



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	May 2, 2024
Subject	Grant Agreement Approval: Urban Alchemy Safe Parking @ Candlestick

<i>Agreement Information</i>	
F\$P#	1000024025
Provider	Urban Alchemy
Program Name	Safe Parking @ Candlestick
Agreement Action	4th Amendment
Agreement Term	January 1, 2022 to October 31, 2024

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$6,641,359	\$1,510,056	\$8,151,415	\$833,178	\$8,984,594

Funding History

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2021-22	\$1,545,377	\$1,131,665	--	\$1,131,665
2022-23	\$2,853,858	\$2,853,858	--	\$2,853,858
2023-24	\$2,655,836 ³	\$1,817,602 ⁴	\$561,682	\$3,217,518
2024-25	\$0	\$0	\$948,374	\$948,374
TOTAL⁵	\$7,055,071	\$5,803,125	\$1,510,056	\$8,151,415
<i>20% Contingency</i>				<i>\$833,178</i>
Total NTE⁶				\$8,984,594

<i>Funding Information</i>	
Funding Sources⁷	100% Our City, Our Home (Prop C)

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$6,755,056.

² Contingency only applied to FY23-24 and FY24-25 budgeted amounts.

³ Current agreement term ends April 30, 2024.

⁴ Actual spent through March 2024.

⁵ Due to rounding, numbers presented may not add up precisely to the totals provided.

⁶ NTE is calculated using the Actual Spent for prior years.

⁷ The funding sources listed reflect current and future years.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Urban Alchemy for the provision of Safe Parking @ Candlestick for the period of January 1, 2022 to October 31, 2024, in an additional amount of \$1,510,056. The addition of funds includes four additional months of meal provision via a subcontract for this fiscal year (March through June 2024), until a third-party meal provider is selected through a current procurement process. This amendment also includes six additional months of service (May 2024 through October 2024) to allow time to develop a new contract in alignment with updated City Attorney guidance for services at this City-leased site. The new requested budget is \$8,151,415.

The budget allows for a planned increase in site capacity from 35 vehicles serving approximately 50 people currently, to up to 81 vehicles serving approximately 120 people. This capacity increase corresponds with a planned electrification of the site, which this budget assumes will be completed by the end of FY23-24. However, due to the site electrification timeline being outside of direct HSH control, we are requesting a 20% contingency on FY23-24 and FY24-25, so that Urban Alchemy can continue to provide portable toilets, water, lights, and other basic needs for site guests if power is delayed. With this contingency of \$833,178, the new requested not-to-exceed amount is \$8,984,594.

Background

The Bayview Vehicle Triage Center (VTC) program was launched in January 2022 to address the significant rise in people living in their vehicles, including recreational vehicles (RVs), in the Bayview/Hunters Point neighborhood. The site location at the Candlestick Point Boat Launch Parking Lot was initially recommended by a neighborhood task force and was later approved by the State of California via a sublease agreement. Capital and Operating funding for the project was secured through a mix of State and local funding. The VTC provides a private, secure place for guests to park and live in their vehicles while accessing services and amenities on site. Site amenities include bathrooms, showers, handwashing stations, meals, and case management services to support guests in accessing shelter, housing, benefits, employment, and other resources to stabilize and exit homelessness.

Services to be Provided

The purpose of the grant is to provide time-limited and as-needed safe parking operations and services to single adults and families who are experiencing homelessness and sheltering in a vehicle. Grantee will provide services to at least 50 guests, with expected scaling up to 120 guests after site electrification, with a budgeted staff of 27.12 full-time equivalents (FTE).

The amendment includes budget adjustments for the planned electrification of the site by July 2024, including the phasing out of portable toilets. These changes are in preparation for an increase in site capacity from 35 vehicles to 81 vehicles, with the corresponding increase in guests served listed above. The budget also includes an increase in laundry costs and black water pumping costs starting in July 2024 to allow for the increased number of people served.

Selection

The Board of Supervisors originally adopted Ordinance No. 61-19 which was extended under Ordinance No. 38-24, authorizing HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis. The authorization is valid through May 5, 2029, or until the Point In Time (PIT) count is at 5,350.



Performance History

Urban Alchemy underwent citywide nonprofit fiscal monitoring most recently in FY22-23. There were no unresolved findings.

Urban Alchemy was issued one corrective action letter within the last 12 months (in July 2023), largely involving high spending compared to budget last fiscal year. The provider has been working to address the concerns, and HSH issued a follow-up in December closing the corrective actions.

Urban Alchemy underwent program monitoring at Candlestick most recently in FY 22-23. The program monitoring was conducted on May 23, 2023. The provider met the contractual service level. The only finding for this fiscal year is that the supervisor's signature was missing on the case comment documents. The recommendation for this fiscal year is that the provider keeps the ONE system updated and submits monthly reports in a timely manner.



Appendix A, Services to be Provided
by
Urban Alchemy
Safe Parking @ Candlestick

I. Purpose of Grant

The purpose of the grant is to provide safe parking operations and support services to the served population.

II. Served Population

Grantee shall serve single adults and families who are experiencing homelessness and sheltering in a vehicle.

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 are referred to the program by the City-approved referral systems and processes.

IV. Description of Services

- A. Lease Compliance: Grantee shall comply with the following provisions of the Lease between the State of California (“Lessor”) and the City and County of San Francisco, which is attached and incorporated into this agreement as Appendix E (“Lease”). Unless the context otherwise requires, the capitalized terms in this section (Lease Compliance), whether singular or plural, shall have the meanings set forth in the Appendix E, Lease.
1. Grantee shall comply with the terms and conditions of the Lease related to the use of Lease Premises, including but not limited to the provisions explicitly stated in this Section, and shall cooperate with the City to ensure compliance with the Lease.
 2. Grantee acknowledges that the land shown on Exhibit A of the Lease is subject to the Public Trust and is presently available to members of the public for recreation, waterborne commerce, navigation, fisheries, open space, and any other recognized Public Trust uses. Grantee's authorized activities and use of the Lease Premises shall not unreasonably interfere with or limit Public Trust rights.
 3. Grantee shall use the Lease Premises only for the purpose or purposes stated in the Lease and only for the operation and maintenance of the Improvements expressly authorized by the City under the Lease.
 4. Except for routine maintenance and repairs, Grantee shall not perform demolition, construction, remodeling, reconstruction, removal, or remediation without prior written approval of the City.
 5. Grantee shall keep and maintain the Lease Premises, including all Improvements, in good order and repair and in a clean, safe, sanitary, and orderly condition.
 6. No Improvements other than those expressly authorized in the Lease shall be constructed by the Grantee on the Lease Premises without the prior written consent of the City and the Lessor. Any Additions or Alterations are expressly prohibited. Grantee is also prohibited from any Additions or Alterations which

cause a material change to the environmental impact on or around the Lease Premises.

7. Unless otherwise provided for in the Lease, the Lease Premises are to be used by Grantee for purposes of implementing the services under this Agreement. Use of the Lease Premises for commercial purposes; conducting a business, whether for profit or otherwise; and any subleasing, rental, or any transaction whereby Grantee directly or indirectly receives compensation from a third party in exchange for use of the Lease Premises shall constitute an immediate Default of the Agreement with no cure period.
 8. Lessor shall have a right of reasonable access to the Lease Premises across Grantee occupied lands adjacent to the Lease Premises for any purpose associated with the Lease.
 9. Grantee shall comply with and be bound by all presently existing or subsequently enacted rules, regulations, statutes or ordinances of the State Lands Commission or any Regulatory Agency having jurisdiction over the Lease Premises. Occupancy or use of the Lease Premises provides no exemption from applicable regulations including, but not limited to, federal, state, county and local regulations, regulations promoting public health, safety, or welfare, building codes, zoning ordinances, and sanitation regulations. Grantee expressly acknowledges that Regulatory Agencies have jurisdiction over the Lease Premises unless such laws are in direct conflict with state law or public trust principles.
 10. Grantee shall not allow any person other than guests participating in the Safe Parking Program as defined in this agreement, HSH's employees, agents and authorized HSH invitees to occupy or use all or any portion of the Lease Premises without the prior written consent of the City.
 11. Upon Expiration or termination of the Lease, Grantee must immediately surrender possession of the Lease Premises to the City. Prior to the time of surrender, Grantee must cooperate with various City agencies in the removal of any Improvements together with the debris and all parts, regardless of whether Grantee actually constructed or placed the Improvements on the Lease Premises.
 12. Grantee will not use, occupy, or permit any portion of the Lease Premises to be used or occupied in violation of any Environmental Law. Grantee shall not manufacture or generate or store Hazardous Material on the Lease Premises unless specifically authorized under other terms of the Lease.
 - a. Grantee shall practice conservation of water, energy, and other natural resources.
 - b. Grantee shall notify Lessor and the appropriate governmental emergency response agency or agencies immediately in the event of any release or threatened release of any Hazardous Material in adherence with HSH's critical incident reporting requirements.
- B. Safe Parking Operations: Grantee shall operate the safe parking program to accommodate up to the number of vehicles listed in the Appendix B, Budget ("Number Served" tab) at any given time, however, City may require Grantee to serve fewer vehicles to maintain the health and safety of guests in accordance with

City requirements. The City will notify Grantee of required changes to the number of guests served.

1. **Site Maintenance:** Grantee shall maintain the site and facilities; provide janitorial services; and repair the facilities and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes. Grantee shall inform and coordinate with HSH for reporting and tracking of maintenance issues. Grantees shall obtain and manage vendors for essential site services including but not limited to shower trailers, toilets, laundry, security cameras, portable water tank, Recology, solar lighting, office trailers, and Wi-Fi.
2. **Reservations:** Grantee shall accept and facilitate reservations, in accordance with the City-approved policies and procedures within the noted program hours of operation.
3. **Storage:** Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
4. **Entry and Exit:** Grantee shall monitor guest entry and exit through guest records and follow all required health and safety requirements (e.g. screening).
5. **Laundry:** Grantee shall provide laundry services for towels and guest personal laundry.

B. **Safe Parking Support Services:** Grantee shall provide, at minimum, the following and incorporate the harm reduction model philosophy. Support services shall include, but are not limited, to the following:

1. **Intake:** Grantee shall engage, inform, and assist guests to complete the program intake process to collect information needed to identify options and link guests to various services for which they may be eligible.
2. **Orientation:** Grantee shall provide new guests information and program parameters, including rules, upon entry and weekly orientation group meetings.
3. **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 cleared to understand confidentiality and equal access for all guests. These events may be planned with or based on input from guests and shall be held onsite.

V. **Location and Time of Services**

Grantee shall provide services at Candlestick Point State Recreation Area located at 500 Hunters Point Expressway, San Francisco, CA 94124. Grantee shall provide staffing coverage 24 hours a day, seven days per week.

VI. **Service Requirements**

A. **Safe Parking 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 parking spaces will be negotiated regarding program adjustments and timing.

2. In order to respond to weather or other emergencies HSH reserves the right to negotiate safe parking expansion with the addition of vehicles 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 twenty-four hours' notice, although HSH will attempt to give more advance notice whenever possible.
- B. Staffing and Volunteers:
1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
 2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
 3. Grantee shall ensure that any volunteers welcomed into the site follow the same guidelines as required of staff as it relates to the roles or projects being handled by the volunteers.
- 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 parking spaces. 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. 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>.
- E. Record Keeping and Files:
1. Grantee shall maintain confidential guest files guests, active and previously active, and support service usage.
 2. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.
 3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.
- F. Meals and Food Safety
Grantee shall meet the following meal-related requirements:

1. Offer guests meals and track usage by guest, as well as overall meal distribution;
2. Manage the means to heat or maintain refrigeration of food as appropriate for distribution; and
3. Grantee shall ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.
4. Grantee shall keep a log of how many meals are delivered daily.
5. Grantee shall ensure appropriate meals are provided to clients with ADA accommodations and food sensitivities.

G. Site and 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, as required by and coordinated with the HSH Facilities Manager. Grantee shall ensure that janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.

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 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.
3. As the full-time operator on site, the Grantee shall use the designated notice and referral systems to document issues, pending problems and emergencies to HSH and the HSH Facilities Manager.

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

1. Grantee shall work with neighbors, Department of Homelessness and Supportive Housing (HSH), San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health (DPH), Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
2. Grantee shall work with neighbors, HSH, SFPD, Department of Public Works (DPW), Department of Public Health (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.

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.

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.
- I. 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 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.

J. Feedback, Complaint and Follow-up Policies

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

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

K. 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 spaces, the number of spaces temporarily offline and the number of spaces 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. Adherence to the City service/companion/support animal policy; and
6. 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.

- L. 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.

- M. Staff 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 Aide; and AED certifications.
- 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 participants' progress.
- O. Admission Policy: Grantee shall follow the HSH approved and provided admission policies for services. These shall be in writing and shared with the public upon request. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies will include a provision that 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. When any client cannot be served in the referred program due to accessibility or an accommodation request, the provider should bring this to the attention of the HSH Program Coordinator for review and identification of resolution options.
- P. 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).
- Q. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², 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. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:

² HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.

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 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.
 4. 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.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- R. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- S. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

VII. Service Objectives

Grantee shall achieve the following service objectives:

- A. Grantee shall provide intake and program orientation on the day of guest entry to 100 percent of all initial guests and updates for returning guests in a new stay.
- B. A minimum of 50 percent of the guests onsite during the quarterly Satisfaction Survey distribution period shall complete the survey instrument approved and provided by HSH;
- C. 60 percent of guests shall attend monthly Community Meetings as measured through sign-in sheets;
- D. 100 percent of the guests who have not been assessed and discussed Problem Solving with Coordinated Entry will be referred to and encouraged to complete the assessment within one week of initial intake; and

- E. Grantee shall enter data for all guests in database mandated by City within 24 hours of the first guest interaction.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. 50 percent of guests shall have a positive exit from the site defined as exit to shelter, housing, homeward bound, or successful problem solving resolution.
- B. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, connection to services and safety as good or excellent.

IX. Reporting Requirements

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

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This should include the Quarterly Satisfaction Survey data. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

- F. Grantee shall submit Project Descriptor data elements as described in U.S. Department of Housing and Urban Development's (HUD) latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, review of the following: participant files, the 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 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	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														Page 1 of 5
2	APPENDIX B, BUDGET														
3	Document Date	5/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	1/1/2022	4/30/2024	3											
6	Amended Term	1/1/2022	10/31/2024	4											
7	Provider Name	Urban Alchemy													
8	Program	Safe Parking @ Candlestick													
9	FSP Contract ID#	1000024025													
10	Action (select)	Amendment													
11	Effective Date	5/1/2024													
12	Budget Name	Prop C - Safe Parking													
13		Current	New												
14	Term Budget	\$ 6,641,359	\$ 8,151,415												
15	Contingency	\$ 113,697	\$ 833,178	20%											
16	Not-To-Exceed	\$ 6,755,056	\$ 8,984,594												
				Year 1	Year 2	Year 3			Year 4			All Years			
17		1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 4/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	1/1/2022 - 4/30/2024	1/1/2022 - 10/31/2024	1/1/2022 - 10/31/2024			
18		Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
19	Expenditures														
20	Salaries & Benefits	\$ 926,628	\$ 1,878,850	\$ 1,624,230	\$ 324,846	\$ 1,949,076	\$ -	\$ 649,692	\$ 649,692	\$ 4,429,708	\$ 974,538	\$ 5,404,246			
21	Operating Expense	\$ 319,612	\$ 489,514	\$ 374,338	\$ 52,551	\$ 426,888	\$ -	\$ 123,978	\$ 123,978	\$ 1,183,464	\$ 176,528	\$ 1,359,992			
22	Subtotal	\$ 1,246,240	\$ 2,368,364	\$ 1,998,568	\$ 377,397	\$ 2,375,965	\$ -	\$ 773,670	\$ 773,670	\$ 5,613,172	\$ 1,151,066	\$ 6,764,239			
23	Indirect Percentage	15.00%	15.00%	15.00%		15.00%	0.00%		15.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 186,936	\$ 345,494	\$ 316,843	\$ 39,551	\$ 356,395	\$ -	\$ 116,050	\$ 116,050	\$ 849,273	\$ 155,602	\$ 1,004,875			
25	Other Expenses (Not subject to indirect %)	\$ (408,712)	\$ 38,000	\$ 231,289	\$ 122,907	\$ 354,196	\$ -	\$ 15,000	\$ 15,000	\$ (139,422)	\$ 137,907	\$ (1,516)			
26	Capital Expenditure	\$ 107,201	\$ 102,000	\$ 109,135	\$ 21,827	\$ 130,962	\$ -	\$ 43,654	\$ 43,654	\$ 318,336	\$ 65,481	\$ 383,817			
28	Total Expenditures	\$ 1,131,665	\$ 2,853,858	\$ 2,655,836	\$ 561,682	\$ 3,217,518	\$ -	\$ 948,374	\$ 948,374	\$ 6,641,359	\$ 1,510,056	\$ 8,151,415			
29															
30	HSH Revenues (select)*														
31	Prop C	\$ 1,545,377	\$ 2,817,755	\$ 2,655,836	\$ 561,682	\$ 3,217,518		\$ 948,374	\$ 948,374	\$ 7,018,968	\$ 1,510,056	\$ 8,529,024			
34	Adjustment to Actuals	\$ (413,712)				\$ -			\$ -	\$ (413,712)	\$ -	\$ (413,712)			
35	Prop C - One-time		\$ 36,103			\$ -			\$ -	\$ 36,103	\$ -	\$ 36,103			
40	Total HSH Revenues	\$ 1,131,665	\$ 2,853,858	\$ 2,655,836	\$ 561,682	\$ 3,217,518	\$ -	\$ 948,374	\$ 948,374	\$ 6,641,359	\$ 1,510,056	\$ 8,151,415			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52															
53	Prepared by	Mike Anderer & Lauren Nelson													
54	Phone	415-286-3920													
55	Email	mikea@urban-alchemy.us													
56															
57	Template last modified	3/1/2023													
58															
60	*HSH budgets typically project out revenue levels across multiple														
61	years, strictly for budget-planning purposes. All program budgets at														
62	any given year are subject to Mayoral / Board of Supervisors discretion														
63	and funding availability, and are not guaranteed. For further														
64	information, please see Article 2 of the G-100 Grant Agreement														
65	document.														

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				Page 2 of 5
SALARY & BENEFIT DETAIL																				
Document Date		5/1/2024																		
Provider Name		Urban Alchemy																		
Program		Safe Parking @ Candlestick																		
FSP Contract ID#		1000024025																		
Budget Name		Prop C - Safe Parking																		
POSITION TITLE	Year 1		Year 2		Year 3						Year 4						All Years			
	1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 4/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded program		7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	1/1/2022 - 4/30/2024	1/1/2022 - 10/31/2024	1/1/2022 - 10/31/2024	
	Actuals	Actuals	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
CEO	\$ 2,200	\$ 4,400	\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ 6,600	\$ -	\$ 6,600	
COO	\$ 2,550	\$ 5,100	\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ 7,650	\$ -	\$ 7,650	
Contracts Manager	\$ 2,100	\$ 3,000	\$ 100,000	1.00	3%	0.03	\$ 2,500	\$ 500	\$ 3,000	\$ 100,000	1.00	3%	0.03	\$ 1,000	\$ 1,000	\$ 5,000	\$ 7,600	\$ 1,500	\$ 9,100	
Operations Manager	\$ 6,219	\$ 10,400	\$ 104,000	1.00	15%	0.15	\$ 13,000	\$ 2,600	\$ 15,600	\$ 104,000	1.00	15%	0.15	\$ 5,200	\$ 5,200	\$ 29,619	\$ 7,800	\$ 37,419		
Operations Specialist	\$ 4,867	\$ 10,483	\$ 74,880	1.00	14%	0.14	\$ 8,736	\$ 1,747	\$ 10,483	\$ 74,880	1.00	14%	0.14	\$ 3,494	\$ 3,494	\$ 24,086	\$ 5,242	\$ 29,328		
Program Compliance & Data Reporting Manager	\$ 6,240	\$ 12,480	\$ 49,920	1.00	15%	0.15	\$ 6,240	\$ 1,248	\$ 7,488	\$ 49,920	1.00	15%	0.15	\$ 2,496	\$ 2,496	\$ 24,960	\$ 3,744	\$ 28,704		
Deputy Director	\$ 32,340	\$ 66,560	\$ 66,560	1.00	100%	1.00	\$ 55,467	\$ 11,093	\$ 66,560	\$ 66,560	1.00	100%	1.00	\$ 22,187	\$ 22,187	\$ 154,367	\$ 33,280	\$ 187,647		
VTC Program Director	\$ 33,280	\$ 66,560	\$ 66,560	1.00	100%	1.00	\$ 55,467	\$ 11,093	\$ 66,560	\$ 66,560	1.00	100%	1.00	\$ 22,187	\$ 22,187	\$ 155,307	\$ 33,280	\$ 188,587		
Program Supervisor	\$ 75,712	\$ 157,248	\$ 56,160	2.80	100%	2.80	\$ 131,040	\$ 26,208	\$ 157,248	\$ 56,160	2.80	100%	2.80	\$ 52,416	\$ 52,416	\$ 364,000	\$ 78,624	\$ 442,624		
Program Supervisor - Night Shift	\$ 39,312	\$ 81,536	\$ 58,240	1.40	100%	1.40	\$ 67,947	\$ 13,589	\$ 81,536	\$ 58,240	1.40	100%	1.40	\$ 27,179	\$ 27,179	\$ 188,795	\$ 40,768	\$ 229,563		
General Practitioner	\$ 122,304	\$ 205,920	\$ 45,760	4.50	100%	4.50	\$ 171,600	\$ 34,320	\$ 205,920	\$ 45,760	4.50	100%	4.50	\$ 68,640	\$ 68,640	\$ 499,824	\$ 102,960	\$ 602,784		
Security Practitioner	\$ 122,304	\$ 302,016	\$ 45,760	6.75	100%	6.75	\$ 257,400	\$ 51,480	\$ 308,880	\$ 45,760	6.75	100%	6.75	\$ 102,960	\$ 102,960	\$ 681,720	\$ 154,440	\$ 836,160		
Maintenance Practitioner	\$ 61,152	\$ 128,128	\$ 45,760	2.80	100%	2.80	\$ 106,773	\$ 21,355	\$ 128,128	\$ 45,760	2.80	100%	2.80	\$ 42,709	\$ 42,709	\$ 296,053	\$ 64,064	\$ 360,117		
General Practitioner - Night Shift	\$ 96,096	\$ 172,224	\$ 47,840	3.60	100%	3.60	\$ 143,520	\$ 28,704	\$ 172,224	\$ 47,840	3.60	100%	3.60	\$ 57,408	\$ 57,408	\$ 411,840	\$ 86,112	\$ 497,952		
Security Practitioner - Night Shift	\$ 64,064	\$ 133,952	\$ 47,840	2.80	100%	2.80	\$ 111,627	\$ 22,325	\$ 133,952	\$ 47,840	2.80	100%	2.80	\$ 44,651	\$ 44,651	\$ 309,643	\$ 66,976	\$ 376,619		
			\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			\$ -				\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 670,740	\$ 1,360,007	TOTAL SALARIES			\$ 1,131,316	\$ 226,263	\$ 1,357,579	TOTAL SALARIES			\$ -	\$ 452,526	\$ 452,526	\$ 3,162,064	\$ 678,790	\$ 3,840,853			
			TOTAL FTE		27.12	TOTAL FTE		27.12	TOTAL FTE		27.12	TOTAL FTE		27.12	TOTAL FTE		27.12	TOTAL FTE		27.12
		38.15%	38.15%	FRINGE BENEFIT RATE			43.57%	FRINGE BENEFIT RATE			43.57%	FRINGE BENEFIT RATE			43.57%	FRINGE BENEFIT RATE			43.57%	
	\$ 255,887	\$ 518,843	EMPLOYEE FRINGE BENEFITS			\$ 492,914	\$ 98,583	\$ 591,497	EMPLOYEE FRINGE BENEFITS			\$ -	\$ 197,166	\$ 197,166	\$ 1,267,645	\$ 295,749	\$ 1,563,393			
	\$ 926,628	\$ 1,878,850	TOTAL SALARIES & BENEFITS			\$ 1,624,230	\$ 324,846	\$ 1,949,076	TOTAL SALARIES & BENEFITS			\$ -	\$ 649,692	\$ 649,692	\$ 4,429,708	\$ 974,538	\$ 5,404,246			

	A	B	E	H	I	J	K	L	M	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 3 of 5
2	OPERATING DETAIL												
3	Document Date	5/1/2024											
4	Provider Name	Urban Alchemy											
5	Program	Safe Parking @ Candlestick											
6	FSP Contract ID#	1000024025											
7	Budget Name	Prop C - Safe Parking											
8		EXTENSION YEAR											
9		Year 1	Year 2	Year 3			Year 4			All Years			
10		1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 4/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	1/1/2022 - 4/30/2024	1/1/2022 - 10/31/2024	1/1/2022 - 10/31/2024	
11		Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 25,000	\$ 50,000	\$ 41,667	\$ 8,333	\$ 50,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ 116,667	\$ 25,000	\$ 141,667	
15	Office Supplies, Postage	\$ 300	\$ 600	\$ 3,357	\$ 671	\$ 4,029	\$ 1,343	\$ 1,343	\$ 1,343	\$ 4,257	\$ 2,014	\$ 6,272	
16	Building Maintenance Supplies and Repair	\$ 3,000	\$ 8,000	\$ 5,000	\$ 1,000	\$ 6,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 16,000	\$ 3,000	\$ 19,000	
17	Printing and Reproduction	\$ 300	\$ 600	\$ 500	\$ 100	\$ 600	\$ 200	\$ 200	\$ 200	\$ 1,400	\$ 300	\$ 1,700	
18	Insurance	\$ 50,000	\$ 100,000	\$ 76,190	\$ 15,238	\$ 91,428	\$ 30,476	\$ 30,476	\$ 30,476	\$ 226,190	\$ 45,714	\$ 271,904	
19	Staff Training	\$ 3,000	\$ 5,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,310	\$ -	\$ 8,310	
20	Staff Travel-(Local & Out of Town)	\$ 1,500	\$ 1,500	\$ 1,250	\$ 250	\$ 1,500	\$ 500	\$ 500	\$ 500	\$ 4,250	\$ 750	\$ 5,000	
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Security Cameras	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	Portable Toilets	\$ 36,920	\$ 84,144	\$ 68,050	\$ 13,610	\$ 81,660	\$ -	\$ -	\$ -	\$ 189,114	\$ 13,610	\$ 202,724	
24	Light Towers	\$ 110,000	\$ 116,000	\$ 13,926	\$ 2,785	\$ 16,711	\$ 8,000	\$ 8,000	\$ 8,000	\$ 239,926	\$ 10,785	\$ 250,711	
25	Potable Water Tank	\$ 3,900	\$ 5,000	\$ 4,167	\$ -	\$ 4,167	\$ -	\$ -	\$ -	\$ 13,067	\$ -	\$ 13,067	
26	Office Trailer	\$ 22,159	\$ 32,000	\$ 18,466	\$ 3,693	\$ 22,159	\$ 7,386	\$ 7,386	\$ 7,386	\$ 72,625	\$ 11,080	\$ 83,704	
27	Client Supplies (hygiene, etc.)	\$ 2,400	\$ 4,800	\$ 4,000	\$ 800	\$ 4,800	\$ 1,600	\$ 1,600	\$ 1,600	\$ 11,200	\$ 2,400	\$ 13,600	
28	Cleaning/Janitorial Supplies	\$ 6,000	\$ 12,000	\$ 5,714	\$ 1,143	\$ 6,857	\$ 2,286	\$ 2,286	\$ 2,286	\$ 23,714	\$ 3,429	\$ 27,143	
29	Cable/Internet	\$ 4,800	\$ 9,600	\$ 11,571	\$ 2,314	\$ 13,886	\$ 4,629	\$ 4,629	\$ 4,629	\$ 25,971	\$ 6,943	\$ 32,914	
30	Uniforms	\$ 7,500	\$ 5,000	\$ 4,167	\$ 833	\$ 5,000	\$ 1,667	\$ 1,667	\$ 1,667	\$ 16,667	\$ 2,500	\$ 19,167	
31	Shower trailer: Propane	\$ 1,500	\$ 960	\$ 800	\$ 160	\$ 960	\$ 320	\$ 320	\$ 320	\$ 3,260	\$ 480	\$ 3,740	
32	Water			\$ 4,761	\$ 952	\$ 5,714	\$ 1,905	\$ 1,905	\$ 1,905	\$ 4,761	\$ 2,857	\$ 7,618	
33	Fencing			\$ 32,419	\$ -	\$ 32,419	\$ -	\$ -	\$ -	\$ 32,419	\$ -	\$ 32,419	
42	Consultants			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	IT Consultant	\$ 2,333	\$ 4,000	\$ 3,333	\$ 667	\$ 4,000	\$ 1,333	\$ 1,333	\$ 1,333	\$ 9,667	\$ 2,000	\$ 11,667	
44				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors (First \$25k Only)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55	United Site Services-Black Water Pumping	\$ 14,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 18,667	\$ 18,667	\$ 18,667	\$ 64,000	\$ 18,667	\$ 82,666	
56	Laundry services - PurpleTie	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 75,000	\$ 25,000	\$ 100,000	
57	Meals - Farming Hope			\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	
68	TOTAL OPERATING EXPENSES	\$ 319,612	\$ 489,514	\$ 374,338	\$ 52,551	\$ 426,888	\$ -	\$ 123,978	\$ 123,978	\$ 1,183,464	\$ 176,528	\$ 1,359,992	
69													
70	Other Expenses (not subject to indirect cost %)												
71	United Site Services-Black Water Pumping	\$ -	\$ 3,000	\$ 5,476	\$ -	\$ 5,476	\$ -	\$ -	\$ -	\$ 8,476	\$ -	\$ 8,476	
72	Laundry services - PurpleTie	\$ 5,000	\$ 35,000	\$ 25,000	\$ 10,000	\$ 35,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 65,000	\$ 25,000	\$ 90,000	
73	Adjustment to actuals	\$ (413,712)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ (413,712)	\$ -	\$ (413,712)	
74	Meals - Farming Hope			\$ 200,813	\$ 112,907	\$ 313,720	\$ -	\$ -	\$ -	\$ 200,813	\$ 112,907	\$ 313,720	
83													
84	TOTAL OTHER EXPENSES	\$ (408,712)	\$ 38,000	\$ 231,289	\$ 122,907	\$ 354,196	\$ -	\$ 15,000	\$ 15,000	\$ (139,422)	\$ 137,907	\$ (1,516)	
85													
86	Capital Expenses												
87	Computers, Radios, and Technology	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,500	\$ -	\$ 18,500	
88	Network/Wi-Fi and Camera Infrastructure	\$ 78,701	\$ 102,000	\$ 109,135	\$ 21,827	\$ 130,962	\$ 43,654	\$ 43,654	\$ 43,654	\$ 289,836	\$ 65,481	\$ 355,317	
89	Site Physical Enhancements (tents, benches, etc.)	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
90				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
91				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ 107,201	\$ 102,000	\$ 109,135	\$ 21,827	\$ 130,962	\$ -	\$ 43,654	\$ 43,654	\$ 318,336	\$ 65,481	\$ 383,817	
96													
97	HSH #3											Template last modified 3/1/2023	

BUDGET NARRATIVE

Fiscal Year

Prop C - Safe Parking

FY23-24

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

Salaries & Benefits	Adjusted Budgeted		Justification	Calculation	Employee Name
	FTE	Salary			
CEO		\$ -	removed in FY22-23		Lena Miller
COO		\$ -	removed in FY22-23		Bayron Wilson
Contracts Manager	0.03	\$ 3,000	Program oversight and point of contact with HSH	Annual salary * budgeted FTE	Ian Clark-Johnson
Operations Manager	0.15	\$ 15,600	Program oversight, training, and compliance	Annual salary * budgeted FTE	Artie Gilbert
Operations Specialist	0.14	\$ 10,483	Program support, procurement	Annual salary * budgeted FTE	Guillermo Magallanas
Program Compliance & Data Reporting Man	0.15	\$ 7,488	Share of 1.0 FTE from our Program Compliance and Data Team	Annual salary * budgeted FTE	Mika Rhodman
Deputy Director	1.00	\$ 66,560	1.0 FTE VTC Program Deputy Director	Annual salary * budgeted FTE	Nadon King
VTC Program Director	1.00	\$ 66,560	1.0 FTE VTC Program Director	Annual salary * budgeted FTE	Louis Reed Sr.
Program Supervisor	2.80	\$ 157,248	Supervisors for Day and Swing shifts, 7 days/week	Annual salary * budgeted FTE	Otis Hughes, Javon Marshall
Program Supervisor - Night Shift	1.40	\$ 81,536	Night Shift: 1 Supervisor, 7 days a week	Annual salary * budgeted FTE	Victor Jones
General Practitioner	4.50	\$ 205,920	Practitioners for Day and Swing shifts, 7 days/week	Annual salary * budgeted FTE	Various
Security Practitioner	6.75	\$ 308,880	Practitioners for Day and Swing shifts, 7 days/week	Annual salary * budgeted FTE	Various
Maintenance Practitioner	2.80	\$ 128,128	Practitioners for Day and Swing shifts, 7 days/week	Annual salary * budgeted FTE	Various
General Practitioner - Night Shift	3.60	\$ 172,224	Night Shift: 2-3 practitioners, 7 days a week	Annual salary * budgeted FTE	Various
Security Practitioner - Night Shift	2.80	\$ 133,952	Night Shift: 2 practitioners, 7 days a week	Annual salary * budgeted FTE	Various
		\$ -			
		\$ -			
		\$ -			
TOTAL	27.12	\$ 1,357,579			
Employee Fringe Benefits		\$ 591,497	Includes FICA, SSUI, Workers Compensation and Medical calculated at 43.57% of total salaries.		
Salaries & Benefits Total		\$ 1,949,076			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 50,000	\$37,000 Recology; \$13,000 other utility exp.	Based on previous costs.
Office Supplies, Postage	\$ 4,029	Office and desk supplies for program staff	Approximately \$336/month
Building Maintenance Supplies and Repair	\$ 6,000	\$500/month	\$500/month
Printing and Reproduction	\$ 600	\$50/month	\$50/month
Insurance	\$ 91,428	Share of General Liability Insurance Premium	Expected annual cost
Staff Training	\$ -		
Staff Travel-Local & Out of Town)	\$ 1,500	\$125/month	\$125/month
Rental of Equipment	\$ -		
Security Cameras	\$ -	moved to network/Wi-Fi and camera infrastructure line	
Portable Toilets	\$ 81,660	Toilets and hand washing stations.	Portable toilets for FY23-24; expected to phase out this fiscal year.
Light Towers	\$ 16,711	Light towers for the site	Cost for remaining light tower on site.
Potable Water Tank	\$ 4,167	Monthly servicing cost	Approximately \$347/month.
Office Trailer	\$ 22,159	Office trailer and storage containers	Approximately \$1,845/month
Client Supplies (hygiene, etc.)	\$ 4,800	Estimate \$400/month for hygiene and other supplies for clients	\$400/month
Cleaning/Janitorial Supplies	\$ 6,857	Includes bags, brooms, pickers, mops, buckets, cleaning supplies, etc.	\$571/month
Cable/Internet	\$ 13,886	Monthly cost of internet service	Approximately \$1,200/month
Uniforms	\$ 5,000	New and replacement uniforms for Candlestick personnel.	Based on previous costs
Shower trailer: Propane	\$ 960	Fuel for heating water in trailer	\$80/month
Water	\$ 5,714	Water for residents on site.	Estimated annual cost
Fencing	\$ 32,419	Cost for the fencing (including ongoing maintenance and repair) over a two-year period; paid in a lump sum.	\$32,419 for two years.
Consultants	\$ -		
IT Consultant	\$ 4,000	IT Consulting services for installation and maintenance of Wi-Fi network @ \$100/hour	Approximately 40 hours needed over the year
Subcontractors (First \$25K Only)	\$ -		
United Site Services-Black Water Pumping	\$ 25,000	Estimate for black water pumping of Phase 1 and 2 bathroom units	\$30,476 total in FY23-24; first \$25K subject to indirect.
Laundry services - PurpleTie	\$ 25,000	\$5,000/per month	\$60,000 annually; first \$25K subject to indirect.
Meals - Farming Hope	\$ 25,000	Two meals daily (breakfast and dinner) for residents.	\$8/meal twice daily for 58 residents (\$928 per day, \$338,720 annualized). First \$25K subject to indirect.
TOTAL OPERATING EXPENSES	\$ 426,888		
Indirect Cost	15.0%	\$ 356,395	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
United Site Services-Black Water Pumping	\$ 5,476	Estimate for black water pumping of Phase 1 and 2 bathroom units	Amount not subject to indirect.
Laundry services - PurpleTie	\$ 35,000	Wash and Fold service: \$1.69 per lb. for Wash and Fold. 15lb order minimum. 2x a week for pickup and delivery	\$60,000 in FY23-24 total, less \$25K subject to indirect above.
Adjustment to actuals	\$ -		
Meals - Farming Hope	\$ 313,720	Two meals daily (breakfast and dinner) for residents.	\$8/meal twice daily for 58 residents (\$928 per day). Addition of funds in 5/1 amendment includes funding for meals March-June 2024; new agreement with separate meal provider expected to take effect July 1, 2024.
	\$ -		
TOTAL OTHER EXPENSES	\$ 354,196		

Capital Expenses	Amount	Justification	Calculation
Computers, Radios, and Technology	\$ 130,962	15 radios @\$500/radio; 6 computers @\$1500/computer; plus \$2000 misc.	Budgeted at \$130,962 annually
Network/Wi-Fi and Camera Infrastructure	\$ -	Estimate for ongoing secure Wi-Fi network and camera system	Varies
Site Physical Enhancements (tents, benches, etc.)	\$ -	Estimate for additional canopy tent and seating enhancements	
	\$ -		
TOTAL CAPITAL EXPENSES	\$ 130,962		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 4 of 5
2	APPENDIX B, BUDGET				
3	Document Date	5/1/2024			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	1/1/2022	4/30/2024	3	
6	Amended Term	1/1/2022	10/31/2024	3	
7	F\$P Contract ID#	1000024025			
8	Approved Subcontractors				
10	1. United Site Services (black water pumping)				
11	2. PurpleTie (laundry)				
12	3. Farming Hope (meals in FY23-24)				
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	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	5/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	1/1/2022	4/30/2024	3												
6	Amended Term	1/1/2022	10/31/2024	4												
7	F\$P Contract ID#	1000024025			Year 1	Year 2	Year 3	Year 4								
8	Service Component				1/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024								
10	Capacity of Program in Phase 1 (vehicles)				35	35										
11	Capacity of Program in Phase 1 (guests)				50	50										
12	Planned Capacity of Program in Phase 2 (vehicles)						81	81								
13	Planned Capacity of Program in Phase 2 (guests)						120	120								
14																
15																
16																
17																
18																