



Michael Levine, Executive Director

Daniel Lurie, Mayor

To	Homelessness Oversight Commission
Through	Michael Levine, Executive Director
From	Marion Sanders, Chief Deputy Director Dylan Schneider, Interim Deputy Director of Administration and Finance Edilyn Velasquez, Director, Contracts
Date	August 6, 2026
Subject	Contract Agreement Approval: Code Tenderloin, Inc. People with Lived Experience Engagement

<i>Agreement Information</i>	
FSP#	1000038693
Provider	Code Tenderloin, Inc.
Program Name	People with Lived Experience Engagement
Agreement Action	Original Agreement
Agreement Term	September 1, 2026 - August 31, 2028

Agreement Amount

New	Contingency	Total Not to Exceed (NTE)
\$650,000	\$130,000	\$780,000

<i>Funding Information</i>	
Funding Sources¹	100% General Fund

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new contract agreement with Code Tenderloin, Inc. for the provision of People with Lived Experience (PWLE) Engagement for the period of September 1, 2026 to August 31, 2028. This new agreement is for new services.

Background

Engaging PWLE of homelessness is a nationally recognized best practice for building equitable and effective homelessness response systems (HRS). While San Francisco already hosts a range of community forums and engagement bodies, HSH is deepening its commitment by establishing a centralized PWLE Advisory Group. This group will provide consistent, structured input on policies and programs across the HRS, ensuring that lived experience contributes to informed decision-making. Aligned with the Home by the Bay Strategic Plan (HBTB), this effort reflects HSH's dedication to embedding equity, trauma-informed practices, and shared leadership in the core of its work. The PWLE Advisory Board will support HSH in ensuring that PWLE are not only included in community engagement but are meaningfully centered, valued, and compensated for their expertise and contributions. PWLE participants will be consulted on HSH policies, programs, planning and strategic initiatives; offer community insights; recommend

¹ The funding sources listed reflect current and future years.

improvements through PWLE perspectives; and support requests and deliverables set forward by HSH where lived experience is crucial for ensuring equitable outcomes.

Services to be Provided

The purpose of the contract is to establish a centralized Advisory Group of PWLE of homelessness or housing instability that will provide critical feedback and input to HSH policies and programming.

Code Tenderloin, Inc. will design, implement, and maintain a comprehensive framework for PWLE community engagement that can be structured as well as flexible and ad-hoc opportunities. PWLE standing convenings and ad-hoc engagements will span across key HSH workstreams, including HSH's Multi-Year Procurement Plan (MYPP), Performance Measurement Plan (PMP) metrics (e.g., homelessness reduction, exits, and prevention), strategic planning, and divisional and population-specific initiatives.

Selection

Contractor was selected through Request for Proposals (RFP) #156, which is valid until September 1, 2036.

Agreement Materials

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



Appendix A, Services to be Provided
by
Code Tenderloin, Inc.
People with Lived Experience Engagement

I. Purpose of Contract

The purpose of the contract is to establish a centralized Advisory Group of People With Lived Experience (PWLE) of homelessness or housing instability. Contractor shall be responsible for creating structured, participatory mechanisms for PWLE to convene regularly, be informed of the Department of Homelessness and Supportive Housing (HSH) policies and programming, and provide critical feedback and input based on their lived experiences to reduce barriers for those experiencing homelessness and housing instability in San Francisco.

II. Description of Services

Contractor shall provide the following deliverables and tasks during the term of this contract:

Deliverables and Tasks	Timelines	Evidence of Deliverable
A. PWLE Advisory Group Formation and Governance		
Specific activities include, but are not limited to: • Develop and implement a transparent, far-reaching recruitment and onboarding strategy to establish and maintain a centralized pool of 15 diverse PWLE members. The approach will prioritize equitable representation of focus populations identified through the Home by the Bay (HBTB) Strategic Plan and Equity Addendum analyses, clearly communicate all eligibility and application requirements, and uphold Advisory Group structures, including bylaws, two-year terms, five to seven hours of monthly engagement, and seat limits per designated focus population. • Establish written PWLE Advisory Group bylaws outlining the group's purpose, governance structure, participation guidelines, and expectations, along with community agreements incorporating HSH's Equity Office outlined standards of care and engagement. • Coordinate with other lived-experience bodies and relevant HSH divisions including program, compliance,	September 2026 – January 2027	• Final bylaws Packet Document • Recruitment tracker file • Candidate pool Summary File • Verified Attendance Records • Coordinator Job/Activity Log • PWLE Demographic & Participation Report

contracting, and community-based organizations (CBO) facing teams to ensure alignment, prevent duplication of engagement efforts, and strengthen governance through system-wide input.		
B. PWLE Onboarding, Training, and Retention		
Specific activities include, but are not limited to: • Develop and implement a structured PWLE Advisory Group onboarding process, including: ○ Topics of engagement prioritized and prescribed by the HSH Equity Office; ○ Orientation to the Homelessness Response System (HRS); review of group norms, roles, expectations, and shared accountability; ○ Overview of confidentiality, participation expectations, and participant expectations and advisory requirements; and ○ Clear explanation of advisory protocols, community agreements, and operational procedures. • Codevelop training agendas that integrate peer-led and co-facilitated learning opportunities, under the guidance of the HSH Equity Office, to build leadership and facilitation skills, and to foster shared ownership of engagement processes. • Establish leadership development pathways for PWLE that emphasize equitable representation of HBTB sub-populations and intentionally build skills that enable PWLE to engage, contribute, and lead within City governance structures and homelessness system improvement efforts. • Develop curricula that include the following topics: ○ History of housing injustices informed by systemic racism and other forms of systemic oppression on how these policies and defunding over time	October 2026 – February 2027	• Published PWLE Onboarding Guide • Final Training Curriculum Packet • Documented Training Agendas & Presentations • Accessibility Policy Manual and Reasonable Accommodation Request Form • Leadership Development Materials • Training Feedback Report

inform the current racial disparities of homelessness and the Federal, State, and Local Levels; ○ The Goals of the City regarding Homelessness informed by the HBTB Strategic Plan and Mayor Lurie's Breaking the Cycle initiative; ○ Trauma informed systems; and ○ Housing First principles and the value of evidenced based practices.		
● Support shared power and sustained participation through codesign of roles and responsibilities, ensuring PWLE have meaningful influence, decision-making authority for these engagements, where appropriate, and structured opportunities to build capacity as system leaders. ● Support PWLE to cofacilitate meetings, provide structured feedback, and participate in public forums in their individual capacities, reinforcing shared power and recognizing PWLE expertise as essential to system level decision making. ● Create safe, inclusive, and affirming engagement spaces grounded in community agreements that foster trust, cultural responsiveness, psychological safety, and long-term PWLE engagement. ● Provide ongoing trauma-informed training, coaching, and debriefing to PWLE Advisory Group and ad hoc participants, supplemented with self-serve learning resources that strengthen participant wellbeing, confidence, and capacity for long-term engagement. ● Allow flexibility in participation while maintaining accountability, offering responsive attendance expectations, adaptive engagement formats, and accessible participation options.	Ongoing	
C. Ad Hoc and Population-Specific PWLE Engagements		

Specific activities include, but are not limited to: ● Prepare Engagement Standard Operating Procedures (SOPs) including Accessibility Protocol for providing accommodations such as accessible materials, language support, assistive technology compatibility, flexible scheduling, Americans with Disabilities Act (ADA) accessible spaces, transportation assistance, and individualized support.	December 2026 – February 2027	● PWLE Engagement SOP Manual ● Monthly/Quarterly Summaries ● Accommodation Logs- Actual
● Coordinate timely ad hoc engagements with HSH and PWLE Advisory Group members to address population-specific and project-specific needs, including urgent requests from HSH tied to the Equity Addendum, equity goals, and guidance issued by the HSH Equity Office. Especially tied to the equity addendum and equity goals to achieve, and upon guidance of the HSH Equity Office. ● Maintain a consistent partnership with HSH to reinforce accountability and transparency by aligning all PWLE engagement activities with HSH protocols and guidance, and by providing timely updates, structured communication, and cadence-based reporting. ● Coordinate with HSH to proactively mitigate participant fatigue, ensure responsiveness to community needs, and elevate opportunities and engagement gaps affecting specific PWLE Advisory Group members. Implement Trauma-informed systems and communications. ● Collaborate with the HSH Equity Office to conduct PWLE outreach and engagement activities in alignment with Contractor’s approved SOPs, ensuring equitable representation and intentional intersectional engagement across CBO-served populations, with final approval of planning, execution, and implementation by the HSH Equity Office.	Ongoing	

• Designate seats for youth/ TAY, veterans, families, women and survivors of violence, LGBTQ+ individuals, justice-involved persons, immigrant communities, people with disabilities or behavioral health needs, veterans, and adults experiencing chronic homelessness or housing instability, with Contractor emphasizing an intersectional recruitment strategy that intentionally engages individuals across overlapping identities to reflect the true composition of the community. In building the panel, Contractor will work collaboratively with participants who meet multiple population focus categories to ensure their identities are self-determined and respectfully represented, securing participant buy-in on how they are labeled while maintaining a balanced and inclusive panel that centers lived experience, equity, and authentic representation. • Continuous documentation of diversity and representation for ad hoc engagements, by maintaining roster attendance and participatory engagements. • PWLE individuals who cannot access standard traditional banking methods set for the standard convenings may participate solely in ad hoc convenings and cannot be retained as ongoing participants over the two-year period. They may be engaged for specific ad hoc activities only. PWLE participating in standard convenings must be able to use traditional banking methods for stipend payments. This will ensure all population representation for the overall community engagement framework.		
D. Equitable and Inclusive Engagement		
Engagement methods may include site visits, interviews, surveys, focus groups, and off-site workshops that convene HSH staff, service providers, and PWLE to collaboratively identify systemic challenges, recommend service improvements, and inform system-wide planning and evaluation. The Contractor is	Ongoing	• Community Outreach Packet (All Languages) • Grievance Procedure Manual and Grievance

responsible for ensuring that all participatory engagement mechanisms meaningfully support both PWLE Advisory Group development and ad hoc participation. Specific activities include, but are not limited to: • Provide comprehensive logistical and wraparound supports that remove barriers to participation, including flexible scheduling options, ADA accessible venues, transportation assistance, language access services, Workplace Violence Prevention Plan (WVPP) and policies, and other accommodations required under contract guidelines. Commensurate with the guidelines of engagement and contract scopes. Accommodations will be securely documented in alignment with HIPAA, privacy requirements, and Contractor's record retention policy. • Develop accessible, multilingual outreach and recruitment materials that clearly communicate: ○ The purpose and goals of PWLE participation, including expected deliverables; ○ The benefits, commitment requirements, and compensation model; and ○ The term limits, participation expectations, and Advisory Group structure. • Design engagement structures that uphold the principles of meaningful involvement, including shared decision-making, trauma-informed practice, transparency, accountability, and respect for PWLE expertise. • Maintain continuous quality improvement loops by collecting feedback from PWLE after engagements, identifying participation barriers, and adjusting engagement strategies to increase inclusivity, cultural relevance, and safety.		Submission Form & Log • Impact Report • PWLE Feedback Form/Feedback Report
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● Disseminate outreach materials widely and equitably through HSH listservs, community-based organizations, culturally rooted partners, and other relevant networks, and provide quarterly updates at HSH provider meetings to ensure alignment and transparency. ● Ensure engagement processes explicitly center communities of focus that are disproportionately represented in the Homelessness Response System (HRS). Design engagements to uplift these communities' insights and reduce inequities in outcomes. Communities of focus include: ○ Black, African American, or African individuals; Latine or Hispanic individuals; ○ American Indian and Alaska Native (AIAN) individuals; and ○ Native Hawaiian or Pacific Islander (NHOPI) individuals. ● Incorporate intersectional perspectives by intentionally engaging PWLE across differences in household type (families, singles, TAY), sexual orientation, gender identity, age, and disability status, to ensure that engagement activities reflect the diverse lived realities of people navigating the HRS. ● Prioritize engagement activities that inform and improve key HRS performance areas, including: ○ The number of people experiencing homelessness and changes over time; ○ The number of people exiting to permanent housing; ○ Rates of returns to homelessness; ○ Access and provision of prevention services; ○ System access patterns across programs; ○ Coordinated Entry assessment performance; ○ Assignment of Housing Referral Status;		
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○ Referrals to rapid rehousing and permanent supportive housing; ○ Move-ins to rapid rehousing and permanent supportive housing. ○ Ensure PWLE-driven feedback directly informs system improvements, including procurement design and/or panelist evaluation related to the Multiyear Procurement Plan (MYPP), program monitoring, Performance Measurement Plan (PMP) Dashboards, Coordinated Entry (CE) redesign efforts, provider accountability, and equity-aligned strategies and equity subgoals as laid out in the Equity Addendum to the HBTB strategic plan.		
E. Compensation Administration		
Specific activities include, but are not limited to: ● Develop participant receipt forms, registration, and daily sign-in/out forms. ● Track payments and receipts in compliance with HSH requirements. ● Payroll administration for the initial group formation.	September – October 2026	
● Administer stipends and approved incentives to PWLE Advisory Group and ad hoc participants in full compliance with all applicable fiscal, governmental, and tax-related requirements, including City Controller guidelines, ensuring that all compensation processes are transparent, documented, and aligned with HSH protocols. ● Ensure that gift card disbursements, in HSH-approved denominations, are tracked in compliance with the HSH gift card policy, including conforming to annual individual spending limits. These must be coded as Incentives and not to be treated as Stipends. ● Ensure timely, transparent, and dignified distribution of compensation by applying equitable compensation models based on	Ongoing	

standard hourly rates and level of engagement, and by guaranteeing that PWLE are compensated for every instance of participation—whether in formal Advisory convenings or ad hoc engagements. Apply equitable compensation models based on a standard hourly rate of \$100 per hour and level of engagement. Ensure compensation for PWLE for every instance of engagement in the formal advisory body or ad hoc engagements. ● Provide clear information to participants regarding any potential tax or public benefit implications of receiving stipends or incentives, and offer guidance on immigration related eligibility considerations, including the documentation required to receive stipends. ● Prepare the proper reporting forms for all stipends for PWLE in compliance with the associated policies(e.g., HSH gift card policy for providers). ● PWLE Advisory Board members shall receive payments through a traditional banking option (e.g., Chime) for standard and ongoing stipend payments for PWLE participation, upon completion of verifiable and required identification for such payments. ● Visa gift cards are strictly limited to non-recurring payments for participation in ad hoc engagements. Visa gift cards are not to be used for ongoing stipend payments. The annual gift card(s) amount is capped at \$599 per individual. ● PWLE individuals who cannot access or verify traditional banking methods for stipend payments may participate only in ad hoc engagements and will be compensated through gift cards, up to the annual limit of \$599 as an incentive. They are not to be retained as ongoing participants over the two-year period and may be engaged only for specific ad hoc		
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convenings. PWLE in standard convenings are not eligible for gift card payments and may participate only if they can use traditional banking methods.		
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Prior to starting work, Contractor shall submit a detailed implementation plan, including key project deliverables, timelines, Contractor staff names & hours allocated to each deliverable, and payment schedule to HSH's Deputy Director of Equity, Compliance and Capacity Building for final approval. HSH approval of this implementation is required prior to submitting invoices in HSH's contracting and invoicing system.

HSH may request additional activities to further advance its equity work. As needed, Appendix B will be adjusted to incorporate approved activity prior to invoicing to process payment.

III. Service Requirements

- A. Diversity, Equity, and Inclusion: HSH is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive, no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin, and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. HSH is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Contractor shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Contractor under the scope of work, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes, but is not limited to: the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.
- B. Contractor shall maintain a full-time equivalent Lived Experience Coordinator who shall coordinate and manage all PWLE engagement activities and liaise between HSH and the PWLE Advisory Group.
- C. Contractor shall attend meetings as requested by HSH on a regular cadence.
- D. Contractor shall establish written Memoranda of Understanding (MOUs) with subcontractor(s).

E. Contractor shall ensure the PWLE Advisory Group meets and complies with these requirements:

1. Members must have direct experience with HRS systems or programs in San Francisco and lived experience of homelessness within the past five to seven years.
2. Members may not be currently enrolled in or receiving services from a program operated by the Contractor to avoid conflicts of interest.
3. Members must commit to a two-year term, with an option to renew, and contribute approximately five to seven hours per month, including meetings, trainings, and ad hoc engagements.
4. Members must uphold equitable representation standards, supporting seat limits of one to two members per designated focus population (e.g., youth, families, survivors, undocumented, justice-involved).
5. Members must adhere to confidentiality, privacy, and community agreements, including HMIS and City privacy protocols.
6. Members must participate in trauma-informed, collaborative, and equity-centered engagement practices, upholding culturally responsive and respectful communication.
7. Members must complete required onboarding, training, and capacity-building activities, including HRS orientation, equity training, and leadership skill development.
8. Members must review meeting materials in advance and contribute constructive, experience-informed input, without speaking as a representative for an entire group or population.
9. Members must follow conflict-of-interest guidelines, including disclosing potential conflicts and refraining from using Advisory participation to address personal case issues.
10. Members must maintain consistent communication and reliability, including timely responses to meeting invitations and notice of absences or barriers.
11. Members must be willing to participate in hybrid engagement formats, with technology or accessibility supports as needed.
12. Members must support continuous improvement, providing feedback on advisory functioning, identifying barriers, and participating in engagement evaluations.
13. Members must align with HSH's racial and intersectional equity goals, uplifting disproportionately impacted communities (Black/African American/African; Latine; AIAN; NHOPI) and engaging across differences (household type, sexual orientation, gender identity, age, disability).
14. Members must support shared power and leadership development, engaging in co-design opportunities, rotating facilitation, and pathways that build leadership capacity within City governance and homelessness system improvement efforts.

F. Confidentiality:

1. Contractor shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Contractor,

HSH, and other providers if those laws apply for the purposes described in the scope of work, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.

2. Contractor shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Contractor's employees, agents, and subcontractors, if any, comply with all of the foregoing.
 3. Contractor shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Scope or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Contractor receives the request. Contractor shall not respond to Legal Requests without first notifying City.
 4. In the event that Contractor becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Contractor shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Contractor will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- G. Contractor shall complete the City's compliance and privacy training.
- H. Language and Interpretation Services: Contractor shall ensure that translation and interpreter services are available, as needed. Contractor 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>.
- I. City Communications and Policies: Contractor shall maintain regular communication to HSH about the implementation of the program; attendance of quarterly HSH meetings, as needed; and attend trainings, as requested.
- J. Record Keeping and Files: Contractor shall maintain all required documentation using HSH approved systems.

IV. Service Objectives

- A. Contractor shall achieve the Outcome Objectives listed below.
 - 1. Develop and share a comprehensive PWLE Advisory Group Recruitment strategy, detailing candidate criteria, outreach methods, and selection processes.
 - 2. Implement and maintain a centralized PWLE Advisory Group, along with supporting forums and ad hoc engagements.
 - 3. Design and implement a detailed protocol for PWLE logistical and accessibility supports.
 - 4. Develop PWLE Advisory Group bylaws outlining member commitments, participation guidelines, and expectations.
 - 5. Develop SOPs for initiating and processing internal HSH requests related to ad hoc PWLE outreach and engagement.
 - 6. Establish and continuously improve PWLE onboarding and training frameworks and curricula.
- B. Focus Population Addendums: When instructed by HSH, Contractor shall prepare and submit written addendums defining the plan, scope, and representation for HBTB subpopulations of focus (e.g., youth, undocumented, justice-involved focus subpopulations, etc.), including outreach objectives and engagement strategies.

V. Reporting Requirements

Contractor shall adhere to the following reporting requirements:

- A. Enter all required data into systems designated by HSH, including but not limited to, data related to standing convening and ad hoc activities, participation, compensation, retention, and engagement outcomes.
- B. On a monthly basis, submit engagement reports including any required templates by the 15th of the month summarizing completed Advisory Group convenings and ad hoc engagements. Reports shall include key PWLE insights and recommendations to inform policy, program design, and initiative development in alignment with established timelines and milestones.
- C. On a quarterly basis, submit reports including any required templates by the 15th of the month following the end of each quarter:
 - 1. Summary of PWLE recruitment activities, including seats filled by focus population;
 - 2. PWLE onboarding completion rates; and
 - 3. Retention rates by engagement forum and focus population, beginning with the PWLE Advisory Group, including participation continuity across quarters.
- D. On a bi-annual basis, submit performance reports including any required templates by the 15th of the month following mid-year and end of year:

1. PWLE Advisory Group's performance including PWLE group activities, total hours, attendance data, number of convenings, and participation by focus population;
 2. Meeting frequency, formats, and topics; and
 3. Compensation disbursements, including stipends and gift cards, across PWLE Advisory Group convenings and ad hoc participants, accounting for types of engagements, time commitments, and participation in HSH-requested activities.
- E. On an annual basis submit a report at end of year:
1. PWLE insights, recommendations, policy implications.
 2. A comprehensive summary of advisory group activities, participant demographics, attendance and retention trends, accessibility supports provided, compensation data, key themes and recommendations raised by members, and resulting policy or program changes made by HSH.
 3. An impact report tracking how advisory feedback is incorporated into decisions, what feedback was not incorporated into decisions, documenting implemented changes, and monitoring outcomes over time.
- F. Provide ad hoc reports as requested by HSH and respond to all Departmental inquiries and data requests in a timely and complete manner.

Department of Homelessness and Supportive Housing
Appendix B, Budget
Document Date: 9/1/2026
F\$P: 1000038693
Provider Name: Code Tenderloin, Inc.
Program Name: PWLE Engagement
Effective Date: September 1, 2026

Summary	
Total Budget:	\$ 650,000.00
Contingency:	\$ 130,000.00
NTE:	\$ 780,000.00

	Year 1 9/1/2026 - 6/30/2027	Year 2 7/1/2027 - 6/30/2028	Year 3 7/1/2028 - 8/31/2028	All Years 9/1/2026 - 8/31/2028
Scopes of Work	Annual Budget Year 1	Annual Budget Year 2	Annual Budget Year 3	Total Budget
<u>A. PWLE Advisory Group Formation and Governance</u> Develop and implement a recruitment strategy to maintain a centralized pool of 15–20 diverse PWLE members that may convene monthly. Establish written PWLE Advisory Group bylaws outlining the group’s purpose, governance structure, participation guidelines, and expectations, including: Coordinate with other lived-experience bodies and HSH divisions to prevent duplication of efforts.	\$ 39,567	\$ 53,300	\$ 8,883	\$ 101,750
<u>B. PWLE Onboarding, Training and Retention</u> Develop and implement a structured Advisory Group onboarding process Provide trauma-informed training, coaching, and debriefing to PWLE members and ad-hoc participants. Co-develop training agendas and include peer-led or co-facilitated sessions. Support PWLE members and ad-hoc participants to co-facilitate meetings, provide structured feedback, and participate in public forums. Create safe, inclusive, and affirming spaces guided by community agreements to foster trust and long-term PWLE engagement. Establish leadership development pathways for PWLE with emphasis on equitable representation of subpopulations outlined in the HBTB plan. Support shared power and sustained participation through co-design of roles and responsibilities.	\$ 10,418	\$ -	\$ -	\$ 10,418
<u>C. Ad-Hoc and Population-Specific PWLE Engagements</u> Coordinate ad-hoc engagements with HSH and PWLE Advisory Group members to support population and project specific needs, including in response to time-sensitive requests from HSH. Collaborate with HSH to conduct PWLE outreach and engagement in accordance with the awarded Contractor’s approved Standard Operating Procedures (SOPs). Ensure consistent partnership with HSH to reinforce accountability and transparency, and to align PWLE engagement activities with guidance and protocols from HSH. Coordinate with HSH to mitigate participant fatigue and ensure responsiveness to community needs.	\$ 24,832	\$ 31,700	\$ 5,283	\$ 61,815

<u>D. Equitable and Inclusive Engagement</u> Provide logistical and wraparound supports to remove barriers to participation, including flexible scheduling, Americans with Disabilities Act (ADA) accessible venues and other appropriate accommodations. Develop accessible, multilingual outreach and recruitment materials. Disseminate outreach materials through HSH listservs, community-based organizations, and other relevant networks.	\$ 24,832	\$ 31,700	\$ 5,283	\$ 61,815
<u>E. Compensation Administration</u> Administer stipends and/or other approved compensation to PWLE Advisory Group members and ad-hoc participants in compliance with all applicable fiscal and governmental protocols, including the City's Office of Controller guidelines. Ensure compensation is distributed timely, transparently, and with dignity. Apply equitable compensation models based on standard hourly rates and level of engagement. Provide information on any potential tax or public benefit implications of receiving stipends or incentives.	\$ 39,585	\$ 40,300	\$ 6,717	\$ 86,602
<u>PWLE Stipends</u> Direct compensation for 15-20 PWLE Advisory group participants for 5-7 hours a month at \$100/hour	\$ 131,600	\$ 168,000	\$ 28,000	\$ 327,600
Total	\$ 270,833	\$ 325,000	\$ 54,167	\$ 650,000
Revenue - General Fund	\$ 270,833	\$ 325,000	\$ 54,167	\$ 650,000
Rev - Cost (if negative then Budget is invalid)	\$ -	\$ -	\$ -	\$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING		
APPENDIX B, BUDGET		
Document Date	9/1/2026	
Contract Term	Begin Date	Duration (Years)
Current Term	9/1/2026	2
Amended Term		0
Provider Name	Code Tenderloin, Inc.	
Program	PWLE Engagement	
F\$P Contract ID#	F\$P:1000038693	
PWLE Hourly Rate:	\$100	

Advisory Group						
Name	FY 26/27 Total Hours	FY 26/27 Total Cost	FY 27/28 Total Hours	FY 27/28 Total Cost	FY 28/29 Total Hours	FY 28/29 Total Cost
PWLE Advisory Group Member #1	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #2	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #3	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #4	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #5	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #6	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #7	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #8	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #9	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #10	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #11	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #12	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #13	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #14	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #15	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #16	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #17	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #18	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #19	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
PWLE Advisory Group Member #20	65.80	\$6,579.99	84.00	\$8,400.00	14.00	\$1,400.00
Total	1316	\$ 131,600	1680	168000	280	28000
Rev- Exp Check (must equal zero)		0		0		0

Code Tenderloin Staff											
Staff Name	Position	Duties	FY 26/27 Hours	FY 26/27 Rate (including overhead)	FY 26/27 Total Cost	FY 27/28 Hours	FY 27/28 Rate (including overhead)	FY 27/28 Total Cost	FY 28/29 Hours	FY 28/29 Rate (including overhead)	FY 28/29 Total Cost
Steven B Rice	Program Director / Contract Lead	Program leadership, HSH coordination, quality assurance	530.00	73.32	\$38,859.60	600.00	73.32	\$43,992.00	100.00	73.32	\$7,332.00
Joel Yates	Lived Experience Coordinator	Recruitment, facilitation, training, participant support	700.00	41.52	\$29,064.00	800.00	41.52	\$33,216.00	132.00	41.52	\$5,480.64
Zachary Saxton	Outreach Manager	Outreach, scheduling, logistics, documentation	620.00	39.88	\$24,725.60	700.00	39.88	\$27,916.00	106.00	39.88	\$4,227.28
Christina Tai	Finance & Data Coordinator	Stipend administration, attendance, reporting, compliance	150.00	32.09	\$4,814.06	148.00	32.09	\$4,776.00	39.78	32.09	\$1,276.86
Total			2000		\$ 97,463.26	2248		\$ 109,900.00	377.78		\$ 18,316.78

Program Costs			
Operating Costs	FY 26/27 Total Cost	FY 27/28 Total Cost	FY 28/29 Total Cost
Transportation assistance	\$5,221.25	\$5,887.50	\$981.26
Barrier removal and participant accommodations	\$5,221.25	\$5,887.50	\$981.26
Meeting supplies and refreshments	\$3,132.75	\$3,532.50	\$588.75
Outreach, recruitment, printing and materials	\$3,132.75	\$3,532.50	\$588.75
Language access and accessibility services	\$2,088.50	\$2,355.00	\$392.50
Technology, communications and virtual meeting support	\$5,221.25	\$5,887.50	\$981.26
Executive leadership and contract oversight	\$5,221.25	\$5,887.50	\$981.43
Financial & administration costs	\$8,353.99	\$9,420.00	\$1,570.01
Insurance and risk management	\$2,088.50	\$2,355.00	\$392.50
Human resources and compliance support	\$2,088.50	\$2,355.00	\$392.50
Total	\$ 41,769.97	\$ 47,100.00	\$ 7,850.22

Total costs of all categories			
	FY 26/27	FY 27/28	FY 28/29
	\$ 270,833.00	\$ 325,000.00	\$ 54,167
Rev-Exp Check (must equal zeo)	\$ 0.00	\$ -	\$ (0)