



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 Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
<b>Date</b>	September 5, 2024
<b>Subject</b>	Grant Agreement Approval: Abode Property Management   South of Market Transitional Age Youth Permanent Supportive Housing

<i>Agreement Information</i>	
<b>F\$P#</b>	1000033445
<b>Provider</b>	Abode Property Management
<b>Program Name</b>	South of Market Transitional Age Youth Permanent Supportive Housing
<b>Agreement Action</b>	Original Agreement
<b>Agreement Term</b>	November 1, 2024 to June 30, 2029

**Agreement Amount**

<b>New</b>	<b>Contingency<sup>1</sup></b>	<b>Total Not to Exceed (NTE)</b>
\$11,814,387	\$2,362,877	\$14,177,264

<i>Funding Information</i>	
<b>Funding Sources<sup>2</sup></b>	81% Our City, Our Home (Prop C) 19% General Fund

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Abode Property Management (APM) for the provision of South of Market Area (SOMA) Transition Age Youth (TAY) Permanent Supportive Housing (PSH) Property Management and Master Lease Stewardship for the period of November 1, 2024 to June 30, 2029. This new agreement is for new services.

**Background**

In Spring 2022, Mayor Breed announced a plan to end homelessness for transgender, gender nonconforming+ identified individuals by 2027. This plan included the goal for the city to acquire and begin operations for a new Permanent Supportive Housing site for Transgender and Gender Non-Conforming and Intersex (TGNCI+) youth, with a focus on Transition Age Youth (TAY). By Summer 2022, HSH and the Office of Transgender Initiatives (OTI) began the planning process for launching San Francisco’s first Permanent Supportive Housing (PSH) site to house TGNCI+ identified TAY. To ensure that a culturally responsive and equity centered permanent housing program was designed, the OTI and

<sup>1</sup> Contingency only applied to FY23-24 to FY28-29 budgeted amount.

<sup>2</sup> The funding sources listed reflect current and future years.

*Grant Agreement Approval: Abode Property Management | SOMA TAY PSH*

HSH began the planning process by engaging with San Francisco based organizations like, *Dimensions Clinic, LYRIC, the LGBTQ Center*, and many others to learn more about the current needs of TGNCl+ youth and providers. By Fall 2023, HSH released a Request for Qualifications (RFQ) #142 TAY Site in South of Market Area to select the support service and property management providers. Through the RFQ process, LYRIC was the selected organization for support services and Abode Property Management was selected as the Property Management service provider.

Abode will provide property management services at this unique and exciting new TAY PSH program. The SOMA TAY PSH provides 41 brand new studio units<sup>3</sup> with kitchenettes and private bathrooms in each unit, common area spaces for onsite programming, community building, staff offices for both property management and onsite support services, a community kitchen, onsite laundry, and much more.

Property Management services include, but are not limited to, ongoing tenant lease management, building maintenance and repairs, ensuring safety of tenants and staff, and 24/7 onsite staffing, and partnership with support services to support housing stability. In addition, Abode will be responsible for management of the commercial spaces. In alignment with HSH's strategic plan goals of decreasing homelessness and supporting people to succeed in housing, the goal of the new SOMA TAY PSH is to make homelessness rare, brief, and one time for TGNCl+ TAY by providing permanent housing and wraparound onsite services.

### **Services to be Provided**

The purpose of this grant is to provide property management services to formerly homeless and income-eligible TAY, aged 18 to 29, prioritizing those that identify as TGNCl+. Grantee will provide services for 41 units, with a budgeted staff of 6.25 full-time equivalent (FTE).

### **Selection**

Due to a lack of responsible and responsive bids for Request for Qualifications (RFQ) #142, Grantee was selected pursuant to the San Francisco Administrative Code Section 21.6, which authorizes the Contracting Officer to purchase the Commodities or Services called for from any source where the lack of responsive Offers is not due to the content of the Solicitation.

### **Agreement Materials**

- HOC Approval Package
  - Appendix A-1, Services to be Provided
  - Appendix A-2, Services to be Provided
  - Appendix B, Budget

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<sup>3</sup> There are a total of 42 units, 41 will be tenant units and one unit will be for a live in manager.



**Appendix A-1, Services to be Provided  
by  
Abode Property Management  
South of Market Transitional Age Youth Permanent Supportive Housing**

**I. Purpose of Grant**

The purpose of the grant is to provide Property Management and Master Lease Stewardship to the served population. The goals of these services are to support tenants 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 will also serve those aged 25 to 29 who have been part of the Homelessness Response System (HRS) as TAY without minor children with a focused expertise to address the unique cultural needs of those that identify as Transgender and Gender Non-Conforming and Intersex (TGNCI+).

**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 Homelessness Response System (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 the following services to the total number of units listed in Appendix B, Budget (“Number Served” tab).

**A. Property Management**

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, HSH, housing subsidy administrators, fair housing laws, and/or other entities involved with referrals.

Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness,” as further described in California Welfare and Institutions Code section 8255.

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable accommodation, and transfers when accepting referrals and placing tenants into housing.

2. **Tenant Lease Set-Up:** Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include Community Rules, the Program Participant Rules for PSH, HSH Resident Emergency Safety Check Policy Notice, and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
3. **Annual Tenant Re-certification:** Grantee will use commercially reasonable efforts to promptly obtain initial and annual income certifications for all PSH Residents. Annual income re-certification should generally be completed on the anniversary of a Resident's move-in date or another building-wide annual recertification date.
4. **Collection of Rents, Security Deposits, and Other Receipts:** Grantee shall collect and process rent and other housing-related payments (e.g. security deposit) made by tenants.
  - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
  - b. Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
5. **Lease Enforcement, Written Notices and Eviction Prevention:**
  - a. Grantee shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
  - b. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
  - c. Grantee shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
  - d. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
  - e. Grantee shall copy Support Services staff on all communications to tenants.
6. **Building Service Payments:** Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, electricity, telephone, natural gas, garbage, water, and pest control. This may include elevator maintenance, as required. Grantee shall pay all deposits, connection, installation, and use charges imposed in connection with such services as Project Expenses.
7. **Building Maintenance:** Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs

- and respond to requests in a timely manner. Building maintenance shall include the following services:
- a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
  - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
  - c. Pest control services, as needed;
  - d. Maintenance and repair of facility systems, plumbing, electrical;
  - e. Building security;
  - f. Maintain external adjacent areas of building clean and free of debris and graffiti;
  - g. Preparation of apartments for tenant move-in and move-out; and
  - h. Development of a preventative maintenance schedule for review and approval by HSH, and monitor adherence to the approved schedule.
8. Coordination with Support Services: If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability. Grantee shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.
9. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with the HSH Emergency Safety Check Policy and Procedure, internal agency policies and applicable laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
10. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week and including holidays.
11. Harm reduction and overdose prevention: Integrate harm reduction principles into service delivery and agency structure as well as follow the HSH Overdose Prevention Policy. Staff that work directly with tenants must complete annual trainings on harm reduction and overdose recognition and response.
12. Exit Planning: Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Grantee shall provide exit information to Support Services to complete the client program exit in the Online Navigation and Entry (ONE) System.
13. Asset Management: Grantee shall partner with HSH to safeguard the physical and financial health of the property and provide asset management and compliance reporting services, which include, but not limited to, the following:
- a. Grantee will maintain the physical and financial health of the Premises including: providing an updated capital needs assessment for review by HSH every five years after the Agreement Date, implement any HSH-approved capital improvement plan for the Premises, develop a

- preventative maintenance plan, and respond to any property financial performance and compliance reports required under any agreements;
- b. Monitoring and reporting to HSH on property financial performance including an annual audit completed by a certified accountant, recommending related actions, as appropriate; and
- c. Monitoring and reporting to HSH on compliance requirements related to the funding and other regulatory requirements, recommending related actions, as appropriate.

14. Cultural Competency and Staff Training: Grantee shall implement mandatory cultural competency staff training for new hires and on an ongoing basis. Trainings will include but are not limited to, serving TGNCI+ identified individuals experiencing homelessness, and transitional aged youth . Grantee shall ensure Property Management staff complete the Affirming Trans Access to Housing (ATAH)- Training Symposiums facilitated by HSH and OTI.

**B. Compliance with Lease:**

1. Grantee shall operate the Property in accordance with the Lease at all times and in all respects.
2. Grantee shall coordinate and conduct regular asset management meetings with HSH staff to address ongoing maintenance and capital needs at the Property.
3. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.

**C. Leasing and Management of Commercial Space:**

1. Grantee shall provide leasing and commercial management of the three-ground floor commercial spaces, including management of existing commercial leases and marketing and leasing vacant commercial spaces.
2. Subject to City approval, Grantee will either i) use the Commercial Space as programming space for PSH Residents at the Premises and in accordance with PSH Program Rules, or ii) sublease the Commercial Space to a commercial tenant for commercial services and in accordance with Applicable Legal Requirements, which sublease will be subject to City's prior written approval.

**V. Location and Time of Services**

Grantee shall provide Property Management services at 1174 Folsom Street, San Francisco, CA.

Grantee shall provide Property Management services 24 hours a day, seven days a week on-site. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

**VI. Service Requirements**

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.

1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency, or State, Federal agency relating to the Property.
- B. 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.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First. Housing First Principles means tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services, and prohibit rejecting applicants on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness,” as further described in California Welfare and Institutions Code section 8255.
- 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 participate in individual case conferences and team coordination meetings with Support Services provider and/or HSH, as needed, to coordinate and collaborate regarding tenant’s housing stability.
- G. 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 tenant 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 tenant to contact after the tenant 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.
- H. 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 with survey completion if the written format presents any problem.
- I. City Communications, Trainings and Meetings:  
Grantee shall keep HSH informed of program operations and comply with HSH policies and training requirements, and participate in meetings 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. Ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.
- J. Coordination with Other Service Providers: Grantee shall establish written agreements with Support Services and other service providers that are part of the site team to formalize collaboration and roles and responsibilities.
- K. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report 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.
- L. 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).

M. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, in accordance with HSH’s Good Neighbor Policy, as may be amended from time to time, including:

1. Collaboration 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 to;
3. That Grantee management staff is available to respond to neighbors within two business days, if reasonable;
4. Having a representative of the Grantee attend all appropriate neighborhood meetings;
5. Participate 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, Healthy Streets Operation Center, Department of Public Works, and/or crisis response teams as needed; and
8. Offer a “good neighbor” onboarding for tenants as they move in that outlines community resources, community norms, and expectations.

N. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.

1. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
2. Grantee shall track receipt and completion of maintenance work orders.
3. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

O. 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 maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
4. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into 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.
5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

## **VII. Service Objectives**

Grantee shall achieve the following Service Objectives:

- A. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
- B. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
- C. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
- D. Grantee shall maintain an occupancy rate of at least 93 percent.
- E. Grantee shall provide a preventative maintenance schedule to HSH for review and approval annually.
- F. Grantee shall provide a Property Management Plan within 90 days of agreement start date.

- G. Grantee shall submit all required asset management reports on a timely basis to HSH and external funders, if applicable.

### **VIII. Outcome Objectives**

Grantee shall achieve the following Outcome Objectives:

- A. At least 90 percent of tenants 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 85 percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with Property Management services.

### **IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as the ONE System and CARBON.

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. 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 occupancy rate; and
  2. The number of new placements.
- C. 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. Average number of days to turn over units; and
  2. The number of tenants receiving lease violations, and the number and percentage of tenant lease violations that were resolved without loss of housing to tenants.
- D. 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 tenants 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 tenants who completed a written survey to provide feedback on the type and quality of program services;

3. The tenant satisfaction survey results; and
  4. The number of households showing housing instability that remained housed.
- E. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.
- F. 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.
- G. Grantee shall provide information for an annual report on client 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.
- H. Grantee shall issue a quarterly report on program operations and outcomes, including benchmarks related to Good Neighbor policy compliance including response time to community calls/ texts, attendance at community meetings, community engagement events, etc.
- I. 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.
- J. Grantee shall provide quarterly reports (income statement, balance sheet, cash flow statement, and general ledger detailed report), 15 days after the period ends.

- K. Grantee shall provide an annual financial report by July 15 of each calendar year with total annual revenue and expenses, including total collected rent revenue and total delinquent rent in a format acceptable to HSH.
- L. Grantee shall provide a copy of the annual external audit of Program Income, Annual Operating Subsidy, and Expenses within 90 days of the fiscal year end.
- M. 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, administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, site inspection of the physical asset, 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 and Compliance 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.

**Appendix A-2, Services to be Provided  
by  
Abode Property Management**

**Predevelopment/ Preconstruction Scope of Work**

South of Market Site (Premise Location Excluded): The anticipated scope of the permanent tenant improvements at the Premises is expected to include: conversion of the use of the second-floor commercial space to Permanent Supportive Housing (PSH) and build out of the second-floor commercial space to property management and support services offices as well as community areas for residents; and compliance with all applicable building code requirements.

In order to prepare for the anticipated rehabilitation scope of work, Grantee and its consultants and subcontractors will perform the following project management of the predevelopment/ preconstruction scope of work, in collaboration with the Department of Homelessness and Supportive Housing (HSH) within nine (9) months from the Effective Date, as may be extended by HSH, and as may be further specified by HSH and Grantee:

1. Entitlements, Design, Permitting: Grantee shall manage the process of property conversion of the use of the second-floor commercial space to PSH and build out of the second floor commercial space to property management and support services offices as well as community areas for residents; including working with and submitting materials (for approvals and close outs) to the appropriate City agencies, and participation in any required public hearings. Grantee shall oversee consultants in the development of permit sets and submission of permit documents to the Department of Building Inspection (DBI) and other permitting entities.
2. Budget Management and Administration: Grantee shall develop a proposed tenant improvement scope of work and budget for HSH approval. Grantee shall continue to update the approved proposed rehabilitation scope of work and budget assumptions with actual proposal and bid costs as they are received. Grantee and its subcontractors will make best efforts to manage the anticipated total rehabilitation budget (soft and hard cost) of \$1,000,000, which cannot be exceeded unless there is prior written approval by HSH. Grantee will report regularly to HSH regarding any necessary updates to the budget assumptions. Any unspent predevelopment/ preconstruction funds are to be returned to HSH.
3. Procurement: Grantee shall competitively procure and enter into any necessary professional services, such as project manager/ construction manager/ owner's representative, architect, engineer, general contractor, and related services contracts, to complete the predevelopment/ preconstruction scope of work and refine the anticipated rehabilitation scope of work and budget. Grantee will submit the final scope of work and budget to HSH for approval. Such procurement shall comply with all applicable laws.
4. Predevelopment/ Preconstruction Oversight and Contract Negotiation/ Administration: Grantee shall supervise all of the subcontractors (including project manager/ construction manager/ owner's representative, architect, general contractor) and their performance (including schedule management and meeting milestones) for the duration of the project, which may include but not limited to predevelopment/

preconstruction, cost estimating for the work at each phase, subcontractor bidding of construction documents, negotiation of construction contracts, and execution of the permitted scope of work. Grantee shall also manage such contracts including contract compliance and invoicing. HSH reserves the right to review subcontracts prior to execution.

5. Financing and Compliance: Where applicable, Grantee shall coordinate and assist in funding applications to state and federal funding sources (e.g., CHCD Homekey) and/or assist with any reporting and compliance obligations related to applicable local, city, state or federal funding related to the project.
6. Schedule and Milestones:
  - a. 11/15/24 Procure Project Manager
  - b. 12/15/24 Draft preliminary concept design and budget
  - c. 12/15/24 Procure Architect and design consultants
  - d. 02/01/25 Procure General Contractor (GC)
  - e. 06/01/25 Complete scope and drawings
  - f. 07/01/25 Update budget
  - g. 09/15/25 Pricing
  - h. 09/15/25 Receive permits
  - i. 09/15/25 Submit Guaranteed Maximum Price (GMP) to HSH
7. Temporary Relocation: If there are existing occupants that will be affected by the rehabilitation, Grantee shall work with property management, support services provider, architect, general construction contractor, and any other applicable consultants, to develop a phased on-site relocation plan or identify any time-limited off-site relocation, create a complete budget for the on-site and off-site relocation, ensure that the timing for phased rehabilitation and on-site relocation is incorporated into the general construction contractor's rehabilitation construction schedule and manage the temporary relocation process (including working with occupants to provide them with communication regarding relocation timing, moving assistance, cleaning of units to allow for on-site relocation, etc.) in compliance with all applicable laws. Any temporary relocation of residents must be reviewed and approved by HSH.

Grantee's budget for the predevelopment/ preconstruction scope of work is included in Property Management agreement, as may be amended by HSH, and cannot be exceeded unless there is prior written approval by HSH. It is anticipated that upon completion of the predevelopment/ preconstruction scope of work, HSH and Grantee will enter into a separate agreement to complete and fund the tenant improvement scope of work. Any unspent predevelopment/ preconstruction funds are to be returned to HSH.

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	11/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	11/1/2024	6/30/2029	5
6	<b>Amended Term</b>	11/1/2024	6/30/2029	5
7	<b>Program</b>	Market Transitional Age Youth Permanent Supportive		
8				
9	<b>Approved Subcontractors</b>			
10	2B Living IPM Subcontractor (vendor not contracted yet)			
11	Security Agency as Subcontractor (vendor not contracted yet)			
12	SOMA West CBD			
13				
14				
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16				
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22				
23				
24				
25				





	A	B	C	D	G	J	M	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	11/1/2024	6/30/2029	5						
6	Amended Term	11/1/2024	6/30/2029	5						
7	Provider Name	Abode Property Management								
8	Program	South of Market Transitional Age Youth Permanent Supportive Housing								
9	FSP Contract ID#	1000033445								
10	Action (select)	New Agreement								
11	Effective Date	11/1/2024								
12	Budget Names	Property Management, General Fund, Start-Up, Reserves								
13		Current	New							
14	Term Budget	\$ -	\$ 11,814,387	20%						
15	Contingency	\$ -	\$ 2,362,877							
16	Not-To-Exceed	\$ -	\$ 14,177,264							
17										
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
19		11/1/2024 - 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	11/1/2024 - 6/30/2029			
20		New	New	New	New	New	New			
21	Expenditures									
22	Salaries & Benefits	\$ 285,233	\$ 545,628	\$ 561,997	\$ 578,857	\$ 596,222	\$ 2,567,936			
23	Operating Expense	\$ 493,051	\$ 595,178	\$ 612,283	\$ 629,901	\$ 648,049	\$ 2,978,462			
24	Subtotal	\$ 778,283	\$ 1,140,806	\$ 1,174,279	\$ 1,208,758	\$ 1,244,271	\$ 5,546,398			
25	Indirect Percentage									
26	Indirect Cost (Line 24 X Line 25)	\$ 116,742	\$ 171,121	\$ 176,142	\$ 181,314	\$ 186,641	\$ 831,960			
27	Other Expenses (Not subject to indirect %)	\$ 823,864	\$ 846,049	\$ 852,229	\$ 858,597	\$ 865,155	\$ 4,245,894			
28	Capital Expenditure	\$ 1,380,050	\$ 8,446	\$ 8,699	\$ 8,960	\$ 9,229	\$ 1,415,384			
30	Total Expenditures	\$ 3,098,940	\$ 2,166,422	\$ 2,211,350	\$ 2,257,629	\$ 2,305,296	\$ 12,039,635			
31										
32	HSH Revenues (select)*									
33	Prop C	\$ 1,124,254	\$ 1,675,422	\$ 1,720,350	\$ 1,766,629	\$ 1,814,296	\$ 8,100,951			
35	Prop C - One-time Start-Up	\$ 1,519,436	\$ -	\$ -	\$ -	\$ -	\$ 1,519,436			
36	General Fund - Ongoing	\$ 442,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 2,194,000			
42	Total HSH Revenues*	\$ 3,085,690	\$ 2,113,422	\$ 2,158,350	\$ 2,204,629	\$ 2,252,296	\$ 11,814,387			
43	Other Revenues (to offset Total Expenditures)									
44	Rental Income	\$ 13,250	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 225,250			
49	Total Other Revenues	\$ 13,250	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 225,250			
50										
51	Total HSH + Other Revenues	\$ 3,098,940	\$ 2,166,422	\$ 2,211,350	\$ 2,257,629	\$ 2,305,296	\$ 12,039,637			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54	Total Adjusted Salary FTE (All Budgets)	3.29	6.25	6.25	6.25	6.25	6.25			
55	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning									
56	Prepared by	Juana Nunley								
57	Phone	669-245-4122								
58	Email	jnunley@abode.org								

	A	B	C	D	G	J	M	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	11/1/2024	6/30/2029	5						
6	Amended Term	11/1/2024	6/30/2029	5						
7	Provider Name	Abode Property Management								
8	Program	South of Market Transitional Age Youth Permanent Supportive Housing								
9	FSP Contract ID#	1000033445								
10	Action (select)	New Agreement								
11	Effective Date	11/1/2024								
12	Budget Name	Property Management								
13		Current	New							
14	Term Budget	\$ -	\$ 6,965,951	20%						
15	Contingency	\$ -	\$ 2,362,877							
16	Not-To-Exceed	\$ -	\$ 14,177,264							
17										
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
19		11/1/2024 - 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	11/1/2024 - 6/30/2029			
20		New	New	New	New	New	New			
21	Expenditures									
22	Salaries & Benefits	\$ 220,723	\$ 545,628	\$ 561,997	\$ 578,857	\$ 596,222	\$ 2,503,426			
23	Operating Expense	\$ 451,051	\$ 595,178	\$ 612,283	\$ 629,901	\$ 648,049	\$ 2,936,462			
24	Subtotal	\$ 671,774	\$ 1,140,806	\$ 1,174,279	\$ 1,208,758	\$ 1,244,271	\$ 5,439,888			
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 100,766	\$ 171,121	\$ 176,142	\$ 181,314	\$ 186,641	\$ 815,983			
27	Other Expenses (Not subject to indirect %)	\$ 133,864	\$ 181,049	\$ 187,229	\$ 193,597	\$ 200,155	\$ 895,894			
28	Capital Expenditure	\$ 4,100	\$ 8,446	\$ 8,699	\$ 8,960	\$ 9,229	\$ 39,434			
29	Admin Cost (HUD Agreements Only)						\$ -			
30	Total Expenditures	\$ 910,504	\$ 1,501,422	\$ 1,546,350	\$ 1,592,629	\$ 1,640,296	\$ 7,191,199			
31										
32	HSH Revenues (select)									
33	Prop C	\$ 897,254	\$ 1,448,422	\$ 1,493,350	\$ 1,539,629	\$ 1,587,296	\$ 6,965,951			
42	Total HSH Revenues	\$ 897,254.00	\$ 1,448,422.00	\$ 1,493,350.00	\$ 1,539,629.00	\$ 1,587,296.00	\$ 6,965,951.00			
43	Other Revenues (to offset Total Expenditures)									
44	Rental Income	\$ 13,250	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 225,250			
49	Total Other Revenues	\$ 13,250.00	\$ 53,000.00	\$ 53,000.00	\$ 53,000.00	\$ 53,000.00	\$ 225,250.00			
50										
51	Total HSH + Other Revenues	\$ 910,504.00	\$ 1,501,422.00	\$ 1,546,350.00	\$ 1,592,629.00	\$ 1,640,296.00	\$ 7,191,201.00			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
53										
54										
55	Prepared by	Juana Nunley								
56	Phone	6690245-4122								
57	Email	<a href="mailto:Jnunley@abode.org">Jnunley@abode.org</a>								

	A	B	C	D	E	F	I	J	K	L	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>SALARY &amp; BENEFIT DETAIL</b>										
3	<b>Document Date</b>	11/1/2024									
4	<b>Provider Name</b>	Abode Property Management									
5	<b>Program</b>	South of Market Transitional Age Youth Permanent Supportive Housing									
6	<b>FSP Contract ID#</b>	1000033445									
7	<b>Budget Name</b>	Property Mana									
8		<b>Year 1</b>						<b>Year 2</b>			
9	<b>POSITION TITLE</b>	Agency Totals		For HSH Funded Program		11/1/2024 - 6/30/2025	Agency Totals		For HSH Prog		
10						New					
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	# of months	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	
12	Property Manager	\$ 79,040	1.00	5	100%	0.42	\$ 32,933.33	\$ 81,411	1.00	100%	
13	Assistant Property Manager (Day Desk/Tues-Saturday)	\$ 62,400	1.00	5	100%	0.42	\$ 26,000.00	\$ 64,272	1.00	100%	
14	Weekday Desk Clerk / Swing	\$ 56,243	1.00	5	100%	0.42	\$ 23,434.67	\$ 57,930	1.00	100%	
15	Weekday Desk Clerk / Grave	\$ 56,243	1.00	5	100%	0.42	\$ 23,434.58	\$ 57,930	1.00	100%	
16	Maintenance Technician II	\$ 71,386	1.00	5	100%	0.42	\$ 29,744.00	\$ 73,527	1.00	100%	
17	Janitor / Mon-Fri	\$ 56,243	1.00	5	100%	0.42	\$ 23,434.67	\$ 57,930	1.00	100%	
18	Property Supervisor	\$ 103,736	0.25	5	100%	0.10	\$ 10,805.83	\$ 106,848	0.25	100%	
54		<b>TOTAL SALARIES</b>					<b>\$ 169,787</b>	<b>TOTAL</b>			
55		<b>TOTAL FTE</b>					<b>2.60</b>	<b>TOTAL FTE</b>			
56		<b>FRINGE BENEFIT RATE</b>					<b>30.00%</b>	<b>FRINGE BE</b>			
57		<b>EMPLOYEE FRINGE BENEFITS</b>					<b>\$ 50,936</b>	<b>EMPLOYEE FRING</b>			
58		<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 220,723</b>	<b>TOTAL SALARIES</b>			
59											
60											
61											

	A	M	P	Q	R	S	T	W	X
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>SALARY &amp; BENEFIT DETAIL</b>								
3	Document Date								
4	Provider Name								
5	Program								
6	FSP Contract ID#								
7	Budget Name								
8				<b>Year 3</b>					
9	<b>POSITION TITLE</b>	Funded Program	7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	Agency Total
10			New				New		
11		Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)
12	Property Manager	1.00	\$ 81,411	\$ 83,854	1.00	100%	1.00	\$ 83,854	\$ 86,369
13	Assistant Property Manager (Day Desk/Tues-Saturday)	1.00	\$ 64,272	\$ 66,200	1.00	100%	1.00	\$ 66,200	\$ 68,186
14	Weekday Desk Clerk / Swing	1.00	\$ 57,930	\$ 59,668	1.00	100%	1.00	\$ 59,668	\$ 61,458
15	Weekday Desk Clerk / Grave	1.00	\$ 57,930	\$ 59,668	1.00	100%	1.00	\$ 59,668	\$ 61,458
16	Maintenance Technician II	1.00	\$ 73,527	\$ 75,733	1.00	100%	1.00	\$ 75,733	\$ 78,005
17	Janitor / Mon-Fri	1.00	\$ 57,930	\$ 59,668	1.00	100%	1.00	\$ 59,668	\$ 61,458
18	Property Supervisor	0.25	\$ 26,712	\$ 110,054	0.25	100%	0.25	\$ 27,513	\$ 113,355
54		<b>TOTAL SALARIES</b>	<b>\$ 419,714</b>	<b>TOTAL SALARIES</b>			<b>\$ 432,305</b>		
55		<b>6.25</b>		<b>TOTAL FTE</b>		<b>6.25</b>			
56		<b>FRINGE BENEFIT RATE</b>	30.00%	<b>FRINGE BENEFIT RATE</b>		30.00%			
57		<b>EMPLOYEE FRINGE BENEFITS</b>	<b>\$ 125,914</b>	<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 129,692</b>			
58		<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 545,628</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 561,997</b>			
59									
60									
61									

	A	Y	Z	AA	AD	AE	AF	AG	AH	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>SALARY &amp; BENEFIT DETAIL</b>									
3	Document Date									
4	Provider Name									
5	Program									
6	FSP Contract ID#									
7	Budget Name									
8		<b>Year 4</b>				<b>Year 5</b>				
9	<b>POSITION TITLE</b>	Totals	For HSH Funded Program		7/1/2027 - 6/30/2028	Agency Totals		For HSH Funded Program		7/1/2028 - 6/30/2029
10					New					New
11		Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
12	Property Manager	1.00	100%	1.00	\$ 86,369	\$ 88,960	1.00	100%	1.00	\$ 88,960
13	Assistant Property Manager (Day Desk/Tues-Saturday)	1.00	100%	1.00	\$ 68,186	\$ 70,232	1.00	100%	1.00	\$ 70,232
14	Weekday Desk Clerk / Swing	1.00	100%	1.00	\$ 61,458	\$ 63,302	1.00	100%	1.00	\$ 63,302
15	Weekday Desk Clerk / Grave	1.00	100%	1.00	\$ 61,458	\$ 63,302	1.00	100%	1.00	\$ 63,302
16	Maintenance Technician II	1.00	100%	1.00	\$ 78,005	\$ 80,345	1.00	100%	1.00	\$ 80,345
17	Janitor / Mon-Fri	1.00	100%	1.00	\$ 61,458	\$ 63,302	1.00	100%	1.00	\$ 63,302
18	Property Supervisor	0.25	100%	0.25	\$ 28,339	\$ 116,756	0.25	100%	0.25	\$ 29,189
54		<b>TOTAL SALARIES</b>			<b>\$ 445,274</b>	<b>TOTAL SALARIES</b>			<b>\$ 458,632</b>	
55		<b>TOTAL FTE</b>		<b>6.25</b>		<b>TOTAL FTE</b>		<b>6.25</b>		
56		<b>FRINGE BENEFIT RATE</b>			30.00%	<b>FRINGE BENEFIT RATE</b>			30.00%	
57		<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 133,582</b>	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 137,590</b>	
58		<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 578,857</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 596,222</b>	
59										
60										
61										

	A	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING	
2	<b>SALARY &amp; BENEFIT DETAIL</b>	
3	Document Date	
4	Provider Name	
5	Program	
6	FSP Contract ID#	
7	Budget Name	
8		All Years
9	POSITION TITLE	11/1/2024 - 6/30/2029
10		New
11		Budgeted Salary
12	Property Manager	\$ 373,527
13	Assistant Property Manager (Day Desk/Tues-Saturday)	\$ 294,890
14	Weekday Desk Clerk / Swing	\$ 265,794
15	Weekday Desk Clerk / Grave	\$ 265,793
16	Maintenance Technician II	\$ 337,354
17	Janitor / Mon-Fri	\$ 265,794
18	Property Supervisor	\$ 122,559
54		<b>\$ 1,925,713</b>
55		
56		
57		<b>\$ 577,714</b>
58		<b>\$ 2,503,426</b>
59		
60		
61		

	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>						
4	<b>Provider Name</b>						
5	<b>Program</b>						
6	<b>FSP Contract ID#</b>						
7	<b>Budget Name</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		11/1/2024 - 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	11/1/2024 - 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
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 108,750	\$ 149,350	\$ 153,831	\$ 158,445	\$ 163,199	\$ 733,575
15	Office Supplies, Postage	\$ 2,250	\$ 4,635	\$ 4,774	\$ 4,917	\$ 5,065	\$ 21,641
16	Building Maintenance Supplies and Repair	\$ 19,133	\$ 29,046	\$ 29,917	\$ 30,815	\$ 31,739	\$ 140,651
17	Printing and Reproduction	\$ 250	\$ 515	\$ 530	\$ 546	\$ 563	\$ 2,404
18	Insurance	\$ 94,464	\$ 145,947	\$ 150,325	\$ 154,835	\$ 159,480	\$ 705,051
19	Staff Training	\$ 1,500	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 14,427
20	Staff Travel-(Local & Out of Town)	\$ 1,500	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 14,427
21	Rental of Equipment	\$ 2,700	\$ 3,708	\$ 3,819	\$ 3,934	\$ 4,052	\$ 18,213
22	Office Expense	\$ 62,820	\$ 23,910	\$ 24,627	\$ 25,366	\$ 26,127	\$ 162,851
23	Garbage & Trash Removal	\$ 24,375	\$ 33,475	\$ 34,479	\$ 35,514	\$ 36,579	\$ 164,422
25	Misc Taxes, Licenses & Permits	\$ 3,900	\$ 5,356	\$ 5,517	\$ 5,682	\$ 5,853	\$ 26,308
26	Legal Services	\$ 7,500	\$ 15,450	\$ 15,914	\$ 16,391	\$ 16,883	\$ 72,137
27	Building Maintenance Repair Contracts	\$ 87,237	\$ 119,808	\$ 123,402	\$ 127,104	\$ 130,917	\$ 588,467
28	Unit Turnover	\$ 10,500	\$ 21,630	\$ 22,279	\$ 22,947	\$ 23,636	\$ 100,992
29	Administrative Rent Free Unit - Night Manager	\$ 5,422	\$ 11,168	\$ 11,504	\$ 11,849	\$ 12,204	\$ 52,146
30							\$ -
54	<u>Subcontractors (First \$25k Only)</u>						\$ -
55	Contracted Security Desk Coverage (Weekend/Holidays)	\$ 18,750	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 118,750
56							\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 451,051	\$ 595,178	\$ 612,283	\$ 629,901	\$ 648,049	\$ 2,936,462
69							
70	<u>Other Expenses (not subject to indirect cost %)</u>						
71	Bookkeeping/Accounting Services	\$ 1,328	\$ 1,995	\$ 2,055	\$ 2,116	\$ 2,180	\$ 9,674
72	Asset Management	\$ 17,048	\$ 26,145	\$ 26,929	\$ 27,737	\$ 28,569	\$ 126,428
73	Audit	\$ 6,336	\$ 9,785	\$ 10,079	\$ 10,381	\$ 10,692	\$ 47,273



	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>						
4	<b>Provider Name</b>						
5	<b>Program</b>						
6	<b>FSP Contract ID#</b>						
7	<b>Budget Name</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>
74	Contracted Security Desk Coverage (Weekend/Holidays)	\$ 58,392	\$ 90,962	\$ 94,440	\$ 98,024	\$ 101,714	\$ 443,532
75	Real Estate Taxes	\$ 33,760	\$ 52,162	\$ 53,727	\$ 55,339	\$ 56,999	\$ 251,987
76	IPM Agreement 11/1-11/30/24	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
84	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 133,864</b>	<b>\$ 181,049</b>	<b>\$ 187,229</b>	<b>\$ 193,597</b>	<b>\$ 200,155</b>	<b>\$ 895,894</b>
85							
86	<b>Capital Expenses</b>						
87	Furniture, Fixtures & Equipment - For Unit Turnovers	\$ 4,100	\$ 8,446	\$ 8,699	\$ 8,960	\$ 9,229	\$ 39,434
88							\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 4,100</b>	<b>\$ 8,446</b>	<b>\$ 8,699</b>	<b>\$ 8,960</b>	<b>\$ 9,229</b>	<b>\$ 39,434</b>
96							
97	<b>HSH #3</b>						<b>7/26/2022</b>

**BUDGET NARRATIVE**

Fiscal Year

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

Fiscal Term Start 11/1/2024 Fiscal Term End 6/30/2025

Property Management FY24-25

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted FTE	Budgeted Salary			
Property Manager	0.42	\$ 32,933	Operations Start Date: 1/1/25 Property Lead & Employee Supervisor,	\$6,587 @ 5 months	TBD
Assistant Property Manager (Day Desk/Tue	0.42	\$ 26,000	Ops Start Date 1/1/25: Manage day-to-day desk operations and sit at the front desk Tuesday-Saturday (Day), oversight of security contract and employee desk clerks, complete desk clerk schedule, fill desk clerk vacancies, coordinate maintenance technician work orders. Manage desk activities, creates schedules/calendars for desk shifts, reports issues to property management staff, as well as emergency responders as necessary. Schedule Tuesday-Saturday providing weekend oversight by management.	\$5200 @ 5 months	TBD
Weekday Desk Clerk / Swing	0.42	\$ 23,435	Ops Start Date 1/1/25: Manage desk activities, reports issues to property management staff, as well as emergency responders as necessary. Schedule M-F	\$4687 @ 5 months	TBD
Weekday Desk Clerk / Grave	0.42	\$ 23,435	Ops Start Date 1/1/25: Manage desk activities, reports issues to property management staff, as well as emergency responders as necessary. Schedule M-F	\$4687 @ 5 months	TBD
Maintenance Technician II	0.42	\$ 29,744	Ops Start Date 1/1/25: Maintenance lead, on-site residence to address emergency needs.	\$5949 @ 5 months	TBD
Janitor / Mon-Fri	0.42	\$ 23,435	Ops Start Date 1/1/25: Address housekeeping duties during week, weekend contract Sat/Sun	\$4687 @ 5 months	TBD
Property Supervisor	0.10	\$ 10,806	Ops Start Date 1/1/25: Supervision and management of property and property staff	\$2161 @ 5 months	Jasmine Carter
<b>TOTAL</b>	<b>2.60</b>	<b>\$ 169,787</b>			
<b>Employee Fringe Benefits</b>		<b>\$ 50,936</b>	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 220,723</b>			

Operating Expenses	Budgeted Expense	Justification	Calculation
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 108,750	Elec \$70,560 (10k), Electricity NEM Charges \$113,904 (11k),Water \$60,984 (41k), Gas \$29,736 (36k), Sewer \$78,120 (47k) (Calculated Utilities from January 2024 \$5616 per month based on 20% occupied - \$702 PUPM = \$353,808)	\$12083 @ 9 months
Office Supplies, Postage	\$ 2,250	\$4500 annual Office Supplies	\$375 @ 5 months
Building Maintenance Supplies and Repair	\$ 19,133	Janitorial Supplies \$12000, Repair Materials \$15000, Annual Key Card Supplies \$500, Maint Uniforms \$1200,	\$2392 @ 8 months
Printing and Reproduction	\$ 250	\$500 annual printing	\$42 @ 5 months
Insurance	\$ 94,464	\$141,696 Annual Premium estimated from quote	\$11,808 @ 9 months
Staff Training	\$ 1,500	\$3000 Training	\$250 @ 5 months
Staff Travel-Local & Out of Town)	\$ 1,500	Travel PM \$2500, Maint \$500,	\$250 @ 5 months
Rental of Equipment	\$ 2,700	Ricoh \$300 monthly = \$3600	\$300 @ 8 months
Office Expense	\$ 62,820	YARDI \$6100, Luxer Annual Software Fee \$3300, \$4500 telephone/answering service, Internet Staff \$8000, Professional Fees (L/U Starts 12/1 - Residents in Bldg, 1/1/25); 2 Lease Up Specialists \$40/hr. from 12/1-2/28/25 @ 40 hours/week) - \$38400 (in first year only), Tenant Screening \$1890 (1st year), Equifax Screening \$630 (1st year)	\$7380 @ 8 months
Garbage & Trash Removal	\$ 24,375	Trash Removal \$30000, Misc. Junk Removal \$2500	\$2708 @ 8 months
Real Estate Taxes	\$ -	see below not subject to Indirect Costs	
Misc Taxes, Licenses & Permits	\$ 3,900	Building Permits and Misc. Taxes - \$5200	\$433 @ 8 months
Legal Services	\$ 7,500	\$5k ea. at 3 annually due to behavior/non-payment = \$15000	\$1250 @ 6 months
Building Maintenance Repair Contracts	\$ 87,237	Exterminating Contract \$5200, Janitorial Contract -Exterior Deep Cleaning (Qtrly) \$6000 & Trash Chute Cleaning (\$6000), Weekend Janitorial Contract - \$26,616 (\$2218 per month Sat/Sun 1 Janitor 8hrs/ea. day) Fire Protection \$2500, Repair Contracts \$27000, Elevator Contract (2) \$25000, decorating contract \$3000,Water Heater HVAC & Solar Contract \$15k,	\$9693 @ 8 months
Unit Turnover	\$ 10,500	Unit Turnover 6 per year @ \$3500 = \$21000 - basic turnover	\$1750 @ 6 months
Administrative Rent Free Unit - Night Manager	\$ 5,422	Night Manager \$903.60 @ 6 months - if no residents in the building	\$903.60 @ 6 months
Subcontractors (First \$25k Only)	\$ -		
Contracted Security Desk Coverage (Weekend/Holidays)	\$ 18,750	\$40/hour (Weekends - 48 hours @ 52 weeks) / \$59/hour (9 holidays at time 1/2)	\$2083 @ 8 months
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 451,051</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 100,766</b>	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Bookkeeping/Accounting Services	\$ 1,328	\$47.50 PUPY @ 42 units = \$1,995	\$166 @ 8 months

Asset Management	\$ 17,048	AM fee adjusted to 3% per HSH built in CODB. Based on MOHCD AM Fee policy: \$24280 (2023) Escalates 3% on the CY to \$25,008 (2024) @ 6months 7/1-12/31/24 = \$12504.20 / \$25,758.65 (2025) @ 6 months to 6/30/25 = \$12879.33 - Total \$25,383.53	\$2131 @ 8 months
Audit	\$ 6,336	Typically Required under HSH Lease to provide external audit report for project.	\$792 @ 8 months
Contracted Security Desk Coverage (Weekend/Holidays)	\$ 58,392	\$40/hour (Weekends - 48 hours @ 52 weeks) / \$59/hour (9 holidays at time 1/2)	\$7299 @ 8 months
Real Estate Taxes	\$ 33,760	\$50,643 estimated and prorated at 9 months	\$4220 @ 8 months
IPM Agreement 11/1-11/30/24	\$ 17,000	Average of \$17k between Jan and May 2024 for IPM agreement 6352 Professional Fees	\$17000 @ 1 month
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 133,864</b>		

<b>Capital Expenses</b>	<b>Amount</b>	<b>Justification</b>	<b>Calculation</b>
Furniture, Fixtures & Equipment - For Unit Turnovers	\$ 4,100	\$8200 annually for up to 6 units of capital needs (FF&E replacement costs)	\$683 @ 6 months
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 4,100</b>		

	A	B	C	D	G	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	Document Date	11/1/2024				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	11/1/2024	6/30/2025	1		
6	Amended Term	11/1/2024	6/30/2025	1		
7	Provider Name	Abode Property Management				
8	Program	South of Market Transitional Age Youth Permanent Supportive Housing				
9	FSP Contract ID#	1000033445				
10	Action (select)	New Agreement				
11	Effective Date	11/1/2024				
12	Budget Name	Start Up				
13		Current	New			
14	Term Budget	\$ -	\$ 1,519,436	20%		
15	Contingency	\$ -	\$ 2,362,877			
16	Not-To-Exceed	\$ -	\$ 14,177,264			
17						
18				Year 1	All Years	
19				11/1/2024 - 6/30/2025	11/1/2024 - 6/30/2025	
20				New	New	
21	<b>Expenditures</b>					
22	Salaries & Benefits		\$ 64,510	\$ 64,510		
23	Operating Expense		\$ 42,000	\$ 42,000		
24	Subtotal		\$ 106,510	\$ 106,510		
25	Indirect Percentage		15.00%			
26	Indirect Cost (Line 24 X Line 25)		\$ 15,976	\$ 15,976		
27	Other Expenses (Not subject to indirect %)		\$ 21,000	\$ 21,000		
28	Capital Expenditure		\$ 1,375,950	\$ 1,375,950		
30	<b>Total Expenditures</b>		<b>\$ 1,519,436</b>	<b>\$ 1,519,436</b>		
31						
32	<b>HSH Revenues (select)</b>					
35	Prop C - One-time Start-Up		\$ 1,519,436	\$ 1,519,436		
42	<b>Total HSH Revenues</b>		<b>\$ 1,519,436</b>	<b>\$ 1,519,436</b>		
43	<b>Other Revenues (to offset Total Expenditures)</b>					
44	Rental Income		\$ -	\$ -		
49	<b>Total Other Revenues</b>		\$ -	\$ -		
50						
51	<b>Total HSH + Other Revenues</b>		<b>\$ 1,519,436</b>	<b>\$ 1,519,436</b>		
52	Rev-Exp (Budget Match Check)		\$ -	\$ -		
53						
54						
55	Prepared by	Juana Nunley				
56	Phone	6690245-4122				
57	Email	<a href="mailto:Jnunley@abode.org">Jnunley@abode.org</a>				

	A	B	C	D	E	F	I	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>SALARY &amp; BENEFIT DETAIL</b>							
3	<b>Document Date</b>	11/1/2024						
4	<b>Provider Name</b>	Abode Property Management						
5	<b>Program</b>	South of Market Transitional Age Youth Permanent Supportive Housing						
6	<b>FSP Contract ID#</b>	1000033445						
7	<b>Budget Name</b>	Start Up						
8		<b>Year 1</b>						<b>All Years</b>
9	<b>POSITION TITLE</b>	Agency Totals			For HSH Funded Program		11/1/2024 - 6/30/2025	11/1/2024 - 6/30/2025
10							New	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	# of months	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Property Manager	\$ 79,040	1.00	3.00	1.00	0.25	\$ 19,760	\$ 19,760
13	Assistant Property Manager (Day Desk/Tues-Saturday)	\$ 62,400	1.00	2.00	1.00	0.17	\$ 10,400	\$ 10,400
14	Weekday Desk Clerk / Swing	\$ 56,243	1.00	0.50	1.00	0.04	\$ 2,343	\$ 2,343
15	Weekday Desk Clerk / Grave	\$ 56,243	1.00	0.50	1.00	0.04	\$ 2,343	\$ 2,343
16	Maintenance Technician II	\$ 71,386	1.00	1.00	1.00	0.08	\$ 5,949	\$ 5,949
17	Janitor / Mon-Fri	\$ 56,243	1.00	0.50	1.00	0.04	\$ 2,343	\$ 2,343
18	Property Supervisor	\$ 103,736	0.25	3.00	1.00	0.06	\$ 6,484	\$ 6,484
55		<b>TOTAL SALARIES</b>					<b>\$ 49,623</b>	<b>\$ 49,623</b>
56		<b>TOTAL FTE</b>				<b>0.69</b>		
57		<b>FRINGE BENEFIT RATE</b>					30.00%	
58		<b>EMPLOYEE FRINGE BENEFITS</b>					<b>\$ 14,887</b>	<b>\$ 14,887</b>
59		<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 64,510</b>	<b>\$ 64,510</b>
60								
61								
62								

	A	D	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>		
2	<b>OPERATING DETAIL</b>		
3	<b>Document Date</b>		
4	<b>Provider Name</b>		
5	<b>Program</b>		
6	<b>F\$P Contract ID#</b>		
7	<b>Budget Name</b>		
8			
9		<b>Year 1</b>	<b>All Years</b>
10		11/1/2024 - 6/30/2025	11/1/2024 - 6/30/2025
11		New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense
15	Office Supplies, Postage	\$ 5,000	\$ 5,000
16	Building Maintenance Supplies and Repair	\$ 21,000	\$ 21,000
17	Printing and Reproduction	\$ 1,000	\$ 1,000
19	Staff Training	\$ 6,000	\$ 6,000
20	Staff Travel-(Local & Out of Town)	\$ 5,000	\$ 5,000
21	Rental of Equipment	\$ 500	\$ 500
26	Legal Services	\$ 3,500	\$ 3,500
43			\$ -
54	<u>Subcontractors (First \$25k Only)</u>		\$ -
55			\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 42,000</b>	<b>\$ 42,000</b>
69			
70	<u>Other Expenses (not subject to indirect cost %)</u>		
71	Welcome Kits	\$ 21,000	\$ 21,000
84	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>

	A	D	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>		
2	<b>OPERATING DETAIL</b>		
3	<b>Document Date</b>		
4	<b>Provider Name</b>		
5	<b>Program</b>		
6	<b>F\$P Contract ID#</b>		
7	<b>Budget Name</b>		
8			
9		<b>Year 1</b>	<b>All Years</b>
85			
86	<u>Capital Expenses</u>		
87	Cameras Installation, Front Desk Installation	\$ 124,200	\$ 124,200
88	Lease Up Office Temporary Setup - 2nd Floor	\$ 76,800	\$ 76,800
89	Lease Up Office Temporary Setup - 1st Floor	\$ 300,000	\$ 300,000
90	Office Furnishings & PM Staff Equipment	\$ 17,200	\$ 17,200
91	Furniture, Fixtures and Equipment for Unit Turnovers & Appliances	\$ 155,000	\$ 155,000
92	IT Setup	\$ 40,000	\$ 40,000
93	Pre Dev/ Pre Con	\$ 300,000	\$ 300,000
94	Luxer One Package System & Door Mechanism Changes	\$ 56,000	\$ 56,000
95	Project Management Fee	\$ 81,750	\$ 81,750
96	ADA Units	\$ 150,000	\$ 150,000
97	Guard Rail Repair & Balcony Fencing Replacement	\$ 75,000	\$ 75,000
98			
99	<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 1,375,950</b>	<b>\$ 1,375,950</b>
100			
101	<b>HSH #3</b>		<b>7/26/2022</b>

**BUDGET NARRATIVE**

**Fiscal Year**

**Start Up** **FY24-25** <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Fiscal Term Start 11/1/2024 Fiscal Term End 6/30/2025

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted FTE	Budgeted Salary			
Property Manager	0.25	\$ 19,760	Property Manager in start up at 3 months 10/1/24-12/31/24	\$6586.67 @ 3 months	TBD
Assistant Property Manager (Day Desk/Tues-Saturday)	0.17	\$ 10,400	Asst Property Manager as the day desk to setup front desk and support manager in start up at 2 months 11/1/24-12/31/24	\$5200 @ 2 months	TBD
Weekday Desk Clerk / Swing	0.04	\$ 2,343	Training in start up at 2 weeks 12/15/24-12/31/24	\$2343.46 @ 5 months	TBD
Weekday Desk Clerk / Grave	0.04	\$ 2,343	Training in start up at 2 weeks 12/15/24-12/31/24	\$2343.46 @ 5 months	TBD
Maintenance Technician II	0.08	\$ 5,949	Maintenance in start up at 1 month 12/1/24-12/31/24	\$5948.83 @ 1 month	TBD
Janitor / Mon-Fri	0.04	\$ 2,343	Training in start up at 2 weeks 12/15/24-12/31/24	\$2343.46 @ 5 months	TBD
Property Supervisor	0.06	\$ 6,484	Property Supervisor in start up at 3 months 10/1/24-12/31/24	\$6586.67 @ 3 months	Jasmine Carter
TOTAL	0.69	\$ 49,623			
Employee Fringe Benefits		\$ 14,887	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.		
Salaries & Benefits Total		\$ 64,510			

Operating Expenses	Budgeted Expense	Justification	Calculation
Office Supplies, Postage	\$ 5,000	\$5000 Office Supplies	\$1667 @ 3 months
Building Maintenance Supplies and Repair	\$ 21,000	\$2000 Bed Bug Oven, Start-up Maint Tools & Equipment and Janitorial Supplies \$15k, \$1000 Key Card Supplies	\$7000 @ 3 months
Printing and Reproduction	\$ 1,000	Printing \$1000	\$333 @ 3 months
Staff Training	\$ 6,000	Staff Training \$6000 - population specific training and materials with CSH & Consultant, health and safety, harm-reduction, LGBT& Transgender Identity and Sensitivity Training for staff.	\$2000 @ 3 months
Staff Travel-(Local & Out of Town)	\$ 5,000	Staff Travel \$5000 - on the ground launch support to staff	\$1667 @ 3 months
Rental of Equipment	\$ 500	\$500 Ricoh Initial setup	\$167 @ 3 months
Legal Services	\$ 3,500	Lease agreement , legal collateral material, vital documents translated	\$1167 @ 3 months
TOTAL OPERATING EXPENSES	\$ 42,000		
Indirect Cost	15.0%	\$ 15,976	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Welcome Kits	\$ 21,000	Initial Welcome Kits \$21k coordinated with Lyric	\$7000 @ 3 months
TOTAL OTHER EXPENSES	\$ 21,000		

Capital Expenses	Amount	Justification	Calculation
Lease Up Office Temporary Setup - 2nd Floor	\$ 76,800	Set up a temporary office space with cubicles on the 2nd floor during construction (12 temporary cubicle workspaces (\$30k) and 2 temporary private meeting rooms (\$6,800)). \$30k for temp network wiring and electrical connections for temporary Lyric and APM office needs to provide internet and power to the cubicles during construction of permanent offices for 3 of 7 months. Does not include chairs or file cabinets.	\$22,267 @ 3 months
Lease Up Office Temporary Setup - 1st Floor	\$ 300,000	Set up a temporary office space with cubicles and construct a restroom on the 1st floor that will be used during construction of the permanent TI work on the 2nd floor. Move temporary FF&E and wiring from 2nd floor to 1st floor. Does not include chairs or file cabinets.	\$75,000 @ 4 months
Office Furnishings & PM Staff Equipment	\$ 17,200	Permanent for Abode only; purchase the 2nd floor office furnishings (i.e., file cabinets, chairs, tables, etc.) for the offices/conference rooms only; equipment for front desk computer/monitor, PM, APM, Maint Tech, and 1 Kiosk for janitors - 7.25 FTE of technology equipment (\$17,200)	\$12,733 @ 3 months
Furniture, Fixtures and Equipment for Unit Turnovers & A	\$ 155,000	1/2 of the units needs beds, tables, chairs, mattresses, light turnover at 20 units (\$150k first year only); \$5k to replace mini frig to combo frig (10 only)	\$51,667 @ 3 months
Cameras Installation, Front Desk Installation	\$ 124,200	Installation of the camera system for property oversight and security (\$120k); front desk installation (\$4,200) that is currently not setup	\$41,400 @ 3 months
IT Setup	\$ 40,000	IT setup: permanent work needed to install equipment in the IDF rooms to provide wireless connectivity and server racks for the bldg (i.e. IT Data rack, network switch, wiring of Abode access (\$40k)). Note: resident access points removed @\$20k due to City fiber program to be established by HSH per 7/29/24 meeting; all IT setup is permanent work affixed to the property	\$13,333 @ 3 months
Luxor One Package System & Door Mechanism Changes	\$ 56,000	Luxor package and delivery systems (i.e. hardware, installation, shipping, software) (\$20k); door lock mechanism changes (\$36,000) from hotel to residential environment	\$18,667 @ 3 months
ADA Units	\$ 150,000	Convert 3 units to be ADA compliant (\$50,000 unit x 3 units)	\$50,000 @ 3 months
Guard Rail Repair & Balcony Fencing Replacement	\$ 75,000	Top floor - extended plexiglass screening and guardrail repairs to keep skyline views (\$50k); balconies - add bracketing, with full replacement of 7ft fabricated fencing for 6 balconies @ \$25k	\$25,000 @ 3 months
Project Management Fee	\$ 81,750	Agreement not to exceed \$81,750 for project management of camera installation and front desk installation (\$124,200); IT Setup (\$40,000); Luxor package system and door mechanism changes (\$56,000); ADA units (\$150,000); guard rail repair & balcony fencing replacement (\$75,000); lease up office temporary setup - 1st floor (\$300,000).	\$27,250 @ 3 months
Pre Dev/ Pre Con	\$ 300,000	Reference Appx A-1 for scope of Pre Dev/Pre Con work	\$100,000 @ 3 months
TOTAL CAPITAL EXPENSES	\$ 1,375,950		



	A	B	C	D	G	J	M	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2024		Duration						
4	Contract Term	Begin Date	End Date	(Years)						
5	Current Term	11/1/2024	6/30/2029	5						
6	Amended Term	11/1/2024	6/30/2029	5						
7	Provider Name	Abode Property Management								
8	Program	South of Market Transitional Age Youth Permanent Supportive Housing								
9	FSP Contract ID#	1000033445								
10	Action (select)	New Agreement								
11	Effective Date	11/1/2024								
12	Budget Name	General Fund								
13		Current	New							
14	Term Budget	\$ -	\$ 2,194,000	20%						
15	Contingency	\$ -	\$ 2,362,877							
16	Not-To-Exceed	\$ -	\$ 14,177,264							
17										
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
19		11/1/2024 - 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	11/1/2024 - 6/30/2029			
20		New	New	New	New	New	New			
21	Expenditures									
27	Other Expenses (Not subject to indirect %)	\$ 442,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 2,194,000			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Admin Cost (HUD Agreements Only)						\$ -			
30	Total Expenditures	\$ 442,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 2,194,000			
31										
32	HSH Revenues (select)									
36	General Fund	\$ 442,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 2,194,000			
42	Total HSH Revenues	\$ 442,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 2,194,000			
43	Other Revenues (to offset Total Expenditures)									
44	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
50										
51	Total HSH + Other Revenues	\$ 442,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 2,194,000			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54										
55	Prepared by	Juana Nunley								
56	Phone	6690245-4122								
57	Email	<a href="mailto:Jnunley@abode.org">Jnunley@abode.org</a>								

	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>						
4	<b>Provider Name</b>						
5	<b>Program</b>						
6	<b>FSP Contract ID#</b>						
7	<b>Budget Name</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		11/1/2024 - 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	11/1/2024 - 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
69							
70	<u>Other Expenses (not subject to indirect cost %)</u>						
71	SOMA Ambassadors	\$ 292,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 438,000	\$ 2,044,000
72	Security	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
84	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 442,000</b>	<b>\$ 438,000</b>	<b>\$ 438,000</b>	<b>\$ 438,000</b>	<b>\$ 438,000</b>	<b>\$ 2,194,000</b>
85							
96							
97	<b>HSH #3</b>						<b>7/26/2022</b>

**BUDGET NARRATIVE**

**Fiscal Year**

**General Fund**

**FY24-25**

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

Fiscal Term Start    Fiscal Term End  
 11/1/2024            6/30/2025

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
SOMA Ambassadors	\$ 292,000	SOMA West CBD security prorated for Year 1. \$36,500/mo	Provided by APM
Security	\$ 150,000	Security costs for Year 1.	Provided by APM
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 442,000</b>		

	A	B	C	D	G	J	M	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	11/1/2024	6/30/2029	5						
6	Amended Term	11/1/2024	6/30/2029	5						
7	Provider Name	Abode Property Management								
8	Program	South of Market Transitional Age Youth Permanent Supportive Housing								
9	FSP Contract ID#	1000033445								
10	Action (select)	New Agreement								
11	Effective Date	11/1/2024								
12	Budget Name	Reserves								
13		Current	New							
14	Term Budget	\$ -	\$ 1,135,000	20%						
15	Contingency	\$ -	\$ 2,362,877							
16	Not-To-Exceed	\$ -	\$ 14,177,264							
17										
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					11/1/2024 - 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	11/1/2024 - 6/30/2029
20					New	New	New	New	New	New
21	Expenditures									
27	Other Expenses (Not subject to indirect %)	\$ 227,000	\$ 227,000		\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 1,135,000
28	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Admin Cost (HUD Agreements Only)									\$ -
30	Total Expenditures	\$ 227,000	\$ 227,000		\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 1,135,000
31										
32	HSH Revenues (select)									
33	Prop C	\$ 227,000	\$ 227,000		\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 1,135,000
42	Total HSH Revenues	\$ 227,000	\$ 227,000		\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 1,135,000
43	Other Revenues (to offset Total Expenditures)									
44	Rental Income	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	Total Other Revenues	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	Total HSH + Other Revenues	\$ 227,000	\$ 227,000		\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 227,000	\$ 1,135,000
52	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	Prepared by	Juana Nunley								
56	Phone	6690245-4122								
57	Email	<a href="mailto:Jnunley@abode.org">Jnunley@abode.org</a>								

	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>						
4	<b>Provider Name</b>						
5	<b>Program</b>						
6	<b>F\$P Contract ID#</b>						
7	<b>Budget Name</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		11/1/2024 - 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	11/1/2024 - 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
69							
70	<u>Other Expenses (not subject to indirect cost %)</u>						
71	Operating Reserve	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
72	Replacement Reserve	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 135,000
83							
84	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 227,000</b>	<b>\$ 227,000</b>	<b>\$ 227,000</b>	<b>\$ 227,000</b>	<b>\$ 227,000</b>	<b>\$ 1,135,000</b>
85							
96							
97	<b>HSH #3</b>						<b>7/26/2022</b>

**BUDGET NARRATIVE**

Fiscal Year

**Reserves**

FY24-25

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

Fiscal Term Start    Fiscal Term End  
 11/1/2024            6/30/2025

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Operating Reserve	\$ 200,000	Per Negotiations with HSH leadership and APM	See Justification
Replacement Reserve	\$ 27,000	Per Negotiations with HSH leadership and APM	See Justification
	\$ -		
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 227,000</b>		