

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**FIRST AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
URBAN ALCHEMY**

THIS AMENDMENT of the **December 1, 2021** Grant Agreement (the "Agreement") is dated as of **April 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **URBAN ALCHEMY** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, Grantee was selected pursuant to Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

1. Definitions. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) **Agreement.** The term "Agreement" shall mean the Agreement dated **December 1, 2021** between Grantee and City.

2. Modifications to the Agreement. The Grant Agreement is hereby modified as follows:

2.1 ARTICLE 3 TERM of the Agreement currently reads as follows:

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2

and the Department has notified Grantee thereof in writing.

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **December 1, 2021** and expire on **March 31, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

Such section is hereby deleted and replaced in its entirety to read as follows:

ARTICLE 3 TERM

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **December 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 Section 4.2 Grantee's Personnel of the Agreement is hereby deleted and replaced in its entirety to read as follows:

4.2 Grantee's Personnel.

- (a) **Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

(b) **Grantor Vaccination Policy.**

- (1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any

subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

(3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:

A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and

B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

2.3 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Five Million Twenty Two Thousand Five Hundred Fourteen Dollars (\$5,022,514)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred Thirty Seven Thousand Eighty Six Dollars (\$837,086)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any

portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

Such section is hereby deleted and replaced in its entirety to read as follows:

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Four Hundred Twenty Eight Thousand Four Hundred Seventy Seven Dollars (\$9,428,477)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Five Hundred Seventy One Thousand Four Hundred Thirteen Dollars (\$1,571,413)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment,

City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

- 2.4** **ARTICLE 10 INSURANCE** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and County of San Francisco and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and Additional Insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as Additional Insureds.

10.9 Worker's Compensation. The Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

2.5 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is deleted and replaced by the following:

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
440 Turk Street
San Francisco, CA 94102
hshcontracts@sfgov.org

If to Grantee: Urban Alchemy
1035 Market St., Ste. 150
San Francisco, CA 94103
Attn: Lena Miller, CEO
lenam@urban-alchemy.us
Attn: Mike Anderer, Chief Systems Engineer
mikea@urban-alchemy.us

Any notice of default must be sent by registered mail.

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

15.3 Change of Address. Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

2.6 Section 16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care). is hereby deleted and replaced with the following:

16.22 Additional Provisions for Shelter and Resource Center Grants – Standard of Care:

- (a) As required by Administrative Code Sec. 20.404, Grantee agrees to:
- (1) Treat all shelter clients equally, with respect and dignity;
 - (2) Provide shelter services in an environment that is safe and free of physical violence by ensuring that safety protocols are in place that include training to shelter staff regarding de-escalation techniques;
 - (3) Provide soap, paper towels or hand towels, hand sanitizers, and at least one bath-size (24" × 48") towel to shelter clients and staff in each bathroom: if hand dryers are currently installed they shall be

maintained in proper working condition; in addition, shelters shall provide toilet paper in each bathroom stall and hire janitorial staff to clean the shelters on a daily basis;

- (4) Provide feminine hygiene and incontinence supplies upon request;
- (5) Comply with current City policy set forth in the San Francisco Environment Code, including the requirements set forth in Chapter 3 (the Integrated Pest Management Code) and Chapter 2 (the Environmentally Preferable Purchasing Ordinance) to ensure that shelter operators use products that are least harmful to shelter clients, staff, and the environment;
- (6) Ensure that first aid kits, CPR masks, and disposable gloves are available to staff at all times and make Automatic External Defibrillators (AED) available to staff in compliance with all regulatory requirements of state and local law relating to the use and maintenance of AEDs;
- (7) Supply shelter clients with fresh cold or room temperature drinking water at all times during normal operating hours;
- (8) Provide shelter services in compliance with the Americans with Disabilities Act (ADA), including but not limited to:
 - A. Appropriate and secure storage of medication;
 - B. The provision of accessible sleeping, bathing and toileting facilities in previously designated ADA compliant shelters. Sleeping areas designated as accessible shall comply with federal and state law requiring a minimum of 36 inches between sleeping units and a sleeping surface height between 17-19 inches above the finished floor. In consultation with the contracting City department, and based on a history of previous usage, shelter operators shall designate an adequate number of accessible sleeping units to meet the needs of shelter clients requiring such facilities due to a mobility disability; and
 - C. Reasonable modifications to shelter policies, practices, and procedures.
- (9) Engage a nutritionist, who shall develop all meal plans, including meal plans for children and pregnant women and post menus on a daily basis;
- (10) Make dietary modifications to accommodate requests from clients

based on religious beliefs and practices, health, or disability reasons;

- (11) Provide a smoke-free environment for all shelter clients and prohibit smoking within 20 feet of a children's play area;
- (12) Provide shelter clients with one clean blanket, two clean sheets, and one pillow enclosed in a plastic or vinyl sleeve with a clean pillowcase; sheets shall be cleaned at least once per week and upon client turnover;
- (13) Make the shelter facility available to shelter clients for sleeping at least 8 hours per night;
- (14) Provide daytime access to beds in all 24-hour shelters;
- (15) Provide shelter clients with pest-free, secure property storage inside each shelter. Shelter staff shall provide closable plastic bags to clients for storage purposes. If storage inside a shelter is unavailable, the shelter operator may provide free, pest-free storage off-site as long as the off-site storage is available to the shelter client up until the time of evening bed check;
- (16) Provide shelter clients with access to electricity for charging their cell phones and other durable medical equipment for clients with disabilities;
- (17) Note in writing and post in a common area in the shelter when a maintenance problem will be repaired and note the status of the repair;
- (18) Provide access to free local calls during non-sleeping hours, including TTY access and amplified phones for clients who are deaf or hearing-impaired;
- (19) Provide a minimum of 22 inches between the sides of sleeping units, excluding designated ADA-accessible sleeping units and sleeping units separated by a wall;
- (20) Provide all printed materials produced by the City and shelters in English and Spanish and other languages upon request and ensure that all written communications are provided to clients with sensory disabilities in alternate formats such as large print, Braille, etc. upon request;
- (21) Communicate with each client in the client's primary language or provide professional translation services, including but not limited to American Sign Language interpretation; however, children or other

clients may be asked to translate in emergency situations;

- (22) Provide at least one front line staff at each site that is bilingual in English and Spanish;
- (23) Ensure that each shelter has an emergency disaster plan that requires drills on a monthly basis and that, in consultation with the Mayor's Office on Disability, includes specific evacuation devices and procedures for people with disabilities;
- (24) Locate an alternative sleeping unit for a client who has been immediately denied shelter services after 5:00 p.m., unless the denial of service was for acts or threats of violence;
- (25) Require all shelter staff to wear a badge that identifies the staff person by name and position;
- (26) Ensure that all clients receive appropriate and ADA-compliant transportation services, to attend medical appointments, permanent housing appointments, substance abuse treatment, job-search appointments and job interviews, mental health services, and shelter services;
- (27) Provide public notification at least 24 hours in advance of on-site, community meetings;
- (28) Provide clients with access to free laundry services with hot water and a dryer that reaches a temperature between 120-130 degrees Fahrenheit, on or off site;
- (29) To the extent not inconsistent with Proposition N. passed by the voters on November 5, 2002, ensure that all single adult shelter reservations be for a minimum of 7 nights;
- (30) Comply with the California Department of Industrial Relations, Division of Occupational Safety and Health (Cal-OSHA) General Industry Safety Orders regarding Bloodborne Pathogens (8 CCR 5193) and its Injury and Illness Prevention Program (8 CCR 3203), including but not limited to applicable requirements regarding personal protective equipment, universal precautions, and the development of an exposure control plan, as defined therein, and
- (31) In consultation with the San Francisco Department of Public Health, provide annual all-staff mandatory trainings, appropriate for each shelter position, that address Cal-OSHA regulatory requirements listed in subsection (30), above, as well as the following topics:

- A. Hand washing requirements and other communicable disease prevention;
- B. Proper food handling and storage;
- C. Emergency procedures in case of disaster, fire, or other urgent health or safety risk, including but not limited to CPR requirements;
- D. Safe and appropriate intervention with violent or aggressive shelter clients, including training on the harm reduction model in dealing with substance abuse;
- E. Safe and appropriate interaction with shelter clients who suffer from mental illness or substance abuse;
- F. On-the-job burn-out prevention;
- G. Requirements under the ADA;
- H. Policies and procedures explained in shelter training manuals; and
- I. Cultural humility, including sensitivity training regarding homelessness, the lesbian, bisexual, gay, and transgender communities, people with visible and invisible disabilities, youth, women, and trauma victims.

(b) In addition, Contractor agrees:

- (1) To be liable to the City for liquidated damages as provided below;
- (2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions as set forth in this section;
- (3) That the contractor's commitment to comply with the contractual obligations of Admin Code Section 20.404 is a material element of the City's consideration for this Agreement; that the failure of the contractor to comply with such obligations will cause harm to the City and the public that is significant and substantial but extremely difficult to quantify; and that the assessment of liquidated damages of up to \$1.250 made pursuant to the liquidated damages schedule referred to in section 20.406(b)(1) for every unmitigated failure to comply with such obligations is a reasonable amount of damages to redress the harm to the City caused by such obligations;

- (4) That the failure of contractor to comply with contract provisions that this Article requires may result in debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and
- (5) That in the event the City brings a civil action to recover liquidated damages for breach of a contract provision required by this Article and prevails, the contractor shall be liable for the City's costs and reasonable attorney's fees.

2.7 Section 17.6 Entire Agreement of the Agreement is hereby deleted and replaced with the following:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A, Services to be Provided (dated April 1, 2023)
Appendix B, Budget (dated April 1, 2023)
Appendix C, Method of Payment (dated April 1, 2023)
Appendix D, Interests in Other City Grants (dated April 1, 2023)

- 2.8 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated April 1, 2023), for the period of December 1, 2021 to June 30, 2024.
- 2.9 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated April 1, 2023) for the period of December 1, 2021 to June 30, 2024.
- 2.10 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated April 1, 2023).
- 2.11 Appendix D, Interests in Other City Grants** of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated April 1, 2023).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

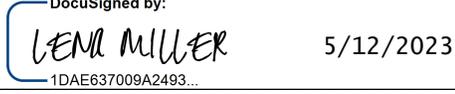
CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

URBAN ALCHEMY

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
1DAE637009A2493...
Dr. Lena Miller
Chief Executive Officer
City Supplier Number: 0000040596

Approved as to Form:
David Chiu
City Attorney

By: 
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Virginia Dario Elizondo
Deputy City Attorney

Appendix A, Services to be Provided
by
Urban Alchemy
33 Gough Cabin Pilot Program

I. Purpose of Grant

The purpose of the grant is to provide a Cabin Pilot Program (CPP) to the served population. The goal of this service is to provide an alternative to congregate shelter through individual room cabin units.

II. Served Population

Grantee shall serve single adults, 18 years old and older, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence.

III. Referral and Prioritization

The Department of Homelessness and Supportive Housing (HSH) will maintain oversight of all CPP placements. HSH will identify new CPP guests through a combination of the following: outreach, hospital discharge, Coordinated Entry, or other initiatives.

IV. Description of Services

Grantee shall serve individuals in the number of units as outlined in the Appendix B, Budget. Grantee shall provide the following services at the 33 Gough Cabin Pilot Project, including, but not limited to the following:

- A. Reservations: Grantee shall accept and facilitate reservations, in accordance with City-approved policies and procedures, within the program hours of operation.
- B. Safety and De-Escalation: Grantee shall ensure the safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - 1. Greeting the served population, staff, and visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - 2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - 3. Regular patrol of the site and surrounding program area, including street frontage Gough, to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - 4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - 5. Assistance with conflict de-escalation and crisis management.
- C. Guest Support: Grantee shall provide guest support, including, but not limited to:
 - 1. Guest intake, including completion of forms and acknowledgement of the Guest Agreement/Site Rules, Release of Information (ROI) forms, cabin assignment, and orientation to the site;
 - 2. Operations, such as entry and exits, mail, and phone;

3. Wellness checks and connection to care for anyone demonstrating symptoms of physical or behavioral health needs in accordance with HSH policy;
4. Creating guest profiles in the ONE System;
5. Referrals and Coordination of Services: Grantee shall work with guests to encourage and support their application for and assessment regarding local benefits, including, but not limited to:
 - a. Benefits Advocacy and Assistance: Grantee shall assist guests to obtain and/or maintain public benefits as appropriate (e.g. County Adult Assistance Program (CAAP), CalWORKs, CalFresh, Social Security Income (SSI), Veterans Benefits). Benefit advocates and program representatives may be on site at times. In such cases, Grantee shall support guests to meet with these programs and keep scheduled appointments;
 - b. Mental health, behavioral health and treatment services;
 - c. Supportive programs to support an individual's independence (e.g. In-Home Support Services);
 - d. Employment and job-related services (e.g. Human Services Agency (HSA), Department of Public Works (DPW) and nonprofits specializing in these services); and
 - e. Referrals and linkages to Access Points, and the elimination of barriers to connect guests to Access Points for a Coordinated Entry assessment;
6. Document Readiness: Grantee shall assist guests to become document ready, to obtain needed documentation to support housing options and placement, including, but not limited to uploading/providing the appropriate system with copies of the documents to avoid documents being lost or damaged.
7. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These functions may be provided by outside individuals or groups that the Grantee has approved, who understand and adhere to confidentiality and equal access for all guests. These events may be planned with or based on input from guests and shall be held onsite.
8. Building Maintenance and distribution of guest supplies;
9. Reasonable accommodations, transfers, and other supports in accordance with HSH policy; and
10. Exit Planning, including, but not limited to communication and coordination with outside service providers to support in a guest's transition to a more permanent setting.

V. Location and Time of Services

Grantee shall provide services at 33 Gough Street, San Francisco, CA 94103. Grantee shall provide staffing coverage 24 hours a day, seven days per week.

VI. Service Requirements

- A. Memorandum of Understanding (MOU): Grantee shall adhere to the roles and responsibilities outlined in the CPP memorandum of understanding between Urban

Alchemy, Dignity Moves, HomeFirst, Tipping Point, and the City. Per MOU, grantee shall enter into a lease agreement with HomeFirst.

B. Facilities:

1. Grantee, in partnership with HomeFirst, shall maintain site and facilities in full compliance with requirements of the law and local standards¹. Grantee shall ensure that the site is well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Grantee shall ensure that janitorial services shall occur regularly, per shift.
 - a. Grantee shall respond to all site related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
 - b. Grantee shall partner with HomeFirst, the owner of the Cabin Units and the party responsible for regular and ongoing maintenance of the units. Grantee shall develop, maintain, and document their portion of maintenance schedules for the facility and its systems, and work with HomeFirst on Cabin maintenance issues including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.).
 - c. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g. floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g. dryer vents); elevators (e.g. buttons, floors, walls); kitchens (e.g. floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.
2. Grantee shall obtain and manage vendors for essential site services including, but not limited to, the maintenance and functioning of shower trailers, portable toilets, and Recology services.

C. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website:

<https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

D. Meals and Food Safety

Grantee shall meet the following meal-related requirements:

¹ Including, but not limited to Shelter Standards of Care, as applicable:
https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-13200

1. Offer guests meals and track usage by guest, as well as overall meal distribution;
2. Manage the means to heat or maintain refrigeration of food as appropriate for distribution; and
3. Ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.

E. Record Keeping and Files:

1. Grantee shall maintain confidential files on the served population, including developed plans, notes, guest agreement, ROI and progress notes.
2. Grantee shall maintain confidential files for active and previously active guests, and document support service usage.
3. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.
4. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

F. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding guests' progress.

G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

H. Feedback, Complaint and Follow-up Policies

Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:

1. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas. Grantee should set up the means to provide feedback at future community meetings or by other means.
2. Complaint Process: Grantee shall provide a written and posted complaint/concern process that includes various methods for guests to submit an issue (e.g. verbal to staff, written, email) and clear protocols about when and how the guest will get a response.
3. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, gauge satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey in a confidential way if the written format presents any problem.

4. Grantee shall respond to complaints from other City entities, such as the Mayor's Office on Disability and the Shelter Monitoring Committee, in coordination with HSH and in accordance with the timelines required by the City entity.

I. City Communications and Policies

Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk. These policies and related meetings include, but are not limited to:

1. Reporting via HSH designated method the current pool of active guests, the number of occupied beds, the number of beds temporarily offline and the number of beds currently available for placement;
2. Regular communication to HSH about the implementation of the program as required and upon request;
3. Attendance at HSH meetings and trainings, as required;
4. Attendance at required ADA and access for persons with disabilities trainings;
5. Attendance at the Shelter Monitoring Committee meetings;
6. Adherence to the Shelter Grievance Policy, including the processes regarding denials of service² unless Grantee is otherwise dictated by City emergency requirements;
7. Adherence to the City service/companion/support animal policy; and
8. When applicable, as confirmed with HSH, adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless. This includes cooperation with the San Francisco TB Prevention and Control Program of the Department of Public Health (DPH).

- J. Critical Incident Reports: Grantee shall write up and submit all critical incidents using the City-provided form within the required timeframe. Critical incidents include, but are not limited to, any time emergency response are called to the site; a guest or staff person is seriously injured on or near the site; a guest is transported to the hospital; any incident that results in the immediate exit of a guest from the program; overdose/use of Narcan; and damage to the site that results in one or more guests having to be relocated.

- K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

- L. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:

1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;

² HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

2. That the Grantee Director or Manager or a representative shall attend all appropriate neighborhood meetings;
3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
4. Minimizing the impact on the neighborhood of shelter population waiting to enter the building or in the immediate vicinity of the site;
5. Retaining one Practitioner to actively monitor the site perimeter, seven days per week;
6. Active discouragement of loitering in the area surrounding the building; and
7. Summoning law enforcement, the San Francisco Homeless Outreach Team (SFHOT), the Health Streets Operations Center (HSOC), and/or DPW as needed to address safety, cleanliness, and/or encampment issues on the block.

M. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. When applicable, records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards¹.
3. When applicable, Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.
4. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- N. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the HSH Overdose Prevention Policy⁴. Grantee staff who work directly with guests shall participate in annual trainings on harm reduction, overdose recognition and response.
- O. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

Grantee shall achieve the following service objectives:

- A. Grantee shall provide intake and program orientation to 100 percent of all new guests and updates for returning guests in a new stay.
- B. Grantee shall conduct daily guest count and wellness checks for 100 percent of guests.
- C. A minimum of 50 percent of the guests onsite during the quarterly Satisfaction Survey distribution period shall complete the survey instrument approved by HSH.
- D. 90 percent of guests with referral needs shall be provided referrals related to benefits, employment, health, and related transportation support if needed.
- E. 90 percent of guests shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. Grantee shall routinely exceed an 84 percent completion rate for all guest data required in ONE, or other database mandated by City.
- B. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, connection to services and safety as good or excellent.

⁴ Please refer to Providers Connect: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers/?CT=1649882191370&OR=OWA-NT&CID=da71fbbd-d886-f23c-be4f-e1022f11bb1a>

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH such as the ONE system.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following: guest files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives. Program monitoring will include review of guest eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
 - 1. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	I	J	K	L	M	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													Page 1 of 5	
2	APPENDIX B, BUDGET														
3	Document Date	4/1/2023													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	12/1/2021	3/31/2023	2											
6	Amended Term	12/1/2021	6/30/2024	3											
7	Provider Name	Urban Alchemy													
8	Program	33 Gough Cabins													
9	FSP Contract ID#	1000023172													
10	Action (select)	Amendment													
11	Effective Date	4/1/2023													
12	Budget Name	Prop C - Cabin Pilot Project													
13		Current	New												
14	Term Budget	\$ 3,769,460	\$ 7,857,064	20%	EXTENSION YEAR										
15	Contingency	\$ 1,253,053	\$ 1,571,413												
16	Not-To-Exceed	\$ 5,022,514	\$ 9,428,477			Year 1	Year 2			Year 3			All Years		
17		12/1/2021 - 6/30/2022	7/1/2022 - 3/31/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	12/1/2021 - 3/31/2023	12/1/2021 - 6/30/2024	12/1/2021 - 6/30/2024				
18		Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New				
19	Expenditures														
20	Salaries & Benefits	\$ 1,388,770	\$ 1,787,310	\$ 605,242	\$ 2,392,552	\$ -	\$ 2,418,439	\$ 2,418,438.70	\$ 3,176,080	\$ 3,023,681	\$ 6,199,760				
21	Operating Expense	\$ 246,369	\$ 335,586	\$ 105,628	\$ 441,214	\$ -	\$ 422,513	\$ 422,513.39	\$ 581,955	\$ 528,142	\$ 1,110,096				
22	Subtotal	\$ 1,635,138	\$ 2,122,896	\$ 710,870	\$ 2,833,766	\$ -	\$ 2,840,952	\$ 2,840,952.09	\$ 3,758,034	\$ 3,551,822	\$ 7,309,857				
23	Indirect Percentage	15.00%	15.00%		15.00%	15.00%		15.00%							
24	Indirect Cost (Line 22 X Line 23)	\$ 245,271	\$ 318,434	\$ 106,650	\$ 425,084.70	\$ -	\$ 429,131	\$ 429,130.88	\$ 563,705	\$ 535,781	\$ 1,099,486				
25	Other Expenses (Not subject to indirect %)	\$ (545,335)	\$ (6,945)	\$ -	\$ (6,945)	\$ -	\$ -	\$ -	\$ (552,279)	\$ -	\$ (552,279)				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
28	Total Expenditures	\$ 1,335,074.45	\$ 2,434,385.96	\$ 817,520.49	\$ 3,251,906.45	\$ -	\$ 3,270,083	\$ 3,270,082.97	\$ 3,769,460.41	\$ 4,087,603.46	\$ 7,857,063.87				
29															
30	HSH Revenues (select)														
31	Prop C	\$ 1,880,409	\$ 2,441,330	\$ 817,520	\$ 3,258,851		\$ 3,270,083	\$ 3,270,082.97	\$ 4,321,740	\$ 4,087,603	\$ 8,409,343				
35	Adjustment to Actuals - FY21-22	\$ (545,335)			\$ -			\$ -	\$ (545,335)	\$ -	\$ (545,335)				
36	Garbage lien paid by HSH		\$ (6,945)		\$ (6,944.52)			\$ -	\$ (6,945)	\$ -	\$ (6,945)				
39					\$ -			\$ -	\$ -	\$ -	\$ -				
40	Total HSH Revenues	\$ 1,335,074.45	\$ 2,434,385.96	\$ 817,520.49	\$ 3,251,906.45	\$ -	\$ 3,270,083	\$ 3,270,082.97	\$ 3,769,460.41	\$ 4,087,603.46	\$ 7,857,063.87				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ 0.00	\$ -		\$ -	\$ -	\$ -	\$ 0.00				
52															
56															
57	Template last modified	9/1/2021													
58															
59															
60	<i>HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.</i>														
61															
62															

	A	F	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	SALARY & BENEFIT DETAIL																		
3	Document Date 4/1/2023																		
4	Provider Name Urban Alchemy																		
5	Program 33 Gough Cabins																		
6	F&P Contract ID# 1000023172																		
7	Budget Name Prop C - Cabin Pilot Project																		
8	Year 1 Year 2 Year 3 All Years																		
9	POSITION TITLE	12/1/2021 - 6/30/2022	Agency Totals				For HSH Funded Program			Agency Totals				For HSH Funded Program			12/1/2021 - 3/31/2023	12/1/2021 - 6/30/2024	12/1/2021 - 6/30/2024
10		Current/Actuals					7/1/2022 - 3/31/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023					7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	Current/Actuals	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	CEO	\$ 1,966	\$ 168,480	1.00	2.0%	0.02	\$ 2,527	\$ -	\$ 2,527	\$ 168,480	1.00			\$ -	\$ -	\$ 4,493	\$ -	\$ 4,493	
13	COO	\$ 2,148	\$ 122,720	1.00	3%	0.03	\$ 2,301	\$ -	\$ 2,301	\$ 122,720	1.00			\$ -	\$ -	\$ 4,449	\$ -	\$ 4,449	
14	Operations Manager	\$ 6,977	\$ 104,000	1.00	13%	0.13	\$ 9,750	\$ 3,250	\$ 13,000	\$ 104,000	1.00	13%	0.13	\$ 13,000	\$ 13,000	\$ 16,727	\$ 16,250	\$ 32,977	
15	Operations Specialist	\$ 4,702	\$ 65,000	1.00	13%	0.13	\$ 6,094	\$ 2,031	\$ 8,125	\$ 65,000	1.00	13%	0.13	\$ 8,125	\$ 8,125	\$ 10,795	\$ 10,156	\$ 20,952	
16	Program Compliance & Data Reporting Manager	\$ 6,370	\$ 52,000	1.00	25%	0.25	\$ 9,750	\$ 3,250	\$ 13,000	\$ 52,000	1.00	25%	0.25	\$ 13,000	\$ 13,000	\$ 16,120	\$ 16,250	\$ 32,370	
17	Program Director	\$ 38,827	\$ 65,000	2.00	100%	2.00	\$ 97,500	\$ 32,500	\$ 130,000	\$ 65,000	2.00	100%	2.00	\$ 130,000	\$ 130,000	\$ 136,327	\$ 162,500	\$ 298,827	
18	Care Coordinator	\$ 75,227	\$ 65,000	3.00	100%	3.00	\$ 146,250	\$ 48,750	\$ 195,000	\$ 65,000	3.00	100%	3.00	\$ 195,000	\$ 195,000	\$ 221,477	\$ 243,750	\$ 465,227	
19	Program Supervisor	\$ 21,840	\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 21,840	\$ -	\$ 21,840	
20	Shower Supervisor	\$ 4,507	\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 4,507	\$ -	\$ 4,507	
21	General Practitioner	\$ 37,856	\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 37,856	\$ -	\$ 37,856	
22	Security Practitioner	\$ 37,856	\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 37,856	\$ -	\$ 37,856	
23	Maintenance Practitioner	\$ 31,547	\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 31,547	\$ -	\$ 31,547	
24	Shower Practitioner	\$ 9,013	\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 9,013	\$ -	\$ 9,013	
25	Program Supervisor (Salary cost as of 1/1/2022)	\$ 75,712	\$ 56,160	2.80	100%	2.80	\$ 117,936	\$ 39,312	\$ 157,248	\$ 56,160	2.80	100%	2.80	\$ 157,248	\$ 157,248	\$ 193,648	\$ 196,560	\$ 390,208	
26	Shower Supervisor (Salary cost as of 1/1/2022)	\$ 27,040	\$ 54,080	1.00	100%	1.00	\$ 40,560	\$ 13,520	\$ 54,080	\$ 54,080	1.00	100%	1.00	\$ 54,080	\$ 54,080	\$ 67,600	\$ 67,600	\$ 135,200	
27	General Practitioner (Salary cost as of 1/1/2022)	\$ 152,880	\$ 45,760	6.39	100%	6.39	\$ 212,784	\$ 79,394	\$ 292,178	\$ 45,760	6.90	100%	6.90	\$ 315,744	\$ 315,744	\$ 365,664	\$ 395,138	\$ 760,802	
28	Security Practitioner (Salary cost as of 1/1/2022)	\$ 122,304	\$ 45,760	4.40	100%	4.40	\$ 151,008	\$ 50,336	\$ 201,344	\$ 45,760	4.40	100%	4.40	\$ 201,344	\$ 201,344	\$ 273,312	\$ 251,680	\$ 524,992	
29	Maintenance Practitioner (Salary cost as of 1/1/2022)	\$ 61,152	\$ 45,760	2.80	100%	2.80	\$ 96,096	\$ 32,032	\$ 128,128	\$ 45,760	2.80	100%	2.80	\$ 128,128	\$ 128,128	\$ 157,248	\$ 160,160	\$ 317,408	
30	Shower Practitioner (Salary cost as of 1/1/2022)	\$ 43,680	\$ 45,760	2.00	100%	2.00	\$ 68,640	\$ 22,880	\$ 91,520	\$ 45,760	2.00	100%	2.00	\$ 91,520	\$ 91,520	\$ 112,320	\$ 114,400	\$ 226,720	
31	Graveyard Program Supervisor (Salary cost as of 1/1/2022)	\$ 39,312	\$ 58,240	1.50	100%	1.50	\$ 65,520	\$ 21,840	\$ 87,360	\$ 58,240	1.50	100%	1.50	\$ 87,360	\$ 87,360	\$ 104,832	\$ 109,200	\$ 214,032	
32	Graveyard General Practitioner (Salary cost as of 1/1/2022)	\$ 96,096	\$ 47,840	2.80	100%	2.80	\$ 100,464	\$ 33,488	\$ 133,952	\$ 47,840	2.80	100%	2.80	\$ 133,952	\$ 133,952	\$ 196,560	\$ 167,440	\$ 364,000	
33	Graveyard Maintenance Practitioner (Salary cost as of 1/1/2022)	\$ 32,032	\$ 47,840	1.40	100%	1.40	\$ 50,232	\$ 16,744	\$ 66,976	\$ 47,840	1.40	100%	1.40	\$ 66,976	\$ 66,976	\$ 82,264	\$ 83,720	\$ 165,984	
34	Graveyard Security Practitioner (Salary cost as of 1/1/2022)	\$ 64,064	\$ 47,840	2.80	100%	2.80	\$ 100,464	\$ 33,488	\$ 133,952	\$ 47,840	2.80	100%	2.80	\$ 133,952	\$ 133,952	\$ 164,528	\$ 167,440	\$ 331,968	
35	Director Care Coordination	\$ 9,707	\$ 68,640	1.00	25%	0.25	\$ 12,870	\$ 4,290	\$ 17,160	\$ 68,640	1.00	25%	0.25	\$ 17,160	\$ 17,160	\$ 22,577	\$ 21,450	\$ 44,027	
36	Contract Manager	\$ 2,450	\$ 100,000	1.00	4%	0.04	\$ 3,000	\$ 1,000	\$ 4,000	\$ 100,000	1.00	4%	0.04	\$ 4,000	\$ 4,000	\$ 5,450	\$ 5,000	\$ 10,450	
55		\$ 1,005,262	TOTAL SALARIES				\$ 1,293,746	\$ 438,105	\$ 1,731,850.80	TOTAL SALARIES				\$ -	\$ 1,750,589	\$ 1,750,589	\$ 2,299,008	\$ 2,188,694	\$ 4,487,702
56			TOTAL FTE				33.72	TOTAL FTE				34.19							
57		38.15%	FRINGE BENEFIT RATE				38.15%	FRINGE BENEFIT RATE				38.15%	38.15%						
58		\$ 383,508	EMPLOYEE FRINGE BENEFITS				\$ 493,564	\$ 167,137	\$ 660,701	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 667,850	\$ 667,850	\$ 877,072	\$ 834,987	\$ 1,712,058
59		\$ 1,388,770	TOTAL SALARIES & BENEFITS				\$ 1,787,310	\$ 605,242	\$ 2,392,552	TOTAL SALARIES & BENEFITS				\$ -	\$ 2,418,439	\$ 2,418,439	\$ 3,176,080	\$ 3,023,681	\$ 6,199,760
60																			
61																			
62																			

	A	B	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 3 of 5
2	OPERATING DETAIL										
3	Document Date	4/1/2023									
4	Provider Name	Urban Alchemy									
5	Program	33 Gough Cabins									
6	FSP Contract ID#	1000023172									
7	Budget Name	Prop C - Cabin Pilot Project									
8		EXTENSION YEAR									
9		Year 1	Year 2		Year 3			All Years			
10		12/1/2021 - 6/30/2022	7/1/2022 - 3/31/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	12/1/2021 - 3/31/2023	12/1/2021 - 6/30/2024	12/1/2021 - 6/30/2024
11		Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 42,700	\$ 54,900	\$ 18,300	\$ 73,200		\$ 73,200	\$ 73,200	\$ 97,600	\$ 91,500	\$ 189,100
15	Office Supplies, Postage	\$ 1,050	\$ 1,350	\$ 450	\$ 1,800		\$ 1,800	\$ 1,800	\$ 2,400	\$ 2,250	\$ 4,650
16	Building Maintenance Supplies and Repair	\$ 31,125	\$ 7,875	\$ 2,625	\$ 10,500		\$ 10,500	\$ 10,500	\$ 39,000	\$ 13,125	\$ 52,125
17	Printing and Reproduction	\$ 1,286	\$ 1,000	\$ 333	\$ 1,333		\$ 1,333	\$ 1,333	\$ 2,286	\$ 1,667	\$ 3,952
18	Insurance	\$ 18,560	\$ 72,654	\$ 24,218	\$ 96,872		\$ 96,872	\$ 96,872	\$ 91,213	\$ 121,090	\$ 212,303
19	Staff Training	\$ 7,000	\$ 2,500	\$ 833	\$ 3,333		\$ 3,333	\$ 3,333	\$ 9,500	\$ 4,167	\$ 13,667
20	Staff Travel(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ 112,875	\$ 138,356	\$ 46,119	\$ 184,475		\$ 184,475	\$ 184,475	\$ 251,231	\$ 230,594	\$ 481,825
22	Communications/IT	\$ 9,752	\$ 11,000	\$ 3,667	\$ 14,667		\$ 14,667	\$ 14,667	\$ 20,752	\$ 18,333	\$ 39,086
23	Client Expenses	\$ 14,583	\$ 18,750	\$ 6,250	\$ 25,000		\$ 25,000	\$ 25,000	\$ 33,333	\$ 31,250	\$ 64,583
24	Uniforms	\$ 7,438	\$ 8,500	\$ 2,833	\$ 11,333		\$ 11,333	\$ 11,333	\$ 15,938	\$ 14,167	\$ 30,104
25	Client WiFi Installation	\$ -	\$ 18,701	\$ -	\$ 18,701	\$ -	\$ -	\$ -	\$ 18,701	\$ -	\$ 18,701
26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
43				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
44				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
54	<u>Subcontractors (First \$25k Only)</u>			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
55				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 246,369	\$ 335,586	\$ 105,628	\$ 441,214	\$ -	\$ 422,513	\$ 422,513	\$ 581,955	\$ 528,142	\$ 1,110,096
69											
70	<u>Other Expenses (not subject to indirect cost %)</u>										
71	Adjustment to Actuals - FY21-22	\$ (545,335)		\$ -	\$ -		\$ -	\$ -	\$ (545,335)	\$ -	\$ (545,335)
72	Garbage lien paid by HSH		\$ (6,945)	\$ -	\$ (6,945)		\$ -	\$ -	\$ (6,945)	\$ -	\$ (6,945)
84	TOTAL OTHER EXPENSES	\$ (545,335)	\$ (6,945)	\$ -	\$ (6,945)	\$ -	\$ -	\$ -	\$ (552,279)	\$ -	\$ (552,279)
85											
86	<u>Capital Expenses</u>										
87				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96											
97	HSH #3								Template last modified		9/1/2021

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 4 of 5
2	APPENDIX B, BUDGET				
3	Document Date	4/1/2023			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	12/1/2021	3/31/2023	2	
6	Amended Term	12/1/2021	6/30/2024	3	
7	FSP Contract ID#	1000023172			
8	Approved Subcontractors				
10	None.				
11					
12					
13					
14					
15					
16					
17					
18					
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22					
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25					

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 5 of 5	
2	APPENDIX B, BUDGET												
3	Document Date	4/1/2023											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	12/1/2021	3/31/2023	2									
6	Amended Term	12/1/2021	6/30/2024	3									
7	F\$P Contract ID#	1000023172			Year 1	Year 2	Year 3						
8	Service Component				12/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024						
10	Cabin Units				70	70	70						
11													
12													
13													
14													
15													
16													
17													
18													

Appendix C, Method of Payment

- I. Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. Timelines: Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period.

Billing Month/Date	Service Begin Date	Service End Date
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

B. Invoicing System:

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed in the Permitted Subcontractors Appendix.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund / Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

General Fund / Prop C	
Type	Instructions and Examples of Documentation
	and documentation for any Operating line items that exceed \$10,000. Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Operating - Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. **Timely Submission of Reports and Compliance:** If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.

Appendix D - Interests In Other City Grants

**Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Public Library	Bathroom & Library Attendants	September 1, 2021 to August 31, 2024	\$1,950,000
Office of Economic & Workforce Development	Excelsior Ambassador Program	December 1, 2022 to June 30, 2024	\$400,000
Department of Homelessness and Supportive Housing	711 Post	March 21, 2022 to June 30, 2024	\$18,736,820
Department of Homelessness and Supportive Housing	Candlestick Safe Parking	January 1, 2022 to June 30, 2023	\$5,210,141
Department of Homelessness and Supportive Housing	Emergency Pop Up Shelter	October 1, 2022 to June 30, 2025	\$2,278,523
Department of Emergency Management	Community Response Team	To be determined (awarded but not yet executed)	\$2,750,000 (may change in final agreement)
Human Services Agency	Mission Office Safety Street Monitor Program	May 1, 2023 – June 30, 2025 (provisional; awarded but not yet executed)	\$2,079,458