



Shireen McSpadden, Executive Director

Daniel Lurie, Mayor

<b>To</b>	Homelessness Oversight Commission
<b>Through</b>	Shireen McSpadden, Executive Director
<b>From</b>	Marion Sanders, Chief Deputy Director Dylan Schneider, Interim Deputy Director of Administration and Finance Edilyn Velasquez, Director, Contracts
<b>Date</b>	May 7, 2026
<b>Subject</b>	Grant Agreement Approval: First Place for Youth   Transitional Age Youth Transitional Living Program

<i>Agreement Information</i>	
<b>F\$P#</b>	1000038195
<b>Provider</b>	First Place for Youth
<b>Program Name</b>	Transitional Age Youth Transitional Living Program
<b>Agreement Action</b>	Original Agreement
<b>Agreement Term</b>	July 1, 2026 – June 30, 2031

**Agreement Amount**

<b>Budget</b>	<b>Contingency<sup>1</sup></b>	<b>Total Not to Exceed (NTE)</b>
\$7,020,000	\$1,404,000	\$8,424,000

<i>Funding Information</i>	
<b>Funding Sources</b>	100% General Fund

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with First Place for Youth (FPFY) for the provision of Transitional Age Youth (TAY) Transitional Living Program (TLP) for the period of July 1, 2026, to June 30, 2031. This new agreement is for new services.

**Background**

First Place for Youth is working to implement *My First Place* as a new Transitional Living Program designed to serve unsheltered TAY between the ages of 18 and 24. The program will provide 30 standard-rate beds through a scattered-site housing model, with participants to be placed in apartments located within neighborhood communities across the Bay Area.

Participants will be eligible to remain enrolled for a period of up to 24 months or until they reach the age of 25, whichever occurs first. Referrals will be made through Coordinated Entry’s Youth Access Points in partnership with HSH’s Shelter Guest Placement Team ensuring equity and timely access to available units.

<sup>1</sup> A 20% contingency applied to the budgeted amount.

*Grant Agreement Approval: First Place for Youth | Transitional Age Youth Transitional Living Program*

The program will provide comprehensive, wraparound support services to help participants connect with services based on their individualized needs. Each participant will be assigned a multidisciplinary team, including a Case Manager/Youth Advocate, an Education and Employment Specialist, a Housing Specialist, and clinical oversight from a Clinical Program Manager. PPFY is contracted to provide a minimum case management ratio of 1:20.

**Services to be Provided**

The purpose of the grant is to provide TLP housing and supportive services to TAY participants. Services will include outreach, intake and orientation, ongoing case management, individualized housing support planning, benefits and advocacy assistance, housing navigation, and exit and aftercare planning, along with opportunities for personal, professional, and community development.

These services are intended to provide participants with a safe and supportive short-term living environment, stabilize their housing situations, and improve overall well-being. Participants will be supported in setting and achieving personal and professional goals, accessing employment and educational opportunities, strengthening their sense of community, and building independent living skills necessary for a successful transition to permanent housing.

The program is expected to serve 30 TAY participants with a budgeted staff of 5.35 full-time equivalent (FTE).

**Selection**

Grantee was selected through Request for Proposals (RFP) 154 Transitional Housing Programs for Transitional Age Youth, which is valid until July 1, 2036.

**Agreement Materials**

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



**Appendix A, Services to be Provided  
By  
First Place for Youth  
TAY Transitional Living Program**

**I. Purpose of Grant**

The purpose of the grant is to provide Transitional Living Program (TLP) and supportive services to transitional age youth (TAY) participants. The goals of these services are to provide TAY participants with a safe and supportive short-term home, stabilize participants' living situations, improve their mental and physical health, develop individualized service plans to support them to set professional and personal goals, connect them to employment and educational opportunities, enhance their sense of community and belonging, and increase their independent living skills in order to support them in transitioning to permanent housing.

**II. Served Population**

Grantee shall serve TAY ages 18-24 who meet the Department of Homelessness and Supportive Housing (HSH)'s definition of homelessness.

**III. Referral and Prioritization**

All new participants will be referred by HSH through Coordinated Entry, which organizes the City and County of San Francisco's homelessness response system (HRS) with a common, population-specific assessment, centralized data system, and prioritization method. HSH and Grantee will utilize the centralized referral protocol developed by HSH, including, but not limited to, the use of a TLP queue in the Online Navigation Entry (ONE) system. HSH's assessment criteria and prioritization methodology may be updated at the Department's discretion.

Grantee may submit transfer requests through HSH's designated transfer protocols, and HSH shall make the final determination on such requests.

**IV. Description of Services**

Grantee shall provide the total number of participants as described in the Appendix B, Budget ("Number Served" tab) at any given time with transitional housing and support services per the program requirements below:

**A. Transitional Housing Services:**

Grantee shall offer TAY the option to live in units in the private market, within the service area, when possible, ensuring the housing is safe, stable, and within reasonable proximity to employment, educational, and community resources. Providers will subsidize these units according to program guidelines. Grantee shall provide time-limited transitional housing for up to 24 months.

**B. Supportive Services:** Grantee shall utilize young adult development programming to build strengths and promote resiliency using a Positive Youth Development framework. Support Services shall include, but are not limited, to the following:

1. Referral: Grantee shall utilize the centralized referral protocol developed by HSH, including, but not limited to, the use of a queue in the ONE system.

2. Outreach: Grantee shall actively engage with participants to provide information about available support services and invite TAY to participate. Outreach should be conducted using multiple methods, including to the participant's known care team or emergency contacts in the ONE system, as available and appropriate to reach participants.
3. Engagement: Grantee shall develop an outreach and engagement policy that at a minimum ensures youth are outreached to at least once a week throughout the program. All participants residing in scattered site housing shall receive a minimum of two home visits per month.
4. Timeliness of Initial Participant Contact: Providers are expected to initiate contact with the participant within two (2) business days from the date of referral from HSH. Grantee shall follow HSH's referral and outreach protocol.
5. Intake and Program Orientation: Grantee shall provide an intake and program orientation that outlines what participants can expect from the process including the length of the program, the roles and responsibilities of the service providers, the expectations of participants, the programs and services available to them, and, if applicable, the neighborhood. Intake will happen within one (1) business day of the participant moving into the program.
6. Case Management: Grantee shall provide in-person case management, which includes ongoing weekly meetings and counseling services to support the achievement of personal and professional goals outlined in each participant's Individualized Service Plan. Grantee shall maintain a minimum 1:20 ratio of case managers to program participants. Grantee shall document interactions, engagement, and status of participants in the ONE system.
7. Individualized Service Plans: Within 30 days of program enrollment, grantee shall partner with participants to develop an Individualized Service Plan to support participants in establishing goals and achieving them through relevant milestones. The Grantee shall assess participants' strengths, skills, and needs in order to match participants with program services most appropriate to help them successfully exit to permanent housing, build independent living skills, connect them to educational or employment programs, and identify any behavioral and/or physical health needs to help participants improve their well-being.
8. Grantee shall regularly check in on and update the Individual Service Plan, at minimum once per month.
9. Grantee shall document interactions, engagement, and status of participants in the ONE system.
10. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding progress, and, as necessary, re-referral.
11. Grantee shall communicate and coordinate with outside service providers to support existing linkages that participants may have.

12. Grantee shall refer any participant to Coordinated Entry who does not have an active assessment within 60 days of enrollment.
13. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining and/or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participant's enrollment in county, state and federal benefits programs. Grantee shall help participants identify, apply for and establish appointments for available services, such as cash aid, food programs, Medi-Cal, and/or in-home support.
14. Comprehensive Case Notes: Grantee shall document interactions, engagement, and status of participants in the ONE System. Case notes shall be entered into the participant's ONE System profile weekly. Grantee shall log services in ONE for all case management related activities.
15. Participant Needs and Essentials:
  - a. Transportation: Grantee shall provide resources needed to ensure transportation is not a barrier to participant self-sufficiency.
  - b. Food: Grantee shall support participants to obtain food. Site Based Programs will maintain a food pantry on site for participant use.
16. Transitional Housing Stability Support: Grantee shall offer on-site services and/or referrals to all participants who display indications of placement instability. Such indications include, but are not limited to, discontinuance from county, state and federal benefits, rule violations or behavior that puts the participant at risk of a denial of services, conflicts with staff or other participants, and if applicable, warnings from property/program management. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
  - a. De-Escalation and Conflict Resolution: Grantee shall provide Support Service staff who shall be equipped to respond to emergency situations and are able to provide on-call de-escalation and conflict resolution 24 hours per day, seven days a week.
  - b. Checking Protocols: Grantee shall develop and implement a room check, wellness check, and emergency safety check protocol and policy in collaboration with HSH.
17. Housing Navigation: Within three months of move-in, Grantee shall begin engaging participants in housing navigation to support successful transition from the program into permanent housing, which includes but is not limited to unsubsidized housing, below-market rate and public housing, housing choice vouchers, and housing within the Homelessness Response System.
  - a. Financial barriers: Grantee shall support participants to identify and address financial barriers to obtaining and maintaining housing, such as credit history or income barriers.
  - b. Tenancy skill building: Grantee shall support participants to build skills for housing search and tenancy stability.
  - c. Document Readiness: Grantee shall assist participants to become document ready, to obtain needed documentation to support housing options and placement, including, but not limited to uploading/providing the ONE system with copies of the documents to avoid documents being lost or damaged.

Grantee shall support participants to complete the universal housing application and to upload the application into the ONE system as needed.

18. Professional Development
  - a. Employment: Grantee shall provide supervised job search for employment that is subsidized or unsubsidized. Grantee shall assist participants with placement in subsidized employment programs, such as on-the-job training, job development and job search assistance programs, positions subsidized through other government or private funding sources, or unsubsidized jobs.
  - b. Education: Grantee shall connect participants with education programs including, but not limited to, Adult Basic Education, High School Diploma, General Education Degree (GED) preparation, vocational training and workshops, and/or assistance with college preparation, enrollment, and financial aid support.
19. Personal Development
  - a. Leadership and mentorship opportunities: Grantee shall offer opportunities for participants to take on leadership roles and connect with mentors or coaches to advance their personal development.
  - b. Life Skills Training: Grantee shall provide basic life skills training and coaching to support participants build their independence. Topics may include, but are not limited, to budgeting, household finances, conducting a housing search, cooking and nutrition, working with landlords, tenants' rights, health awareness and healthcare navigation, and parenting, if applicable.
  - c. Personal finance management: Grantee shall provide services that work to increase participants' knowledge and skills in managing their income, budgeting, and building credit.
  - d. Peer mentorship: Grantee shall offer peer-based mentorship opportunities for interested participants.
20. Community Development
  - a. Support Groups, Social Events and Organized Activities: Grantee shall provide participants with opportunities to participate in organized gatherings for peer support. These events may be planned with or based on input from participants; and
  - b. Community meetings: Grantee shall conduct monthly community meetings for participants.
21. Exit and Aftercare Planning: Within six (6) months of intake, grantee shall begin engaging participants in exit and aftercare planning to support a successful transition from the program. The exit and aftercare plan shall depend on the participant's needs and may include establishing a link to community-based case management and other services in the community and supporting stabilization in their placement after the program for up to three months after exit.

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

Grantee shall provide Services in participant units, place of work or school, or other locations to meet participant needs Monday through Friday from 9:00am to 5:30pm.

Grantee shall also provide services at the First Place for Youth administrative and Program Center location at 426 17th Street, Suite 100, Oakland, CA 94612. Grantee shall provide HSH with updated scattered site locations when changes occur.

## VI. Service Requirements

- A. 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 identity, disability, HIV status, or immigration status unless otherwise required by law.
1. Provider Eligibility Requirements: Providers are expected to accept all eligible youth in accordance with the requirements set forth by HSH, with no additional restrictions beyond those mandated by the program. Providers are not to create any additional barriers to acceptance or participation for youth who meet eligibility criteria (e.g., age, foster care status, etc.) unless explicitly required by HSH.
- B. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- C. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance of HSH meetings and trainings, as requested;
  3. Attendance of the Shelter Grievance Advisory Committee meetings;
  4. Attendance of the Homelessness Oversight Commission meetings, as needed;
  5. Attendance at required ADA and access for persons with disabilities trainings;
  6. Adherence to the Shelter Grievance Ordinance, Regulations, and Policies for issuing Denials of Service and Appeals Process;
  7. Adherence to the City service/companion/support animal policy; and
  8. When applicable, as confirmed with HSH, adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless. This includes cooperation with the San Francisco TB Prevention and Control Program of the Department of Public Health (DPH).
- D. Confidentiality:
1. Grantee shall safeguard the confidentiality of all participant records or data in compliance with applicable federal, state, or local privacy laws at all times, including but not limited to (a) ensuring the security and confidentiality of all participant data; (b) protecting against any anticipated threats or hazards to the security and integrity all participant data; (c) protecting against unauthorized disclosure, access, or use of all participant data; (d) ensuring the proper disposal

- of participant data; and (e) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
2. Grantee shall notify HSH upon receipt of any legal requests related to participant data shared under this Agreement, or which in any way might reasonably require access to participant data, to the extent required by applicable law. Grantee shall not respond to legal requests related to HSH without first notifying HSH.
  3. Grantee shall maintain computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit participant data in a secure manner.
  4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of participant records or data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
  5. 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 the U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 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.
- E. Coordination with Other Service Providers: Grantee shall establish a Memorandum of Understanding (MOU) between all onsite service providers to outline their commitment to collaboration and services provided in the service of participants.
- F. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- G. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process, including but not limited to: (a) entering all participant data within three business days (unless specifically

requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.

2. Data entered in the ONE system shall meet or exceed the ONE System CDQI Process standards.
  3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
- H. 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- I. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee under the Services, 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.
- J. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
1. Grantee shall provide a written and posted complaint/concern process that includes various methods for participants to submit an issue (e.g. verbal to staff,

written, email) and clear protocols about when and how the participant will get a response.

2. Grantee shall establish and maintain a written Grievance Procedure for participants, 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 guest 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 guest to contact after the guest has exhausted Grantee's internal Grievance Procedure.
    - e. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each guest and obtain a signed copy of the form from the guest, which must be maintained in the Guest's file. Additionally, Grantee shall post the policy at all times in a location visible to participants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
  3. A written bi-annual satisfaction survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback, satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- K. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.
- L. Overdose Prevention: Grantee shall follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with participants will participate in annual trainings on overdose recognition and response.
- M. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide participant-centered, low-barrier access to housing and services.
- N. 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>.

- O. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
1. Transitional Housing programs serving non-minor dependents, ages 18 to 21, require a license under 1559.110 of California Health and Safety Code.
- P. Reasonable Accommodation Process: Grantee shall establish and maintain a written Reasonable Accommodation Process for the program. Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.
- Q. Record Keeping and Files:
1. Grantee shall maintain confidential files on the served population, including developed plans, notes, participant agreement, ROI and progress notes. Hard copy files shall be stored securely within a locked cabinet and within a locked office.
  2. Grantee shall maintain confidential files for active and previously active participants, and document support service usage.
  3. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for rule infractions including written notices, warnings, exit paperwork and related communications with participants.
  4. Grantee shall maintain appropriate documentation to validate the approval of extensions to participants according to HSH policies.
  5. Grantee shall maintain all eligibility, inspection, and services documentation and care plans in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  6. Grantee shall document services in the ONE System as needed to meet external funding and/or billing requirements.
- R. Supervision and Training: Grantee shall provide Support Services staff with supervision, training and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to participants.

## VII. Service Objectives

Grantee shall achieve the following service objectives:

- A. Grantee shall maintain an average monthly occupancy rate per month of at least 90 percent.
- B. Grantee shall ensure that at least 95 percent of participants complete an Individualized Housing Support Plan within 30 days of enrollment (intake).
- C. Grantee shall ensure that at least 90 percent of participants who have not exited the program have an active primary CE assessment and/or Housing Referral Status within 60 days of enrollment.

## VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

- A. At least 70 percent of participants shall exit the program to permanent housing, per U.S. Department of Housing and Urban Development (HUD) definitions.
- B. At least 80 percent of participants shall be employed or enrolled in post-secondary education at exit.
- C. At least 60 percent of participants shall maintain or obtain health insurance based on their enrollment and update or exit fields.

#### **IX. Reporting Requirements**

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

- A. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- B. Grantee shall notify HSH any time a unit will be offline for seven (7) days or longer with a plan and timeline for bringing the unit back online.
- C. Grantee shall report vacancy and referral information to HSH weekly in the form specified by HSH until such a time that an inventory tracker is available in ONE.
- D. Grantee shall report via HSH designated method the current pool of active participants, the number of occupied beds, the number of beds temporarily offline and the number of beds currently available for placement.
- E. Grantee shall provide quarterly reports summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the quarterly metrics in CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
- F. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- G. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- H. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation

program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- I. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by 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.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, review of the following: participant files, the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																			
2	<b>APPENDIX B, BUDGET</b>																			
3	<b>Document Date</b>	7/1/2026																		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>																
5	<b>Current Term</b>	7/1/2026	6/30/2031	5																
6	<b>Amended Term</b>	7/1/2026	6/30/2031	5																
7	<b>Provider Name</b>	First Place for Youth																		
8	<b>Program</b>	TLP Scattered Sites																		
9	<b>F\$P Contract ID#</b>	1000038195																		
12	<b>NUMBER SERVED</b>				<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>											
13	<b>Service Component</b>				7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2030 - 6/30/2031											
14	Transitional Housing (TLP Standard Rate \$3,900 per Month)				30	30	30	30	30											

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2026		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	7/1/2026	6/30/2031	5
6	<b>Amended Term</b>	7/1/2026	6/30/2031	5
7	<b>Provider Name</b>	First Place for Youth		
8	<b>Program</b>	TLP Scattered Sites		
9	<b>F\$P Contract ID#</b>	1000038195		
11	<b>SITE LOCATIONS</b>			
12	<b>Site Name</b>	<b>Address</b>		
13	Various Sites	Various Sites		

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2026		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	7/1/2026	6/30/2031	5
6	<b>Amended Term</b>	7/1/2026	6/30/2031	5
7	<b>Provider Name</b>	First Place for Youth		
8	<b>Program</b>	TLP Scattered Sites		
9	<b>F\$P Contract ID#</b>	1000038195		
11	<b>APPROVED SUBCONTRACTORS</b>			
12	None			

	A	B	C	D	G	J	M	P	S	AK	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>APPENDIX B, BUDGET</b>										
3	<b>Document Date</b>	7/1/2026									
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>							
5	<b>Current Term</b>	7/1/2026	6/30/2031	5							
6	<b>Amended Term</b>	7/1/2026	6/30/2031	5							
7	<b>Provider Name</b>	First Place for Youth									
8	<b>Program</b>	TLP Scattered Sites									
9	<b>F\$P Contract ID#</b>	1000038195									
10	<b>Contract Action (Select)</b>	New Agreement									
11	<b>Effective Date</b>	7/1/2026									
12	<b>Budget Name</b>	General Fund - TLP									
13	<b>Funding:</b>	<b>Current</b>	<b>New</b>								
14	<b>Term Budget</b>	\$ -	\$ 7,020,000	20%							
16	<b>Contingency</b>	\$ -	\$ 1,404,000								
17	<b>Not-To-Exceed (NTE)</b>	\$ -	\$ 8,424,000								
19					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>All Years</b>	
20					7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2030 - 6/30/2031	7/1/2026 - 6/30/2031	
21					12 Months	12 Months	12 Months	12 Months	12 Months		
22					<b>New</b>	<b>New</b>	<b>New</b>	<b>New</b>	<b>New</b>	<b>New</b>	
23	<b>EXPENDITURES</b>										
24	Salaries & Benefits	\$	537,563	\$	537,563	\$	537,563	\$	537,563	\$	2,687,815
25	Operating Expenses	\$	295,915	\$	295,915	\$	295,915	\$	295,915	\$	1,479,575
26	Subtotal	\$	833,478	\$	833,478	\$	833,478	\$	833,478	\$	4,167,390
27	Indirect Percentage	15.00%		15.00%		15.00%		15.00%		15.00%	
28	Indirect Cost	\$	125,022	\$	125,022	\$	125,022	\$	125,022	\$	625,110
29	Other Expenses (Not Eligible for Indirect %)	\$	437,500	\$	437,500	\$	437,500	\$	437,500	\$	2,187,500
30	Capital Expenditures	\$	8,000	\$	8,000	\$	8,000	\$	8,000	\$	40,000
32	<b>TOTAL EXPENDITURES</b>	\$	<b>1,404,000</b>	\$	<b>1,404,000</b>	\$	<b>1,404,000</b>	\$	<b>1,404,000</b>	\$	<b>7,020,000</b>
34	<b>HSH REVENUES* (Select)</b>										
35	General Fund - Ongoing	\$	1,404,000	\$	1,404,000	\$	1,404,000	\$	1,404,000	\$	7,020,000
61	<b>TOTAL OTHER REVENUES</b>	\$	-	\$	-	\$	-	\$	-	\$	-
63	<b>TOTAL HSH + OTHER REVENUES</b>	\$	<b>1,404,000</b>	\$	<b>1,404,000</b>	\$	<b>1,404,000</b>	\$	<b>1,404,000</b>	\$	<b>7,020,000</b>
64	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$	-	\$	-
67	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.										
68	<b>Approved by:</b>	Suzanne Zhou									
69	<b>Title:</b>	Director of Finance									
71	<b>Email:</b>	szhou@firstplaceforyouth.org									





	A	C	D	E	F
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
			<b>Fiscal Year</b>		
4	<b>General Fund - TLP</b>	<b>FY26-27</b>			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
5	<b>Salaries &amp; Benefits</b>	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
6	Youth Advocate - Standard	1.00	\$ 68,400	Provide ongoing case management services to youth including independent living skills training, housing support and retention, crisis intervention, etc.	Annualized Salary x Adjusted FTE, A total of 2 FTE for these standard beds.
7	Youth Advocate - Standard	1.00	\$ 68,400	Provide ongoing case management services to youth including independent living skills training, housing support and retention, crisis intervention, etc.	Annualized Salary x Adjusted FTE, A total of 2 FTE for these standard beds
8	Education & Employment Specialist - Standard	1.00	\$ 75,686	Provide targeted employment and education support to foster care youth in our supported housing program. This position support youth skills and resources to secure employment and retain employment along with a solid understanding of the traditional school, post-secondary, and alternative education systems.	Annualized Salary x Adjusted FTE, A total of 1 FTE for these standard beds.
9	Education & Employment Manager	0.20	\$ 20,600	Supports youth to explore pathways of interest, assure readiness for career level classes, and build higher level skills for career and life. The manager will monitor outcomes, train and support in best practice implementation, outreach, vet and maintain external opportunities and partnerships promoting youth outcomes.	Annualized Salary x Adjusted FTE
10	Housing Specialist	0.71	\$ 51,475	Ensures the housing needs of youth residing in scattered-site apartments are met, including locating and securing apartments, verifying rental unit suitability, and communicating with landlords.	Annualized Salary x Adjusted FTE
11	Regional Housing Manager	0.14	\$ 13,253	Oversees the housing/property management function and supervises the Housing Specialists.	Annualized Salary x Adjusted FTE
12	Intake Specialist	0.36	\$ 30,600	Manages the intake and assessment process for youth entering the program.	Annualized Salary x Adjusted FTE
13	Youth Development Specialist	0.18	\$ 12,033	Assists Clinical Program Manager, Education and Employment Specialists, and Youth Advocates with program tasks. Interacts directly with youth and assists with office functions for the program.	Annualized Salary x Adjusted FTE
14	Clinical Program Manager	0.36	\$ 39,600	Provides direction and supervision to the Youth Advocates. Oversees daily program functions.	Annualized Salary x Adjusted FTE
15	Director of Employment & Education	0.07	\$ 7,841	Monitors outcomes and develop and maintain high level community partnerships that support education, employment, career and strategy outcomes. Oversee innovative programming development and implementation, and supervises the Education and Employment Manager. Direct Duties and Responsibilities •Responsible for all aspects of the Education and Employment Program's EE specialists' service delivery and program development and enhancements. • Ensures that pre apprenticeship employment partnerships for the benefit of SF youth are developed and maintained. • Provides face-to-face coaching and supports to the employment and education team. •Provides trainings to the EE team. • Ensures that the EE Team is providing the required face-to-face and dosage requirements and for all youth on their caseload. • Ensures EE's are providing the necessary barriers to work interventions. • Critical community partnership management across workforce, educational institutes, careers and business partners. • Program fidelity monitoring and coaching.	Annualized Salary x Adjusted FTE
16	Regional Director of Programs	0.18	\$ 21,960	Provides guidance and supervision to the Program Clinical/County Managers and ensures the smooth functioning of the San Francisco programs. Direct Duties and Responsibilities • Responsible for all aspects of program including youth safety, youth program compliance, service delivery, program enhancements. • Provides clinical and programmatic supervision and leadership to the San Francisco MFP Clinical Program Managers. • Provides direct supervision as needed to direct line staff. •Ensures staff have completed and maintained all required trainings and certifications. □ Provides case management supervision for crisis management. • Provides direct supervision of the Intake Specialist.	Annualized Salary x Adjusted FTE
17	Director of Housing	0.06	\$ 7,200	Oversees the Regional Housing Managers and develops the organization's long term strategy to secure appropriate and cost effective housing for youth. Ensures compliance with contracts for all housing related matters. Direct Duties and Responsibilities • Direct daily housing operations including housing inventory tracking, rent rolls, security deposit management, master key systems, lock coordination, inspection schedules, compliance documentation and emergency maintenance response. • Reviews and approves all master leases. • Hire, train, develop and supervise a team of Regional Housing Managers and Housing Specialists. □Oversee team development and coaching while ensuring trauma-informed, youth-centered housing services. • Ensure housing team is maintaining units for habitability and conducting monthly Golden Broom inspections. • Ensure housing team is acquiring appropriate housing in accessible and safe neighborhoods in various regions based on youth preference. • Ensure team adheres to reasonable accommodation requests.	Annualized Salary x Adjusted FTE
18	VP of Programs	0.07	\$ 12,600	Oversees housing and program monitoring. Ensures fidelity and quality assurance. Sets the agency's strategic direction, with regards to education and employment. Monitor relevant shifts in the regional and national landscapes, and develop the systems and relationships that will allow First Place to fully capture opportunities for the My First Place model. Direct Duties and Responsibilities •Reviews direct line staff case notes for adherence to best practice. • Clinical and programmatic consultation for high-risk youth incidents, emergency exits/relocations, and other serious incidents. •Provide direct supervision to Regional Director. • Coordinate and/or train various teams on best practice models. • Workforce Development and Earn and Learn strategic oversight and implementation. • Economic landscape monitoring and mapping. • Program oversight and improvement. • Contract compliance and implementation supports.	Annualized Salary x Adjusted FTE
19	Chief Impact and Program Officer	0.02	\$ 4,746	Provides executive level organizational oversight. Maintains external relations with funders, donors, and public government officials. Direct Duties and Responsibilities • Provides clinical consultation and support for crises and unplanned exits. • Ensures critical incidents are recorded and are reported timely. • Reviews and approves all recommendations for youth exits to ensure a systematic and unbiased process for unplanned exits. • Ensures all preventions, interventions and barrier removal were exhausted before moving to exit. • Identifies root causes for challenging youth cases and implements improvement processes with program teams. • Provides consultation to specific youth intake assessments for determination of ability to live independently.	Annualized Salary x Adjusted FTE
48	<b>TOTAL</b>	<b>5.35</b>	<b>\$ 434,394</b>		
49	<b>Employee Fringe Benefits</b>	<b>23.75%</b>	<b>\$ 103,169</b>	<b>Includes FICA, SSUI, Workers Compensation and Medical calculated at 23.75% of total salaries.</b>	
50	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 537,563</b>		

	A	C	D	E	F
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b> Fiscal Year				
4	<b>General Fund - TLP</b>	<b>FY26-27</b>			
5	<b>Salaries &amp; Benefits</b>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
52	<b>OPERATING EXPENSES</b>		<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
	Rental of Property		\$ 61,180	Rent for First Place's Oakland HQ office. Expense is allocated based on number of employees worked in the TLP program.	Calculation is based on # of FTE proportional to the total employees in the Oakland HQ.
53	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 6,523	Pro-rated portion of utility expenses for the Oakland office	Calculation is based on # of FTE proportional to the total employees in the Oakland HQ.
54	Office Supplies, Postage		\$ 3,000	Pro-rated portion of office supplies, printer and copier supplies, copier paper, FedEx expenses, postage meter, and stamps	Calculation is based on # of FTE proportional to the total employees in the Oakland HQ.
55	Building Maintenance Supplies and Repair		\$ 3,500	Pro-rated portion of office maintenance expenses, janitorial services, security, data storage, and offsite program storage.	Calculation is based on # of FTE proportional to the total employees in the Oakland HQ.
56	Printing and Reproduction		\$ 250	Printing for program materials	Estimated direct program material based on # of youths serve.
57	Insurance		\$ 7,000	Pro-rated portion of general liability, cyber, and D&O insurance	Calculation is based on weighted proportional of # of youth serve in THP Plus program to total youth serve by the organization, and # of FTE in this program to total FTE employees in the organization.
58	Staff Training		\$ 5,000	Pro-rated portion of HR and Practice Development training expenses	Calculation is based on # of FTE proportional to total employees serve similar programs in the counties.
59	Staff Travel - (Local & Out-of-Town)		\$ 8,000	Travel for employees to meet with youth or take them to appointments. Also includes travel for county meetings, conferences and trainings.	Calculation is based on # of FTE proportional to total employees serve similar programs in the counties.
60	Grocery Vouchers (basic needs)		\$ 36,000	Monthly grocery voucher provided to youth for basic needs (groceries and other essentials)	Typically standard rate at \$100/mth
62	Computer related hardware, software		\$ 12,300	Pro-rated portion of IT software and maintenance agreements for systems across the organization such as the organization's CRM, Apricot	Calculation is based on # of FTE proportional to total employees in the organization.
63	Youth Support - Move in/out, general repairs, relocations		\$ 67,662	Move in soft goods such as bedding, bathroom/kitchen essentials and vendor cost, cost of moving youth out of unit including cleaning, hauling, and preparing the unit for new occupancy. Also includes the cost of relocating a youth either temporarily or permanently when in program.	Calculation is based on # of youth serve in this program proportional to total youth in similar programs in the counties.
64	Youth Support - utilities, water, garbage, insurance		\$ 32,000	Assistance for youth to pay the utility bills for their unit.	Calculation is based on # of youth serve in this program proportional to total youth in similar programs in the counties.
65	Youth Support - transition support, transportation, employment related, mental health		\$ 40,000	Cost of education supplies (e.g. binders, paper, learning materials), cost associated with job searches, applications including the purchase of work appropriate clothing, online mental health services. Also assistance with payment of transportation (to school/work/meetings.), connection and support for youth to transition from homelessness to the TLP transitional housing program.	Calculation is based on # of youth serve in this program proportional to total youth in similar programs in the counties.
66	Community building events, Youth Advisory Board, youth meals		\$ 12,000	Cost of events to enhance connections and build community among youth participants. Also includes meals with youth during meetings with their Youth Advocate or Education and Employment Specialist.	Calculation is based on # of youth serve in this program proportional to total youth in similar programs in the counties.
67					
88	<u>Consultants:</u>				
	Program Related Services Consultant - Vendor TBD		\$ 1,500	Pro-ration of agency consultant(s) to be charged for non-training consultive work, such as advisory services on programming, service delivery, and operations.	Calculation is based on # of youth serve in this program proportional to total youth in similar programs in the counties.
89					
101	<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 295,915</b>		
102	<b>Indirect Cost</b>	15.0%	<b>\$ 125,022</b>		
105	<b>OTHER EXPENSES (Not Eligible for Indirect Cost %)</b>		<b>Amount</b>	<b>Justification</b>	<b>Calculation</b>
106	Rent payments for youth		\$ 367,470	Monthly rent payments for youth in program. Single youth usually share a 2-bedroom apartment. Also, includes cost of vacant units while youth transfer in/out of the program.	Standard - 30 beds at \$1,361/mth - ramp up from Aug to Dec 2026.
107	Furnitures/Furnishings		\$ 66,030	Furnishing & furniture's for youth move-in	Standard - 30 beds at \$2,201.
	Youth Incentives (via Gift Card/check)		\$ 4,000	Skills building incentives up to \$200 incentive for participating in skills building activities such as Job Readiness Competencies Met, PSE Readiness Competencies Met, Leadership Development Participation, Completion of High School Diploma/GED, Completion of Industry Recognition Certificate, Lower-level Vocational Certificate, and Completion of 30 College Credits.	Incentive amount depends by activity/milestone matrix
108					

	A	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
		Fiscal Year			
4	General Fund - TLP	FY26-27			
5	<b>Salaries &amp; Benefits</b>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
121	<i>Subcontractors:</i>				
133	<b>TOTAL OTHER EXPENSES</b>		\$ 437,500		
136	<b>CAPITAL EXPENSES</b>		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
137	Office Furnitures	\$	2,000	Cost of purchasing office furniture's for TLP program	4 FTE at \$500 per head.
138	Computer/Laptop	\$	6,000	Cost of purchasing computer, hardware and software for new TLP program staff.	4 FTE at \$1500 per head.
145	<b>TOTAL CAPITAL EXPENSES</b>	\$	8,000		