

Appendix A, Services to be Provided
by
Urban Alchemy
711 Post (Ansonia Hotel)

I. Purpose of Grant

The purpose of the grant is to provide emergency shelter operations and support services to the served population.

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

Grantee shall provide services to individuals who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population and are referred to the program by the City-approved referral systems and processes.

IV. Description of Services

A. Shelter Operations: Grantee shall operate the shelter to serve the number of guests listed in the Appendix B, Budget. The City may require Grantee to serve fewer guests to maintain the health and safety of guests in accordance with City requirements. In the future, the City may request that Grantee serve additional guests to maximize capacity at the site.

Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

1. Facility Maintenance: Grantee shall maintain the facility; provide janitorial services; and repair the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes. Grantee shall coordinate with the City for reporting and tracking of maintenance issues.
2. Vendor Services: Grantee shall obtain and manage vendors for essential site services including, but not limited to, Recology, laundry, meals, and internet (WiFi).
3. Reservations: Grantee shall accept and facilitate reservations, in accordance with the City-approved policies and procedures within the noted program hours of operation.
4. Accommodations: Grantee shall provide clean bedding according to the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sanc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sanc=JD_20.404).

5. Meals: Grantee shall coordinate and sign a Memorandum of Understanding (MOU) with the City-identified and funded meal provider to facilitate ordering, receipt, and tracking meal use by guests.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit through guest records.
 8. Laundry: Grantee shall provide laundry services for bedding and towels at least weekly, and with each turn-over of the guest assigned to a specific bed.
 9. Safety and De-Escalation: Grantee shall ensure the general 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:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area, including street frontage on both side of Post, to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
 10. 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, anytime emergency response is 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.
- B. Guest Referral and Intake Services: Grantee shall use the City approved system and methods to provide daily updates to the guest roster and number of available beds. Only individuals referred via the City approved referral protocols will be placed into an available bed at the site. Grantee shall intake, register and update the City approved database or guest tracking system throughout each individual guest's stay at the program.

- C. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Intake: Grantee shall engage, inform, and assist guests to complete the program intake process to collect information needed to identify options and link guests to various services for which they may be eligible.
 2. Orientation: Grantee shall provide new guests information and program parameters, including rules, upon entry and weekly orientation group meetings.
 3. Assessment: Grantee shall engage, assist, and support all guests to engage with Access Points regarding Problem Solving and Coordinated Entry assessments.
 4. 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); and
 - d. Employment and job-related services (e.g. Human Services Agency (HSA), Department of Public Works (DPW) and nonprofits specializing in these services).
 5. 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.
 6. 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.

V. Location and Time of Services

Grantee shall provide services at 711 Post Street, San Francisco, CA 94109. Grantee shall provide staffing coverage 24 hours a day, seven days per week.

VI. Service Requirements

- A. Lease Agreement: Grantee shall execute and hold a lease agreement with the building owner of 711 Post.
- B. Shelter Expansion:
1. Related to 24/7 operations: At any time when City guidelines and requirements may allow for the site to serve a greater number of guests, changes in the number of active beds will be negotiated regarding program adjustments and timing.
 2. In order to respond to weather or other emergencies HSH reserves the right to negotiate shelter expansion with the addition of mats during time-limited periods of need as identified by HSH. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies. HSH is looking for providers at negotiated sites to be ready to provide expansion within 24 hours' notice, although HSH will attempt to give more advance notice whenever possible.
- C. Staffing and Volunteers:
1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
 2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
 3. Grantee shall ensure that any volunteers welcomed into the site follow the same guidelines as required of staff as it relates to the roles or projects being handled by the volunteers.
- D. Translation 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 guests and households who primarily speak language(s) other than English.
- E. Record Keeping and Files:
1. Grantee shall maintain confidential guest files guests, active and previously active, and support service usage.
 2. 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.
 3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

F. Meals and Food Safety

Grantee shall meet the following meal-related requirements:

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. Grantee shall ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.

G. Facilities

Grantee shall maintain facilities in full compliance with requirements of the law and local standards¹. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly. Grantee shall ensure that janitorial services shall occur regularly, per shift.

1. Grantee shall respond to all facility 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.
2. Grantee shall develop, maintain, and document their portion of maintenance schedules for the facility and its systems, 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.); and supply checks (e.g. toilet paper, towels, soap, etc.).
3. 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.
4. As the fulltime operator on site, the Grantee shall use the designated notice and referral systems to document issues, pending problems and emergencies the Grantee's Facilities Manager and maintenance staff.

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

1. Retain one General Practitioner to actively monitor both sides of Post Street 12 hours per day, seven days per week;
2. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
3. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;

4. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
5. Minimizing the impact on the neighborhood of shelter population waiting to enter the building or in the immediate vicinity of the site;
6. Active discouragement of loitering in the area surrounding the building; and
7. Summon law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operations Center (HSOC), and/or Department of Public Works (DPW), as needed to address safety, cleanliness, and/or encampment issues on the block.

I. 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, 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.

J. 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).
 9. When applicable, adherence to all State and local COVID safety mandates and guidelines.
- K. Case Conferences: As needed and when the conference involves a current or former guest of the program, Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- L. Admission Policy: Grantee shall follow the HSH approved and provided admission policies for services. These shall be in writing and shared with the public upon request. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies will include a provision that guests are 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.
- M. 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 Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Data Standards:
1. Grantee shall maintain the current and active guest list, as well as maintaining the records of former clients who are no longer active, in the designated HSH database.
 2. When applicable, records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 3. When applicable, Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.

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

4. When applicable, Grantee shall enter data into RTZ, and/or 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.

VII. Service Objectives

Grantee shall achieve the following services objectives:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial guests and updates for returning guests in a new stay within 24 hours of arrival to the site.
- B. Grantee shall provide bed turnover services within 24 hours to 100 percent of beds needing turnover.
- 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 and a minimum of 75 percent of guests who complete a quarterly satisfaction survey shall rate the treatment of staff, connection to services, and safety as good or excellent.
- D. 60 percent of guests to attend monthly in-house Community Meetings as measured through sign-in sheets.
- E. 100 percent of guests with referral needs shall be provided referrals related to benefits, employment, health, and related transportation support if needed.
- F. 100 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 a 100 percent completion rate for all client data required in RTZ, or other database mandated by City.

IX. Reporting Requirements

Grantee shall input required data, such as when applicable, but not limited to the Online Navigation and Entry (ONE) system, CHANGES, RTZ and CARBON, as directed by the City.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This should include the Quarterly Satisfaction Survey data. 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 participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- F. 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, participant 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.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the ADA, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	12/2/2021		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	2/1/2022	6/30/2024	3
6	Amended Term	2/1/2022	6/30/2024	3
7	FSP Contract ID#	1000023929		
8	Approved Subcontractors			
10	1. Laundry Services - Vendor TBD			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	12/2/2021											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	2/1/2022	6/30/2024	3									
6	Amended Term	2/1/2022	6/30/2024	3									
7	FSP Contract ID#	1000023929			Year 1	Year 2	Year 3						
8	Service Component				2/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024						
10	COVID Capacity of Program - current budget				250								
11	Maximum allowable Non-COVID Capacity of Program - future - 318												
12													
13													
14													
15													
16													
17													
18													

	A	B	C	D	E	F	G	H	I	J	K	L	M	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	Document Date	12/2/2021															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	2/1/2022	6/30/2024	3													
6	Amended Term	2/1/2022	6/30/2024	3													
7	Provider Name	Urban Alchemy															
8	Program	711 Post (Ansonia Hotel)															
9	FSP Contract ID#	1000023929															
10	Action (select)	New Agreement															
11	Effective Date	2/1/2022															
12	Budget Name	Prop C - Shelter															
13		Current	New														
14	Term Budget	\$ -	\$ 15,233,187	23%													
15	Contingency	\$ -	\$ 3,503,633														
16	Not-To-Exceed		\$ 18,736,820														
17					Year 1	Year 2	Year 3	All Years									
18					2/1/2022 - 6/30/2022	2/1/2022 - 6/30/2022	2/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	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	2/1/2022 - 6/30/2024	2/1/2022 - 6/30/2024	2/1/2022 - 6/30/2024	
19	Expenditures																
20	Salaries & Benefits	\$ -	\$ 1,312,297	\$ 1,312,297	\$ -	\$ 3,149,512	\$ 3,149,512	\$ -	\$ 3,149,512	\$ 3,149,512	\$ -	\$ 7,611,320	\$ 7,611,320	\$ -	\$ 7,611,320	\$ 7,611,320	
21	Operating Expense	\$ -	\$ 244,208	\$ 244,208	\$ -	\$ 551,100	\$ 551,100	\$ -	\$ 551,100	\$ 551,100	\$ -	\$ 1,346,408	\$ 1,346,408	\$ -	\$ 1,346,408	\$ 1,346,408	
22	Subtotal	\$ -	\$ 1,556,505	\$ 1,556,505	\$ -	\$ 3,700,612	\$ 3,700,612	\$ -	\$ 3,700,612	\$ 3,700,612	\$ -	\$ 8,957,728	\$ 8,957,728	\$ -	\$ 8,957,728	\$ 8,957,728	
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%				
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ 233,476	\$ 233,476	\$ -	\$ 555,092	\$ 555,092	\$ -	\$ 555,092	\$ 555,092	\$ -	\$ 1,343,659	\$ 1,343,659	\$ -	\$ 1,343,659	\$ 1,343,659	
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 836,000	\$ 836,000	\$ -	\$ 2,041,400	\$ 2,041,400	\$ -	\$ 2,041,400	\$ 2,041,400	\$ -	\$ 4,918,800	\$ 4,918,800	\$ -	\$ 4,918,800	\$ 4,918,800	
26	Capital Expenditure	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	
27	Admin Cost (HUD Agreements Only)	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
28	Total Expenditures	\$ -	\$ 2,638,980.58	\$ 2,638,980.58	\$ -	\$ 6,297,103.40	\$ 6,297,103.40	\$ -	\$ 6,297,103.40	\$ 6,297,103.40	\$ -	\$ 15,233,187.38	\$ 15,233,187.38	\$ -	\$ 15,233,187.38	\$ 15,233,187.38	
29																	
30	HSH Revenues (select)																
31	Prop C		\$ 2,638,981	\$ 2,638,981			\$ -			\$ -		\$ -	\$ -	\$ -	\$ 2,638,981	\$ 2,638,981	
33	Other			\$ -		\$ 6,297,103	\$ 6,297,103		\$ 6,297,103	\$ 6,297,103		\$ 12,594,207	\$ 12,594,207		\$ 12,594,207	\$ 12,594,207	
34				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
40	Total HSH Revenues	\$ -	\$ 2,638,980.58	\$ 2,638,980.58	\$ -	\$ 6,297,103.40	\$ 6,297,103.40	\$ -	\$ 6,297,103.40	\$ 6,297,103.40	\$ -	\$ 15,233,187.38	\$ 15,233,187.38	\$ -	\$ 15,233,187.38	\$ 15,233,187.38	
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																
42				\$ -			\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	
43				\$ -			\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	
44				\$ -			\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	
45				\$ -			\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	
46				\$ -			\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48																	
49	Total HSH + Other Revenues	\$ -	\$ 2,638,980.58	\$ 2,638,980.58	\$ -	\$ 6,297,103.40	\$ 6,297,103.40	\$ -	\$ 6,297,103.40	\$ 6,297,103.40	\$ -	\$ 15,233,187.38	\$ 15,233,187.38	\$ -	\$ 15,233,187.38	\$ 15,233,187.38	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52																	
53	Prepared by																
54	Phone																

	A	B	C	D	E	F	G	H	I	J	K	L	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	12/2/2021														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/1/2022	6/30/2024	3												
6	Amended Term	2/1/2022	6/30/2024	3												
7	Provider Name	Urban Alchemy														
8	Program	711 Post (Ansonia Hotel)														
9	FSP Contract ID#	1000023929														
10	Action (select)	New Agreement														
11	Effective Date	2/1/2022														
55	Email															

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								
SALARY & BENEFIT DETAIL																								
Document Date 12/2/2021																								
Provider Name Urban Alchemij																								
Program 711 Post (Ansonia Hotel)																								
FSP Contract ID# 100023929																								
Budget Name Prop C - Shelter																								
POSITION TITLE	Year 1						Year 2						Year 3						All Years					
	Agency Totals		For HSH Funded Program		2/1/2022 - 6/30/2022	2/1/2022 - 6/30/2022	2/1/2022 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	2/1/2022 - 6/30/2024	2/1/2022 - 6/30/2024	2/1/2022 - 6/30/2024
	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	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
CEO	\$ 220,000	1.00	2%	0.02	\$ 1,833	\$ 1,833	\$ 220,000	1.00	2%	0.02	\$ 4,400	\$ 4,400	\$ 220,000	1.00	2%	0.02	\$ 4,400	\$ 4,400	\$ -	\$ 10,633	\$ 10,633			
COO	\$ 170,000	1.00	3%	0.03	\$ 2,125	\$ 2,125	\$ 170,000	1.00	3%	0.03	\$ 5,100	\$ 5,100	\$ 170,000	1.00	3%	0.03	\$ 5,100	\$ 5,100	\$ -	\$ 12,325	\$ 12,325			
Director of Partnerships & Contracts	\$ 140,000	1.00	3%	0.03	\$ 1,750	\$ 1,750	\$ 140,000	1.00	3%	0.03	\$ 4,200	\$ 4,200	\$ 140,000	1.00	3%	0.03	\$ 4,200	\$ 4,200	\$ -	\$ 10,150	\$ 10,150			
Operations Manager	\$ 95,680	1.00	13%	0.13	\$ 5,183	\$ 5,183	\$ 95,680	1.00	13%	0.13	\$ 12,438	\$ 12,438	\$ 95,680	1.00	13%	0.13	\$ 12,438	\$ 12,438	\$ -	\$ 30,059	\$ 30,059			
Operations Specialist	\$ 74,880	1.00	13%	0.13	\$ 4,056	\$ 4,056	\$ 74,880	1.00	13%	0.13	\$ 9,734	\$ 9,734	\$ 74,880	1.00	13%	0.13	\$ 9,734	\$ 9,734	\$ -	\$ 23,525	\$ 23,525			
Program Compliance & Data Reporting Manager	\$ 49,920	1.00	25%	0.25	\$ 5,200	\$ 5,200	\$ 49,920	1.00	25%	0.25	\$ 12,480	\$ 12,480	\$ 49,920	1.00	25%	0.25	\$ 12,480	\$ 12,480	\$ -	\$ 30,160	\$ 30,160			
Director Care Coordination	\$ 66,560	1.00	25%	0.25	\$ 6,933	\$ 6,933	\$ 66,560	1.00	25%	0.25	\$ 16,640	\$ 16,640	\$ 66,560	1.00	25%	0.25	\$ 16,640	\$ 16,640	\$ -	\$ 40,213	\$ 40,213			
Program Director	\$ 66,560	1.00	100%	1.00	\$ 27,733	\$ 27,733	\$ 66,560	1.00	100%	1.00	\$ 66,560	\$ 66,560	\$ 66,560	1.00	100%	1.00	\$ 66,560	\$ 66,560	\$ -	\$ 160,853	\$ 160,853			
Care Coordinator	\$ 62,400	4.00	100%	4.00	\$ 104,000	\$ 104,000	\$ 62,400	4.00	100%	4.00	\$ 249,600	\$ 249,600	\$ 62,400	4.00	100%	4.00	\$ 249,600	\$ 249,600	\$ -	\$ 603,200	\$ 603,200			
Program Supervisor	\$ 54,080	2.80	100%	2.80	\$ 63,093	\$ 63,093	\$ 54,080	2.80	100%	2.80	\$ 151,424	\$ 151,424	\$ 54,080	2.80	100%	2.80	\$ 151,424	\$ 151,424	\$ -	\$ 365,941	\$ 365,941			
Program Supervisor - Night Shift	\$ 56,160	1.40	100%	1.40	\$ 32,760	\$ 32,760	\$ 56,160	1.40	100%	1.40	\$ 78,624	\$ 78,624	\$ 56,160	1.40	100%	1.40	\$ 78,624	\$ 78,624	\$ -	\$ 190,008	\$ 190,008			
General Practitioner	\$ 43,680	18.20	100%	18.20	\$ 331,240	\$ 331,240	\$ 43,680	18.20	100%	18.20	\$ 794,976	\$ 794,976	\$ 43,680	18.20	100%	18.20	\$ 794,976	\$ 794,976	\$ -	\$ 1,921,192	\$ 1,921,192			
Security Practitioner	\$ 43,680	2.80	100%	2.80	\$ 50,960	\$ 50,960	\$ 43,680	2.80	100%	2.80	\$ 122,304	\$ 122,304	\$ 43,680	2.80	100%	2.80	\$ 122,304	\$ 122,304	\$ -	\$ 295,568	\$ 295,568			
Maintenance Practitioner	\$ 43,680	5.60	100%	5.60	\$ 101,920	\$ 101,920	\$ 43,680	5.60	100%	5.60	\$ 244,608	\$ 244,608	\$ 43,680	5.60	100%	5.60	\$ 244,608	\$ 244,608	\$ -	\$ 591,136	\$ 591,136			
General Practitioner - Night Shift	\$ 45,760	5.60	100%	5.60	\$ 106,773	\$ 106,773	\$ 45,760	5.60	100%	5.60	\$ 256,256	\$ 256,256	\$ 45,760	5.60	100%	5.60	\$ 256,256	\$ 256,256	\$ -	\$ 619,285	\$ 619,285			
Security Practitioner - Night Shift	\$ 45,760	1.40	100%	1.40	\$ 26,693	\$ 26,693	\$ 45,760	1.40	100%	1.40	\$ 64,064	\$ 64,064	\$ 45,760	1.40	100%	1.40	\$ 64,064	\$ 64,064	\$ -	\$ 154,821	\$ 154,821			
Maintenance Practitioner - Night Shift	\$ 45,760	2.80	100%	2.80	\$ 53,387	\$ 53,387	\$ 45,760	2.80	100%	2.80	\$ 128,128	\$ 128,128	\$ 45,760	2.80	100%	2.80	\$ 128,128	\$ 128,128	\$ -	\$ 309,643	\$ 309,643			
Facilities Manager	\$ 58,240	1.00	100%	1.00	\$ 24,267	\$ 24,267	\$ 58,240	1.00	100%	1.00	\$ 58,240	\$ 58,240	\$ 58,240	1.00	100%	1.00	\$ 58,240	\$ 58,240	\$ -	\$ 140,747	\$ 140,747			
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date	12/2/2021											
4	Provider Name	Urban Alchemy											
5	Program	711 Post (Ansonia Hotel)											
6	FSP Contract ID#	1000023929											
7	Budget Name	Prop C - Shelter											
8													
9		Year 1			Year 2			Year 3			All Years		
10		2/1/2022 - 6/30/2022	2/1/2022 - 6/30/2022	2/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	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	2/1/2022 - 6/30/2024	2/1/2022 - 6/30/2024	2/1/2022 - 6/30/2024
11				New			New			New		Modification	New
12	Operating Expenses	Budgeted Expense	Change	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)	\$ 91,250	\$ 91,250	\$ 91,250	\$ 219,000	\$ 219,000	\$ 219,000	\$ 219,000	\$ 219,000	\$ 219,000	\$ -	\$ 529,250	\$ 529,250
15	Office Supplies, Postage	\$ 1,250	\$ 1,250	\$ 1,250	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 7,250	\$ 7,250
16	Building Maintenance Supplies and Repair	\$ 62,500	\$ 62,500	\$ 62,500	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 362,500	\$ 362,500
17	Printing and Reproduction	\$ 250	\$ 250	\$ 250	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ -	\$ 1,450	\$ 1,450
18	Insurance	\$ 41,667	\$ 41,667	\$ 41,667	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 241,667	\$ 241,667
19	Staff Training	\$ 2,500	\$ 2,500	\$ 2,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 14,500	\$ 14,500
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Client Supplies (hygiene, etc)	\$ 8,333	\$ 8,333	\$ 8,333	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 48,333	\$ 48,333
23	Cable/internet	\$ 5,000	\$ 5,000	\$ 5,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	\$ 29,000	\$ 29,000
24	Uniforms	\$ 6,458	\$ 6,458	\$ 6,458	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ -	\$ 37,458	\$ 37,458
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Laundry Services - Vendor name TBD	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 75,000	\$ 75,000
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ 244,208	\$ 244,208	\$ -	\$ 551,100	\$ 551,100	\$ -	\$ 551,100	\$ 551,100	\$ -	\$ 1,346,408	\$ 1,346,408
69													
70	Other Expenses (not subject to indirect cost %)												
71	Rental of Property - Lease Costs	\$ 823,500	\$ 823,500	\$ 823,500	\$ 1,976,400	\$ 1,976,400	\$ 1,976,400	\$ 1,976,400	\$ 1,976,400	\$ 1,976,400	\$ -	\$ 4,776,300	\$ 4,776,300
72	Laundry Services - Subcontractor TBD	\$ 12,500	\$ 12,500	\$ 12,500	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ -	\$ 142,500	\$ 142,500
73		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ -	\$ 836,000	\$ 836,000	\$ -	\$ 2,041,400	\$ 2,041,400	\$ -	\$ 2,041,400	\$ 2,041,400	\$ -	\$ 4,918,800	\$ 4,918,800
85													
86	Capital Expenses												
87	Communications/IT	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000
96													
97	HSH #3											Template last modified	9/1/2021

BUDGET NARRATIVE

Fiscal Year

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Fiscal Term Start 2/1/2022 Fiscal Term End 6/30/2022

Prop C - Shelter

FY21-22

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted FTE	Budgeted Salary			
CEO	0.02	\$ 1,833	Program oversight		
COO	0.03	\$ 2,125	Program oversight		
Director of Partnerships & Contracts	0.03	\$ 1,750	Program oversight and point of contact with HSH		
Operations Manager	0.13	\$ 5,183	Program oversight, training, and compliance		
Operations Specialist	0.13	\$ 4,056	Program support, procurement		
Program Compliance & Data Reporting Ma	0.25	\$ 5,200	Analyst, data, compliance		
Director Care Coordination	0.25	\$ 6,933	25% of Director of Care Coordination who supervises Care Coordinators across Safe Sleep Programs		
Program Director	1.00	\$ 27,733	Director program oversight and training		
Care Coordinator	4.00	\$ 104,000	Case management, care management		
Program Supervisor	2.80	\$ 63,093	Site operations management # shifts / # days per week	\$26/hour	
Program Supervisor - Night Shift	1.40	\$ 32,760	Site operations management - night shift	\$27/hour (\$1 pay differential)	
General Practitioner	18.20	\$ 331,240	General monitoring # of practitioners / # shifts / # days per week	\$21/hour	
Security Practitioner	2.80	\$ 50,960	Operations, gate management # of practitioners / # shifts / # days per week	\$21/hour	
Maintenance Practitioner	5.60	\$ 101,920	Maintenance # of practitioners / # shifts / # days per week	\$21/hour	
General Practitioner - Night Shift	5.60	\$ 106,773	General monitoring - night shift # of practitioners / # shifts / # days per week	\$22/hour (\$1 pay differential)	
Security Practitioner - Night Shift	1.40	\$ 26,693	Operations, gate management - night shift # of practitioners / # shifts / # days per week	\$22/hour (\$1 pay differential)	
Maintenance Practitioner - Night Shift	2.80	\$ 53,387	Maintenance - night shift # of practitioners / x shifts / x days per week	\$22/hour (\$1 pay differential)	
Facilities Manager	1.00	\$ 24,267			
		\$ -			
		\$ -			
		\$ -			
TOTAL	47.44	\$ 949,907			
Employee Fringe Benefits		\$ 362,390	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ 1,312,297			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 91,250		
Office Supplies, Postage	\$ 1,250		
Building Maintenance Supplies and Repair	\$ 62,500		
Printing and Reproduction	\$ 250		
Insurance	\$ 41,667		
Staff Training	\$ 2,500		
Staff Travel-(Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Client Supplies (hygiene, etc)	\$ 8,333		
Cable/Internet	\$ 5,000		
Uniforms	\$ 6,458		
	\$ -		
	\$ -		
Consultants	\$ -		
	\$ -		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
Laundry Services - Vendor name TBD	\$ 25,000		
	\$ -		
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 244,208		
Indirect Cost	15.0%	\$ 233,476	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Rental of Property - Lease Costs	\$ 823,500		
Laundry Services - Subcontractor TBD	\$ 12,500		
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 836,000		

Capital Expenses	Amount	Justification	Calculation
Communications/IT	\$ 13,000		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ 13,000		

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

*** Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:**

Category	Description	Examples	Notes
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1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;		
	B) Develop systems for assuring compliance with program requirements;		
	C) Develop agreements with subrecipients and contractors to carry out program activities;		
	D) Monitor program activities for progress and compliance with program requirements;		
	E) Prepare reports and other documents directly related to the program for submission to HUD;		
	F) Coordinate the resolution of audit and monitoring findings;		
	G) Evaluate program results against stated objectives; or		
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.		
	(ii) Travel costs incurred for monitoring of subrecipients;		
(iii) Administrative Services performed under third-party contracts or agreements			
(iv) Other costs for goods and services required for administration of the program			
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

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** 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.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund 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 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 be 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 contracts

City Department or Commission	Date of Grant	Amount of Grant
San Francisco Public Library	September 1, 2021 to August 31, 2024	\$1,500,000.00
Office of Economic and Workforce Development (Subgrantee through MidMarket Foundation)	July 1, 2021 to June 30, 2023	\$4,000,000 (FY 7/1/21-6/30/22 – Not to exceed) \$3,250,000 (FY 7/1/22-6/30/23 – Not to exceed)
Department of Homelessness and Supportive Housing – SIP Site 5	September 1, 2020 to June 30, 2022	\$5,676,542.00
Department of Homelessness and Supportive Housing – Safe Sleep @ 180 Jones	March 1, 2021 to June 30, 2022	\$2,300,300.00
Department of Homelessness and Supportive Housing – Safe Sleeping @ Fulton and @33 Gough	May 13, 2020 to December 31, 2021	\$9,200,000.00