

**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 **December 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **URBAN ALCHEMY** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

WHEREAS, the City's Homelessness Oversight Commission approved this Agreement under San Francisco Charter Section 9.118 by Resolution 24-013 on March 21, 2024; and

WHEREAS, the City's Board of Supervisors approved this Second Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution 301-24 on June 4, 2024 to extend the grant term by nine months and increase the grant amount by up to \$2,146,990; and

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) Agreement. The term "Agreement" shall mean the Agreement dated **December 1, 2021** between Grantee and City; and **First Amendment**, dated **April 1, 2023**.

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

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

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

3.2 Duration of Term.

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

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **December 1, 2021** and expire on **March 31, 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 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS of the Agreement currently reads as follows:

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Four Hundred Twenty Eight Thousand Four Hundred Seventy Seven Dollars (\$9,428,477)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Five Hundred Seventy One Thousand Four Hundred Thirteen Dollars (\$1,571,413)** is included as a contingency amount and is neither to be used in Budget(s)

attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

5.4 Reserved. (State or Federal Funds).

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eleven Million Five Hundred Seventy Five Thousand Four Hundred Sixty Seven Dollars (\$11,575,467)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Seven Hundred Sixty Five Thousand Three Hundred Eighty Five Dollars (\$765,385)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

5.4 State or Federal Funds.

- (a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, 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.** 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.

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

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

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

If to Grantee: Urban Alchemy
PO Box 425509
San Francisco, CA 94102
Attn: Lena Miller, CEO

lenam@urban-alchemy.us
Attn: Mike Anderer, Chief Systems Engineer
mikea@urban-alchemy.us

Any notice of default must be sent by registered mail.

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

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

2.4 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, 2024)
Appendix B, Budget (dated July 1, 2024)
Appendix C, Method of Payment (dated July 1, 2024)
Appendix D, Interests in Other City Grants (dated July 1, 2024)

2.5 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, 2024), for the period of December 1, 2021 to March 31, 2025.

2.6 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of December 1, 2021 to March 31, 2025.

2.7 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, 2024).

2.8 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, 2024).

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


CITY

GRANTEE


**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

URBAN ALCHEMY

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

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

Approved as to Form:
David Chiu
City Attorney

By: 
1AFBEA6D5F35481...
Adam Radtke
Deputy City Attorney

Appendix A, Services to be Provided

**by
Urban Alchemy
33 Gough Cabins**

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

IV. Description of Services

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

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

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

V. Location and Time of Services

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

VI. Service Requirements

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

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

B. Facilities:

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

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

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

D. Meals and Food Safety

Grantee shall meet the following meal-related requirements:

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

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

E. Record Keeping and Files:

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

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

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

H. Feedback, Complaint and Follow-up Policies

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

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

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

I. City Communications and Policies

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

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

- J. Critical Incident Reports: Grantee shall 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.

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

- L. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), DPW, DPH, Department of Emergency Management (DEM)/Healthy

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

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 work with neighbors, HSH, SFPD, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
3. Grantee shall assign a director, manager, or representative to participate in and attend relevant neighborhood and community meetings.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
10. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
11. 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.
12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
14. Grantee will report graffiti in the immediate area to 311.

M. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. When applicable, records entered into the ONE System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards¹.
 3. When applicable, Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.
 4. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- N. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the HSH Overdose Prevention Policy⁴. Grantee staff who work directly with guests shall participate in annual trainings on harm reduction, overdose recognition and response.
- O. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

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

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

VII. Service Objectives

Grantee shall achieve the following service objectives:

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

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, connection to services and safety as good or excellent.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH such as the ONE system.
- 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 quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- D. 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.

- E. 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 Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- G. 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: guest 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.
 - 1. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of

understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	K	N	O	P	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 1 of 5	
2	APPENDIX B, BUDGET													
3	Document Date	7/1/2024												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	12/1/2021	6/30/2024	3										
6	Amended Term	12/1/2021	3/31/2025	4										
7	Provider Name	Urban Alchemy												
8	Program	33 Gough Cabins												
9	FSP Contract ID#	1000023172												
10	Action (select)	Amendment												
11	Effective Date	7/1/2024												
12	Budget Name	Prop C - Cabin Pilot Project												
13		Current	New											
14	Term Budget	\$ 8,279,665	\$ 10,810,082	12%										
15	Contingency	\$ 1,148,812	\$ 765,385											
16	Not-To-Exceed	\$ 9,428,477	\$ 11,575,467											
					Year 1	Year 2	Year 3	Year 4			All Years			
17		12/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023		12/1/2021 - 6/30/2024	7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	12/1/2021 - 6/30/2024	12/1/2021 - 3/31/2025	12/1/2021 - 3/31/2025		
18		Actuals	Actuals		Current	Current	Amendment	New		Current	Amendment	New		
19	Expenditures													
20	Salaries & Benefits	\$ 1,388,770	\$ 2,392,552		\$ 2,490,937	\$ -	\$ 1,868,228	\$ 1,868,228	\$ 6,272,258	\$ 1,868,228	\$ 8,140,486			
21	Operating Expense	\$ 246,369	\$ 441,214		\$ 467,847	\$ -	\$ 332,135	\$ 332,135	\$ 1,155,430	\$ 332,135	\$ 1,487,565			
22	Subtotal	\$ 1,635,138	\$ 2,833,766		\$ 2,958,783	\$ -	\$ 2,200,363	\$ 2,200,363	\$ 7,427,688	\$ 2,200,363	\$ 9,628,051			
23	Indirect Percentage	15.00%	15.00%		15.00%	15.00%		15.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 245,271	\$ 425,085		\$ 446,806	\$ -	\$ 330,054	\$ 330,054	\$ 1,117,161	\$ 330,054	\$ 1,447,215			
25	Other Expenses (Not subject to indirect %)	\$ (545,335)	\$ (162,050)		\$ 442,200	\$ -	\$ -	\$ -	\$ (265,185)	\$ -	\$ (265,185)			
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 1,335,074	\$ 3,096,801		\$ 3,847,789	\$ -	\$ 2,530,417	\$ 2,530,417	\$ 8,279,664	\$ 2,530,417	\$ 10,810,081			
29														
30	HSH Revenues (select)													
31	Prop C	\$ 1,880,409	\$ 3,258,851		\$ 2,886,022		\$ 2,530,417	\$ 2,530,417	\$ 8,025,282	\$ 2,530,417	\$ 10,555,699			
34	Encampment Resolution Fund (2L First Round)		\$ -		\$ 961,768			\$ -	\$ 961,768	\$ -	\$ 961,768			
35	Adjustment to Actuals	\$ (545,335)	\$ (155,106)					\$ -	\$ (700,440)	\$ -	\$ (700,440)			
36	Garbage lien paid by HSH		\$ (6,945)					\$ -	\$ (6,945)	\$ -	\$ (6,945)			
39								\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 1,335,074	\$ 3,096,801		\$ 3,847,790	\$ -	\$ 2,530,417	\$ 2,530,417	\$ 8,279,665	\$ 2,530,417	\$ 10,810,082			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 1			
52														
53	Prepared by	Ian Clark-Johnson												
54	Phone	(415) 902-9593												
55	Email	ianc@urban-alchemy.us												
56														
57	Template last modified	9/1/2021												
58														
60	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 Mayor / 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.													
61														
62														

	A	F	M	T	W	X	Y	Z	AA	AB	AC	BT	BU	BV		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL															
3	Document Date	7/1/2024														
4	Provider Name	Urban Alchemy														
5	Program	33 Gough Cabins														
6	FSP Contract ID#	1000023172														
7	Budget Name	Prop C - Cabin Pilot Project														
8		Year 1			Year 2			Year 3			Year 4			All Years		
9	POSITION TITLE	12/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded program		7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	12/1/2021 - 6/30/2024	12/1/2021 - 3/31/2025	12/1/2021 - 3/31/2025		
10		Actuals	Actuals	Current					Current	Amendment	New	Current	Amendment	New		
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
12	CEO	\$ 1,966	\$ 2,527	\$ -	\$ -				\$ -	\$ -	\$ -	\$ 4,493	\$ -	\$ 4,493		
13	COO	\$ 2,148	\$ 2,301	\$ -	\$ -				\$ -	\$ -	\$ -	\$ 4,449	\$ -	\$ 4,449		
14	Operations Manager	\$ 6,977	\$ 13,000	\$ 13,000	\$ 104,000	1.00	13%	0.13	\$ 9,750	\$ 9,750	\$ 32,977	\$ 9,750	\$ 9,750	\$ 42,727		
15	Operations Specialist	\$ 4,702	\$ 8,125	\$ 8,125	\$ 65,000	1.00	13%	0.13	\$ 6,094	\$ 6,094	\$ 20,952	\$ 6,094	\$ 6,094	\$ 27,045		
16	Program Compliance & Data Reporting Manager	\$ 6,370	\$ 13,000	\$ 13,000	\$ 52,000	1.00	25%	0.25	\$ 9,750	\$ 9,750	\$ 32,370	\$ 9,750	\$ 9,750	\$ 42,120		
17	Program Director	\$ 38,827	\$ 130,000	\$ 141,440	\$ 70,720	2.00	100%	2.00	\$ 106,080	\$ 106,080	\$ 310,267	\$ 106,080	\$ 106,080	\$ 416,347		
18	Care Coordinator	\$ 75,227	\$ 195,000	\$ 195,000	\$ 65,000	3.00	100%	3.00	\$ 146,250	\$ 146,250	\$ 465,227	\$ 146,250	\$ 146,250	\$ 611,477		
19	Program Supervisor	\$ 21,840	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 21,840	\$ -	\$ -	\$ 21,840		
20	Shower Supervisor	\$ 4,507	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 4,507	\$ -	\$ -	\$ 4,507		
21	General Practitioner	\$ 37,856	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 37,856	\$ -	\$ -	\$ 37,856		
22	Security Practitioner	\$ 37,856	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 37,856	\$ -	\$ -	\$ 37,856		
23	Maintenance Practitioner	\$ 31,547	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 31,547	\$ -	\$ -	\$ 31,547		
24	Shower Practitioner	\$ 9,013	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 9,013	\$ -	\$ -	\$ 9,013		
25	Program Supervisor (Salary cost as of 1/1/2022)	\$ 75,712	\$ 157,248	\$ 157,248	\$ 56,160	2.80	100%	2.80	\$ 117,936	\$ 117,936	\$ 390,208	\$ 117,936	\$ 117,936	\$ 508,144		
26	Shower Supervisor (Salary cost as of 1/1/2022)	\$ 27,040	\$ 54,080	\$ 56,160	\$ 56,160	1.00	100%	1.00	\$ 42,120	\$ 42,120	\$ 137,280	\$ 42,120	\$ 42,120	\$ 179,400		
27	General Practitioner (Salary cost as of 1/1/2022)	\$ 152,880	\$ 292,178	\$ 315,744	\$ 45,760	6.90	100%	6.90	\$ 236,808	\$ 236,808	\$ 760,802	\$ 236,808	\$ 236,808	\$ 997,610		
28	Security Practitioner (Salary cost as of 1/1/2022)	\$ 122,304	\$ 201,344	\$ 201,344	\$ 45,760	4.40	100%	4.40	\$ 151,008	\$ 151,008	\$ 524,992	\$ 151,008	\$ 151,008	\$ 676,000		
29	Maintenance Practitioner (Salary cost as of 1/1/2022)	\$ 61,152	\$ 128,128	\$ 128,128	\$ 45,760	2.80	100%	2.80	\$ 96,096	\$ 96,096	\$ 317,408	\$ 96,096	\$ 96,096	\$ 413,504		
30	Shower Practitioner (Salary cost as of 1/1/2022)	\$ 43,680	\$ 91,520	\$ 91,520	\$ 45,760	2.00	100%	2.00	\$ 68,640	\$ 68,640	\$ 226,720	\$ 68,640	\$ 68,640	\$ 295,360		
31	Graveyard Program Supervisor (Salary cost as of 1/1/2022)	\$ 39,312	\$ 87,360	\$ 87,360	\$ 58,240	1.50	100%	1.50	\$ 65,520	\$ 65,520	\$ 214,032	\$ 65,520	\$ 65,520	\$ 279,552		
32	Graveyard General Practitioner (Salary cost as of 1/1/2022)	\$ 96,096	\$ 133,952	\$ 133,952	\$ 47,840	2.80	100%	2.80	\$ 100,464	\$ 100,464	\$ 364,000	\$ 100,464	\$ 100,464	\$ 464,464		
33	Graveyard Maintenance Practitioner (Salary cost as of 1/1/2022)	\$ 32,032	\$ 66,976	\$ 66,976	\$ 47,840	1.40	100%	1.40	\$ 50,232	\$ 50,232	\$ 165,984	\$ 50,232	\$ 50,232	\$ 216,216		
34	Graveyard Security Practitioner (Salary cost as of 1/1/2022)	\$ 64,064	\$ 133,952	\$ 133,952	\$ 47,840	2.80	100%	2.80	\$ 100,464	\$ 100,464	\$ 331,968	\$ 100,464	\$ 100,464	\$ 432,432		
35	Director Care Coordination	\$ 9,707	\$ 17,160	\$ 23,338	\$ 70,720	1.00	33%	0.33	\$ 17,503	\$ 17,503	\$ 50,204	\$ 17,503	\$ 17,503	\$ 67,707		
36	Contract Manager	\$ 2,450	\$ 4,000	\$ 4,000	\$ 100,000	1.00	4%	0.04	\$ 3,000	\$ 3,000	\$ 10,450	\$ 3,000	\$ 3,000	\$ 13,450		
55		\$ 1,005,262	\$ 1,731,851	\$ 1,770,287				TOTAL SALARIES	\$ -	\$ 1,327,715	\$ 1,327,715	\$ 4,507,400	\$ 1,327,715	\$ 5,835,115		
56								TOTAL FTE	34.27							
57		38.15%	38.15%	40.71%				FRINGE BENEFIT RATE	40.71%		40.71%					
58		\$ 383,508	\$ 660,701	\$ 720,650				EMPLOYEE FRINGE BENEFITS	\$ -	\$ 540,513	\$ 540,513	\$ 1,764,859	\$ 540,513	\$ 2,305,371		
59		\$ 1,388,770	\$ 2,392,552	\$ 2,490,937				TOTAL SALARIES & BENEFITS	\$ -	\$ 1,868,228	\$ 1,868,228	\$ 6,272,258	\$ 1,868,228	\$ 8,140,486		
60																
61																
62																

	A	B	E	H	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Urban Alchemy								
5	Program	33 Gough Cabins								
6	FSP Contract ID#	1000023172								
7	Budget Name	Prop C - Cabin Pilot Project								
8		EXTENSION YEAR								
9		Year 1	Year 2	Year 3	Year 4			All Years		
10		12/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	7/1/2024 - 3/31/2025	12/1/2021 - 6/30/2024	12/1/2021 - 3/31/2025	12/1/2021 - 3/31/2025
11		Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New
12	Operating Expenses	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)	\$ 42,700	\$ 73,200	\$ 73,200		\$ 54,900	\$ 54,900	\$ 189,100	\$ 54,900	\$ 244,000
15	Office Supplies, Postage	\$ 1,050	\$ 1,800	\$ 5,000		\$ 3,750	\$ 3,750	\$ 7,850	\$ 3,750	\$ 11,600
16	Building Maintenance Supplies and Repair	\$ 31,125	\$ 10,500	\$ 15,300		\$ 11,475	\$ 11,475	\$ 56,925	\$ 11,475	\$ 68,400
17	Printing and Reproduction	\$ 1,286	\$ 1,333	\$ 1,333		\$ 1,000	\$ 1,000	\$ 3,952	\$ 1,000	\$ 4,952
18	Insurance	\$ 18,560	\$ 96,872	\$ 96,872		\$ 72,654	\$ 72,654	\$ 212,303	\$ 72,654	\$ 284,957
19	Staff Training	\$ 7,000	\$ 3,333	\$ 3,333		\$ 2,500	\$ 2,500	\$ 13,667	\$ 2,500	\$ 16,167
20	Staff Travel(Local & Out of Town)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ 112,875	\$ 184,475	\$ 184,475		\$ 138,356	\$ 138,356	\$ 481,825	\$ 138,356	\$ 620,181
22	Communications/IT	\$ 9,752	\$ 14,667	\$ 19,000		\$ 14,250	\$ 14,250	\$ 43,419	\$ 14,250	\$ 57,669
23	Client Expenses	\$ 14,583	\$ 25,000	\$ 25,000		\$ 18,750	\$ 18,750	\$ 64,583	\$ 18,750	\$ 83,333
24	Uniforms	\$ 7,438	\$ 11,333	\$ 11,333		\$ 8,500	\$ 8,500	\$ 30,104	\$ 8,500	\$ 38,604
25	Client WiFi Installation	\$ -	\$ 18,701	\$ -		\$ -	\$ -	\$ 18,701	\$ -	\$ 18,701
26	Water	\$ -	\$ -	\$ 8,000		\$ 6,000	\$ 6,000	\$ 8,000	\$ 6,000	\$ 14,000
42	Consultants					\$ -	\$ -	\$ -	\$ -	\$ -
43						\$ -	\$ -	\$ -	\$ -	\$ -
44						\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)					\$ -	\$ -	\$ -	\$ -	\$ -
55	Meals - Farming Hope			\$ 25,000		\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
68	TOTAL OPERATING EXPENSES	\$ 246,369	\$ 441,214	\$ 467,847	\$ -	\$ 332,135	\$ 332,135	\$ 1,155,430	\$ 332,135	\$ 1,487,565
69										
70	Other Expenses (not subject to indirect cost %)									
71	Adjustment to Actuals	\$ (545,335)	\$ (155,106)			\$ -	\$ -	\$ (700,440)	\$ -	\$ (700,440)
72	Garbage lien paid by HSH		\$ (6,945)			\$ -	\$ -	\$ (6,945)	\$ -	\$ (6,945)
73	Meals - Farming Hope			\$ 442,200		\$ -	\$ -	\$ 442,200	\$ -	\$ 442,200
74						\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (545,335)	\$ (162,050)	\$ 442,200	\$ -	\$ -	\$ -	\$ (265,185)	\$ -	\$ (265,185)
85										
86	Capital Expenses									
87						\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96										
97	HSH #3									Template last modified 9/1/2021

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start Fiscal Term End

Prop C - Cabin Pilot Project

FY23-24

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

7/1/2023

6/30/2024

Salaries & Benefits	Adjusted	Budgeted	Justification	Calculation	Employee Name
	FTE	Salary			
CEO		\$ -	Program oversight	Annual salary * budgeted FTE	Lena Miller
COO		\$ -	Program oversight	Annual salary * budgeted FTE	Ron Wilson
Operations Manager	0.13	\$ 13,000	Program oversight, training, and compliance	Annual salary * budgeted FTE	Artie Gilbert
Operations Specialist	0.13	\$ 8,125	Program support, procurement	Annual salary * budgeted FTE	Silas Robinson
Program Compliance & Data Reporting Manager	0.25	\$ 13,000	Analysis, data, compliance	Annual salary * budgeted FTE	Millard Chambers, Mika Rhodman
Program Director	2.00	\$ 141,440	Director - program oversight and training	Annual salary * budgeted FTE	Everett Butler, Nery Garcia
Care Coordinator	3.00	\$ 195,000	Case management, care management	Annual salary * budgeted FTE	Maria Resendez, Tim Smith
Program Supervisor (Salary cost as of 1/1/2022)	2.80	\$ 157,248	Site operations management	Annual salary * budgeted FTE	Various
Shower Supervisor (Salary cost as of 1/1/2022)	1.00	\$ 56,160	Shower operations capability (day shift only)	Annual salary * budgeted FTE	Various
General Practitioner (Salary cost as of 1/1/2022)	6.90	\$ 315,744	General monitoring	Annual salary * budgeted FTE	Various
Security Practitioner (Salary cost as of 1/1/2022)	4.40	\$ 201,344	Operations, gate management	Annual salary * budgeted FTE	Various
Maintenance Practitioner (Salary cost as of 1/1/2022)	2.80	\$ 128,128	Maintenance (day and swing)	Annual salary * budgeted FTE	Various
Shower Practitioner (Salary cost as of 1/1/2022)	2.00	\$ 91,520	Shower maintenance, 5 days a week (day shift only)	Annual salary * budgeted FTE	Various
Graveyard Program Supervisor (Salary cost as of 1/1/2022)	1.50	\$ 87,360	Site operations management, 7 days a week, 1 Graveyard shift	Annual salary * budgeted FTE	Various
Graveyard General Practitioner (Salary cost as of 1/1/2022)	2.80	\$ 133,952	General monitoring	Annual salary * budgeted FTE	Various
Graveyard Maintenance Practitioner (Salary cost as of 1/1/2022)	1.40	\$ 66,976	Maintenance	Annual salary * budgeted FTE	Various
Graveyard Security Practitioner (Salary cost as of 1/1/2022)	2.80	\$ 133,952	Operations, gate management	Annual salary * budgeted FTE	Various
Director Care Coordination	0.33	\$ 23,338	33% of Director of Care Coordination who supervises Care Coordinators across Safe Sleep Programs	Annual salary * budgeted FTE	Brian Sheppard
Contract Manager	0.04	\$ 4,000	Program oversight and point of contact with HSH	Annual salary * budgeted FTE	Ian Clark-Johnson
TOTAL	34.27	\$ 1,770,287			
Employee Fringe Benefits		\$ 720,650	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.71% of total salaries.		
Salaries & Benefits Total		\$ 2,490,937			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 73,200	Water, gas, trash pickup	Approximately \$6,100/month
Office Supplies, Postage	\$ 5,000	\$416 per month for office supplies	\$416 per month
Building Maintenance Supplies and Repair	\$ 15,300	Cleaning supplies, site maintenance; fire extinguisher cost, ongoing maintenance cost of cabins	Approximately \$1,275/month
Printing and Reproduction	\$ 1,333	\$111 per month	\$111 x 12
Insurance	\$ 96,872	Share of annual General Liability, D&O, and Umbrella insurance	Based on allocation across multiple sites
Staff Training	\$ 3,333	Staff training	\$278 x 12
Staff Travel-Local & Out of Town)	\$ -		
Rental of Equipment	\$ 184,475	Toilet, Sink and Shower rental	Approximately \$15,373/month
Communications/IT	\$ 19,000	Computers, radios, internet	Approximately \$1,583/month
Client Expenses	\$ 25,000	PPE, gloves, hygiene items	\$1,215 x 12
Uniforms	\$ 11,333	Uniforms for 33 Gough staff	Based on past costs.
Client WiFi Installation	\$ -		
Water	\$ 8,000	Water for residents on site	Based on quotes from water provider.
Subcontractors (First \$25K Only)	\$ -		
Meals - Farming Hope	\$ 25,000	Two daily meals (breakfast and dinner) for residents.	\$8/meal for 80 residents, twice per day (\$1,280 daily; \$467,200 annually) First \$25K subject to indirect.
TOTAL OPERATING EXPENSES	\$ 467,847		
Indirect Cost	15.0%	\$ 446,806	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Adjustment to Actuals	\$ -		
Garbage lien paid by HSH	\$ -		
Meals - Farming Hope	\$ 442,200	Two daily meals (breakfast and dinner) for residents during FY23-24. Meals expected to be provided by a third party under separate agreement starting July 2024.	\$8/meal for 80 residents, twice per day (\$1,280 daily). Funds added to extend meals through June 2024, less \$25K listed above.
TOTAL OTHER EXPENSES	\$ 442,200		

Capital Expenses	Amount	Justification	Calculation
	\$ -		
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 4 of 5
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2024			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	12/1/2021	6/30/2024	3	
6	Amended Term	12/1/2021	3/31/2025	4	
7	F\$P Contract ID#	1000023172			
8	Approved Subcontractors				
10	Farming Hope (meals for FY23-24)				
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	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													Page 5 of 5		
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	12/1/2021	6/30/2024	3												
6	Amended Term	12/1/2021	3/31/2025	4												
7	FSP Contract ID#	1000023172			Year 1	Year 2	Year 3	Year 4								
8	Service Component				12/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 3/31/2025								
10	Cabin Units				70	70	70	70								
11																
12																
13																
14																
15																
16																
17																
18																

Appendix C, Method of Payment

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

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

B. Invoicing System:

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

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

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

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

Prop C / Encampment Resolution Fund	
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	<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 Operating line items that exceed \$10,000.</p>

Prop C / Encampment Resolution Fund	
Type	Instructions and Examples of Documentation
	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.

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

A. Advance Requirements:

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

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

3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

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

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	Safe Parking @ Candlestick	January 1, 2022 to April 30, 2024	\$6,755,056
Department of Homelessness and Supportive Housing	711 Post (Ansonia Hotel)	March 21, 2022 to June 30, 2024	\$18,736,820
Department of Homelessness and Supportive Housing	Emergency Pop Up Shelter	October 1, 2022 to June 30, 2025	\$2,278,523
Office of Economic and Workforce Development	Excelsior Ambassador Program	December 1, 2022 to June 30, 2024	\$845,000
Department of Emergency Management	Community Response Team Program	May 1, 2022 to June 30, 2024	\$3,150,000
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, 2024	\$2,129,498