

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

**THIRD 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 **October 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 grant term by six months; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. **[Insert Resolution Number]** on **[Insert Date of Commission Action]**; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. **<insert Resolution number> on <Month Date, Year>**; and

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**, and **Second Amendment**, dated **July 1, 2025**.

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. 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.

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 **March 31, 2026** 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 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 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.

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

5.1 Maximum Amount of Grant Funds.

- (c) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Seven Million Five Hundred Ninety Four Thousand Two Hundred Fifty Two Dollars (\$27,594,252)**.
- (d) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Thirty Four Thousand Three Hundred Eighty Six Dollars (\$934,386)** 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.

- 2.3 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 October 1, 2025)

Appendix B, Budget (dated October 1, 2025)

Appendix C, Method of Payment (dated July 1, 2025)

Appendix D, Interests in Other City Grants (dated October 1, 2025)

- 2.4 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 October 1, 2025) for the period of October 1, 2025 to March 31, 2026.
- 2.5 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated October 1, 2025) for the period of March 21, 2022 to March 31, 2026.
- 2.6 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 October 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: _____
Shireen McSpadden Date
Executive Director

By: _____
Dr. Lena Miller Date
Chief Executive Officer
City Supplier Number: 0000040596

Approved as to Form:
David Chiu
City Attorney

By: _____
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 those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population and utilize the referral system required by the City.

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

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: Support Services should include, but are not limited to the following:
1. Intake: Grantee shall conduct an intake process to collect information from guests necessary to determine and document guest identification and stay information, and make any updates. The intake shall include a program orientation outlining the services available on site and program parameters, including rules. The intake shall also include executing consent forms that allow for the exchange of guest information with program partners, including the data tracking partners for purposes of program analysis.
 2. Assessment and Individual Service Plan: Grantee shall conduct a support services assessment to identify and document guest needs. Grantee shall create service plans based on intake and assessment information. Service plans shall include issues identified by the guest and prioritize key issues, particularly those

identified by HSH and the placement referral sources, which are the focus during the guest's stay.

3. Engagement: Grantee shall actively engage with guests to support their connection to services identified in the individual service plan and create a regular schedule of outreach to guests to check on the guest's progress on their individual service plans to obtain housing stability. Grantee shall provide outreach to guests and offer onsite services and/or referrals to all guests who display indications of placement instability. This includes but is not limited to discontinuance from public benefits, services identified in the individual service plan, rule violations or warnings, and conflicts with staff or other shelter guests.
4. Case Management: Grantee shall provide ongoing meetings and counseling services with guests to establish goals, support individualized action and service plans, and track progress toward meeting the goals. Grantee shall assist Housing Referral Status guests in applying for and securing documents needed to become "document ready" for permanent housing application. This includes, but is not limited to, the acquisition of identification documents, income and homelessness verifications, and others as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of documentation acquisition and upload acquired documents into the Online Navigation and Entry (ONE) System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when guests show signs of lack of progress in acquiring necessary documentation.
5. Benefits Navigation: Grantee shall work in partnership with Human Services Agency (HSA) to assist eligible guests to obtain Medi-Cal, CalFresh, and County Adult Assistance Program (CAAP) benefits. As needed, HSA will outstation San Francisco Benefit Net (SFBN) and CAAP Eligibility Workers (EWs) at shelter sites with the goals of fully integrating benefits enrollment services into the shelter on-site services to approve guests for benefits without requiring them to go to HSA offices. Grantee shall provide on-site services space for the HSA EWs when present at the site. Grantee shall assist guests with attending appointments related to HSA benefits applications and maintaining eligibility for established benefits.
6. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess guest safety when there is reason to believe the guest is in immediate and substantial risk due to a medical and/or psychiatric emergency.
7. Support Groups, Social Events and Organized Guest Activities:
 - a. Grantee shall provide guests with opportunities to participate in organized gatherings for peer support to share and gain information from presenters and each other, form social connections with other guests, and to

- celebrate/commemorate significant individual guest achievements, holiday and community events. Grantee shall post a monthly calendar of events.
 - b. Grantee shall conduct monthly community meetings for guests during which guests may raise and discuss concerns and share program ideas/reforms.
 - c. Grantee shall provide community service, training, and/or employment opportunities to guests in partnership with local organizations or City agencies.
8. Referrals and Coordination of Services:
- a. Grantee shall link guests in Problem-Solving status to HSH Access Points, in order for the guests to receive Problem-Solving and/or a Coordinated Entry assessment. Grantee shall request the services of the Mobile Access Point team for any guests who display indications of difficulty getting to an HSH Access Point.
 - b. Grantee shall assist guests to identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with guests regarding the process, and, as necessary, re-referral.
 - c. Grantee shall escort guests to critical off-site appointments, particularly those related to benefits and exit placements, and support guests to keep appointments. When needed, Grantee shall provide bus tokens and/or transportation vouchers to assist guests in getting to critical appointments.
9. Exit Planning: Grantee shall provide exit planning to guests preparing to leave the shelter for any number of reasons, including but not limited to guests moving into permanent supportive housing, guests about to be issued a Denial of Service (DOS), and guests who are talking about leaving the program. Grantee shall notify Coordinated Entry and/or HSH Outreach as directed by HSH when Housing Referral status guests exit their shelter program.

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 guests. 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 provide at least one front line staff at each site for each shift that is fluent in both English and Spanish and who is able to conduct business in both languages.
4. 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.
5. Grantee shall maintain a minimum 1:25 ratio of case management staff to guests.
6. Grantee shall perform wellness and/or emergency safety checks on a regular basis in accordance with HSH Policy to assess a guest's safety, including immediate and substantial risk due to a medical and/or psychiatric emergency.

7. Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aid; and AED certification.
- D. Staff Training: Grantee shall ensure that staff and volunteers receive training and development, including but not limited to training on de-escalation and safety, guest engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for guests and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement).
- E. 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>.
- F. 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 sides 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.
- G. 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.
- H. Record Keeping and Files:

1. Grantee shall maintain confidential guest files for 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.

I. Meals and Food Safety

Grantee shall meet the following meal-related requirements:

1. Provide meals for guests following the menu pattern developed in consultation with DPH. Meals shall meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by Department of Public Health (DPH) Registered Dietitian (RD) annually to meet the established menu pattern, portion sizes, and vegetarian and religious/diet accommodations;
2. Partner with DPH RD to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by DPH;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted;
4. Track usage by guest, as well as overall meal distribution;
5. Manage the means to heat or maintain refrigeration of food as appropriate for distribution; and
6. Grantee shall ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.

J. 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 for the Grantee's Facilities Manager and maintenance staff.

K. 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), Department of Public Works (DPW), 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 guests. Grantee will coordinate with other service providers and City agencies, as necessary, to address excessive noise from program guests, 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 guests 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.

L. 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.

M. 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. Attendance at the Shelter Grievance Advisory Committee meetings.
7. Adherence to the Shelter Grievance Ordinance, Policy, and Regulations, including the processes regarding denials of service² unless Grantee is otherwise dictated by City emergency requirements;
8. Adherence to the City service/companion/support animal policy; and
9. 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 DPH.
10. When applicable, adherence to all State and local COVID safety mandates and guidelines.

- N. 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 guests' progress.

- O. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aid; and AED certifications.

- P. 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

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

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.

- Q. 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).
- R. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not 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.
- S. 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.
- T. 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.
- U. 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,

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

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.

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 maintain an average occupancy rate of at least 90 percent.
- C. Grantee shall create an individualized service plan for a minimum of 95 percent of guests within two weeks of intake. Written service plans shall include clear goals and objectives and identified barriers. Service connections, progress, and follow-up on these service plans will be documented in the guest's record.

- D. Grantee shall provide bed turnover services within 24 hours to 100 percent of beds needing turnover.
- E. A minimum of 50 percent of the guests onsite during the quarterly satisfaction survey distribution period shall complete the survey instrument approved by HSH.
- F. A minimum of 90 percent of guests with referral needs will have services documented in the ONE System addressing benefits, employment, health, and related transportation support if needed.
- G. A minimum of 95 percent of shelter staff shall complete training required by HSH within six months of hire and annually thereafter.
- H. A minimum of 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 a quarterly satisfaction survey shall rate the treatment of staff, connection to services, and safety as good or excellent.
- B. A minimum of 90 percent of guests shall be known to Coordinated Entry (defined as having received an up-to-date Coordinated Entry assessment) within 60 days of intake.
- C. A minimum of 80 percent of Housing Referral Status guests will receive support gathering and uploading vital documents into ONE system and meet document readiness standards within six months of initial intake.

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 Grantee 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: 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.

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	10/1/2025												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	3/21/2022	9/30/2025	4										
6	Amended Term	3/21/2022	3/31/2026	5										
7	Provider Name	Urban Alchemy												
8	Program	711 Post (Ansonia Hotel)												
9	FSP Contract ID#	1000023929												
10	Action (select)	Amendment												
11	Effective Date	10/1/2025												
12	Budget Name	Prop C & HHAP - Shelter												
13		Current	New											
14	Term Budget	\$ 22,507,041	\$ 26,659,866	4%										
15	Contingency	\$ 207,641	\$ 934,386											
16	Not-To-Exceed	\$ 22,714,682	\$ 27,594,252											
17					Year 1	Year 2	Year 3	Year 4	Year 5		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 - 3/31/2026	7/1/2025 - 3/31/2026	3/21/2022 - 9/30/2025	3/21/2022 - 3/31/2026	3/21/2022 - 3/31/2026
19					Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Amendment	New
20	Expenditures													
21	Salaries & Benefits	\$ 622,118	\$ 3,736,199	\$ 4,051,048	\$ 4,463,967	\$ 1,154,597	\$ 2,309,195	\$ 3,463,792	\$ 14,027,929	\$ 2,309,195	\$ 16,337,124			
22	Operating Expense	\$ 71,168	\$ 546,065	\$ 446,475	\$ 589,611	\$ 191,953	\$ 344,291	\$ 536,244	\$ 1,845,272	\$ 344,291	\$ 2,189,563			
23	Subtotal	\$ 693,286	\$ 4,282,264	\$ 4,497,523	\$ 5,053,578	\$ 1,346,550	\$ 2,653,486	\$ 4,000,036	\$ 15,873,201	\$ 2,653,486	\$ 18,526,687			
24	Indirect Percentage	\$ 0	15.00%	15.00%	15.00%	15.00%		15.00%						
25	Indirect Cost (Line 22 X Line 23)	\$ 103,994	\$ 642,456	\$ 674,546	\$ 758,037	\$ 201,983	\$ 398,023	\$ 600,005	\$ 2,381,015	\$ 398,023	\$ 2,779,038			
26	Other Expenses (Not subject to indirect %)	\$ (879,750)	\$ 1,004,056	\$ 1,360,059	\$ 2,137,459	\$ 527,878	\$ 1,101,317	\$ 1,629,195	\$ 4,149,703	\$ 1,101,317	\$ 5,251,020			
27	Capital Expenditure	\$ 82,470	\$ -	\$ -	\$ 20,650	\$ -	\$ -	\$ -	\$ 103,120	\$ 0	\$ 103,120			
28	Total Expenditures	\$ (0)	\$ 5,928,777	\$ 6,532,128	\$ 7,969,724	\$ 2,076,411	\$ 4,152,826	\$ 6,229,237	\$ 22,507,040	\$ 4,152,826	\$ 26,659,865			
29														
30	HSH Revenues (select)													
31	Prop C	\$ 972,693							\$ 972,693	\$ -	\$ 972,693			
32	Homeless Housing, Assistance and Prevention Program (HHAP) Round 3		\$ 6,966,120	\$ 7,284,620				\$ -	\$ 14,250,740	\$ -	\$ 14,250,740			
33	Prop C - One-time Carry Forward		\$ 69,500					\$ -	\$ 69,500	\$ -	\$ 69,500			
34	Adjustment to Actuals	\$ (972,693)	\$ (1,106,844)	\$ (752,492)				\$ -	\$ (2,832,029)	\$ -	\$ (2,832,029)			
35	Homeless Housing, Assistance and Prevention Program (HHAP) - Ongoing				\$ 7,401,099	\$ 1,857,643	\$ 3,715,285	\$ 5,572,928	\$ 9,258,742	\$ 3,715,285	\$ 12,974,027			
36	Homeless Housing, Assistance and Prevention Program (HHAP) - One-Time				\$ 568,624	\$ 218,770	\$ 437,541	\$ 656,311	\$ 787,394	\$ 437,541	\$ 1,224,935			
37								\$ -	\$ -	\$ -	\$ -			
38	Total HSH Revenues	\$ 0	\$ 5,928,777	\$ 6,532,128	\$ 7,969,723	\$ 2,076,413	\$ 4,152,826	\$ 6,229,238	\$ 22,507,041	\$ 4,152,826	\$ 26,659,866			
39	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40														
41	Prepared by	Finnegan Budetti			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.									
42	Phone	(415) 691-1773												
43	Email	finneganbudetti@urban-alchemy.us												
44														
45	Template last modified	9/1/2021												

	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	10/1/2025									
4	Provider Name	Urban Alchemy									
5	Program	711 Post (Ansonia Hotel)									
6	FSP Contract ID#	1000023929									
7	Budget Name	Prop C & HHAP - 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 - 3/31/2026	7/1/2025 - 3/31/2026	3/21/2022 - 9/30/2025	3/21/2022 - 3/31/2026	3/21/2022 - 3/31/2026
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	\$ 98,000	\$ 147,000	\$ 668,000	\$ 98,000	\$ 766,000
15	Office Supplies, Postage	\$ 805	\$ 3,000	\$ 3,000	\$ 19,459	\$ 5,365	\$ 10,730	\$ 16,094	\$ 31,629	\$ 10,730	\$ 42,359
16	Building Maintenance Supplies and Repair	\$ 12,329	\$ 150,000	\$ 119,200	\$ 124,201	\$ 51,300	\$ 102,600	\$ 153,900	\$ 457,030	\$ 102,600	\$ 559,630
17	Printing and Reproduction	\$ 49	\$ 600	\$ 600	\$ 1,000	\$ 250	\$ 500	\$ 750	\$ 2,499	\$ 500	\$ 2,999
18	Insurance	\$ 8,219	\$ 97,790	\$ 60,000	\$ 127,721	\$ 45,000	\$ 90,000	\$ 135,000	\$ 338,730	\$ 90,000	\$ 428,730
19	Staff Training	\$ 1,611	\$ 2,500	\$ 2,500	\$ 2,500	\$ 625	\$ 1,250	\$ 1,875	\$ 9,736	\$ 1,250	\$ 10,986
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	\$ 10,000	\$ 15,000	\$ 66,644	\$ 10,000	\$ 76,644
23	Cable/Internet	\$ 986	\$ 12,675	\$ 12,675	\$ 60,230	\$ 10,000	\$ 20,000	\$ 30,000	\$ 96,566	\$ 20,000	\$ 116,566
24	Uniforms	\$ 1,274	\$ 15,500	\$ 15,500	\$ 15,500	\$ 3,875	\$ 7,750	\$ 11,625	\$ 51,649	\$ 7,750	\$ 59,399
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	\$ 3,462	\$ 25,000	\$ 102,788	\$ 3,462	\$ 106,250
68	TOTAL OPERATING EXPENSES	\$ 71,168	\$ 546,065	\$ 446,475	\$ 589,611	\$ 191,953	\$ 344,291	\$ 536,244	\$ 1,845,272	\$ 344,291	\$ 2,189,563
69											
70	Other Expenses (not subject to indirect cost %)										
71	Rental of Property - Lease Costs	\$ 162,443.00	\$ 1,976,400	\$ 2,047,551	\$ 2,079,459	\$ 527,878	\$ 1,055,756	\$ 1,583,634	\$ 6,793,731	\$ 1,055,756	\$ 7,849,488
72	Laundry Services - PurpleTie		\$ 65,000	\$ 65,000	\$ 58,000		\$ 45,561	\$ 45,561	\$ 188,000	\$ 45,561	\$ 233,561
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	\$ 2,137,459	\$ 527,878	\$ 1,101,317	\$ 1,629,195	\$ 4,149,703	\$ 1,101,317	\$ 6,357,864
99											
100	Capital Expenses										
101	Communications/IT	\$ 13,000			\$ -		\$ -	\$ -	\$ 13,000	\$ -	\$ 13,000
102	One-Time Kitchen Equipment	\$ 3,000			\$ 650		\$ -	\$ -	\$ 3,650	\$ -	\$ 3,650
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	\$ -	\$ -	\$ 20,650	\$ -	\$ -	\$ -	\$ 103,120	\$ 0	\$ 103,120
110											
111	HS#3								Template last modified 9/1/2021		

BUDGET NARRATIVE

Fiscal Year

Prop C & HHAP - Shelter

FY25-26

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Program Director	1.00	\$ 54,750	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 to nine months
Care Coordinator	9.80	\$ 477,750	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 to nine months
Program Supervisor	2.80	\$ 136,500	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 to nine months
Program Supervisor - Night Shift	1.40	\$ 70,434	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 to nine months
General Practitioner	21.86	\$ 818,508	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 to nine months
Security Practitioner	2.80	\$ 104,832	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 to nine months
Maintenance Practitioner	5.60	\$ 209,664	Maintenance. Hourly rate of \$24, assuming 5.6 position FTE and 100% of FTE is funded by this budget.	Annual salary * budgeted FTE, prorated to nine months
General Practitioner - Night Shift	9.53	\$ 371,706	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 to nine months
Security Practitioner - Night Shift	1.40	\$ 54,600	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 to nine months
Maintenance Practitioner - Night Shift	1.40	\$ 54,600	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 to nine months
Facilities Manager	1.00	\$ 54,750	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 to nine months
Care Coordinator Supervisor	1.00	\$ 56,250	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 to nine months
		\$ -		
TOTAL	59.59	\$ 2,464,345		
Employee Fringe Benefits		\$ 999,447	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.5562964304033% of total salaries.	
Salaries & Benefits Total		\$ 3,463,792		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 147,000	Monthly utilities for operating the hotel	\$15,666.67/month + 8-month prorated expansion costs totaling \$8,000
Office Supplies, Postage	\$ 16,094	Paper, pens, etc.	\$1,255/month + 8-month prorated expansion costs totaling \$6,400
Building Maintenance Supplies and Repair	\$ 153,900	Monthly maintenance	\$17,100/month
Printing and Reproduction	\$ 750	Printing supplies	\$83/month
Insurance	\$ 135,000	General liability insurance	\$15,000/month
Staff Training	\$ 1,875	Staff training for practitioners	\$208/month
Client Supplies (hygiene, etc.)	\$ 15,000	Hygiene kits and other supplies for clients	\$1,667/month
Cable/Internet	\$ 30,000	Internet services	\$3,333/month
Uniforms	\$ 11,625	Uniforms for 711 Post staff	Based on past costs.
Consultants	\$ -		
Subcontractors (First \$25k Only)	\$ -		
Laundry Services - PurpleTie	\$ 25,000	Laundry costs	\$7,944.42/month; first \$25K subject to indirect.
TOTAL OPERATING EXPENSES	\$ 536,244		
Indirect Cost	15.0% \$ 600,005		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property - Lease Costs	\$ 1,583,634	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
Laundry Services - PurpleTie	\$ 45,561	Laundry costs	Remainder after \$25K subject to indirect listed above, less \$939 to balance the budget.
	\$ -		
TOTAL OTHER EXPENSES	\$ 1,629,195		

	A	B	C	D	E	F	G	H	I	J	K	L	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	10/1/2025																		
4	Contract Term	Begin Date	End Date	Duration (Years)																
5	Current Term	3/21/2022	9/30/2025	4																
6	Amended Term	3/21/2022	3/31/2026	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 - 3/31/2026											
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																				
13																				
14																				
15																				
16																				
17																				
18																				

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 6 of 6
2	APPENDIX B, BUDGET				
3	Document Date	10/1/2025			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	3/21/2022	9/30/2025	4	
6	Amended Term	3/21/2022	3/31/2026	5	
7	FSP Contract ID#	1000023929			
8	Approved Subcontractors				
10	Laundry Services - PurpleTie				
11					
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23					
24					
25					

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
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, 2027	\$4,184,137
Human Services Agency	Community Safety and Engagement Program	July 1, 2025 to December 31, 2025	\$9,800,000
San Francisco Public Library	Bathroom & Library Attendants	September 1, 2021 to August 31, 2027	\$5,011,265.61