees or workgroups, providing staff training aligned with system priorities or best practices.

The Kabba Incorporated director has served on the Homeless Services Consortium Board of Directors. She was also the co-chair of the Point-in-Time Committee and has participated in the Point-in-Time Count for 4 years. Additionally, she participated in the development of the HSC Outreach Committee. Kabba has participated in a community provider subgroup, along with other members of the City of Madison Community Development Division, which serves as a collaboration hub to assist in the development of standards for case management and other homeless services.

Kabba intends to continue our work with the Homeless Services Consortium, including having staff participate on various committees.

# HOMELESS SERVICES & HOUSING RESOURCES

## RFP #14026-2025

### PROGRAM APPLICATION

#### D. STREET OUTREACH

#### Instructions:

This Program Application form must be completed for each proposed **street outreach** program. Applicants may submit multiple program applications if applying for more than one program area under the RFP.

Please limit the total length of your completed Program Application – including the questions, tables and narrative responses, to no more than **12 pages**. Applications that exceed this limit may not be fully reviewed. This page limit does not include requirement attachments (e.g., HMIS reports, agency outcome reports).

<b>Agency Name:</b>	Kabba Incorporated
<b>Program Name:</b>	Kabba Street Outreach
<b>CDD Funding Request:</b>	\$250,000

### 1. PROGRAM DESCRIPTION (30 POINTS)

#### 1) Target population

Describe the population you expect to serve, including:

- Projected annual number of unduplicated participants with outreach contacts (enrollment)
- Projected annual number of unduplicated participants with agreed-upon service plans (HMIS date of engagement)
- Key characteristics of the target population (e.g., age, household type, length of homelessness, special needs, shelter use)

Our target population is street homeless single adults in the Madison area. We focus on “street” homelessness, chronically homeless individuals, and those staying in temporary locations, including Dairy Drive Campground, or those staying in cars. Kabba Incorporated programs serve lower-income individuals; those who identify as Black, Indigenous, or People of Color (BIPOC), who are overrepresented in the homeless population as compared with the public (Point-in-Time Count of Homelessness Report, 2023, [danecountyhomeless.org](http://danecountyhomeless.org)); people who identify as LGBTQ+; and immigrants.

We project to enroll 200 unduplicated individuals through outreach contacts and estimate providing agreed-upon services with 150 unduplicated individuals annually.

## **2) Outreach Geography**

Describe the geographical areas where outreach will occur, including high-priority locations. Discuss your rationale for choosing, or modifying, these areas.

Kabba Inc will work closely with CDD to ensure that the high-priority locations in Madison have frequent outreach contact. We understand that locations and priorities can change, and we are able to be flexible with our hours and staffing to modify the outreach coverage that we provide.

## **3) Intake Process**

From the perspective of a participant, describe the intake process that will be used. What is the number of new intakes you expect on a weekly basis?

Outreach/engagement: A Kabba team of two outreach specialists travels to known homeless “street” locations in Madison, to build relationships with potential clients in the target population. Street outreach occurs at various times between 8AM and 8PM, to begin establishing a helping and therapeutic relationship. Outreach will be done at times outside of our standard outreach hours as needed.

Intake: Once a target client is interested in obtaining services, an intake interview is conducted to determine specific needs. Staff will develop an appropriate service plan with the client which will address their whole-person needs, with housing being the ultimate goal.

Kabba estimates 10 new intakes weekly for the first quarter of outreach provided. After that time, it is reasonable to expect that we could maintain 1-2 new intakes per week.

## **4) Services Provided**

Describe how you will incorporate the best or evidence-based practices in delivering the following services:

- a. Meeting basic health and safety needs of individual participants, especially during periods when individuals experiencing unsheltered homelessness are particularly vulnerable (e.g., extreme weather, public health emergencies)
- b. Connecting participants to shelter or other immediate housing options
- c. Supporting participants in identifying and addressing specific barriers to housing, including housing navigation, connections to healthcare, behavioral health services, long-term case management, and other benefits

The Kabba staff is heavily trained in providing evidence-based services ([naadac.org](http://naadac.org)), including trauma-informed/trauma-responsive social and mental health services, harm reduction, motivational interviewing, and solution-focused services to address barriers to housing. One of our core values is to put the client at the center of their own service experience. We also hire professional providers with lived experience-- those who may have been homeless, in mental health treatment, and/or in substance abuse recovery—at all levels of our organization, including in decision-making roles. Kabba

Incorporated now has a registered nurse and medical doctor on staff who will meet with clients that have biomedical needs and who are not connected to services.

Kabba works closely with the area shelters to address barriers for clients who are not using these resources. Kabba is also astute to the Coordinated Entry process for obtaining RRH or PSH opportunities. We are trained in conducting the VISPDAT along with completing the chronic homeless paperwork.

## **5) Encampment Response**

City-supported street outreach teams will be expected to collaborate with various City agencies, including Community Development, Public Health, Engineering, Parks, Streets and Police, in addressing issues related to encampments. This includes:

- Responding to referrals from City agencies for street outreach support;
- Engaging with individuals and providing timely information before encampment closures or cleanups;
- Mediating situations to reduce the need for law enforcement involvement and prevent involuntary displacement

Kabba has a positive working relationship with various City agencies, including CDD, Public Health, and Madison Police Department addressing issues related to encampments. In the past, we have provided support with relocating encampments from State Street, McPike Park, etc to more suitable locations. We have prioritized our response to addressing newly formed encampments to reduce public safety concerns, while supporting our most vulnerable people with our available services. Our work at Dairy Drive has provided us with the opportunity to work closely with MPD to reduce the need for police involvement and to reduce involuntary displacement.

Describe your agency's approach to encampment response, including:

- How your team will coordinate with the City to reduce harm, while connecting individuals to services and housing options.
- How your team will engage with individuals who view camping in unauthorized/prohibited areas as a medium- to long-term solution, including strategies for understanding their experiences and challenges and how you will support their transition to stable housing.

Kabba will meet regularly with CDD and other City agencies to allow for the most up to date information on developing 'hot spots' or concerning issues which will ensure we are getting connected to those needing support and reducing larger encampments from forming. We use a direct approach with relocating individuals and supporting individuals by exploring alternative, more suitable locations. We use solution focused efforts to engage individuals who may struggle with relocating. We have heavily trained staff who use a trauma-responsive strategy for building relationships and addressing barriers that allow for the highest level of positive outcomes. We will work with a person throughout the entire transition from homelessness to stable housing.



## 6) Staff Training

Describe your agency's plan for staff training. Include both new staff and ongoing training plans.

Kabba Incorporated is committed to staff development and training to enhance the professional skills of staff and thereby improve the quality of services provided. In a continuing effort to maintain a standard of excellence, Kabba Incorporated will provide competency-based staff training and development programs for all employees. Our programs are designed to meet local, state, federal and accreditation standards, provide staff orientation and encourage retention of staff and persons served, and will be completed upon hire and annually as needed.

During onboarding, all staff are trained in dealing with suicidal clients, mandatory reporting, crisis intervention, non-violent communication, CPR/First Aid, Narcan Training, motivational interviewing, de-escalation, HIPAA compliance, security and privacy, and client rights. Annually, all staff review HIPAA compliance and security and privacy. Additionally, there are rotating refresher trainings on various clinical skills that are completed throughout the year.

## 7) Staffing Structure

Describe the proposed staffing plan. Fill out the table below.

Staff Position Title	Hiring Plan (Current/ New/ Expanded)	Total Program FTE	City-Funded FTE	Proposed Hourly Wage	Responsibilities
Program Manager	new	.5	.5	\$50.00	Program development, clinical supervision, liaison with City Partners, etc. Provide clinical assessments/services as needed.
Admin Manager	new	.5	.5	\$30.96	Administrative support, data entry, grant support, billing, schedule coordination.
Outreach Worker	new	2	2	\$30.96	Provide street outreach, attend outreach meetings, conduct VISPDAT, information and referral
Case Manger	New	2	2	\$30.96	Housing navigator, access to mainstream resources, address barriers to housing
RN	New	.25	.25	\$75.00	Wound care, medication management, assessments, coordination with other providers
MD	New	.10	.10	\$150.00	Medical assessments, medical documentation, prescribing-medical and psychiatric
				\$	
				\$	

## 8) Outreach Schedule

Provided a detailed schedule of the proposed outreach activities, specifying the location and activities for each staff member proposed to be funded by the City grant. Include all planned activity types (e.g., 4-8pm downtown outreach, 10-2pm encampment outreach, 9am-11am in-reach at the Beacon, 2-5pm outreach follow-up work in the office, 10am-2pm admin work in the office). While it is understood that outreach schedule may change daily based on emerging needs, please provide the envisioned typical schedule for summer months.

	Staff 1 City FTE: 1	Staff 2 City FTE: .5	Staff 3 City FTE: .5	Staff 4 City FTE:
Monday	Walk-ins 10-2	Noon-2p data entry/notes, 2-4p downtown, 4-8p other known locations	Noon-2p data entry/notes, 2-4p downtown, 4-8p other known locations	
Tuesday	8-11a meetings, data entry/notes, 11-2 other known locations, 2-4 downtown	6-8pm Men's shelter	8-11a meetings, data entry/notes, 11-2 other known locations, 2-4 downtown	
Wednesday	8-10a meetings, data entry/notes, 10-11a Beacon, 11-2 downtown, 2-4 other known locations	Walk-ins 10-2pm		
Thursday	Noon-2p data entry/notes, 2-4p downtown, 4-8p other known locations	Noon-2p data entry/notes, 2-4p downtown, 4-8p other known locations	6-8pm Men's shelter	
Friday	8-10a meetings, data entry/notes, 10-11a Beacon, 11-2 downtown, 2-4 other known locations		8-10a meetings, data entry/notes, 10-11a Beacon, 11-2 downtown, 2-4 other known locations	
Saturday	As Needed	As Needed	As needed	
Sunday	As Needed	As needed	As needed	

**9) Implementation Plan** *(for new or expanded programs only)*

Milestone	Target Date
Program staff hired	1/2/26
Program staff onboarding/training completed	1/16/26
First client served	1/19/26
Full-service operation capacity reached	6/1/26

## 2. OUTCOME AND PERFORMANCE (20 POINTS)

Select one and complete the appropriate section below:

- ☐ A. Existing Program with HMIS Data
- ☐ B. Existing Program without HMIS Data
- ☒ C. New Program with No Past Outcome Data

### A. Existing Program with HMIS Data

Use HMIS-reported data for past outcome fields. Refer to RFP **Appendix C** for instructions on generating the required reports. The HMIS report must be submitted with your application.

#### 1) Data Standards

The Wisconsin HMIS data quality standards for street outreach require: 90% for data completeness and 6 calendar days for data entry for participants with date of engagement.

Please complete the following:

- 2024 data completeness score:            %
- 2024 average days to data entry for new entries:            days
- 2024 average days to data entry for exits:            days

Describe your agency's current practices to meet these standards and any planned improvements.

#### 2) Use of Data for Performance Improvement

Describe how your agency uses data to evaluate and improve outcomes. Include the key data points or reports that are reviewed, who reviews them, and how the data are used to inform program changes.

#### 3) Performance Outcomes

Performance Measure	CDD Target	2022 Outcome	2023 Outcome	2024 Outcome	Proposed Outcome
% of Leavers Exiting to Permanent Destinations	30%				
% of Leavers Exiting to Positive Destinations (including shelter and temporary destinations)	60%				

#### 4) Outcome Analysis

Compare your agency's past performance to CDD targets. Discuss trends and what you think explains your successes or challenges. What changes/strategies do you think could help improve outcomes?

**5) Additional Outcome Measures**

List any additional outcomes your agency tracks or proposes to measure.

**B. Existing Program without HMIS Data**

Use non-HMIS agency data for past outcome fields. The agency reports must be submitted with your application.

**1) Use of Data for Performance Improvement**

Describe how your agency uses data to evaluate and improve outcomes. Include the key data points or reports that are reviewed, who reviews them, and how the data are used to inform program changes.

**2) Performance Outcomes**

Performance Measure	CDD Target	2022 Outcome	2023 Outcome	2024 Outcome	Proposed Outcome
% of Leavers Exiting to Permanent Destinations	30%				
% of Leavers Exiting to Positive Destinations (including shelter and temporary destinations)	60%				

**3) Outcome Analysis**

Compare your agency's past performance to CDD targets. Discuss trends and what you think explains your successes or challenges. What changes/strategies do you think could help improve outcomes?

**4) Additional Outcome Measures**

List any additional outcomes your agency tracks or proposes to measure.

**C. New Program With No Past Outcome Data**

Complete this section if the proposed program is new and does not have historical performance data.

**1) Proposed Outcome**

Proposed outcomes should be ambitious but realistic based on population, service model, and timeline.

Performance Measure	CDD Target	Proposed Outcome
% of Leavers Exiting to Permanent Destinations	30%	30%
% of Leavers Exiting to Positive Destinations (including shelter and temporary destinations)	60%	60%

## 2) Anticipated Challenges and Mitigation Strategies

Describe any anticipated challenges in implementing the program or achieving the proposed outcomes. Include how your agency plans to address or mitigate these challenges.

We anticipate that there are multiple organizations that provide outreach support, and we want to be sure that we are not duplicating services or wasting resources. Kabba fully intends to work collaboratively with other outreach teams and providers to ensure that all efforts are sufficient and effective and that resources are appropriately used.

## 3) Additional Outcome Measures

List any additional outcomes your agency tracks or proposes to measure.

Kabba will track all services provided to have data to support our goals and support any evolution of our programs. This will help us to ensure proper staffing and supportive services are available.

# 3. PROGRAM BUDGET (20 POINTS)

## 1) Leveraging Medicaid Resources

Describe how your agency will utilize Medicaid 1915(i) and/or Comprehensive Community Services (CCS) to support the proposed program. Include:

- Specific services or costs for which you expect to seek Medicaid 1915(i) or CCS funding
- A realistic estimate of revenue you expect these sources to generate
- Steps, if any, your agency has already taken to access these funding sources and/or a timeline for securing necessary certifications and training
- Any preparation or infrastructure you think your agency will need to support billing and compliance

*Note: City-funded emergency shelters and outreach programs selected through this RFP will be required to utilize Medicaid 1915(i) to support eligible services and/or move-in cost assistance. Other program types are not required, but are strongly encouraged to incorporate Medicaid funding strategies where feasible.*

Kabba Inc is currently a 1915i provider which will supplement any funding offered to Kabba programming. Since we are already 1915i providers, we can start billing Medicaid to those eligible for that funding. Medicaid will provide financial support with move-in costs, as well as for clinical services such as case management, counseling, and more. Additionally, Kabba was a CCS Service Array provider in the past and is open to returning to that resource.

## 2) Use of Emergency Solutions Grant (ESG) Funds

Can your agency accept federal ESG funding for this program, either in full or in part? ESG-funded programs must comply with all applicable federal regulations.

☐ Yes     ☒ No

If yes, identify:

- Source(s) of required 100% matching funds (cash or in-kind):
- Maximum estimated annual match your agency can provide: \$

## 3) Program Budget Form

Complete the **Program Budget Form (Excel)** for a full program year. Only expenses listed as eligible in Appendix B of the RFP may be included in the funding request to the City of Madison.

## 4) Budget Narrative and Clarifications

Use this section to explain any assumptions, nuances or clarifications needed to fully understand your budget proposal as presented in the Program Budget Form (Excel).

## 5) (New Programs Only) Minimum Viable Funding

It may not be possible for the City to provide the requested amount of funding. What is the smallest amount of City support that would allow your program to proceed? How would a reduced level of City funding affect operations (e.g., reduced capacity, scope of services, staffing). Be as specific as possible, that is, to what extent would program capacity or staffing levels be affected by lower funding.

We certainly understand that there is limited funding available. We can modify our request for funds; however, this will impact on the level of staffing and services available. To be sure that we are providing effective services in the most supportive way possible, the lowest amount of funding we would be able to accept is \$150,000.

AGENCY, PROGRAM AND CITY SHARE EXPENSES

Agency & Program: Kabba Incorporated: Kabba Street Outreach

ACCOUNT CATEGORY	City of Madison Request Amount	Non-City Sources	Total Program Budget	Budget Details (e.g. Case manager and supervisor wages, \$1,000 for application fee, \$3,000 for bus passes)
<b>A. PERSONNEL</b>				2 FTE outreach workers, 3 FTE Program Manager, 2 FTE Case managers, PRN RN and MD, plus tax/benefits
Salary	100,000	84,000	184,000	
Taxes/Benefits	40,000	12,500	52,500	
Subtotal A.	140,000	96,500	236,500	
<b>B. OTHER OPERATING</b>				
Insurance	8,000		8,000	Prof Liability, Unemployment, etc
Professional Fees	8,584		8,584	DSPS and DHS program Licensure
Audit	5,000		5,000	Audit
Postage/Office and Program Supplies	21,016		21,016	postage, office supplies, outreach supplies: tent, etc
Equipment/Furnishings/Depreciation	5,000		5,000	staff laptops/cell phones
Telephone			0	
Training/Conferences	10,000		10,000	professional development-training for staff
Food	5,000		5,000	outreach snacks and party items for clients
Household Supplies	5,000		5,000	move in supplies for clients
Auto Allowance/Travel	10,000		10,000	mileage for staff, bus passes, gas cards for clients
Vehicle Costs/Depreciation			0	
Other (Specify):			0	
Subtotal B.	77,600	0	77,600	
<b>C. SPACE</b>				
Office or Facility Rent	26,400		26,400	12 months rent @2200/month
Utilities	6,000		6,000	cell service, internet
Maintenance			0	
Mortgage Principal/Interest/Depreciation			0	
Property Taxes			0	
Subtotal C.	32,400	0	32,400	
<b>D. SPECIAL COSTS</b>				
Assistance to Individuals - Rent (monthly rent and rent arrears)			0	
Assistance to Individuals - Other Financial Assistance (security deposit, application fee, bus passes, etc.)		10,000		19151 security deposit funds for clients moving into housing
Program Subcontracts (Specify):			0	
Other (Specify):			0	
Other (Specify):			0	
Subtotal D.	0	10,000	0	
TOTAL (A-D)	250,000	106,500	346,500	

NOTES:

STAFFING: Include ALL staff working for the program		
Staff Position Title	City Funded FTE	Total FTE, including Non-City
Roles and Responsibilities		
Program Manager	0.5	1
Admin Manager	0.5	1
Outreach worker	2	2
Case Manager	2	2
RN	0.25	0.25
MD	0.1	0.1