



Shireen McSpadden, Executive Director

London Breed, Mayor

|                |   |
|----------------|---|
| <b>To</b>      | Homelessness Oversight Commission   |
| <b>Through</b> | Shireen McSpadden, Executive Director   |
| <b>From</b>    | Marion Sanders, Chief Deputy Director<br>Gigi Whitley, Chief of Finance and Administration<br>Edilyn Velasquez, Director, Contracts |
| <b>Date</b>    | August 1, 2024  |
| <b>Subject</b> | Grant Agreement Approval: Lavender Youth Recreation and Information Center, Inc.   SOMA TAY PSH Support Services                    |

| <i>Agreement Information</i> |  |
|------------------------------|--|
| <b>F\$P#</b>                 | 1000032561   |
| <b>Provider</b>              | Lavender Youth Recreation and Information Center, Inc. |
| <b>Program Name</b>          | SOMA TAY PSH Support Services                          |
| <b>Agreement Action</b>      | Original Agreement                                     |
| <b>Agreement Term</b>        | September 1, 2024 – June 30, 2029                      |

**Agreement Amount**

| <b>New</b>  | <b>Contingency<sup>1</sup></b> | <b>Total Not to Exceed (NTE)</b> |
|-------------|--------------------------------|----------------------------------|
| \$3,191,800 | \$814,339                      | \$4,006,139                      |

| <i>Funding Information</i> |                                  |
|----------------------------|----------------------------------|
| <b>Funding Sources</b>     | 100% Our City, Our Home (Prop C) |

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Lavender Youth Recreation and Information Center, Inc. (LYRIC) for the provision of South of Market Area (SOMA) Transitional Age Youth (TAY) Permanent Supportive Housing (PSH) Support Services for the period of September 1, 2024 to June 30, 2029. This new agreement is for new services.

**Background**

The intent of this program is to provide 41 units of Permanent Supportive Housing to Transgender, Gender Non-Conforming and Intersex (TGNCI+) identified Transitional Age Youth experiencing homelessness in San Francisco. With a minimum ratio of 1 case manager for every 15 tenants, Grantee shall provide support services including case management, education and employment services, housing retention support, and support to obtain and maintain income. In addition, two identified subcontractors, UCSF Alliance Health Project and Lyon-Martin Community Health Services, will provide gender-affirming care, behavioral health and wellness services to tenants onsite.

<sup>1</sup> A 26 percent contingency applied to the entire FY24-25 – FY28-29 budgeted amount to account for potential Cost of Doing Business (CODB) increases, if approved as part of the City’s final budget..

*Grant Agreement Approval: Lavender Youth Recreation and Information Center, Inc. | SOMA TAY PSH Support Services*

The SOMA TAY PSH Support Services program is part of Mayor Breed’s Plan to End Trans Homelessness by 2027 via acquisition and operations of a new TAY PSH site. The project is aligned with HSH’s Strategic Plan goals of decreasing homelessness and reducing racial inequities and other disparities. The program’s PSH and equity-centered onsite wraparound services will help advance these goals.

**Services to be Provided**

The purpose of the grant is to provide support services to TGNCl+ TAY, ages 18 to 29 years old. Grantee will provide services to tenants of 41 units with a budgeted staff of 4.20 full time equivalent (FTE) and two subcontractors.

**Selection**

Grantee was selected through Request for Qualifications (RFQ) #142 Transitional Age Youth (TAY) Site in South of Market Area (SOMA), which is valid until June 30, 2034.

**Agreement Materials**

- HOC Approval Package
  - Appendix A, Services to be Provided
  - Appendix B, Budget



**Appendix A, Services to be Provided**  
**by**  
**Lavendar Youth Recreation Information Center, Inc.**  
**SOMA TAY PSH Support Services**

**I. Purpose of Grant**

The purpose of the grant is to provide Support Services to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

**II. Served Population**

Grantee shall serve Transitional Age Youth (TAY) tenants experiencing homelessness, aged 18 to 24, and adults aged 25 to 29 who engaged with the Homelessness Response System (HRS) as TAY, without the custody of minor children. The target population for housing and services is TAY experiencing homelessness in San Francisco and transgender, gender non-conforming and intersex (TGNCI+) TAY will be prioritized.

**III. Referral and Prioritization**

All new tenants will be referred by the Department of Homelessness and Supportive Housing (HSH) via the Coordinated Entry System, which organizes the City's HRS with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria for Permanent Supportive Housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

**IV. Description of Services**

Grantee shall provide Support Services to the total number tenants as listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

- A. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate.

Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.

- B. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

- Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in. Grantee shall assess tenant employment and education skills and goals at intake and incorporate those into their case management plan.
- C. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  2. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  3. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
  4. Grantee shall encourage and connect tenants with educational and employment services to increase education and skill levels.
  5. Through counseling, case management, and workshops, Grantee shall provide financial literacy education (e.g., paying rent, accessing public benefits, budgeting, financial planning, saving, and credit repair).
  6. Grantee shall provide resources to ensure transportation is not a barrier to a tenant's ability to become self-sufficient.
- D. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
- E. Coordination with Master Lease and Property Management staff: Grantee shall assist tenants in communicating with, responding to, and meeting with Master Lease and

Property Management. This may include helping a tenant to understand the communications from Master Lease and Property Management, helping to write requests, responses, or complaints to Master Lease and Property Management, and attending meetings between the tenant and Master Lease and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Master Lease and Property Management staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

Grantee shall ensure there is a process in place for receiving timely communication from Master Lease and Property Management staff and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall maintain a structured written process for engaging tenants who receive such notices.

- F. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
- G. Support Groups, Social Events and Organized Activities:
1. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
  2. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
  3. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
- H. Tenant Financial Literacy Support: Grantee shall provide trainings and workshops to tenants on paying rent, accessing mainstream resources, budgeting, financial planning, saving, and credit repair.
- I. Connection to Income Benefits and/or Employment: Grantee shall provide navigation assistance and referrals to support a tenant to obtain or maintain benefits and solve problems related to county, state, and federal benefits programs. This may also include assistance in identifying, applying for, and establishing appointments with available services such as food programs, medical clinics, and in-home support services. As well as assessing tenant's skills and goals will be assessed at intake and encourage tenants to participate in educational and employment services. The goal of these services is to increase education levels, skill levels, and find employment all

geared towards increasing the tenant's income.

- J. Tenant Rights: Grantee shall support tenants in understanding their tenant rights and ensure appropriate coordination with Property Management.
- K. Legal Support: Grantee shall assist and provide appropriate external referrals to support a tenant in accessing legal support, including but not limited to, obtaining identification documents, supporting tenant in legal name change process, and any other legal related support.
- L. Onsite Behavioral Health Support: Grantee shall identify participants with unmet behavioral health needs, including but not limited to, tenants whose behavioral health needs and gender journeys are impacting their ability to be stably housed and/or achieve tenant identified goals. Onsite behavioral health staff shall offer support via one-on-one sessions, group sessions, and facilitate workshops related to behavioral health. In addition, staff shall refer participants to appropriate community resources.
- M. Health and Gender Affirming Care: Grantee shall support tenants with their health and gender affirming care needs and tenant identified goals. Support by staff can include one-on-one meetings and developing goals and individualized plans, coordinating group sessions and workshops related to health and gender affirming care. Coordinating and making external referrals, including but not limited to, external referrals that can support the range of social, emotional, behavioral, and medical interventions that will support and affirm the tenant's gender identity.
- N. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences, and may include establishing a link to services in the community. Grantee shall also provide housing related support that assists tenants in achieving goals that move them towards more independent housing. When this level of self-sufficiency is achieved, Grantee shall assist tenants in housing searches and applications.

## V. **Location and Time of Services**

Grantee shall provide Support Services at a confidential location during times when necessary to best serve tenants using the staffing outlined in the Appendix B, Budget.

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## VI. **Service Requirements**

- A. Case Management Ratio: Grantee shall maintain a maximum 15:1 ratio of units to case management staff.

- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. 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.
- D. 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.
- 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 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>.
- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
    - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
    - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
    - c. The amount of time required for each step, including when a participant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.

2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. 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 level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, measure 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 if the written format presents any problem.
- J. City Communications, Trainings and Meetings:  
 Grantee shall keep HSH informed of program operations and comply with HSH policies including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. Capacity Building: Grantee shall establish a TGNCI+ Capacity Building Plan; the proposed planned use of the capacity building one-time funding in this contract must be approved by HSH prior to implementation.
- M. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. 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.
- N. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood. This includes:
1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;



2. Have a public phone line (and/or email) available for the community to report concerns;
  3. That Management staff are available to respond to neighbors within two business days;
  4. Having a representative attend all appropriate neighborhood meetings;
  5. Participating in community/neighborhood events in partnership with the local community benefit district as appropriate;
  6. Leadership or designated staff attendance in regular meetings (monthly or as needed) with HSH Staff and the community working group;
  7. Staff training in de-escalation and crisis response, including protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
  8. Offering a “good neighbor” onboarding for tenants as they move in that outlines community resources, community norms, and expectations.
- O. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- P. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes, especially in protecting the needed and nuanced privacy of tenants.
1. Grantee shall maintain tenant program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  2. Grantee shall maintain a program roster of all current tenants in the ONE System.
  3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
  4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- Q. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:

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<sup>1</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

- a. Entering all household data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.
  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 the CARBON database. 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.

## **VII. Service Objectives**

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist tenants to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.

- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall offer Gender and Affirming Care to at least 75 percent of households seeking Gender and Affirming Care Services; including but not limited to external referrals, referral to internal services and related programming.
- I. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey and option to be availed an honorarium for sharing their experiences and vulnerabilities.

### **VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. At least 65 percent of tenants shall complete an annual tenant satisfaction survey and of those, 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. Eighty percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

### **IX. Reporting Requirements**

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the month of service.
  - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
  - 2. The total number of new move-ins during the month.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:

1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
  2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
  3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
  4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  2. The number and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;
  3. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
  4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what households reported regarding the quality and satisfaction with services.
- D. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (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 HUD 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.
- E. Grantee shall provide information for an annual report on tenant enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_admin/0-0-0-11877](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877), as instructed by HSH.

- F. Grantee shall participate, as required by HSH, 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 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, 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 trainings and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may 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 may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

|    | A  | B                             | C               | D                       |
|----|--|-------------------------------|-----------------|-------------------------|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |                               |                 |                         |
| 2  | <b>APPENDIX B, BUDGET</b>                                |                               |                 |                         |
| 3  | <b>Document Date</b>                                     | 9/1/2024                      |                 |                         |
| 4  | <b>Contract Term</b>                                     | <b>Begin Date</b>             | <b>End Date</b> | <b>Duration (Years)</b> |
| 5  | <b>Current Term</b>                                      | 9/1/2024                      | 6/30/2029       | 5                       |
| 6  | <b>Amended Term</b>                                      | 9/1/2024                      | 6/30/2029       | 5                       |
| 7  | <b>Program</b>   | SOMA TAY PSH Support Services |                 |                         |
| 8  |  |                               |                 |                         |
| 9  | <b>Approved Subcontractors</b>                           |                               |                 |                         |
| 10 | UCSF - Alliance Health Project                           |                               |                 |                         |
| 11 | Lyon-Martin Community Health Services                    |                               |                 |                         |
| 12 |  |                               |                 |                         |

|    | A  | B                             | C               | D                       | E                    | F | G | H | I | J                    | K | L | M | N | O                    | P | Q | R | S |                      |  |  |  |  |                      |  |  |  |  |
|----|--|-------------------------------|-----------------|-------------------------|----------------------|---|---|---|---|----------------------|---|---|---|---|----------------------|---|---|---|---|----------------------|--|--|--|--|----------------------|--|--|--|--|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |                               |                 |                         |                      |   |   |   |   |                      |   |   |   |   |                      |   |   |   |   |                      |  |  |  |  |                      |  |  |  |  |
| 2  | <b>APPENDIX B, BUDGET</b>                                |                               |                 |                         |                      |   |   |   |   |                      |   |   |   |   |                      |   |   |   |   |                      |  |  |  |  |                      |  |  |  |  |
| 3  | <b>Document Date</b>                                     | 9/1/2024                      |                 |                         |                      |   |   |   |   |                      |   |   |   |   |                      |   |   |   |   |                      |  |  |  |  |                      |  |  |  |  |
| 4  | <b>Contract Term</b>                                     | <b>Begin Date</b>             | <b>End Date</b> | <b>Duration (Years)</b> |                      |   |   |   |   |                      |   |   |   |   |                      |   |   |   |   |                      |  |  |  |  |                      |  |  |  |  |
| 5  | <b>Current Term</b>                                      | 9/1/2024                      | 6/30/2029       | 5                       |                      |   |   |   |   |                      |   |   |   |   |                      |   |   |   |   |                      |  |  |  |  |                      |  |  |  |  |
| 6  | <b>Amended Term</b>                                      | 9/1/2024                      | 6/30/2029       | 5                       |                      |   |   |   |   |                      |   |   |   |   |                      |   |   |   |   |                      |  |  |  |  |                      |  |  |  |  |
| 7  | <b>Program</b>   | SOMA TAY PSH Support Services |                 |                         |                      |   |   |   |   |                      |   |   |   |   |                      |   |   |   |   |                      |  |  |  |  |                      |  |  |  |  |
| 8  |  |                               |                 |                         |                      |   |   |   |   |                      |   |   |   |   |                      |   |   |   |   |                      |  |  |  |  |                      |  |  |  |  |
| 9  |  |                               |                 |                         | <b>Year 1</b>        |   |   |   |   | <b>Year 2</b>        |   |   |   |   | <b>Year 3</b>        |   |   |   |   | <b>Year 4</b>        |  |  |  |  | <b>Year 5</b>        |  |  |  |  |
| 10 | <b>Service Component</b>                                 |                               |                 |                         | 9/1/2024 - 6/30/2025 |   |   |   |   | 7/1/2025 - 6/30/2026 |   |   |   |   | 7/1/2026 - 6/30/2027 |   |   |   |   | 7/1/2027 - 6/30/2028 |  |  |  |  | 7/1/2028 - 6/30/2029 |  |  |  |  |
| 11 | Supportive Services for SOMA TAY PSH                     |                               |                 |                         | 41                   |   |   |   |   | 41                   |   |   |   |   | 41                   |   |   |   |   | 41                   |  |  |  |  | 41                   |  |  |  |  |

|    | A  | B   | C                    | D                       | G                    | J                    | M                    | P | S | AK |
|----|--|---|----------------------|-------------------------|----------------------|----------------------|----------------------|---|---|----|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |   |                      |                         |                      |                      |                      |   |   |    |
| 2  | <b>APPENDIX B, BUDGET</b>                                |   |                      |                         |                      |                      |                      |   |   |    |
| 3  | <b>Document Date</b>                                     | 9/1/2024  |                      |                         |                      |                      |                      |   |   |    |
| 4  | <b>Contract Term</b>                                     | <b>Begin Date</b>   | <b>End Date</b>      | <b>Duration (Years)</b> |                      |                      |                      |   |   |    |
| 5  | <b>Current Term</b>                                      | 9/1/2024  | 6/30/2029            | 5                       |                      |                      |                      |   |   |    |
| 6  | <b>Amended Term</b>                                      | 9/1/2024  | 6/30/2029            | 5                       |                      |                      |                      |   |   |    |
| 7  | <b>Provider Name</b>                                     | Lavendar Youth Recreation and Information Center (LYRIC)                |                      |                         |                      |                      |                      |   |   |    |
| 8  | <b>Program</b>   | SOMA TAY PSH Support Services   |                      |                         |                      |                      |                      |   |   |    |
| 9  | <b>F\$P Contract ID#</b>                                 | 1000032561  |                      |                         |                      |                      |                      |   |   |    |
| 10 | <b>Action (select)</b>                                   | New Agreement   |                      |                         |                      |                      |                      |   |   |    |
| 11 | <b>Effective Date</b>                                    | 9/1/2024  |                      |                         |                      |                      |                      |   |   |    |
| 12 | <b>Budget Names</b>                                      | <b>Prop C - Support Services, Prop C - Capacity Building</b>            |                      |                         |                      |                      |                      |   |   |    |
| 13 |  | <b>Current</b>  | <b>New</b>           | 26%                     |                      |                      |                      |   |   |    |
| 14 | <b>Term Budget</b>                                       | \$ -  | \$ 3,191,800         |                         |                      |                      |                      |   |   |    |
| 15 | <b>Contingency</b>                                       | \$ -  | \$ 814,339           |                         |                      |                      |                      |   |   |    |
| 16 | <b>Not-To-Exceed</b>                                     | \$ -  | \$ 4,006,139         |                         |                      |                      |                      |   |   |    |
| 18 |  | <b>Year 1</b>   | <b>Year 2</b>        | <b>Year 3</b>           | <b>Year 4</b>        | <b>Year 5</b>        | <b>All Years</b>     |   |   |    |
| 19 |  | 9/1/2024 - 6/30/2025  | 7/1/2025 - 6/30/2026 | 7/1/2026 - 6/30/2027    | 7/1/2027 - 6/30/2028 | 7/1/2028 - 6/30/2029 | 9/1/2024 - 6/30/2029 |   |   |    |
| 20 |  | <b>New</b>  | <b>New</b>           | <b>New</b>              | <b>New</b>           | <b>New</b>           | <b>New</b>           |   |   |    |
| 21 | <b>Expenditures</b>                                      |   |                      |                         |                      |                      |                      |   |   |    |
| 22 | Salaries & Benefits                                      | \$ 315,479  | \$ 380,461           | \$ 380,461              | \$ 380,461           | \$ 380,461           | \$ 1,837,323         |   |   |    |
| 23 | Operating Expense  | \$ 125,112  | \$ 177,491           | \$ 177,491              | \$ 177,491           | \$ 177,491           | \$ 835,076           |   |   |    |
| 24 | Subtotal   | \$ 440,590  | \$ 557,952           | \$ 557,952              | \$ 557,952           | \$ 557,952           | \$ 2,672,399         |   |   |    |
| 25 | Indirect Percentage                                      |   |                      |                         |                      |                      |                      |   |   |    |
| 26 | Indirect Cost (Line 24 X Line 25)                        | \$ 66,089   | \$ 97,248            | \$ 97,248               | \$ 97,248            | \$ 97,248            | \$ 455,081           |   |   |    |
| 27 | Other Expenses (Not subject to indirect %)               | \$ 52,397   | \$ 11,924            | \$ -                    | \$ -                 | \$ -                 | \$ 64,321            |   |   |    |
| 28 | Capital Expenditure                                      | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                 | \$ -                 |   |   |    |
| 29 | Admin Cost (HUD Only)                                    | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                 | \$ -                 |   |   |    |
| 30 | <b>Total Expenditures</b>                                | <b>\$ 559,076</b>   | <b>\$ 667,124</b>    | <b>\$ 655,200</b>       | <b>\$ 655,200</b>    | <b>\$ 655,200</b>    | <b>\$ 3,191,801</b>  |   |   |    |
| 31 |  |   |                      |                         |                      |                      |                      |   |   |    |
| 32 | <b>HSH Revenues (select)*</b>                            |   |                      |                         |                      |                      |                      |   |   |    |
| 33 | Prop C   | \$ 559,076  | \$ 667,124           | \$ 655,200              | \$ 655,200           | \$ 655,200           | \$ 3,191,800         |   |   |    |
| 51 | <b>Total HSH + Other Revenues</b>                        | <b>\$ 559,076</b>   | <b>\$ 667,124</b>    | <b>\$ 655,200</b>       | <b>\$ 655,200</b>    | <b>\$ 655,200</b>    | <b>\$ 3,191,800</b>  |   |   |    |
| 52 | Rev-Exp (Budget Match Check)                             | \$ -  | \$ -                 | \$ -                    | \$ -                 | \$ -                 | \$ -                 |   |   |    |
| 54 | Total Adjusted Salary FTE (All Budgets)                  | 4.20  | 4.10                 | 4.10                    | 4.10                 | 4.10                 |                      |   |   |    |
| 55 |  | *NOTE: HSH budgets typically project out revenue levels across multiple |                      |                         |                      |                      |                      |   |   |    |
| 56 | <b>Prepared by</b>                                       | Ana Rubio   |                      |                         |                      |                      |                      |   |   |    |
| 57 | <b>Phone</b>   | 925-752-5484  |                      |                         |                      |                      |                      |   |   |    |
| 58 | <b>Email</b>   | <a href="mailto:ana@lyric.org">ana@lyric.org</a>                        |                      |                         |                      |                      |                      |   |   |    |

years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.



|    | A  | B  | C                    | D                       | G                    | J                    | M                    | P | S | AK |
|----|--|--|----------------------|-------------------------|----------------------|----------------------|----------------------|---|---|----|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |  |                      |                         |                      |                      |                      |   |   |    |
| 2  | <b>APPENDIX B, BUDGET</b>                                |  |                      |                         |                      |                      |                      |   |   |    |
| 3  | <b>Document Date</b>                                     | 9/1/2024   |                      |                         |                      |                      |                      |   |   |    |
| 4  | <b>Contract Term</b>                                     | <b>Begin Date</b>                                | <b>End Date</b>      | <b>Duration (Years)</b> |                      |                      |                      |   |   |    |
| 5  | <b>Current Term</b>                                      | 9/1/2024 - 6/30/2029                             |                      | 5                       |                      |                      |                      |   |   |    |
| 6  | <b>Amended Term</b>                                      | 9/1/2024 - 6/30/2029                             |                      | 5                       |                      |                      |                      |   |   |    |
| 7  | <b>Provider Name</b>                                     | dar Youth Recreation and Information Center (    |                      |                         |                      |                      |                      |   |   |    |
| 8  | <b>Program</b>   | SOMA TAY PSH Support Services                    |                      |                         |                      |                      |                      |   |   |    |
| 9  | <b>F\$P Contract ID#</b>                                 | 1000032561                                       |                      |                         |                      |                      |                      |   |   |    |
| 10 | <b>Action (select)</b>                                   | New Agreement                                    |                      |                         |                      |                      |                      |   |   |    |
| 11 | <b>Effective Date</b>                                    | 9/1/2024   |                      |                         |                      |                      |                      |   |   |    |
| 12 | <b>Budget Name</b>                                       | <b>Prop C - Support Services</b>                 |                      |                         |                      |                      |                      |   |   |    |
| 13 |  | <b>Current</b>                                   | <b>New</b>           |                         |                      |                      |                      |   |   |    |
| 14 | <b>Term Budget</b>                                       | \$ -   | \$ 3,166,800         | 26%                     |                      |                      |                      |   |   |    |
| 15 | <b>Contingency</b>                                       | \$ -   | \$ 814,339           |                         |                      |                      |                      |   |   |    |
| 16 | <b>Not-To-Exceed</b>                                     | \$ -   | \$ 4,006,139         |                         |                      |                      |                      |   |   |    |
| 17 |  |  |                      |                         |                      |                      |                      |   |   |    |
| 18 |  | <b>Year 1</b>                                    | <b>Year 2</b>        | <b>Year 3</b>           | <b>Year 4</b>        | <b>Year 5</b>        | <b>All Years</b>     |   |   |    |
| 19 |  | 9/1/2024 - 6/30/2025                             | 7/1/2025 - 6/30/2026 | 7/1/2026 - 6/30/2027    | 7/1/2027 - 6/30/2028 | 7/1/2028 - 6/30/2029 | 9/1/2024 - 6/30/2029 |   |   |    |
| 20 |  | <b>New</b>                                       | <b>New</b>           | <b>New</b>              | <b>New</b>           | <b>New</b>           | <b>New</b>           |   |   |    |
| 21 | <b>Expenditures</b>                                      |  |                      |                         |                      |                      |                      |   |   |    |
| 22 | Salaries & Benefits                                      | \$ 315,478                                       | \$ 380,461           | \$ 380,461              | \$ 380,461           | \$ 380,461           | \$ 1,837,323         |   |   |    |
| 23 | Operating Expense  | \$ 125,112                                       | \$ 177,491           | \$ 177,491              | \$ 177,491           | \$ 177,491           | \$ 835,076           |   |   |    |
| 24 | Subtotal   | \$ 440,590                                       | \$ 557,952           | \$ 557,952              | \$ 557,952           | \$ 557,952           | \$ 2,672,399         |   |   |    |
| 25 | Indirect Percentage                                      | 15.00%   | 17.43%               | 17.43%                  | 17.43%               | 17.43%               |                      |   |   |    |
| 26 | Indirect Cost (Line 24 X Line 25)                        | \$ 66,089  | \$ 97,248            | \$ 97,248               | \$ 97,248            | \$ 97,248            | \$ 455,081           |   |   |    |
| 27 | Other Expenses (Not subject to indirect %)               | \$ 39,321  | \$ -                 | \$ -                    | \$ -                 | \$ -                 | \$ 39,321            |   |   |    |
| 30 | <b>Total Expenditures</b>                                | <b>\$ 546,000</b>                                | <b>\$ 655,200</b>    | <b>\$ 655,200</b>       | <b>\$ 655,200</b>    | <b>\$ 655,200</b>    | <b>\$ 3,166,800</b>  |   |   |    |
| 31 |  |  |                      |                         |                      |                      |                      |   |   |    |
| 32 | <b>HSH Revenues (select)</b>                             |  |                      |                         |                      |                      |                      |   |   |    |
| 33 | Prop C   | \$ 546,000                                       | \$ 655,200           | \$ 655,200              | \$ 655,200           | \$ 655,200           | \$ 3,166,800         |   |   |    |
| 51 | <b>Total HSH + Other Revenues</b>                        | <b>\$ 546,000</b>                                | <b>\$ 655,200</b>    | <b>\$ 655,200</b>       | <b>\$ 655,200</b>    | <b>\$ 655,200</b>    | <b>\$ 3,166,800</b>  |   |   |    |
| 52 | Rev-Exp (Budget Match Check)                             | \$ -   | \$ -                 | \$ -                    | \$ -                 | \$ -                 | \$ -                 |   |   |    |
| 53 |  |  |                      |                         |                      |                      |                      |   |   |    |
| 54 |  |  |                      |                         |                      |                      |                      |   |   |    |
| 55 | <b>Prepared by</b>                                       | Ana Rubio  |                      |                         |                      |                      |                      |   |   |    |
| 56 | <b>Phone</b>   | 925-752-5484                                     |                      |                         |                      |                      |                      |   |   |    |
| 57 | <b>Email</b>   | <a href="mailto:ana@lyric.org">ana@lyric.org</a> |                      |                         |                      |                      |                      |   |   |    |

|    | A  | B  | C                    | D                      | E            | F                                    | G                     | J                    | Q                    |  |
|----|--|--|----------------------|------------------------|--------------|--------------------------------------|-----------------------|----------------------|----------------------|--|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |  |                      |                        |              |                                      |                       |                      |                      |  |
| 2  | <b>SALARY &amp; BENEFIT DETAIL</b>                       |  |                      |                        |              |                                      |                       |                      |                      |  |
| 3  | <b>Document Date</b>                                     | 9/1/2024   |                      |                        |              |                                      |                       |                      |                      |  |
| 4  | <b>Provider Name</b>                                     | Lavendar Youth Recreation and Information Center (LYRIC) |                      |                        |              |                                      |                       |                      |                      |  |
| 5  | <b>Program</b>   | SOMA TAY PSH Support Services                            |                      |                        |              |                                      |                       |                      |                      |  |
| 6  | <b>F\$P Contract ID#</b>                                 | 1000032561   |                      |                        |              |                                      |                       |                      |                      |  |
| 7  | <b>Budget Name</b>                                       | <b>Prop C - Support Services</b>                         |                      |                        |              |                                      |                       |                      |                      |  |
| 8  |  | <b>Year 1</b>  |                      |                        |              |                                      |                       | <b>Year 2</b>        |                      |  |
| 9  | <b>POSITION TITLE</b>                                    | Agency Totals  |                      |                        |              | For HSH Funded Program               |                       | 9/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 |  |
| 10 |  |  |                      |                        |              |                                      |                       | New                  | New                  |  |
| 11 |  | Annual Full Time Salary (for 1.00 FTE)                   | Prorated # of Months | Prorated Year 1 Salary | Position FTE | % FTE funded by this budget          | Adjusted Budgeted FTE | Budgeted Salary      | Budgeted Salary      |  |
| 13 | Youth Advocate (Case Managers) - TBH                     | \$ 76,551  | 10                   | \$ 63,792              | 1.00         | 100%                                 | 1.00                  | \$ 63,792.11         | \$ 76,551            |  |
| 14 | Youth Advocate (Case Managers) - TBH                     | \$ 76,551  | 9                    | \$ 57,413              | 1.00         | 100%                                 | 1.00                  | \$ 57,412.90         | \$ 76,551            |  |
| 15 | Youth Advocate (Case Managers) - TBH                     | \$ 76,551  | 9                    | \$ 57,413              | 1.00         | 100%                                 | 1.00                  | \$ 57,412.90         | \$ 76,551            |  |
| 16 | Program Manager - TBH                                    | \$ 80,378  | 10                   | \$ 66,982              | 1.00         | 100%                                 | 1.00                  | \$ 66,981.50         | \$ 80,378            |  |
| 17 | Executive Director                                       | \$ 183,809   | 10                   | \$ 153,174             | 1.00         | 5%                                   | 0.05                  | \$ 7,658.70          | \$ -                 |  |
| 18 | VP of Programs and Operations                            | \$ 138,708   | 9                    | \$ 104,031             | 1.00         | 2%                                   | 0.02                  | \$ 2,080.62          | \$ -                 |  |
| 20 | Director of People & Operations                          | \$ 116,736   | 9                    | \$ 87,552              | 1.00         | 3%                                   | 0.03                  | \$ 2,626.57          | \$ -                 |  |
| 24 | Health and Wellness Director                             | \$ 112,246   | 9                    | \$ 84,185              | 1.00         | 10%                                  | 0.10                  | \$ 8,418             | \$ 11,225            |  |
| 55 |  | <b>TOTAL SALARIES</b>                                    |                      |                        |              |                                      |                       | <b>\$ 266,384</b>    | <b>\$ 321,254</b>    |  |
| 56 |  |  |                      |                        |              | <b>TOTAL FTE</b>                     | <b>4.20</b>           |                      |                      |  |
| 57 |  |  |                      |                        |              | <b>FRINGE BENEFIT RATE</b>           |                       | 18.43%               | 18.43%               |  |
| 58 |  |  |                      |                        |              | <b>EMPLOYEE FRINGE BENEFITS</b>      |                       | <b>\$ 49,095</b>     | <b>\$ 59,207</b>     |  |
| 59 |  |  |                      |                        |              | <b>TOTAL SALARIES &amp; BENEFITS</b> |                       | <b>\$ 315,478</b>    | <b>\$ 380,461</b>    |  |
| 60 |  |  |                      |                        |              |                                      |                       |                      |                      |  |
| 61 |  |  |                      |                        |              |                                      |                       |                      |                      |  |
| 62 |  |  |                      |                        |              |                                      |                       |                      |                      |  |

|    | A  | X                    | AE                   | BX                   |
|----|--|----------------------|----------------------|----------------------|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |                      |                      |                      |
| 2  | <b>SALARY &amp; BENEFIT DETAIL</b>                       |                      |                      |                      |
| 3  | <b>Document Date</b>                                     |                      |                      |                      |
| 4  | <b>Provider Name</b>                                     |                      |                      |                      |
| 5  | <b>Program</b>   |                      |                      |                      |
| 6  | <b>FSP Contract ID#</b>                                  |                      |                      |                      |
| 7  | <b>Budget Name</b>                                       |                      |                      |                      |
| 8  |  | <b>Year 3</b>        | <b>Year 4</b>        | <b>All Years</b>     |
| 9  | <b>POSITION TITLE</b>                                    | 7/1/2026 - 6/30/2027 | 7/1/2027 - 6/30/2028 | 9/1/2024 - 6/30/2029 |
| 10 |  | New                  | New                  | New                  |
| 11 |  | Budgeted Salary      | Budgeted Salary      | Budgeted Salary      |
| 13 | Youth Advocate (Case Managers) - TBH                     | \$ 76,551            | \$ 76,551            | \$ 369,994           |
| 14 | Youth Advocate (Case Managers) - TBH                     | \$ 76,551            | \$ 76,551            | \$ 363,615           |
| 15 | Youth Advocate (Case Managers) - TBH                     | \$ 76,551            | \$ 76,551            | \$ 363,615           |
| 16 | Program Manager - TBH                                    | \$ 80,378            | \$ 80,378            | \$ 388,493           |
| 17 | Executive Director                                       | \$ -                 | \$ -                 | \$ 7,659             |
| 18 | VP of Programs and Operations                            | \$ -                 | \$ -                 | \$ 2,081             |
| 20 | Director of People & Operations                          | \$ -                 | \$ -                 | \$ 2,627             |
| 24 | Health and Wellness Director                             | \$ 11,225            | \$ 11,225            | \$ 53,317            |
| 55 |  | <b>\$ 321,254</b>    | <b>\$ 321,254</b>    | <b>\$ 1,551,400</b>  |
| 56 |  |                      |                      |                      |
| 57 |  | 18.43%               | 18.43%               |                      |
| 58 |  | <b>\$ 59,207</b>     | <b>\$ 59,207</b>     | <b>\$ 285,923</b>    |
| 59 |  | <b>\$ 380,461</b>    | <b>\$ 380,461</b>    | <b>\$ 1,837,323</b>  |
| 60 |  |                      |                      |                      |
| 61 |  |                      |                      |                      |
| 62 |  |                      |                      |                      |

|    | A  | D  | G                    | J                    | M                    | P                    | AH                   |
|----|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |  |                      |                      |                      |                      |                      |
| 2  | <b>OPERATING DETAIL</b>                                  |  |                      |                      |                      |                      |                      |
| 3  | <b>Document Date</b>                                     | 9/1/2024   |                      |                      |                      |                      |                      |
| 4  | <b>Provider Name</b>                                     | Lavendar Youth Recreation and Information Center (LYRIC) |                      |                      |                      |                      |                      |
| 5  | <b>Program</b>   | SOMA TAY PSH Support Services                            |                      |                      |                      |                      |                      |
| 6  | <b>FSP Contract ID#</b>                                  | 1000032561   |                      |                      |                      |                      |                      |
| 7  | <b>Budget Name</b>                                       | <b>Prop C - Support Services</b>                         |                      |                      |                      |                      |                      |
| 8  |  |  |                      |                      |                      |                      |                      |
| 9  |  | <b>Year 1</b>  | <b>Year 2</b>        | <b>Year 3</b>        | <b>Year 4</b>        | <b>Year 5</b>        | <b>All Years</b>     |
| 10 |  | 9/1/2024 - 6/30/2025                                     | 7/1/2025 - 6/30/2026 | 7/1/2026 - 6/30/2027 | 7/1/2027 - 6/30/2028 | 7/1/2028 - 6/30/2029 | 9/1/2024 - 6/30/2029 |
| 11 |  | New  | New                  | New                  | New                  | New                  | New                  |
| 12 | <u>Operating Expenses</u>                                | Budgeted Expense   | Budgeted Expense     | Budgeted Expense     | Budgeted Expense     | Budgeted Expense     | Budgeted Expense     |
| 15 | Office Supplies, Postage                                 | \$ 3,528   | \$ 3,528             | \$ 3,528             | \$ 3,528             | \$ 3,528             | \$ 17,640            |
| 17 | Printing and Reproduction                                | \$ 150   | \$ 150               | \$ 150               | \$ 150               | \$ 150               | \$ 750               |
| 18 | Insurance  | \$ 1,634   | \$ 1,634             | \$ 1,634             | \$ 1,634             | \$ 1,634             | \$ 8,170             |
| 19 | Staff Training   | \$ 3,500   | \$ 3,500             | \$ 3,500             | \$ 3,500             | \$ 3,500             | \$ 17,500            |
| 20 | Staff Travel-(Local & Out of Town)                       | \$ 1,000   | \$ 1,000             | \$ 1,000             | \$ 1,000             | \$ 1,000             | \$ 5,000             |
| 21 | Rental of Equipment                                      | \$ 270   | \$ 270               | \$ 270               | \$ 270               | \$ 270               | \$ 1,350             |
| 22 | Program Supplies   | \$ 17,904  | \$ 23,399            | \$ 23,399            | \$ 23,399            | \$ 23,399            | \$ 111,500           |
| 23 | Subscription, dues and memberships                       | \$ 3,300   | \$ 3,300             | \$ 3,300             | \$ 3,300             | \$ 3,300             | \$ 16,500            |
| 43 | <u>Consultants</u>                                       |  |                      |                      |                      |                      | \$ -                 |
| 44 | Accounting   | \$ 4,000   | \$ 4,000             | \$ 4,000             | \$ 4,000             | \$ 4,000             | \$ 20,000            |
| 45 | Other  |  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| 46 | Clinical Supervision                                     | \$ 3,249   | \$ 2,500             | \$ 2,500             | \$ 2,500             | \$ 2,500             | \$ 13,249            |
| 54 |  |  |                      |                      |                      |                      | \$ -                 |
| 55 | <u>Subcontractors (First \$25k Only)</u>                 |  |                      |                      |                      |                      | \$ -                 |
| 56 | UCSF - Alliance Health Project                           | \$ 43,333  | \$ 67,200            | \$ 67,200            | \$ 67,200            | \$ 67,200            | \$ 312,133           |
| 57 | Lyon-Martin Community Health Services                    | \$ 43,243  | \$ 67,010            | \$ 67,010            | \$ 67,010            | \$ 67,010            | \$ 311,283           |
| 58 |  |  |                      |                      |                      |                      | \$ -                 |
| 69 | <b>TOTAL OPERATING EXPENSES</b>                          | \$ 125,112   | \$ 177,491           | \$ 177,491           | \$ 177,491           | \$ 177,491           | \$ 835,076           |
| 70 |  |  |                      |                      |                      |                      |                      |
| 71 | <u>Other Expenses (not subject to indirect cost %)</u>   |  |                      |                      |                      |                      |                      |
| 72 | Furniture (couches rugs, lighting, etc.)                 | \$ 13,821  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 13,821            |
| 73 | IT (tv, laptops, all tech for space)                     | \$ 16,500  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 16,500            |
| 74 | Welcome Baskets for tenants (\$100 p/tenant)             | \$ 4,200   | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 4,200             |
| 75 | Telecommunications                                       | \$ 4,800   | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 4,800             |
| 85 | <b>TOTAL OTHER EXPENSES</b>                              | \$ 39,321  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 39,321            |

**BUDGET NARRATIVE**

**Fiscal Year**

**Prop C - Support Services**

**FY24-25**

| <u>Salaries &amp; Benefits</u>       | <u>Adjusted Budgeted FTE</u> | <u>Budgeted Salary</u> | <u>Justification</u>   | <u>Calculation</u>                         |
|--------------------------------------|------------------------------|------------------------|--|--|
| Youth Advocate (Case Managers) - TBH | 1.00                         | \$ 63,792              | Case management, group facilitation, youth outreach, program implementation. Prior to tenant move-in they will also be working in team with the Manager on curriculum development, working on an annual plan of programming, and neighborhood relationships in partnership with Gael. We will also be asking them to work with Abode on any manuals that are needed. Because it is also our first time working on a project that involves permanent housing, they will be visiting other sites to gain insight on how they are run, the logistics and also the infrastructure in place at other sites.   | annual salary X 100% of staff overall time |
| Youth Advocate (Case Managers) - TBH | 1.00                         | \$ 57,413              | Case management, group facilitation, youth outreach, program implementation.   | annual salary X 100% of staff overall time |
| Youth Advocate (Case Managers) - TBH | 1.00                         | \$ 57,413              | Case management, group facilitation, youth outreach, program implementation.   | annual salary X 100% of staff overall time |
| Program Manager - TBH                | 1.00                         | \$ 66,982              | They will be hired strictly to work with DSHS on this project. Prior to tenant move-in they will also be working in team with 1 Youth Advocate on curriculum development, working on an annual plan of programming, and neighborhood relationships in partnership with Gael. We will also be asking them to work with Abode on any manuals that are needed. Because it is also our first time working on a project that involves permanent housing, they will be visiting other sites to gain insight on how they are run, the logistics and also the infrastructure in place at other sites.  | annual salary X 100% of staff overall time |
| Executive Director                   | 0.05                         | \$ 7,659               | For this project alone, the ED is the main lead at external partnerships; fostering a relationship with the community and ensuring safety as this new project takes way. They also are working on compliance with funders, strategy around future city-wide advocacy and maintains relationships with businesses, and other CBOS. This role also is the lead working with for ensuring contract compliance, programmatic sustainability, evaluation, and alignment with strategic priorities. Will work in team with the Program Manager, and VP of Programs to create five-year plan.   | annual salary X 5% of staff overall time   |
| VP of Programs and Operations        | 0.02                         | \$ 2,081               | This role has taken on more direct programming specifically in the area of training and development, program design and implementation, compliance, and internal operations. For this specific contract, this role will be leading the Collaborative and design/implementation of the agency's strategy. Specifically work with the Program Manager and Executive Director to create a training series with curriculum, structure, objectives to meet the demand and need for the community. Additionally, this role will serve as a second partner engaging with external CBOS around partnership, advocacy and integration. This role will require fostering a relationship with the community and setting up of overall five-year plan. | annual salary X 2% of staff overall time   |

|                                      |             |           |                |  |   |
|--------------------------------------|-------------|-----------|----------------|--|---|
| Director of People & Operations      | 0.03        | \$        | 2,627          | This role is responsible for updating procedures and technology, creating trainings in team with Program Manager. They will provide resources, oversight, helping plan the infrastructure to create the five-year plan. They will work with Program manager to set up website for training manuals to be stored and used in future to allow tenants access to any supports they may have been absent for. They will facilitate some of the drills and other trainings for tenants and staff alike. | annual salary X 3% of staff overall time  |
| Health and Wellness Director         | 0.10        | \$        | 8,418          | They will support direct staff with any resources, oversight, helping plan, onboarding, interviews, setting up of overall 5 year plan. They will keep in constant communication and support the Program manager throughout the project. They will work in team with Program Manager to ensure a robust curriculum throughout the five years.   | annual salary X 10% of staff overall time |
|                                      |             | \$        | -              |  |   |
| <b>TOTAL</b>                         | <b>4.20</b> | <b>\$</b> | <b>266,384</b> |  |   |
| <b>Employee Fringe Benefits</b>      |             | <b>\$</b> | <b>49,095</b>  | <b>Includes FICA, SSUI, Workers Compensation and Medical calculated at 18.43% of total salaries.</b>   |   |
| <b>Salaries &amp; Benefits Total</b> |             | <b>\$</b> | <b>315,478</b> |  |   |

| <u>Operating Expenses</u>                     | <u>Budgeted Expense</u> | <u>Justification</u>  | <u>Calculation</u>                |
|---|-------------------------|---|-----------------------------------|
| Rental of Property                            | \$ -                    | A percentage of overall operating expenses  | annual operating budget X 6%      |
| Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ -                    | A percentage of overall operating expenses  | annual operating budget X 6%      |
| Office Supplies, Postage                      | \$ 3,528                | A percentage of overall operating expenses  | annual operating budget X 6%      |
| Building Maintenance Supplies and Repair      | \$ -                    | A percentage of overall operating expenses  | annual operating budget X 6%      |
| Printing and Reproduction                     | \$ 150                  | A percentage of overall operating expenses  | annual operating budget X 6%      |
| Insurance                                     | \$ 1,634                | A percentage of overall operating expenses  | annual operating budget X 6%      |
| Staff Training                                | \$ 3,500                | There will be additional training specific to the needs of this project                                 | avg. cost of additional trainings |
| Staff Travel-(Local & Out of Town)            | \$ 1,000                | There will be some travel to and from the office for Y.A and all staff                                  | an estimate of cost per avg.      |
| Rental of Equipment                           | \$ 270                  | A percentage of overall operating expenses  | annual operating budget X 3%      |
| Program Supplies                              | \$ 17,904               | based on RFQ we estimate the Program supplies that will be needed                                       | Per RFQ program needs             |
| Subscription, dues and memberships            | \$ 3,300                | A percentage of overall operating expenses  | annual operating budget X 6%      |
|   | \$ -                    |   |                                   |
| Consultants                                   | \$ -                    |   |                                   |
| Accounting                                    | \$ 4,000                | A percentage of overall operating expenses  | annual operating budget X 3%      |
| Other   | \$ -                    | A percentage of overall operating expenses  | annual operating budget X 3%      |
| Clinical Supervision                          | \$ 3,249                | A percentage of overall operating expenses  | annual operating budget X 3%      |
|   | \$ -                    |   |                                   |
| Subcontractors (First \$25k Only)             | \$ -                    |   |                                   |
| UCSF - Alliance Health Project                | \$ 43,333               | Behavioral Health Specialist on-site (Subcontractors would not begin until tenants move in in January.) | estimate of cost per year         |
| Lyon-Martin Community Health Services         | \$ 43,243               | Gender Affirming Care staff on-site. (Subcontractors would not begin until tenants move in in January.) | estimate of cost per year         |
|   | \$ -                    |   |                                   |
| <b>TOTAL OPERATING EXPENSES</b>               | <b>\$ 125,112</b>       |   |                                   |
| <b>Indirect Cost</b>                          | <b>15.0%</b>            | <b>\$ 66,089</b>  |                                   |

| <u>Other Expenses (not subject to indirect cost %)</u> | <u>Amount</u>    | <u>Justification</u>  | <u>Calculation</u>                           |
|--|------------------|---|--|
| Office furniture for LYRIC staff                       | \$ 13,821        | Start up costs to have furniture for staff. Furniture: Couches, Rugs, Art, Lighting, Bean Bags, Bookshelves Plants, desks for private area and/or one large table for workstation. Shared amongst staff and participants use. | average cost of tables, chairs, small fridge |
| Computers/laptops                                      | \$ 16,500        | Start up costs for new employees that are working directly with this project  | market value for a laptop                    |
| Welcome Baskets for tenants (\$50 p/tenant)            | \$ 4,200         | a little gift basket for all tenants with some basic necessities  | \$50 per tenant                              |
| Telecommunications                                     | \$ 4,800         | any additional setup for IT needs   | average cost based on set up                 |
| <b>TOTAL OTHER EXPENSES</b>                            | <b>\$ 39,321</b> |   |  |

|    | A  | B   | C               | D                       | G                    | J                    | AK                   |
|----|--|---|-----------------|-------------------------|----------------------|----------------------|----------------------|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |   |                 |                         |                      |                      |                      |
| 2  | <b>APPENDIX B, BUDGET</b>                                |   |                 |                         |                      |                      |                      |
| 3  | <b>Document Date</b>                                     | 9/1/2024                                      |                 |                         |                      |                      |                      |
| 4  | <b>Contract Term</b>                                     | <b>Begin Date</b>                             | <b>End Date</b> | <b>Duration (Years)</b> |                      |                      |                      |
| 5  | <b>Current Term</b>                                      | 9/1/2024                                      | 6/30/2026       | 2                       |                      |                      |                      |
| 6  | <b>Amended Term</b>                                      | 9/1/2024                                      | 6/30/2026       | 2                       |                      |                      |                      |
| 7  | <b>Provider Name</b>                                     | dar Youth Recreation and Information Center ( |                 |                         |                      |                      |                      |
| 8  | <b>Program</b>   | SOMA TAY PSH Support Services                 |                 |                         |                      |                      |                      |
| 9  | <b>F\$P Contract ID#</b>                                 | 1000032561                                    |                 |                         |                      |                      |                      |
| 10 | <b>Action (select)</b>                                   | New Agreement                                 |                 |                         |                      |                      |                      |
| 11 | <b>Effective Date</b>                                    | 9/1/2024                                      |                 |                         |                      |                      |                      |
| 12 | <b>Budget Name</b>                                       | <b>Prop C - Capacity Building</b>             |                 |                         |                      |                      |                      |
| 13 |  | <b>Current</b>                                | <b>New</b>      |                         |                      |                      |                      |
| 14 | <b>Term Budget</b>                                       | \$ -  | \$ 25,000       |                         |                      |                      | 26%                  |
| 15 | <b>Contingency</b>                                       | \$ -  | \$ 814,339      |                         |                      |                      |                      |
| 16 | <b>Not-To-Exceed</b>                                     | \$ -  | \$ 4,006,139    |                         |                      |                      |                      |
| 17 |  |   |                 |                         |                      |                      |                      |
| 18 |  |   |                 |                         | <b>Year 1</b>        | <b>Year 2</b>        | <b>All Years</b>     |
| 19 |  |   |                 |                         | 9/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 9/1/2024 - 6/30/2026 |
| 20 |  |   |                 |                         | <b>New</b>           | <b>New</b>           | <b>New</b>           |
| 21 | <b>Expenditures</b>                                      |   |                 |                         |                      |                      |                      |
| 27 | Other Expenses (Not subject to indirect %)               |   |                 |                         | \$ 13,076            | \$ 11,924            | \$ 25,000            |
| 30 | <b>Total Expenditures</b>                                |   |                 |                         | <b>\$ 13,076</b>     | <b>\$ 11,924</b>     | <b>\$ 25,000</b>     |
| 31 |  |   |                 |                         |                      |                      |                      |
| 32 | <b>HSH Revenues (select)</b>                             |   |                 |                         |                      |                      |                      |
| 33 | Prop C   |   |                 |                         | \$ 13,076            | \$ 11,924            | \$ 25,000            |
| 51 | <b>Total HSH + Other Revenues</b>                        |   |                 |                         | <b>\$ 13,076</b>     | <b>\$ 11,924</b>     | <b>\$ 25,000</b>     |
| 52 | Rev-Exp (Budget Match Check)                             |   |                 |                         | \$ -                 | \$ -                 | \$ -                 |
| 53 |  |   |                 |                         |                      |                      |                      |



|    | A  | B                                | C                       | D                       | E                       | F                       | G                       | AF                      | AG                      | AH                      |           |
|----|--|----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------|
| 1  | <b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b> |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 2  | <b>OPERATING DETAIL</b>                                  |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 3  | <b>Document Date</b>                                     | 9/1/2024                         |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 4  | <b>Provider Name</b>                                     | Lavendar Youth Recreation and Ir |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 5  | <b>Program</b>   | SOMA TAY PSH Support Services    |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 6  | <b>F\$P Contract ID#</b>                                 | 1000032561                       |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 7  | <b>Budget Name</b>                                       | Prop C - Capacity Building       |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 8  |  |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 9  |  | <b>Year 1</b>                    |                         |                         | <b>Year 2</b>           |                         |                         | <b>All Years</b>        |                         |                         |           |
| 10 |  | 9/1/2024 -<br>6/30/2025          | 9/1/2024 -<br>6/30/2025 | 9/1/2024 -<br>6/30/2025 | 7/1/2025 -<br>6/30/2026 | 7/1/2025 -<br>6/30/2026 | 7/1/2025 -<br>6/30/2026 | 9/1/2024 -<br>6/30/2026 | 9/1/2024 -<br>6/30/2026 | 9/1/2024 -<br>6/30/2026 |           |
| 11 |  |                                  |                         | New                     |                         |                         | New                     |                         | <b>Modification</b>     | New                     |           |
| 12 | <u>Operating Expenses</u>                                | Budgeted<br>Expense              | <b>Change</b>           | Budgeted<br>Expense     | Budgeted<br>Expense     | <b>Change</b>           | Budgeted<br>Expense     | Budgeted<br>Expense     | <b>Change</b>           | Budgeted<br>Expense     |           |
| 69 |  |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 70 | <u>Other Expenses (not subject to indirect cost %)</u>   |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 71 | Capacity Building  | \$ -                             | \$ 13,076               | \$ 13,076               | \$ -                    | \$ 11,924               | \$ 11,924               | \$ -                    | \$ 25,000               | \$ 25,000               |           |
| 84 | TOTAL OTHER EXPENSES                                     | \$ -                             | \$ 13,076               | \$ 13,076               | \$ -                    | \$ 11,924               | \$ 11,924               | \$ -                    | \$ 25,000               | \$ 25,000               |           |
| 85 |  |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 86 | <u>Capital Expenses</u>                                  |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 94 |  |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 95 | TOTAL CAPITAL EXPENSES                                   | \$ -                             | \$ -                    | \$ -                    | \$ -                    | \$ -                    | \$ -                    | \$ -                    | \$ -                    | \$ -                    |           |
| 96 |  |                                  |                         |                         |                         |                         |                         |                         |                         |                         |           |
| 97 | <b>HSH #3</b>  |                                  |                         |                         |                         |                         |                         |                         |                         | Template last modified  | 7/26/2022 |

**BUDGET NARRATIVE**

**Fiscal Year**

**Prop C - Capacity Building**

**FY24-25**

| <u>Other Expenses (not subject to indirect cost %)</u> | <u>Amount</u>    | <u>Justification</u>   | <u>Calculation</u>  |
|--|------------------|--|---|
| Capacity Building                                      | \$ 13,076        | Looking to develop and strengthening the skills, abilities, processes and resources that the organizations needs through various trainings across different departments of the organization. Breaking training up within the 2 years - Yr 1- \$13,076 Yr 2- \$11,924 totaling the \$25,000 over course of 2 years. | an estimate of outside organization costs for training programs |
|  | \$ -             |  |   |
|  | \$ -             |  |   |
| <b>TOTAL OTHER EXPENSES</b>                            | <b>\$ 13,076</b> |  |   |