

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

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

THIS AMENDMENT of the **March 21, 2022** Grant Agreement (the "Agreement") is dated as of **July 1, 2025** 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 San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to extend the term by three months;

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" shall mean the Agreement dated **March 21, 2022** between Grantee and City; and **First Amendment**, dated **July 1, 2024**.
 - (b) "San Francisco Labor and Employment Code": As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco

Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **March 21, 2022** and expire on **June 30, 2025**, 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 replaced in its entirety to read as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **March 21, 2022** and expire on **September 30, 2025**, 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 Qualified Personnel. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

2.3 Section 5.1 Maximum Amount 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 **Twenty Two Million Two Hundred Forty Six Thousand Three Hundred Twenty Six (\$22,246,326)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Seven Hundred Forty Eight Thousand Three Hundred Nine (\$1,748,309)** 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.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Two Million Seven Hundred Fourteen Thousand Six Hundred Eighty Two (\$22,714,682).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Hundred Seven Thousand Six Hundred Forty One Dollars (\$207,641)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the 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.

- 2.4 Section 5.2 Use of Grant Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses 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.

- 2.5 Section 5.4 State or Federal Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.4 State or Federal Funds.

- (a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of

the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) Grant Terms. Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

2.6 Section 6.7 Submitting False Claims of the Agreement is hereby deleted and replaced in its entirety with:

6.7 Submitting False Claims. Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damage the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

2.7 Section 13.3 Subcontracting of the Agreement is hereby deleted and replaced in its entirety to read as follows:

13.3 Subcontracting. If the Budget lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If the Budget specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

(a) Limitations. In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts,

defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

2.8 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is 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 PO Box 425509 San Francisco, CA 94102 Attn: Dr. Lena Miller, CEO lenam@urban-alchemy.us Attn: Mike Anderer, Chief Administrative Officer mikea@urban-alchemy.us |
|----------------|---|

Any notice of default must be sent by certified mail or other trackable written communication.

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.

2.9 Section 16.8 Requiring Minimum Compensation for Employees of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

2.10 Section 16.21 Compliance with Other Laws of the Agreement is hereby deleted and replaced in its entirety to read as follows:

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

2.11 Section 16.22 Additional Provisions for Shelter and Resource Center Grants – Standard of Care of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.22. Additional Provisions for Shelter and Resource Center Grants – Standard of Care. Grantee must comply with all the provisions of Administrative Code Sec. 20.404.

2.12 Section 16.23 Additional Requirements for Federally-Funded Awards, when applicable is hereby added to the Agreement.

16.23 Additional Requirements for Federally-Funded Awards, when applicable.

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
 - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procures a commercial sex act during the period of time that the award is in effect; or
 - (3) Uses forced labor in the performance of the award or sub-awards under the award.

2.13 Section 16.24 Additional City Compliance Requirements of the Agreement is hereby deleted.

2.14 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 July 1, 2025)
Appendix B, Budget (dated July 1, 2025)
Appendix C, Method of Payment (dated July 1, 2025)
Appendix D, Interests in Other City Grants (dated July 1, 2025)

2.15 Section 17.12 Dispute Resolution Procedure of the Agreement is hereby deleted and replaced with the following:

17.12 Reserved.

- 2.16 Section 17.14 Services During a City-Declared Emergency** of the Agreement is hereby deleted and replaced with the following:

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

- 2.17 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2025) for the period of July 1, 2025 to September 30, 2025.
- 2.18 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2025) for the period of March 21, 2022 to September 30, 2025.
- 2.19 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2025).
- 2.20 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 July 1, 2025)

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

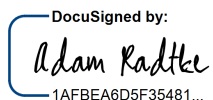
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

URBAN ALCHEMY

By:  DocuSigned by:
CAD7B781896B449... 7/7/2025
Shireen McSpadden Date
Executive Director

By:  DocuSigned by:
1DAE637009A2493... 7/2/2025
Dr. Lena Miller Date
Chief Executive Officer
City Supplier Number: 0000040596

Approved as to Form:
David Chiu
City Attorney

By:  DocuSigned by:
1AFBEA6D5F35481... 7/3/2025
Adam Radtke Date
Deputy City Attorney

**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. Stewardship of the Lease:

1. Grantee shall provide HSH with a copy of the lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.
3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the lease agreement.

- B. Shelter Operations:** Grantee shall operate the shelter to serve the number of guests listed in the Appendix B, Budget ("Number Served" tab). 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.

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\\$anc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

2. Vendor Services: Grantee shall obtain and manage vendors for essential site services including, but not limited to, Recology, laundry, meals, and internet (Wi-Fi).
 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.
 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.
- C. 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.
- D. 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. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee under the Grant Plan, as well as internal controls to regularly

review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to: the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.

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. 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 guests and households 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>.

E. 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:

1. Greeting the served population, staff, 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 on both side of Post, 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.

F. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

G. 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.

H. 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.

I. 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 full-time 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.
- J. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), DPW, Department of Public Health (DPH), Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
 2. Grantee shall assign a director, manager, or representative to participate in and attend relevant neighborhood and community meetings.
 3. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
 4. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
 5. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary, to address excessive noise from program participants, including coordination to address excessive noise occurring outside and near the program site.
 6. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.

7. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.
8. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
9. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
10. Grantee shall immediately report to SF Homeless Outreach Team (SFHOT) or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
11. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
12. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
13. Grantee will report graffiti in the immediate area to 311.
14. Grantee shall retain one General Practitioner to actively monitor both sides of Post Street 24 hours per day, seven days per week.

K. Feedback, Complaint and Follow-up Policies

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. 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.

L. 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 DPH.
9. When applicable, adherence to all State and local COVID safety mandates and guidelines.

M. 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.

N. 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.

O. 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).

P. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not

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

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.

2. Data entered in the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards.
3. 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 monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall 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.

Q. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence;

and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- R. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- S. 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 tenant-centered, low-barrier access to housing and services.

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 shall 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

- A. Grantee shall input data into systems required by HSH.
- B. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- H. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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, review of the following: participant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, 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.

Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training 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 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 | E | H | K | N | Q | R | S | AI | AJ | AK |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | Page 1 of 6 |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | |
| 3 | Document Date | 7/1/2025 | | | | | | | | | | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | |
| 5 | Current Term | 3/21/2022 | 6/30/2025 | 4 | | | | | | | | | | |
| 6 | Amended Term | 3/21/2022 | 9/30/2025 | 5 | | | | | | | | | | |
| 7 | Provider Name | Urban Alchemy | | | | | | | | | | | | |
| 8 | Program | 711 Post (Ansonia Hotel) | | | | | | | | | | | | |
| 9 | FSP Contract ID# | 1000023929 | | | | | | | | | | | | |
| 10 | Action (select) | Amendment | | | | | | | | | | | | |
| 11 | Effective Date | 7/1/2025 | | | | | | | | | | | | |
| 12 | Budget Name | Prop C & HHAP 3 & HHAP 4 - Shelter | | | | | | | | | | | | |
| 13 | | Current | New | | | | | | | | | | | |
| 14 | Term Budget | \$ 20,430,628 | \$ 22,507,041 | | | | | | | | | | | |
| 15 | Contingency | \$ 1,815,698 | \$ 207,641 | 0.92% | | | | | | | | | | |
| 16 | Not-To-Exceed | \$ 22,246,326 | \$ 22,714,682 | | | | | | | | | | | |
| 17 | | | | | Year 1 | Year 2 | Year 3 | Year 4 | EXTENSION YEAR | | | All Years | | |
| 18 | | | | | 3/21/2022 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 9/30/2025 | 7/1/2025 - 9/30/2025 | 7/1/2025 - 9/30/2025 | 3/21/2022 - 6/30/2025 | 3/21/2022 - 9/30/2025 | 3/21/2022 - 9/30/2025 |
| 19 | Expenditures | | | | Actuals | Actuals | Actuals | Current | Current | Amendment | New | Current | Amendment | New |
| 20 | Salaries & Benefits | \$ 622,118 | \$ 3,736,199 | \$ 4,051,048 | \$ 4,484,197 | \$ - | \$ 1,154,597 | \$ 1,154,597 | \$ 12,893,562 | \$ 1,154,597 | \$ 14,048,159 | | | |
| 21 | Operating Expense | \$ 71,168 | \$ 546,065 | \$ 446,475 | \$ 551,120 | \$ - | \$ 191,953 | \$ 191,953 | \$ 1,614,828 | \$ 191,953 | \$ 1,806,781 | | | |
| 22 | Subtotal | \$ 693,286 | \$ 4,282,264 | \$ 4,497,523 | \$ 5,035,317 | \$ - | \$ 1,346,550 | \$ 1,346,550 | \$ 14,508,390 | \$ 1,346,550 | \$ 15,854,940 | | | |
| 23 | Indirect Percentage | \$ 0 | 15.00% | 15.00% | 15.00% | 15.00% | | 15.00% | | | | | | |
| 24 | Indirect Cost (Line 22 X Line 23) | \$ 103,994 | \$ 642,456 | \$ 674,546 | \$ 755,298 | \$ - | \$ 201,983 | \$ 201,983 | \$ 2,176,294 | \$ 201,983 | \$ 2,378,276 | | | |
| 25 | Other Expenses (Not subject to indirect %) | \$ (879,750) | \$ 1,004,056 | \$ 1,360,059 | \$ 2,151,359 | \$ - | \$ 527,878 | \$ 527,878 | \$ 3,635,725 | \$ 527,878 | \$ 4,163,603 | | | |
| 26 | Capital Expenditure | \$ 82,470 | \$ - | \$ - | \$ 27,750 | \$ - | \$ - | \$ - | \$ 110,220 | \$ 0 | \$ 110,220 | | | |
| 28 | Total Expenditures | \$ (0) | \$ 5,928,777 | \$ 6,532,128 | \$ 7,969,724 | \$ - | \$ 2,076,411 | \$ 2,076,411 | \$ 20,430,629 | \$ 2,076,411 | \$ 22,507,041 | | | |
| 29 | | | | | | | | | | | | | | |
| 30 | HSH Revenues (select) | | | | | | | | | | | | | |
| 31 | Prop C | \$ 972,693 | | | | | | | | | \$ 972,693 | \$ - | \$ 972,693 | |
| 33 | Homeless Housing, Assistance and Prevention Program (HHAP) Round 3 | | \$ 6,966,120 | \$ 7,284,620 | | | | | \$ - | \$ 14,250,740 | \$ - | \$ 14,250,740 | | |
| 34 | Prop C - One-time Carry Forward | | \$ 69,500 | | | | | | \$ - | \$ 69,500 | \$ - | \$ 69,500 | | |
| 36 | Adjustment to Actuals | \$ (972,693) | \$ (1,106,844) | \$ (752,492) | | | | | \$ - | \$ (2,832,029) | \$ - | \$ (2,832,029) | | |
| 37 | Homeless Housing, Assistance and Prevention Program (HHAP) - Ongoing | | | | \$ 7,401,099 | | \$ 1,857,643 | \$ 1,857,643 | \$ 7,401,099 | \$ 1,857,643 | \$ 9,258,742 | | | |
| 38 | Homeless Housing, Assistance and Prevention Program (HHAP) - One-Time | | | | \$ 568,624 | | \$ 218,770 | \$ 218,770 | \$ 568,624 | \$ 218,770 | \$ 787,394 | | | |
| 39 | | | | | | | | | \$ - | \$ - | \$ - | | | |
| 40 | Total HSH Revenues | \$ 0 | \$ 5,928,777 | \$ 6,532,128 | \$ 7,969,723 | \$ - | \$ 2,076,413 | \$ 2,076,413 | \$ 20,430,628 | \$ 2,076,413 | \$ 22,507,041 | | | |
| 50 | Rev-Exp (Budget Match Check) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 52 | | | | | | | | | | | | | | |
| 53 | Prepared by | Finnegan Budetti | | | | | | | | | | | | |
| 54 | Phone | (415) 691-1773 | | | | | | | | | | | | |
| 55 | Email | finneganbudetti@urban-alchemy.us | | | | | | | | | | | | |
| 56 | | | | | | | | | | | | | | |
| 57 | Template last modified | 9/1/2021 | | | | | | | | | | | | |

NOTE: 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.

| | | | | | | | | | | | |
|-----|--|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|-----------------------|-----------------------|
| | A | B | E | H | K | N | O | P | AF | AG | AH |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | Page 3 of 6 |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 7/1/2025 | | | | | | | | | |
| 4 | Provider Name | Urban Alchemy | | | | | | | | | |
| 5 | Program | 711 Post (Ansonia Hotel) | | | | | | | | | |
| 6 | FSP Contract ID# | 1000023929 | | | | | | | | | |
| 7 | Budget Name | Prop C & HHAP 3 & HHAP 4 - Shelter | | | | | | | | | |
| 8 | | EXTENSION YEAR | | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | | All Years | | |
| 10 | | 3/21/2022 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 9/30/2025 | 7/1/2025 - 9/30/2025 | 7/1/2025 - 9/30/2025 | 3/21/2022 - 6/30/2025 | 3/21/2022 - 9/30/2025 | 3/21/2022 - 9/30/2025 |
| 11 | | Actuals | Actuals | Actuals | Current | Current | Amendment | New | Current | Amendment | New |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 13 | Rental of Property | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 14 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 18,000 | \$ 219,000 | \$ 188,000 | \$ 194,000 | | \$ 49,000 | \$ 49,000 | \$ 619,000 | \$ 49,000 | \$ 668,000 |
| 15 | Office Supplies, Postage | \$ 805 | \$ 3,000 | \$ 3,000 | \$ 19,459 | | \$ 5,365 | \$ 5,365 | \$ 26,265 | \$ 5,365 | \$ 31,629 |
| 16 | Building Maintenance Supplies and Repair | \$ 12,329 | \$ 150,000 | \$ 119,200 | \$ 124,201 | | \$ 51,300 | \$ 51,300 | \$ 405,730 | \$ 51,300 | \$ 457,030 |
| 17 | Printing and Reproduction | \$ 49 | \$ 600 | \$ 600 | \$ 1,000 | | \$ 250 | \$ 250 | \$ 2,249 | \$ 250 | \$ 2,499 |
| 18 | Insurance | \$ 8,219 | \$ 97,790 | \$ 60,000 | \$ 109,460 | | \$ 45,000 | \$ 45,000 | \$ 275,469 | \$ 45,000 | \$ 320,469 |
| 19 | Staff Training | \$ 1,611 | \$ 2,500 | \$ 2,500 | \$ 2,500 | | \$ 625 | \$ 625 | \$ 9,111 | \$ 625 | \$ 9,736 |
| 20 | Staff Travel-(Local & Out of Town) | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 21 | Rental of Equipment | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 22 | Client Supplies (hygiene, etc.) | \$ 1,644 | \$ 20,000 | \$ 20,000 | \$ 20,000 | | \$ 5,000 | \$ 5,000 | \$ 61,644 | \$ 5,000 | \$ 66,644 |
| 23 | Cable/internet | \$ 986 | \$ 12,675 | \$ 12,675 | \$ 40,000 | | \$ 10,000 | \$ 10,000 | \$ 66,336 | \$ 10,000 | \$ 76,336 |
| 24 | Uniforms | \$ 1,274 | \$ 15,500 | \$ 15,500 | \$ 15,500 | | \$ 3,875 | \$ 3,875 | \$ 47,774 | \$ 3,875 | \$ 51,649 |
| 25 | One-Time Shelter Health Clinic start-up costs | \$ 20,000 | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ 20,000 | \$ - | \$ 20,000 |
| 26 | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants | | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 44 | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors (First \$25k Only) | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | Laundry Services - PurpleTie | \$ 6,250 | \$ 25,000 | \$ 25,000 | \$ 25,000 | | \$ 21,538 | \$ 21,538 | \$ 81,250 | \$ 21,538 | \$ 102,788 |
| 68 | TOTAL OPERATING EXPENSES | \$ 71,168 | \$ 546,065 | \$ 446,475 | \$ 551,120 | \$ - | \$ 191,953 | \$ 191,953 | \$ 1,614,828 | \$ 191,953 | \$ 1,806,781 |
| 69 | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 71 | Rental of Property - Lease Costs | \$ 162,443.00 | \$ 1,976,400 | \$ 2,047,551 | \$ 2,082,359 | | \$ 527,878 | \$ 527,878 | \$ 6,268,753 | \$ 527,878 | \$ 6,796,631 |
| 72 | Laundry Services - PurpleTie | | \$ 65,000 | \$ 65,000 | \$ 69,000 | | \$ - | | \$ 199,000 | \$ - | \$ 199,000 |
| 73 | One-time FY21-22 carry forward | \$ (69,500) | | | | \$ - | \$ - | \$ - | \$ (69,500) | \$ - | \$ (69,500) |
| 88 | Utilities (Elec, Water, Gas, Phone, Scavenger) - carried forward | | \$ 17,468 | | | \$ - | \$ - | \$ - | \$ 17,468 | \$ - | \$ 17,468 |
| 89 | Building Maintenance Supplies and Repair - carried forward | | \$ 5,147 | | | \$ - | \$ - | \$ - | \$ 5,147 | \$ - | \$ 5,147 |
| 90 | Cable/Internet - carried forward | | \$ 2,072 | | | \$ - | \$ - | \$ - | \$ 2,072 | \$ - | \$ 2,072 |
| 91 | Rental of Property - Lease Cost - carried forward | | \$ 44,813 | | | \$ - | \$ - | \$ - | \$ 44,813 | \$ - | \$ 44,813 |
| 92 | Adjustment to Actuals | \$ (972,693) | \$ (1,106,844) | \$ (752,492) | | \$ - | \$ - | \$ - | \$ (2,832,028) | \$ - | \$ (1,725,184.83) |
| 93 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 97 | | | | | | | | | | | |
| 98 | TOTAL OTHER EXPENSES | \$ (879,750) | \$ 1,004,056 | \$ 1,360,059 | \$ 2,151,359 | \$ - | \$ 527,878 | \$ 527,878 | \$ 3,635,725 | \$ 527,878 | \$ 5,270,447 |
| 99 | | | | | | | | | | | |
| 100 | Capital Expenses | | | | | | | | | | |
| 101 | Communications/IT | \$ 13,000 | | | | | \$ - | \$ - | \$ 13,000 | \$ - | \$ 13,000 |
| 102 | One-Time Kitchen Equipment | \$ 3,000 | | | \$ 7,750 | | \$ - | \$ - | \$ 10,750 | \$ - | \$ 10,750 |
| 103 | Locks | \$ 66,470 | | | \$ - | | \$ - | \$ - | \$ 66,470 | \$ 0 | \$ 66,470 |
| 104 | Beds for time-limited expansion | | | | \$ 20,000 | | | \$ - | \$ 20,000 | \$ - | \$ 20,000 |
| 105 | | | | | | | \$ - | | \$ - | \$ - | \$ - |
| 109 | TOTAL CAPITAL EXPENSES | \$ 82,470 | \$ - | \$ - | \$ 27,750 | \$ - | \$ - | \$ - | \$ 110,220 | \$ 0 | \$ 110,220 |
| 110 | | | | | | | | | | | |
| 111 | HSH #3 | | | | | | | | Template last modified 9/1/2021 | | |

| BUDGET NARRATIVE | | Fiscal Year | | | |
|--|-----------------------|-----------------|---|--|--|
| Prop C & HHAP 3 & HHAP 4 - Shelter | | FY25-26 | | <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective | |
| Salaries & Benefits | Adjusted Budgeted FTE | Budgeted Salary | Justification | Calculation | |
| Program Director | 1.00 | \$ 18,250 | Director of program oversight and training. At the hourly rate of \$35.10, assuming 1 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| Care Coordinator | 9.80 | \$ 159,250 | Case management, care management. Hourly rate of \$31.25, assuming 1) 9 position FTE and 100% of FTE is funded by this budget, and 2) Eight months of budgeted pay at the hourly rate of \$31.25 for an additional 1.2 Care Coordinator, in accordance with the 30-bed expansion. Only 8-months of expansion duration falls within FY25-26, thus the additional FTE for 1.2 Care Coordinators is 0.8. Thus total FTE = 9.8. | Annual salary * budgeted FTE, prorated for 3 months | |
| Program Supervisor | 2.80 | \$ 45,500 | Site operations management. Hourly rate of \$31.25, assuming 2.8 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| Program Supervisor - Night Shift | 1.40 | \$ 23,478 | Site operations management - night shift. Hourly rate of \$32.25, assuming 1.4 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| General Practitioner | 21.86 | \$ 272,836 | General Monitoring. Hourly rate of \$24, assuming 1) 19.6 position FTE and 100% of FTE is funded by this budget, and 2) Eight months of budgeted pay at the hourly rate of \$24 for an additional 3.39 General Practitioner, in accordance with the 30-bed expansion. Only 8-months of expansion duration falls within FY25-26, thus the additional FTE for 3.39 General Practitioners is 2.26. Thus total FTE = 21.86. | Annual salary * budgeted FTE, prorated for 3 months | |
| Security Practitioner | 2.80 | \$ 34,944 | Operations, gate management. Hourly rate of \$24, assuming 2.8 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| Maintenance Practitioner | 5.60 | \$ 69,888 | Maintenance. Hourly rate of \$24, assuming 5.6 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| General Practitioner - Night Shift | 9.53 | \$ 123,902 | General Monitoring - night shift. Hourly rate of \$25, assuming 1) 8.4 position FTE and 100% of FTE is funded by this budget, and 2) Eight months of budgeted pay at the hourly rate of \$25 for an additional 1.7 General Practitioner - Night Shift, in accordance with the 30-bed expansion. Only 8-months of expansion duration falls within FY25-26, thus the additional FTE for 1.7 General Practitioners - Night Shift is 1.13. Thus total FTE = 9.53. | Annual salary * budgeted FTE, prorated for 3 months | |
| Security Practitioner - Night Shift | 1.40 | \$ 18,200 | Operations, gate management - night shift. Hourly rate of \$25, assuming 1.4 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| Maintenance Practitioner - Night Shift | 1.40 | \$ 18,200 | Maintenance - night shift. Hourly rate of \$25, assuming 1.4 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| Facilities Manager | 1.00 | \$ 18,250 | Oversee facilities of site. Hourly rate of \$35.10, assuming 1 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| Care Coordinator Supervisor | 1.00 | \$ 18,750 | Onsite Supervisor for Care Coordinator Team. Hourly rate of \$36.06, assuming 1 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated for 3 months | |
| TOTAL | 59.59 | \$ 821,448 | | | |
| Employee Fringe Benefits | | \$ 333,149 | Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.5562964304033% of total salaries. | | |
| Salaries & Benefits Total | | \$ 1,154,597 | | | |

| Operating Expenses | Budgeted Expense | Justification | Calculation |
|---|------------------|---|--|
| Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 49,000 | Monthly utilities for operating the shelter | \$15,666.67/month + 8-month prorated expansion costs totaling \$8,000 annualized |
| Office Supplies, Postage | \$ 5,365 | Paper, pens, etc. | \$1,255/month + 8-month prorated expansion costs totaling \$6,400 annualized |
| Building Maintenance Supplies and Repair | \$ 51,300 | Monthly maintenance | \$17,100/month |
| Printing and Reproduction | \$ 250 | Printing supplies | \$83/month |
| Insurance | \$ 45,000 | General liability insurance | \$15,000/month |
| Staff Training | \$ 625 | Staff training for practitioners | \$208/month |
| Client Supplies (hygiene, etc.) | \$ 5,000 | Hygiene kits and other supplies for clients | \$1,667/month |
| Cable/Internet | \$ 10,000 | Internet services | \$3,333/month |
| Uniforms | \$ 3,875 | Uniforms for 711 Post staff | Based on past costs. |
| Consultants | \$ - | | |
| Subcontractors (First \$25k Only) | \$ - | | |
| Laundry Services - PurpleTie | \$ 21,538 | Laundry costs | \$7,944.42/month; first \$25K subject to indirect. Line item reduced by \$2,295 to balance budget. |
| TOTAL OPERATING EXPENSES | \$ 191,953 | | |
| Indirect Cost | 15.0% | \$ 201,983 | |

| Other Expenses (not subject to indirect cost %) | Amount | Justification | Calculation |
|---|------------|---|-----------------------------|
| Rental of Property - Lease Costs | \$ 527,878 | Rental of 711 Post. Rental Lease Agreement includes a 1.4% rental step, thus higher rent this FY than last. | \$175,959/month for FY25-26 |
| | \$ - | | |
| TOTAL OTHER EXPENSES | \$ 527,878 | | |

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|----|--|------------|-----------|------------------|-----------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|---|---|---|---|-------------|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | S | M | N | O | P | Q | R | S |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | Page 5 of 6 | | |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | | | | | | | |
| 3 | Document Date | 7/1/2025 | | | | | | | | | | | | | | | | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | | | | | | |
| 5 | Current Term | 3/21/2022 | 6/30/2025 | 4 | | | | | | | | | | | | | | | | |
| 6 | Amended Term | 3/21/2022 | 9/30/2025 | 5 | | | | | | | | | | | | | | | | |
| 7 | F\$P Contract ID# | 1000023929 | | | Year 1 | | Year 2 | | Year 3 | | Year 4 | | Year 5 | | | | | | | |
| 8 | Service Component | | | | 3/21/2022 - 6/30/2022 | | 7/1/2022 - 6/30/2023 | | 7/1/2023 - 6/30/2024 | | 7/1/2024 - 6/30/2025 | | 7/1/2025 - 9/30/2025 | | | | | | | |
| 10 | Shelter guests | | | | 250 | | 250 | | 250 | | 250 | | 250 | | | | | | | |
| 11 | Temporary (appx. 14 month) increase of 30 beds starting January 2025 to maintain shelter capacity during rehab at another shelter. | | | | | | | | | | 30 | | 30 | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | |

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|----|---|------------|-----------|------------------|-------------|
| | A | B | C | D | E |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | Page 6 of 6 |
| 2 | APPENDIX B, BUDGET | | | | |
| 3 | Document Date | 7/1/2025 | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | |
| 5 | Current Term | 3/21/2022 | 6/30/2025 | 4 | |
| 6 | Amended Term | 3/21/2022 | 9/30/2025 | 5 | |
| 7 | F\$P Contract ID# | 1000023929 | | | |
| 8 | Approved Subcontractors | | | | |
| 10 | Laundry Services - PurpleTie | | | | |
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Appendix C, Method of Payment

I. Reimbursement for 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, paid by the Grantee, 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 the Appendix B, Budget(s) of the Agreement.

II. General Instructions for Invoice Submittal:

Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.

- A. Grantee shall submit all invoices and any related documentation required in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
- B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
- C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
- D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

| 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 |

E. 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.

F. 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 more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, Indirect and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. 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 Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. 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) and summarized in Excel;
 - 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));
 - 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 as Approved Subcontractors;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
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. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

| Homeless Housing, Assistance and Prevention (HHAP) Grant Program | |
|--|--|
| 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, a personnel report in Excel format that itemizes all payroll costs included in the invoice, 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 | <p>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, and documentation for any single expense within the Operating budget category that exceeds \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, 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.</p> |
| Operating - Direct Assistance | <p>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.</p> <p>Documentation shall include a detailed summary report in Excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p> |
| Capital and/or One-Time Funding | <p>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.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p> |

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

III. Reserved. (Advances or Prepayments).

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 monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding 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 |
|---|--|---|----------------------|
| Department of Homelessness and Supportive Housing | Emergency Pop-up Shelter | October 1, 2022 to June 30, 2028 | \$2,278,523 |
| Department of Homelessness and Supportive Housing | 33 Gough Cabin Program | April 1, 2025 to March 31, 2027 | \$7,954,329 |
| Office of Economic and Workforce Development (OEWD) | Excelsior Ambassador Program | December 1, 2022 to June 30, 2025 | \$1,245,000 |
| Department of Emergency Management | Community Response Team Program | May 1, 2023 to April 30, 2028 | \$9,000,000 |
| Human Services Agency | Mission Office Safety Street Monitor Program | May 1, 2023 to June 30, 2025 | \$2,079,458 |
| Public Library | Bathroom & Library Attendants | September 1, 2021 to August 31, 2025 | \$3,164,793 |
| Human Services Agency | Street Safety Monitors Stevenson Alley | May 16, 2024 to June 30, 2025 | \$1,612,629 |
| OEWD (subcontracted through Mid-Market Foundation) | Safety & Engagement | July 1, 2022 to June 30, 2025 | \$20,786,698 |
| OEWD (subcontracted through Mid-Market Foundation) | UC Hastings | July 1, 2022 to June 30, 2025 | \$3,565,650 |
| OEWD (subcontracted through Mid-Market Foundation) | 200 Hyde Lease/Oasis | July 1, 2022 to June 30, 2025 | \$383,192 |