

FIRST PLACE FOR YOUTH

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

June 30, 2020
(with summarized comparative totals for 2019)



FIRST PLACE FOR YOUTH

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
First Place for Youth
Oakland, California

Report on the Financial Statements

We have audited the accompanying financial statements of First Place for Youth (a nonprofit California corporation), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities; and cash flows for the years then ended, and the related statement of functional expenses for the year ended June 30, 2020 and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of First Place for Youth as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 18, 2020 on our consideration of First Place for Youth’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering First Place for Youth’s internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited First Place for Youth’s 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated January 30, 2020. In our opinion, the summarized comparative information presented herein for the year ended June 30, 2019 is consistent, in all material respects, with the audited financial statements from which it has been derived.

BPM LLP

Walnut Creek, California
November 18, 2020

FIRST PLACE FOR YOUTH
STATEMENTS OF FINANCIAL POSITION

As of June 30, 2020 and 2019

	2020	2019
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 6,504,131	\$ 4,870,994
Receivables:		
Government grants, net	4,125,620	3,494,418
Current portion of promises to give	2,212,645	2,132,500
Prepaid expenses	397,557	247,157
Total current assets	13,239,953	10,745,069
Promises to give, long-term, net of discount	697,636	1,234,635
Property and equipment, net	311,944	457,540
Refundable security deposits	580,141	585,702
Total assets	\$ 14,829,674	\$ 13,022,946
LIABILITIES AND NET ASSETS		
Current liabilities:		
Accounts payable and accrued expenses	\$ 2,417,681	\$ 2,041,185
Refundable deposits	322,707	226,956
PPP Refundable advance	510,045	-
Contract advances	205,675	-
Current portion of deferred rent and lease incentive	62,628	65,924
Current portion of capital lease obligations	27,557	29,255
Total current liabilities	3,546,293	2,363,320
Deferred rent and lease incentive	179,823	213,359
Capital lease obligations, net of current portion	4,163	29,972
Total liabilities	3,730,279	2,606,651
Net assets:		
Without donor restrictions	4,084,556	4,199,196
With donor restrictions	7,014,839	6,217,099
Total net assets	11,099,395	10,416,295
Total liabilities and net assets	\$ 14,829,674	\$ 13,022,946

The accompanying notes are an integral part of these financial statements.

FIRST PLACE FOR YOUTH

STATEMENTS OF ACTIVITIES

For the years ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Support and revenue without donor restrictions:		
Government contracts	\$ 20,132,758	\$ 18,103,740
Foundation, corporate, fund, and individual contributions	3,336,274	3,064,604
Donated rent and services	371,055	472,975
Interest and other	10,069	32,985
Net assets released from donor restrictions	<u>3,832,170</u>	<u>3,220,919</u>
Total support and revenue	<u>27,682,326</u>	<u>24,895,223</u>
Expenses:		
Program services	23,820,255	21,493,034
Supporting services:		
Management and general	3,140,931	2,599,239
Fundraising	<u>835,780</u>	<u>786,392</u>
Total expenses	<u>27,796,966</u>	<u>24,878,665</u>
Change in net assets without donor restrictions	<u>(114,640)</u>	<u>16,558</u>
Support and revenue with donor restrictions:		
Foundation, corporate, fund, and individual contributions	4,629,910	5,039,177
Net assets released from donor restrictions	<u>(3,832,170)</u>	<u>(3,220,919)</u>
Change in net assets with donor restrictions	<u>797,740</u>	<u>1,818,258</u>
Change in net assets	683,100	1,834,816
Net assets, beginning of year	<u>10,416,295</u>	<u>8,581,479</u>
Net assets, end of year	<u>\$ 11,099,395</u>	<u>\$ 10,416,295</u>

The accompanying notes are an integral part of these financial statements.

FIRST PLACE FOR YOUTH
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended June 30, 2020
(with summarized comparative totals for June 30, 2019)

	My First Place Steps to Success	Independent Living Skills Program	Youth Transition Partnership	Affiliate Network	Total Program	Management and General	Fundraising	2020 Total	2019 Total
Salaries and related expenses:									
Salaries	\$ 5,756,800	\$ 630,995	\$ 350,945	\$ 440,492	\$ 7,179,232	\$ 1,640,998	\$ 492,564	\$ 9,312,794	\$ 7,747,204
Employee benefits	450,045	48,050	29,404	33,952	561,451	114,983	41,035	717,469	934,795
Payroll taxes	710,878	81,410	43,979	50,720	886,987	167,349	63,445	1,117,781	623,698
Total salaries and related expenses	6,917,723	760,455	424,328	525,164	8,627,670	1,923,330	597,044	11,148,044	9,305,697
Rent payments for youth	5,646,453	-	-	-	5,646,453	38,589	-	5,685,042	4,866,520
Youth stipends	1,741,673	16,320	425	9,738	1,768,156	-	1,775	1,769,931	1,568,745
Facilities rent	727,698	303,897	25,401	16,043	1,073,039	50,783	79,960	1,203,782	1,200,229
Youth support	852,363	229,508	19,117	10,433	1,111,421	-	-	1,111,421	796,380
Organizational expenses	536,141	92,550	13,322	10,710	652,723	254,726	43,656	951,105	984,083
Housing repair and maintenance	743,565	79	8	5	743,657	74	37	743,768	719,287
Consultants	170,819	298	17,442	16,118	204,677	227,177	46,521	478,375	392,020
Contracted services	69,355	-	75	-	69,430	372,931	-	442,361	563,404
Move in support	377,873	5	-	-	377,878	-	-	377,878	331,107
Donated rent and services	371,055	-	-	-	371,055	-	-	371,055	472,975
Travel	188,100	11,232	11,245	39,648	250,225	46,510	5,420	302,155	361,870
Professional fees	90,472	10,150	1,563	3,054	105,239	151,356	4,967	261,562	122,471
Depreciation and amortization	101,721	14,154	1,307	3,962	121,144	17,199	7,253	145,596	135,231
Community building events	63,542	80,676	-	175	144,393	883	132	145,408	242,370
Insurance	70,974	9,755	953	2,865	84,547	11,980	4,579	101,106	84,248
Computer/office equipment	55,507	3,906	1,247	2,032	62,692	20,224	148	83,064	104,125
Office supplies	43,286	10,844	347	1,138	55,615	13,293	525	69,433	97,862
Program supplies	51,063	5,588	-	3,564	60,215	-	-	60,215	44,711
Outreach	1,038	11	27	-	1,076	419	43,763	45,258	67,653
Miscellaneous	541	177	43	-	761	11,431	-	12,192	83,076
Clinical supervision	7,155	-	-	123	7,278	26	-	7,304	51
Subtotal before pass-through programs	18,828,117	1,549,605	516,850	644,772	21,539,344	3,140,931	835,780	25,516,055	22,544,115
Reconciling items:									
Pass-through programs	2,136,604	144,307	-	-	2,280,911	-	-	2,280,911	2,334,550
	<u>\$ 20,964,721</u>	<u>\$ 1,693,912</u>	<u>\$ 516,850</u>	<u>\$ 644,772</u>	<u>\$ 23,820,255</u>	<u>\$ 3,140,931</u>	<u>\$ 835,780</u>	<u>\$ 27,796,966</u>	<u>\$ 24,878,665</u>

The accompanying notes are an integral part of these financial statements.

FIRST PLACE FOR YOUTH

STATEMENT OF CASH FLOWS

For the year ended June 30, 2020
(with summarized comparative totals for 2019)

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities:		
Change in net assets	\$ 683,100	\$ 1,834,816
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	145,596	135,231
Bad debt recovery	-	(10,437)
Amortization of discount on long-term promises to give	(47,865)	(5,904)
Changes in assets and liabilities:		
Government grants receivables	(631,202)	(917,317)
Promises to give receivables	504,719	(1,409,692)
Prepaid expenses	(150,400)	1,960
Refundable security deposits	5,561	(54,875)
Accounts payable and accrued expenses	376,496	641,401
Refundable deposit	95,751	30,801
Refundable advance	510,045	-
Contract advance	205,675	-
Deferred rent and lease incentive	(36,832)	(200,425)
Net cash provided by operating activities	<u>1,660,644</u>	<u>45,559</u>
Cash flows from investing activities:		
Purchases of property and equipment	-	(3,339)
Net cash used in investing activities	<u>-</u>	<u>(3,339)</u>
Cash flows from financing activities:		
Payments on capital leases	(27,507)	(26,089)
Net cash used in financing activities	<u>(27,507)</u>	<u>(26,089)</u>
Net increase in cash and cash equivalents	1,633,137	16,131
Cash and cash equivalents, beginning of year	4,870,994	4,854,863
Cash and cash equivalents, end of year	<u>\$ 6,504,131</u>	<u>\$ 4,870,994</u>
Noncash investing activities:		
Leasehold improvements paid by the landlord	<u>\$ -</u>	<u>\$ 162,615</u>
Supplemental disclosure of cash flow information:		
Interest paid	<u>\$ 11,808</u>	<u>\$ 11,566</u>

The accompanying notes are an integral part of these financial statements.

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. Organization and Summary of Significant Accounting Policies

Organization

First Place for Youth (the “Organization”) is a California nonprofit public benefit corporation, which was incorporated on July 20, 1999, to prevent poverty and homelessness among youth who “age out” of the foster care system by providing them with the resources and support required to make a successful transition to independent living.

The Organization provides services to youth ages 16 to 24, including young people who are currently in foster care, as well as those preparing to, or who recently have aged out of the foster care system. The Organization works to ensure youth have the opportunity to experience a safe and supported transition through a housing program, intensive employment services, an academic enrichment program, counseling, youth community center, collaboration with other Bay Area agencies, and community education, enabling youth to gain the skills to live independently and succeed on their own. The Organization’s activities are further described as follows:

My First Place, a transitional housing program, provides stability for current and former foster youth through safe, permanent, affordable housing, intensive case management, and advocacy and support services. Youth receive support with move-in costs, rent, food, self-reliance planning, life skills training, health and mental health advocacy, transportation assistance, and employment and education services. Steps to Success is the education and employment program of My First Place providing current and former foster youth with intensive one-on-one counseling and support in completing their high school diploma or GED certificate, enrolling in college, securing financial aid, and tutoring. Steps to Success also supports youth with employment assistance, career planning, and in building their workplace skills, including job search and job retention. The program is operated in six counties in California: Alameda, Contra Costa, Los Angeles, San Francisco, Santa Clara and Solano and one location in Mississippi.

Independent Living Skills Program (“ILSP”) and First Foundation is offered to youth in San Francisco and Solano counties. Through ILSP, the Organization provides a full range of services, including education and employment assistance, career development, family finding and permanency services, life skills workshops and community events. First Foundation is an educational support program that begins with high school sophomores who are willing to commit to the program through high school graduation. Throughout high school, the Organization’s staff members provide one-on-one support designed to help increase on-time high school graduation rates along with workshops on educational and social skills development.

Youth Transitions Partnership (“YTP”) provides intensive case management, coaching and skill building to disconnected and vulnerable youth with the goal of preventing homelessness. Services include community based case management, skill building classes, and round-the-clock coaching to support youth engagement and success in education, employment and in their living situation. Intervention strategies include specific skill building in the areas of emotional regulation, interpersonal effectiveness, and distress tolerance, as well as case coordination across the continuum of available services. YTP is operated in Alameda County.

The goal of the **My First Place Affiliate Network** is to create a group of providers across the country who use My First Place to deliver strong outcomes for transition age youth and advocate for improved policies and supports for these youth in their local communities and at the federal level. First Place provides affiliates in the Network with deep technical assistance and support in the areas of program, fundraising and policy to implement the My First Place model successfully.

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. **Organization and Summary of Significant Accounting Policies**, continued

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting and in accordance with accounting principles generally accepted in the United States of America.

Financial Statement Presentation

Accounting principles generally accepted in the United States of America require that the Organization present information about its financial position and activities in two classes of net assets: net assets without donor restrictions, and net assets with donor restrictions.

Net Assets Without Donor Restrictions - Those are net assets and activities which represent the portion of expendable funds that are available to support First Place for Youth's operations, which may include gifts of cash and other assets by donors without any time or purpose restrictions. Net assets without donor restrictions may be designated by the Board for a certain purpose. As of June 30, 2020, there were no Board designated assets.

Net Assets With Donor Restrictions - Net assets subject to donor imposed restrictions. Some donor imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources to be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the Organization considers cash in bank, money market accounts, and certificates of deposit accounts with maturities of three months or less to be cash and cash equivalents.

Grants Receivable

Grants receivables consist of amounts due from several government entities under cost-reimbursement or rate agreements. At June 30, 2020, management believes this amount is collectible, except for \$2,874 that was treated as allowance for doubtful accounts.

Promises to Give

Unconditional promises to give are recognized as support and assets in the period received. Management believes all unconditional promises to give are collectible; therefore, no allowance for doubtful accounts has been provided for these promises to give. Unconditional promises to give are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give are expected to be collected in the future years are recorded at the present value of their estimated future cash flows. Promises to give, long-term are expected to be due in fiscal year 2021. Management has recorded a discount on long-term promises to give at June 30, 2020. The applicable discount rate ranges were from 0.16% to 0.18% at June 30, 2020.

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. **Organization and Summary of Significant Accounting Policies**, continued

Promises to Give, continued

Promises to give are due as follows at June 30, 2020:

Receivable in less than one year	\$ 2,212,645
Receivable in one to five years	<u>700,000</u>
	2,912,645
Less: discount	<u>(2,364)</u>
Total promises to give	<u><u>\$ 2,910,281</u></u>

Property and Equipment

All acquisitions of property and equipment in excess of \$3,000 and all expenditures for repairs and maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are stated at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the property and equipment, which range from 3 to 5 years or the shorter of the remaining lease term or estimated useful lives of the improvements, which varied from 2 to 5 years for different offices.

Fair Value of Financial Instruments

The carrying amounts of cash and cash equivalents, government grants receivable, and accounts payable approximate fair value due to the short maturity of these instruments.

Contract Advance

The Organization is participating in a collaborative funding initiative with other organizations. The Organization records amounts received and paid on behalf of the other participating organizations as agency transaction. Therefore, no revenue or expense is recorded for the amounts received and expended. The excess of cash received over expenditures is included in contract advance on the statements of financial position.

Deferred Rent

The Organization records rent expense on a straight-line basis, with a corresponding deferred rent liability recognized in the statement of financial position.

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. Organization and Summary of Significant Accounting Policies, continued

Revenue Recognition

Government Contracts

The Organization receives government awards and has determined that the asset transfers are contributions, as the resource provider does not receive commensurate value in exchange for the assets transferred. Under Accounting Standards Codification (“ASC”) Topic 958, a contribution is considered to be conditional when one or more barriers exist and the right to receive or retain payment or delivery of the promised asset is conditioned on meeting those barriers. The awards are considered conditional contributions due to the limited discretion as result of the specific requirements on how the assets may be spent. The majority of the Organization’s revenue is derived from fee for service and cost-reimbursable federal and state contract and grants, which are conditional upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Revenue from the Transitional Housing Program + Foster Care (“THP+FC”) is recognized when the Organization completes the eligibility and enrollment process for each eligible youth. Amounts outstanding that have been neither received nor recognized on government contracts as of June 30, 2020 total \$318,327.

Foundation, Corporate, Fund, and Individual Contributions

Contributions, including unconditional promises to give, are recognized as revenue in the period received or unconditionally promised. Unconditional promises to give becoming due in the next year are recorded at their net realizable value. Contributions with donor restrictions whose restrictions are met in the same year as the contribution is received are recognized as contributions without restrictions.

Donated Rent and Services

In-kind contributions are reflected as contributions on the date of donation at fair value and are reported as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. The Organization recognizes the fair value of contributed services received if such services (a) create or enhance non-financial assets or (b), require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not contributed. The Organization receives services from volunteers associated with the programs and fundraising campaigns which do not meet the criteria for financial statement recognition. The Organization recognizes donated rent at the estimated fair value of the facilities used during the year ended June 30, 2020.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Specific expenses that are readily identifiable to a single program or activity are charged directly to that function. Certain categories of expenses are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and employee benefits; facility costs; depreciation and amortization; insurance; and certain travel and indirect operating expenses. These expenses are allocated on the basis of estimated time and effort by employees.

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. Organization and Summary of Significant Accounting Policies, continued

Income Taxes

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501(c)(3) and the California Revenue and Taxation Code Section 23701(d). As a result, the Organization is exempt from paying income taxes, and thus no provision for income taxes has been reflected in these financial statements.

The Organization follows the guidance for uncertain tax positions. As the Organization is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and is generally not subject to federal or state income taxes, the tax position taken or expected to be taken have not had a material impact on the financial statements of the Organization for the year ended June 30, 2020.

Use of Estimates

The preparation of financial statements in conformity with accounting principles, generally accepted in the United States of America, requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Changes in Accounting Principle

During the year ended June 30, 2020, the Organization adopted the requirements of the Financial Accounting Standards Board (“FASB”) Accounting Standards Update (“ASU”) 2014-09, *Revenue from Contracts with Customers (Topic 606)* (“ASU 2014-09”), which supersedes the revenue recognition requirements in ASC 605, *Revenue Recognition*. This ASU is based on the principle that revenue is recognized to depict the transfer of goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The ASU also requires additional disclosure about the nature, amount, timing and uncertainty of revenue and cash flows arising from customer contracts, including significant judgments and changes in judgments and assets recognized from costs incurred to obtain or fulfill a contract. The implementation of ASU 2014-09 had no material impact to the financial statements.

In June 2018, the FASB issued ASU 2018-08, *Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The amendment clarifies guidance on how an entity determines whether a transfer of assets is a contribution or exchange transaction. The amendment also clarifies the termination of conditional contributions based on evaluating whether there is a right of return and a barrier to overcome. The two permitted transition methods under the new standard are the full retrospective method, in which case the standard would be applied to each prior reporting period presented and the cumulative effect of applying the standard would be recognized at the earliest period shown, or the modified prospective method, in which case the effect of applying the standard would be recognized for any agreements not completed and any new agreements entered into at the date of initial application. The new standard is effective for annual reporting periods beginning after December 15, 2018 for resource recipients and for annual reporting period beginning after December 15, 2019 for resource providers. The Organization has adopted ASU 2018-08, as a resource recipient, for the year ended June 30, 2020. The amendment has been adopted using the modified prospective method. There was not a cumulative effect of applying ASU 2018-08. The adoption of ASU 2018-08 resulted in the classification of refundable advances in the statement of financial position as of June 30, 2020 (see Note 6).

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. Organization and Summary of Significant Accounting Policies, continued

Prior Year Summarized Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2019, from which the summarized information was derived.

2. Concentration of Credit Risk

Cash and Cash Equivalents

The Organization places its cash in bank and short-term money market instrument with reputable financial institutions, to minimize credit risk, however, balances may periodically exceed insurance Federal Deposit Insurance Corporation ("FDIC"), Securities Investor Protection Corporation ("SIPC") and other similar insurance limits.

Promises to Give

The Organization has three donors at June 30, 2020, representing 74% of the total promises to give.

Support and Revenue

For the year ended June 30, 2020, approximately 74% and 35% of the Organization's government grant revenue and receivable, respectively, were from transitional housing program grants.

The Organization is dependent on support from foundations, corporations, funds, and individuals. For the year ended June 30, 2020, approximately 18% of the support from foundations, corporations, funds, and individuals was from two funding sources.

3. Liquidity and Availability

The Organization's financial assets available for general expenditures, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date are as follows:

Cash and cash equivalents	\$ 6,504,131
Government grants, net	4,125,620
Current portion of promises to give	<u>2,212,645</u>
Total financial assets	12,842,396
Less operating cash reserves	<u>(2,169,230)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u><u>\$ 10,673,166</u></u>

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

3. Liquidity and Availability, continued

The Organization has \$10,673,166 of financial assets available for general expenditures within one year of the statement of financial position date to meet cash needs for general expenditure. The Organization receives certain contributions and promises to give restricted by donors, and considers contributions restricted for programs, which are ongoing, major, and central to its annual operations, to be available to meet cash needs for general expenditures. The Organization has an operating cash reserve that had a balance of \$2,169,230 at June 30, 2020, with the objective of setting funds aside to be drawn upon in the event of financial distress or an immediate liquidity need resulting from events outside the typical life cycle of converting financial assets to cash or settling financial liabilities.

The Organization manages its liquidity and reserves following three guiding principles: operating within a prudent range of financial soundness and stability; maintaining adequate liquid assets to fund near-term operating needs; and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged.

4. Property and Equipment, Net

Computer and office equipment	\$ 503,812
Furniture and fixtures	182,454
Leasehold improvements	<u>2,046,338</u>
Subtotal	2,732,604
Less accumulated depreciation and amortization	<u>(2,420,660)</u>
Property and equipment, net	<u><u>\$ 311,944</u></u>

Depreciation and amortization expense for the year ended June 30, 2020 was \$145,596.

The Organization leases certain equipment under agreements that are classified as capital leases. The cost of equipment and accumulated depreciation under capital leases was \$132,476 and \$102,664, respectively, at June 30, 2020.

5. Line of Credit

The Organization has a line of credit for \$4 million with a maturity date of November 5, 2020. The line is unsecured, bearing an initial interest of 6.5%. There is no balance of outstanding on the line of credit as of June 30, 2020.

The Organization's line of credit agreement with the bank contained a financial covenant. The Organization was in compliance with the covenant as of June 30, 2020.

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

6. Refundable Advance

On April 17, 2020, the Organization received loan proceeds in the amount of \$750,000 under the Paycheck Protection Program (“PPP”). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act (the “CARES Act”), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The loan and accrued interest are forgivable after twenty-four weeks as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities and maintains its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries during the twenty-four week period. The unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%, with a deferral of payments for the first six months. The PPP loan will mature on April 16, 2022.

Government contracts are considered to be conditional contributions as the right to retain payment is conditioned on meeting certain barriers. These barriers include the limited discretion in how the awards may be spent. Conditional contributions are recognized in the period in which the Organization spends the award funds on qualifying expenses. The Organization recognized \$239,955 of PPP loan proceeds as government contract revenue as of June 30, 2020. A refundable advance balance of \$510,045 represents PPP loan proceeds received, in which the conditions have not yet been met as of June 30, 2020.

7. Contingencies

The Organization is involved in legal actions from time to time in the ordinary course of business. As of June 30, 2020, the Organization does not believe there is any material loss contingencies that would have a material impact on the financial position of the Organization.

COVID-19

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spread globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude of the effect that the pandemic will have on the Organization’s financial condition, liquidity, and future results of operations. Management is actively monitoring the impact on its financial condition, liquidity, operations, and workforce.

8. Net Assets With Donor Restriction

Net assets with donor restrictions are available for the following purposes at June 30, 2020:

Subject to passage of time	<u>\$ 3,882,581</u>
Subject to expenditure for specified purpose:	
My First Place/Steps to Success	2,254,432
Affiliate Network	<u>877,826</u>
	<u>3,132,258</u>
Total	<u><u>\$ 7,014,839</u></u>

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

8. Net Assets With Donor Restriction, continued

Net assets with donor restrictions that were released from restriction by incurring expenses satisfying the purposes specified by donors are as follows for the year ended June 30, 2020:

Expiration of time restrictions	\$ 2,498,701
Satisfaction of purpose restrictions:	
My First Place/Steps to Success	1,008,259
Affiliate Network	316,337
Independent Living Skills	8,873
	1,333,469
Total	\$ 3,832,170

9. Donated Rent and Services

The Organization received in-kind office rent space of \$371,055 for the year ended June 30, 2020.

10. Commitments

Operating Leases

The Organization leases its offices and community centers in six different locations in California: Oakland, Fairfield, Concord, San Francisco, San Jose, Santa Clara and Los Angeles and one location in Mississippi under operating lease agreements that expire at various dates through February 2029. The leases provide for increases in future minimum annual rental payments. The rental expense under these lease agreements was \$1,196,167 for the year ended June 30, 2020.

The future minimum lease payments under these operating leases are as follows:

	Office Space	Youth Housing
Year ending June 30:		
2021	\$ 1,477,646	\$ 234,720
2022	1,148,976	234,720
2023	318,421	234,720
2024	316,319	234,720
2025	159,009	234,720
Thereafter	482,620	1,173,600
Total	\$ 3,902,991	\$ 2,347,200

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

10. Commitments, continued

Operating Leases, continued

During the current fiscal year, the Organization entered into a sublease agreement as the sublandlord, for one of the Oakland locations. The sublease provides for increase in future minimum annual rental receipts and expires in January 2021. The future minimum lease payments to be received are as follows:

Year ending June 30:		
2021	\$	228,064
2022		<u>135,582</u>
Total	\$	<u><u>363,646</u></u>

The sublease income is netted with facilities rent on the statement of functional expenses.

Capital Leases

The Organization leases certain equipment under agreements that are classified as capital leases. The cost of equipment under capital leases is included as part of the property and equipment.

The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. The assets are amortized over their estimated productive lives. Amortization of assets under capital leases is included in depreciation expense.

The future minimum lease payments required under the capital leases and the present value of the net minimum lease payments as of June 30, 2020, are as follows:

	<u>Amount</u>
Year ending June 30:	
2021	\$ 27,557
2022	<u>5,045</u>
Total minimum lease payments	32,602
Less amount representing interest	<u>(882)</u>
Present value of net minimum lease payments	31,720
Less current portion	<u>(27,557)</u>
Capital lease obligation, net of current portion	<u><u>\$ 4,163</u></u>

The interest rates on capitalized leases range from 3.26% to 10% and are imputed based on the lower of the Organization's incremental borrowing rate at the inception of each lease or the lessor's implicit rate of return.

Continued

FIRST PLACE FOR YOUTH
NOTES TO FINANCIAL STATEMENTS

June 30, 2020

10. Commitments, continued

Leases for Youth Housing

The Organization is a party to various leases for youth housing throughout the counties of Alameda, San Francisco, Contra Costa, Solano, Santa Clara and Los Angeles that generally have an original term of one (1) year or on a month-to-month basis. At June 30, 2020, the Organization maintains a capacity of 277 leases for youth housing. Total rent payments for youth under these leases was \$5,685,042 for the year ended June 30, 2020.

11. Employee Benefit Plan

The Organization has a defined contribution retirement plan under Section 401(k), and/or Roth(k), of the Internal Revenue Code (the “401(k) and Roth(k) Plan”), covering substantially all employees of the Organization. The Organization contributes 3% of employees’ salary to the 401(k) Plan and/or Roth(k) for those employees who have completed one year of service. Contributions to the plan for the years ended June 30, 2020 was \$166,151.

12. Subsequent Events

The Organization evaluated subsequent events for recognition and disclosure through November 18, 2020, the date which these financial statements were available to be issued. Management concluded that, other than the event described below, no material subsequent events have occurred since June 30, 2020 that require recognition or disclosure in such financial statements.

SUPPLEMENTARY INFORMATION

FIRST PLACE FOR YOUTH
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 June 30, 2020

Federal Grantor/Pass-through Grantor/Program Title	Contract Number	Contract Amount	Contract Period	Federal CFDA Number	Pass-Through Number	Federal Expenditures	Expenditure to Subrecipients
U.S. Department of Housing and Urban Development							
Pass-through from City of Oakland Oakland HUD/SHP	G487735 CA0106L9T021609	\$ 178,784 \$ 190,408	8/1/18 - 7/31/19 8/1/19 - 7/31/20		U.S Department of Housing and Urban Development	\$ 165,684	\$ -
U.S. Department of Housing and Urban Development, Continuum of Care							
Pass through from City of Oakland North County Homeless Youth Rapid Rehousing Collaborative HYRRC	CA1465L9T021601	\$ 157,608	1/1/19 - 12/31/20	14.267	U.S Department of Housing and Urban Development	156,244	-
U.S. Department of Housing and Urban Development							
Pass-through from City of Oakland Oakland Path Re-Housing Initiative (OPRI)	86857	\$ 286,947	7/1/19 - 6/30/20	14.881	U.S Department of Housing and Urban Development	169,382	-
U.S. Department of Health and Human Services, Children's Bureau							
Pass-through from Alameda County Social Service Agency Youth Transitions Partnership (YTP)	15749	\$ 447,096	10/1/15 - 9/30/18	93.670	90CA1839-01-00	34,871	-
U.S. Department of Health and Human Services, Children's Bureau							
Pass-through from Alameda County Social Service Agency Youth Transitions Partnership (YTP)	17296	\$ 688,811	7/1/18 - 9/29/19	93.670	90CA1839-01-00	195,895	-
U.S. Department of Health and Human Services, Children's Bureau							
Pass-through from Alameda County Social Service Agency Youth Transitions Partnership (YTP)	19409	\$ 462,546	7/1/19 - 9/30/20	93.670	90CA1839-01-00	160,400	-
U.S. Department of Health and Human Services							
Pass-through from City and County of San Francisco San Francisco Independent Living Skills Program	226946	\$ 1,434,482	7/1/18 - 6/30/19	93.674	U.S Department of Health and Human Services	176,435	17,297
U.S. Department of Health and Human Services							
Pass-through from County of Solano Solano Independent Living Skills Program	342231	\$ 1,434,482	7/1/19 - 6/30/20	93.674	U.S Department of Health and Human Services	116,731	17,839
U.S. Department of Health and Human Services							
Pass-through from County of Solano Solano Independent Living Skills Program	0317-20	\$ 459,278	7/1/19 - 6/30/20	93.674	U.S Department of Health and Human Services	128,528	-
U.S. Department of Housing and Urban Development							
Building Bridges Transitional Housing Plus (THP+) AC Building Bridges	4143	\$ 2,500,000	8/1/18 - 7/31/21	14.881	U.S Department of Housing and Urban Development	181,673	-
U.S. Department of Health and Human Services							
Pass through from Alameda County Chabot - Las Positas Community College District Title IV-E Training	PO 01800476	\$ 120,000	7/1/19 - 6/30/20	93.658	U.S Department of Health and Human Services	51,879	-
U.S. Department of Health and Human Services							
Pass through from CA Department of Social Services Transitional Housing Program - Foster Care (THP+FC) *	All County Letter (ACL) NO. 17-75		7/1/19 - 6/30/20	93.658	U.S Department of Health and Human Services	8,632,113	-
Total Expenditures of Federal Awards						\$ 10,169,835	\$ 35,136

* These funds are a mix of federal, state, and local funds. For the purposes of this statement, the total amount is shown.

FIRST PLACE FOR YOUTH

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2020

1. **Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Organization under programs of the federal government for the year ended June 30, 2020. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Organization.

2. **Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available. The Organization did not elect to use the 10% de minimis indirect cost rate.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors
First Place for Youth
Oakland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of First Place for Youth (the "Organization"), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 18, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered First Place for Youth's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of First Place for Youth's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We noted certain matters that we reported to management of First Place for Youth in a separate letter dated November 18, 2020.

BPM LLP

Walnut Creek, California
November 18, 2020

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors
First Place for Youth
Oakland, California

Report on Compliance for Each Major Federal Program

We have audited the Organization's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of First Place for Youth's major federal programs for the year ended June 30, 2020. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BPM LLP

Walnut Creek, California
November 18, 2020

FIRST PLACE FOR YOUTH
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the year ended June 30, 2020

Section I: Summary of Audit Results

Financial Statements

1. The independent auditors' report expresses an unmodified opinion on the financial statements of First Place for Youth (the "Organization").
2. Internal control over financial reporting:
 - Material weaknesses identified:
No
 - Significant deficiencies identified that are not considered to be material weaknesses:
None reported
3. No instances of noncompliance material to the financial statements of the Organization were noted.

Federal Awards

4. Internal control over major programs:
 - Material weaknesses identified:
No
 - Significant deficiencies identified that are not considered to be material weaknesses:
None reported
5. The Auditor's Report on compliance for major programs expresses an unmodified opinion.
6. Audit findings that are required to be reported in accordance with 2 CFR Section 200.516(a)?
No
7. The program tested as major was as follows:

Foster Care Transitional Housing Program (THP+FC) CFDA # 93.658
8. The threshold used to distinguish between Type A and Type B programs was \$750,000.
9. The Organization qualified as a low risk auditee for the year ended June 30, 2020.

FIRST PLACE FOR YOUTH
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the year ended June 30, 2020

Section II: Financial Statement Findings

No matters were reported.

Section III: Federal Award Findings and Questioned Costs

No matters were reported.

Section IV: Status of Prior Year Findings

Not applicable.

CERTIFICATION OF AUDITED COST DATA

The Group Home or Foster Family Agency corporation should have their Certified Public Accountant (CPA) complete and submit this form as part of the required financial audit if the CPA has not otherwise provided written documentation which clearly shows that the required cost data reports were audited and that the information was fairly stated in all material respects in relation to the basic financial statements taken as a whole.


Please have the completed and signed form sent to:
California Department of Social Services
Program and Financial Audits Bureau
ATTENTION: Financial Audits Unit Manager
744 P Street, MS 8-13-23
Sacramento, California 95814.

GROUP HOME OR FOSTER FAMILY AGENCY CORPORATE NAME First Place for Youth	PROGRAM NUMBERS(S) 2362.18.01
STREET ADDRESS 426 17th Street	PROGRAM FISCAL YEAR (MO/YR-MO/YR) 06/30/2020
CITY, STATE, AND ZIP CODE Oakland, CA 94612	PROVIDER PHONE NUMBER (510) 272-0979

The attached supplementary cost data reports are presented for the purposes of additional analysis and are not a required part of the basic financial statements but are required as supplementary information by the California Department of Social Services in accordance with Manual of Policies and Procedures Section 11-405.214. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Check only the forms which apply: SR 3 SR 4 FCR 12FFA THP + FC

In compliance with the False Claims Act (31 U.S.C. §3729-3733), I certify that the information on this form is true and correct.

PRINTED NAME OF CPA Michael VanderKlugt	SIGNATURE OF CPA 	DATE 11/18/2020
ADDRESS 2001 N. Main Street, Suite 360		
CITY, STATE AND ZIP CODE Walnut Creek, CA 94596		

TRANSITIONAL HOUSING PROGRAM PLUS FOSTER CARE (THP+FC) PROGRAM COSTS REPORT (THP+FC -1A)

This form is to collect cost data for the THP+FC program and report actual allowable and reasonable costs. If the corporation provides other services (example: day care, on-site education, adult services, foster family agency, etc.), costs must be allocated to the appropriate activity and only the allowable THP+FC program costs are to be reported. The Corporation must describe the methodology used to allocate costs if other than the standard allocation methodology indicated in current regulations (MPP section 11-402.8 et seq.) **NOTE:** A separate cost report form must be completed for each program operated by the corporation. * **Housing Models:** **Host Family:** placement where the Non Minor Dependent (NMD) lives with a caring adult who has been selected and approved by the transitional housing placement provider. **Single Site:** placement where the NMD lives in an apartment, single family dwelling, or condominium rented or leased by the THP+FC provider - which one or more adult employees of the THP+FC provider resides on site. **Remote Site:** single housing unit where the NMD lives independently but still receives regular supervision from the provider.

CORPORATE NAME: First Place for Youth	PROGRAM NAME (IF DIFFERENT)		CORPORATE NUMBER C2170477	PROGRAM NUMBER 2362.18.01	CORP. FISCAL OR CALENDAR YEAR (MO/YR-MO/YR) July 2019 - June 2020	
COST GROUPS	A	B	C	D	E	F
	TOTAL PROGRAM AND ADMIN COSTS	OFFSETS (From other funding sources i.e. donation)	THP+FC HOST HOME *	THP+FC SINGLE AND REMOTE SITES *	MANAGEMENT AND GENERAL	PERCENTAGE OF TOTAL THP+FC COSTS
			PROGRAM COSTS		ADMIN COSTS	

I. Personnel Costs**Salary and Wages**

1	Executive Director Salary	\$ 228,754	\$ 5,321	\$ -	\$ 223,433	2.18%	
2	Assistant Director Salary	\$ 94,360	\$ -	\$ 43,033	\$ 51,327	0.90%	
3	Case Managers	\$ 107,570	\$ 2,936	\$ 104,634	\$ -	1.03%	
4	Program Director/Administrator Salary	\$ 230,320	\$ 2,334	\$ 227,986	\$ -	2.20%	
5	Program Mgr./Supervisor	\$ 243,802	\$ 39,422	\$ 204,380	\$ -	2.32%	
6	Community Resource Staff	\$ 244,399	\$ 66,790	\$ 177,609	\$ -	2.33%	
7	Administrative Support Staff	\$ 429,253	\$ -	\$ -	\$ 429,253	4.09%	
8	Housing Staff	\$ 145,743	\$ 4,086	\$ 141,656	\$ -	1.39%	
9	Social Worker Salary (not independent contractor)	\$ 915,907	\$ 96,968	\$ 818,939	\$ -	8.73%	
10	Peer Advocate (Youth Position)	\$ 50,201	\$ 2,983	\$ 47,218	\$ -	0.48%	
11	Other Personnel Costs (attach detail)	\$ -	\$ -	\$ -	\$ -	0.00%	
	Sub-total Salary & Wages	\$ 2,690,309	\$ 220,840	\$ -	\$ 1,765,456	\$ 704,013	25.65%

Fringe Benefits and Payroll Taxes

12	Payroll Taxes	\$ 211,448	\$ 14,605	\$ -	\$ 140,726	56,117	2.02%
13	Workers' Compensation Insurance	\$ 19,723	\$ (3,125)	\$ -	\$ 16,334	6,513	0.19%
14	Retirement	\$ 58,586	\$ -	\$ -	\$ 41,884	16,702	0.56%
15	Health, Dental, Vision, etc.	\$ 216,991	\$ 5,384	\$ -	\$ 151,281	60,326	2.07%
16	Other (attach detail)	\$ 83,961	\$ 83,961	\$ -	\$ -	\$ -	0.80%
	Sub-total Fringe Benefits & Payroll Taxes	\$ 590,709	\$ 100,826	\$ -	\$ 350,225	139,658	5.63%

Contracted Services

17	Social Worker Contract	\$ 218,459	\$ -	\$ -	\$ 218,459	\$ -	100.0%
18	Social Work Activities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
19	Other (attach detail)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Sub-total Contracted Services	\$ 218,459	\$ -	\$ -	\$ 218,459	\$ -	2.08%

TOTAL Personnel Costs**II. Operational Costs****Operating**

20	Advertising & Recruitment	\$ 5,760	\$ -	\$ -	\$ 5,760	\$ -	0.05%
21	Conferences, Meetings, In-Service Training	\$ 47,721	\$ 979	\$ -	\$ 46,742	\$ -	0.46%
22	Home & Sites Support & Training	\$ 41,247	\$ 1,078	\$ -	\$ 40,169	\$ -	0.39%
23	Liability Insurance	\$ 41,982	\$ -	\$ -	\$ 41,982	\$ -	0.40%
24	Office, Program & Training Supplies	\$ 49,176	\$ 1,445	\$ -	\$ 47,730	\$ -	0.47%
25	Professional & Auditing Fees	\$ 66,299	\$ 12,881	\$ -	\$ 53,418	\$ -	0.63%
26	Administrative Contracts	\$ 70,313	\$ 3,883	\$ -	\$ 66,430	\$ -	0.67%
27	Licenses and Permits	\$ 11,009	\$ 11,009	\$ -	\$ -	\$ -	0.10%
28	Housing Turn-Over and Preparation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
29	Telephone, Faxes, Internet	\$ 61,388	\$ 1,048	\$ -	\$ 60,340	\$ -	0.59%
30	Other Costs (attach detail) (finger printing, background checks, etc.)	\$ 72,889	\$ 36,338	\$ -	\$ 36,551	\$ -	0.69%
	Sub-total Operating	\$ 467,784	\$ 68,661	\$ -	\$ 399,123	\$ -	4.46%

Occupancy

31	Rent (or cost of ownership #32-35)	\$ 360,430	\$ 5,838	\$ -	\$ 354,592	\$ -	3.44%
32	Mortgage Interest (building & related)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
33	Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
34	Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
35	Building Repair & Maintenance	\$ 59,635	\$ 919	\$ -	\$ 58,716	\$ -	0.57%
36	Utilities	\$ 15,616	\$ 27	\$ -	\$ 15,589	\$ -	0.15%
	Sub-total Occupancy	\$ 435,681	\$ 6,784	\$ -	\$ 428,897	\$ -	4.15%

Travel and Automobile

37	Gas, Oil, Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
38	Staff Mileage Reimbursement Costs	\$ 54,316	\$ 1,165	\$ -	\$ 53,151	\$ -	0.52%
39	Leased Vehicles Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
40	Auto Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
41	Auto Loan Interest Payment	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Sub-total Travel and Automobile	\$ 54,316	\$ 1,165	\$ -	\$ 53,151	\$ -	0.52%

TOTAL Operational Costs

		\$ 957,781	\$ 76,611	\$ -	\$ 881,170	\$ -	9.13%
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III. Direct Client Costs

42	Monthly Rental Subsidy (or cost of ownership #43-46)	\$ 3,422,199	\$ 95,772		\$ 3,326,427	\$ -	32.63%
43	Mortgage Interest (building & related)	\$ -	-		-	-	0.00%
44	Property Insurance	\$ -	-		-	-	0.00%
45	Property Tax	\$ -	-		-	-	0.00%
46	Building Repair & Maintenance	\$ 513,090	75,182		437,908	-	4.89%
47	Security Deposit	\$ -	-		-	-	0.00%
48	Utilities, Telephone and Internet	\$ 241,322	5,454		235,868	-	2.30%
49	Furnishings/Household Items	\$ 241,669	28,257		213,412	-	2.30%
50	Client Allowan <small>(personal necessities, food, clothing, stiesed/laundry, transportation)</small>	\$ 1,571,294	112,947		1,458,347	-	14.98%
51	Infant Allowance	\$ -	-		-	-	0.00%
52	Other (attach detail)	\$ 41,258	26,929		14,329	-	0.39%
TOTAL Direct Client Costs		\$ 6,030,831	\$ 344,541	\$ -	\$ 5,686,290	\$ -	57.50%

GRAND TOTAL PROGRAM & ADMIN COSTS	\$ 10,488,089	\$ 742,818	\$ -	\$ 8,901,601	\$ 843,671	100.0%
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Fundraising Costs (attach detail) Other Expenses Paid With Donated & Raised Funds (attach detail)

Equipment and Property Purchased (attach detail) Organization & Start-up Costs (attach detail)

NUMBER OF YOUTH BY MONTH

	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
YEAR(S) - fiscal year will have two different years	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	
NAME OF MONTH - (Jan-Dec or fiscal year months)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	

NUMBER OF YOUTH.....

CDSS USE ONLY

TRANSITIONAL HOUSING PROGRAM - FOSTER CARE (THP+FC) PROGRAM & OTHER REVENUE (THP+FC-1B)

CORPORATE NAME: First Place for Youth		PROGRAM NAME (IF DIFFERENT)
CORPORATE NUMBER C2170477	PROGRAM NUMBER 2362.18.01	CORP. FISCAL/CALENDAR YEAR (MO/YR-MO/YR) July 2019 - June 2020

REVENUE GROUPS		PROGRAM REVENUE
I. Program Revenue (including infant supplement, etc.)		
1	Program Revenue	\$ 8,632,113
2		\$ -
3		\$ -
4		\$ -
TOTAL Direct Program Revenue		\$ 8,632,113

II. Other Revenue (Donations, Fundraising, Refunds, Etc.)		OTHER REVENUE
5	Fundraising	\$ 405,358
6		\$ -
7		\$ -
8		\$ -
TOTAL Other Revenue		\$ 405,358

GRAND TOTAL REVENUE		\$ 9,037,471
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