



Shireen McSpadden, Executive Director

Daniel Lurie, Mayor

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| To | Homelessness Oversight Commission |
| Through | Shireen McSpadden, Executive Director |
| From | Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts |
| Date | August 7, 2025 |
| Subject | Amended Grant Agreement Approval: Urban Alchemy 711 Post (Ansonia Hotel) |

| Agreement Information | |
|-------------------------|-----------------------------------|
| FSP# | 1000023929 |
| Provider | Urban Alchemy |
| Program Name | 711 Post (Ansonia Hotel) |
| Agreement Action | 3 rd Amendment |
| Agreement Term | March 21, 2022, to March 31, 2026 |

Agreement Amount

| Current Budget ¹ | Amended | New | Contingency ² | Total Not to Exceed (NTE) |
|-----------------------------|-------------|--------------|--------------------------|---------------------------|
| \$22,507,041 | \$4,152,826 | \$26,659,866 | \$934,386 | \$27,594,252 |

Funding Summary

| Fiscal Year (FY) | Budget | Actual Spent ³ | Amended to Add | New Budget |
|----------------------|---------------------|---------------------------|--------------------|---------------------|
| 2021-22 ⁴ | \$972,693 | \$0 | \$0 | \$0 |
| 2022-23 | \$7,035,620 | \$5,928,777 | \$0 | \$5,928,777 |
| 2023-24 | \$7,284,620 | \$6,532,128 | \$0 | \$6,532,128 |
| 2024-25 | \$7,969,723 | \$6,191,808 | \$0 | \$7,969,723 |
| 2025-26 | \$2,076,413 | \$0 | \$4,152,826 | \$6,229,238 |
| TOTAL | \$25,339,069 | \$18,652,713 | \$4,152,826 | \$26,659,866 |
| 15% Contingency | | | | \$934,386 |
| Total NTE | | | | \$27,594,252 |

| Funding Information | |
|------------------------------------|---|
| Funding Sources⁵ | 100% State Grant: Homeless Housing Assistance and Prevention (HHAP) |

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$22,714,682.

² Contingency only applied to FY25-26 budgeted amount.

³ Amount spent through March 2025.

⁴ Program was originally scheduled to open in March 2022, but was delayed until July 2022. No costs were incurred during FY21-22.

⁵ The funding sources listed reflect current and future years.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Urban Alchemy for the provision of 711 Post (Ansonia Hotel) for the period of March 21, 2022, to March 31, 2026, in an additional amount of \$4,152,826. The addition of funds includes an additional six months of service (October 1, 2025 through March 31, 2026). The budget includes one-time funding to support an increase from 250 beds to 280 that started in January 2025 and is expected to last until approximately February 2026. This temporary increase maintains shelter system capacity while another shelter site undergoes rehabilitation work. Finally, the FY25-26 amount also incorporates a 1.4% rent increase for FY25-26 per the provider's lease with the private landlord. The new amount is \$27,594,252, which includes a 15 percent contingency of \$934,386 on the FY25-26 amount.

Background

711 Post, a former youth hostel, opened as a semi-congregate shelter in July 2022 with rooms accommodating one, two, or three guests. The site normally accommodates up to 250 guests with large common spaces, high shower and toilet ratios, laundry machines, elevators, lockers, and luggage storage. Urban Alchemy provides site operations and services, including 24/7 staffing, case management, and facilities maintenance.

As stated above, the site has temporarily expanded its capacity by adding 30 beds (increasing from 250 to 280). This increase was necessary to maintain total bed capacity within the adult shelter system due to a corresponding 30 bed reduction at Multi-Service Center (MSC) South shelter during its rehabilitation period, which is expected to last 14 months (January 2025 to February 2026).

Services to be Provided

The purpose of the grant is to provide emergency shelter operations and support services to adults experiencing homelessness. Grantee is currently providing services to 280 adults with a budgeted staff of 59.59 full time equivalents (FTE). The average occupancy rate for FY24-25 was 96% of capacity. After the temporary 30-bed expansion ends in early 2026, the capacity is planned to return to its baseline of 250 adults.

The shelter staff actively engage in community outreach efforts, providing essential resources and support to those in need. With two staff members monitoring the perimeter 24/7, they engage with the community and assist individuals by connecting them with the San Francisco Homeless Outreach Team (SFHOT) or other organizations for shelter/supportive services and provide a dedicated phone number for interested neighbors to report concerns and complaints. Additionally, Urban Alchemy holds regular community meetings to address issues and foster open communication with neighboring businesses and community members.

Selection

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness.

Performance History

Urban Alchemy underwent citywide nonprofit fiscal monitoring most recently in FY24-25. The final status letter included two unresolved findings:

- Exempt staff not currently tracking time via timesheets or time studies, and



- Audit shows approximately 20 days of operating cash (the City standard is 30 days).

Urban Alchemy was issued two non-compliance letters in FY24-25. The first was on July 2, 2024, for the Vehicle Triage Center (VTC) Safe Parking Program, regarding concerns with disability access at that site. The findings were resolved, and the provider is in compliance.

The second letter was on June 26, 2025, and addressed Urban Alchemy's overspending the FY24-25 budget at 711 Post. Urban Alchemy responded on the July 11, 2025 deadline, outlining a plan to address the points raised in the corrective action letter. Below are the key points.

- Urban Alchemy's finance team will closely monitor monthly expenditures and will engage in regular meetings with the HSH program manager to review financial performance and address any discrepancies.
- Urban Alchemy will request HSH approval on expenditures beyond the approved budget before incurring.
- Urban Alchemy will utilize Paycom to create a comprehensive schedule that accurately reflects the budgeted FTEs. Any changes to the schedule will require approval from Urban Alchemy's senior management.
- Urban Alchemy will create a written policy that will outline the approval process for overtime and employee leave.

HSH staff will continue to monitor Urban Alchemy's compliance with these corrective actions during the amendment period.

711 Post underwent program monitoring most recently on August 1, 2024. There were four findings related to missing required forms (including forms in the threshold languages), records of mandatory staff trainings, and submitting required monthly data. The findings were all satisfactorily resolved.

Agreement Materials

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



Appendix A, Services to be Provided
by
Urban Alchemy
711 Post (Ansonia Hotel)

I. Purpose of Grant

The purpose of the grant is to provide emergency shelter operations and support services to the served population.

II. Served Population

Grantee shall serve single adults, 18 years old and older, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence.

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population and utilize the referral system required by the City.

IV. Description of Services**A. Stewardship of the Lease:**

1. Grantee shall provide HSH with a copy of the lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.
3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the lease agreement.

- B. Shelter Operations:** Grantee shall operate the shelter to serve the number of guests listed in the Appendix B, Budget ("Number Served" tab). The City may require Grantee to serve fewer guests to maintain the health and safety of guests in accordance with City requirements. In the future, the City may request that Grantee serve additional guests to maximize capacity at the site.

Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

1. **Facility Maintenance:** Grantee shall maintain the facility; provide janitorial services; and repair the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes. Grantee shall coordinate with the City for reporting and tracking of maintenance issues.

¹ Including, but not limited to Shelter Standards of Care, as applicable:

[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sanc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sanc=JD_20.404).

2. Vendor Services: Grantee shall obtain and manage vendors for essential site services including, but not limited to, Recology, laundry, meals, and internet (Wi-Fi).
 3. Reservations: Grantee shall accept and facilitate reservations, in accordance with the City-approved policies and procedures within the noted program hours of operation.
 4. Accommodations: Grantee shall provide clean bedding according to the Shelter Standards of Care.
 5. Meals: Grantee shall coordinate and sign a Memorandum of Understanding (MOU) with the City-identified and funded meal provider to facilitate ordering, receipt, and tracking meal use by guests.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit through guest records.
 8. Laundry: Grantee shall provide laundry services for bedding and towels at least weekly, and with each turn-over of the guest assigned to a specific bed.
- C. Guest Referral and Intake Services: Grantee shall use the City approved system and methods to provide daily updates to the guest roster and number of available beds. Only individuals referred via the City approved referral protocols will be placed into an available bed at the site. Grantee shall intake, register and update the City approved database or guest tracking system throughout each individual guest's stay at the program.
- D. Shelter Support Services: Support Services should include, but are not limited to the following:
1. Intake: Grantee shall conduct an intake, and make any updates, to determine and document participant identification and stay information. The intake shall include a program orientation outlining the services available on site. The intake shall also include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis.
 2. Assessment and Individual Service Plan: Grantee shall conduct a support services assessment to document participant needs. Grantee shall create service plans based on intake and assessment information. Service plans shall include issues identified by the participant and prioritize key issues, particularly those identified by HSH and the placement referral sources, which are the focus during the participant's stay.

3. Engagement: Grantee shall actively engage with participants to support their connection to needed services, progress on their individual service plans and end participant homelessness. Grantee shall create a regular schedule of outreach to participants and shall provide services based on participant services plans and goals. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants.
4. Case Management: Grantee shall provide ongoing meetings and counseling services with participants to establish goals, support individualized action and service plans, and track progress toward meeting the goals. Grantee shall assist Housing Referral Status participants in applying for and securing the required documents needed to become “document ready” for permanent housing application. This includes, but is not limited to, the acquisition of identification, income and homelessness verifications, and other required documents as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of documentation acquisition and upload acquired documents into the Online Navigation and Entry (ONE) System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation.
5. Benefits Navigation: Grantee shall work in partnership with Human Services Agency (HSA) to assist eligible participants to obtain Medi-Cal, CalFresh, and County Adult Assistance Program (CAAP) benefits. As needed, HSA will outstation San Francisco Benefit Net (SFBN) and CAAP Eligibility Workers (EWs) at shelter sites with the goals of fully integrating benefits application services into the shelter environment and approving participants for benefits without requiring them to go to HSA offices. Grantee shall provide on-site services space for the HSA EWs when present at the site. Grantee shall assist participants with keeping appointments related to HSA benefits applications and maintaining established benefits.
6. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
7. Support Groups, Social Events and Organized Participant Activities:
 - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants, or to celebrate/commemorate significant individual, holiday and community events.

These events may be planned with or based on input from participants.
Grantee shall post a monthly calendar of events.

- b. Grantee shall conduct monthly community meetings for participants during which participants may discuss concerns and program ideas.
 - c. Grantee shall provide community service, training, and/or employment opportunities to participants in partnership with local organizations or City agencies.
8. Referrals and Coordination of Services:
- a. Grantee shall link Problem-Solving status shelter participants to HSH Access Points, in order for the participants to receive Problem-Solving and/or a Coordinated Entry assessment. Grantee shall request the services of the Mobile Access Point team for any participants who display indications of difficulty getting to an HSH Access Point.
 - b. Grantee shall assist participants to identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with participants regarding the process, and, as necessary, re-referral.
 - c. Grantee shall escort participants to critical off-site appointments, particularly those related to benefits and exit placements, and support participants to keep appointments. When needed, Grantee shall provide bus tokens and/or transportation vouchers to assist participants in getting to critical appointments.
9. Exit Planning: Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program. Grantee shall notify Coordinated Entry and/or HSH Outreach as directed by HSH when Housing Referral status participants exit their shelter program.

V. Location and Time of Services

Grantee shall provide services at 711 Post Street, San Francisco, CA 94109. Grantee shall provide staffing coverage 24 hours a day, seven days per week.

VI. Service Requirements

- A. 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 Grant Plan, 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. Shelter Expansion:

1. Related to 24/7 operations: At any time when City guidelines and requirements may allow for the site to serve a greater number of guests, changes in the number of active beds will be negotiated regarding program adjustments and timing.
2. In order to respond to weather or other emergencies HSH reserves the right to negotiate shelter expansion with the addition of mats during time-limited periods of need as identified by HSH. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies. HSH is looking for providers at negotiated sites to be ready to provide expansion within 24 hours' notice, although HSH will attempt to give more advance notice whenever possible.

C. Staffing and Volunteers:

1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
3. Grantee shall provide at least one front line staff at each site for each shift that is bilingual in English and Spanish.
4. Grantee shall ensure that any volunteers welcomed into the site follow the same guidelines as required of staff as it relates to the roles or projects being handled by the volunteers.
5. Grantee shall maintain a minimum 1:25 ratio of case management staff to guests.

6. Grantee shall perform wellness and/or emergency safety checks on a regular basis in accordance with HSH Policy to assess a guest's safety, including immediate and substantial risk due to a medical and/or psychiatric emergency.
 7. Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aid; and AED certification.
- D. Staff Training: Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement).
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 3. Regular patrol of the site and surrounding program area, including street frontage on both sides of Post, to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 5. Assistance with conflict de-escalation and crisis management.
- G. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

H. Record Keeping and Files:

1. Grantee shall maintain confidential guest files for guests, active and previously active, and support service usage.
2. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

I. Meals and Food Safety

Grantee shall meet the following meal-related requirements:

1. Provide meals for guests following the menu pattern developed in consultation with DPH. Meals shall meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by Department of Public Health (DPH) Registered Dietitian (RD) annually to meet the established menu pattern, portion sizes, and vegetarian and religious/diet accommodations;
2. Partner with DPH RD to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by DPH;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted;
4. Track usage by guest, as well as overall meal distribution;
5. Manage the means to heat or maintain refrigeration of food as appropriate for distribution; and
6. Grantee shall ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.

J. Facilities

Grantee shall maintain facilities in full compliance with requirements of the law and local standards¹. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly. Grantee shall ensure that janitorial services shall occur regularly, per shift.

1. Grantee shall respond to all facility-related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.

2. Grantee shall develop, maintain, and document their portion of maintenance schedules for the facility and its systems, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).
 3. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g. floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g. dryer vents); elevators (e.g. buttons, floors, walls); kitchens (e.g. floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.
 4. As the full-time operator on site, the Grantee shall use the designated notice and referral systems to document issues, pending problems and emergencies for the Grantee's Facilities Manager and maintenance staff.
- K. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), DPH, Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
 2. Grantee shall assign a director, manager, or representative to participate in and attend relevant neighborhood and community meetings.
 3. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
 4. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
 5. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City

agencies, as necessary, to address excessive noise from program participants, including coordination to address excessive noise occurring outside and near the program site.

6. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
7. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.
8. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
9. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
10. Grantee shall immediately report to SF Homeless Outreach Team (SFHOT) or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
11. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
12. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
13. Grantee will report graffiti in the immediate area to 311.
14. Grantee shall retain one General Practitioner to actively monitor both sides of Post Street 24 hours per day, seven days per week.

L. 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. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas. Grantee should set up the means to provide feedback at future community meetings or by other means.
2. Complaint Process: Grantee shall provide a written and posted complaint/concern process that includes various methods for guests to submit an issue (e.g. verbal to

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

3. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey in a confidential way if the written format presents any problem.
4. Grantee shall respond to complaints from other City entities, such as the Mayor's Office on Disability and the Shelter Monitoring Committee, in coordination with HSH and in accordance with the timelines required by the City entity.

M. City Communications and Policies

Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk. These policies and related meetings include, but are not limited to:

1. Reporting via HSH designated method the current pool of active guests, the number of occupied beds, the number of beds temporarily offline and the number of beds currently available for placement;
2. Regular communication to HSH about the implementation of the program as required and upon request;
3. Attendance at HSH meetings and trainings, as required;
4. Attendance at required ADA and access for persons with disabilities trainings;
5. Attendance at the Shelter Monitoring Committee meetings;
6. Attendance at the Shelter Grievance Advisory Committee meetings.
7. Adherence to the Shelter Grievance Ordinance, Policy, and Regulations, including the processes regarding denials of service² unless Grantee is otherwise dictated by City emergency requirements;
8. Adherence to the City service/companion/support animal policy; and
9. When applicable, as confirmed with HSH, adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless. This includes cooperation with the San Francisco TB Prevention and Control Program of DPH.
10. When applicable, adherence to all State and local COVID safety mandates and guidelines.

N. Case Conferences: As needed and when the conference involves a current or former guest of the program, Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

O. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aid; and AED certifications.

² HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- P. Admission Policy: Grantee shall follow the HSH approved and provided admission policies for services. These shall be in writing and shared with the public upon request. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies will include a provision that guests are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- Q. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- R. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not limited to: (a) entering all client 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 Continuous Data Quality Improvement 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.
- S. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- T. 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.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

U. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, 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. Grantee 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 Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Grantee 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 Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
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 client 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. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

Grantee shall achieve the following services objectives:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial guests and updates for returning guests in a new stay within 24 hours of arrival to the site.
- B. Grantee shall maintain an average occupancy rate of at least 90 percent.

- C. Grantee shall create an individualized service plan for a minimum of 95 percent of guests within two weeks of intake. Written service plans shall include clear goals and objectives and identified barriers. Service connections, progress, and follow-up on these service plans will be documented in the guest's record.
- D. Grantee shall provide bed turnover services within 24 hours to 100 percent of beds needing turnover.
- E. A minimum of 50 percent of the guests onsite during the quarterly satisfaction survey distribution period shall complete the survey instrument approved by HSH.
- F. A minimum of 90 percent of guests with referral needs will have services documented in the ONE System addressing benefits, employment, health, and related transportation support if needed.
- G. A minimum of 95 percent of shelter staff shall complete training required by HSH within six months of hire and annually thereafter.
- H. A minimum of 90 percent of guests shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. A minimum of 75 percent of guests who complete a quarterly satisfaction survey shall rate the treatment of staff, connection to services, and safety as good or excellent.
- B. A minimum of 90 percent of guests shall be known to Coordinated Entry (defined as having received an up-to-date Coordinated Entry assessment) within 60 days of intake.
- C. A minimum of 80 percent of Housing Referral Status guests will receive support gathering and uploading vital documents into ONE system and meet document readiness standards within six months of initial intake.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. 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.
- C. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.

- D. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This should include the Quarterly Satisfaction Survey data. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- E. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 thirty working days of receipt of any evaluation report and such response will become part of the official report.
- 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 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 the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, review of the following: participant files, 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 policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the ADA, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|---|---|----------------------------------|------------|----------------------|-------------|--|-----------|----------------------|-----------|----------------------|-----------|----------------------|-----------|----------------------|-------------|-----------------------|------------|-----------------------|-------------|-----------------------|------------|---|---|---|---|----|----|----|----|-------------|----|----|----|----|----|----|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Page 1 of 6 | | | | | | |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Document Date | | 10/1/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Contract Term | | Begin Date | | End Date | | Duration (Years) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Current Term | | 3/21/2022 | | 9/30/2025 | | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Amended Term | | 3/21/2022 | | 3/31/2026 | | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Provider Name | | Urban Alchemy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Program | | 711 Post (Ansonia Hotel) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | | 1000023929 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Action (select) | | Amendment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Effective Date | | 10/1/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Budget Name | | Prop C & HHAP - Shelter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | Current | | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Term Budget | | \$ | 22,507,041 | \$ | 26,659,866 | 4% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Contingency | | \$ | 207,641 | \$ | 934,386 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Not-To-Exceed | | \$ | 22,714,682 | \$ | 27,594,252 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | 3/21/2022 - 6/30/2022 | | 7/1/2022 - 6/30/2023 | | 7/1/2023 - 6/30/2024 | | 7/1/2024 - 6/30/2025 | | 7/1/2025 - 9/30/2025 | | 7/1/2025 - 3/31/2026 | | 7/1/2025 - 3/31/2026 | | 3/21/2022 - 9/30/2025 | | 3/21/2022 - 3/31/2026 | | 3/21/2022 - 3/31/2026 | | | | | | | | | | | | | | | | |
| 18 | | | Actuals | | Actuals | | Actuals | | Current | | Current | | Amendment | | New | | Current | | Amendment | | New | | | | | | | | | | | | | | | | |
| 19 | Expenditures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Salaries & Benefits | | \$ | 622,118 | \$ | 3,736,199 | \$ | 4,051,048 | \$ | 4,463,967 | \$ | 1,154,597 | \$ | 2,309,195 | \$ | 3,463,792 | \$ | 14,027,929 | \$ | 2,309,195 | \$ | 16,337,124 | | | | | | | | | | | | | | | |
| 21 | Operating Expense | | \$ | 71,168 | \$ | 546,065 | \$ | 446,475 | \$ | 589,611 | \$ | 191,953 | \$ | 344,291 | \$ | 536,244 | \$ | 1,845,272 | \$ | 344,291 | \$ | 2,189,563 | | | | | | | | | | | | | | | |
| 22 | Subtotal | | \$ | 693,286 | \$ | 4,282,264 | \$ | 4,497,523 | \$ | 5,053,578 | \$ | 1,346,550 | \$ | 2,653,486 | \$ | 4,000,036 | \$ | 15,873,201 | \$ | 2,653,486 | \$ | 18,526,687 | | | | | | | | | | | | | | | |
| 23 | Indirect Percentage | | \$ | 0 | \$ | 15.00% | \$ | 15.00% | \$ | 15.00% | \$ | 15.00% | \$ | 15.00% | \$ | 15.00% | \$ | 15.00% | \$ | 15.00% | \$ | 15.00% | | | | | | | | | | | | | | | |
| 24 | Indirect Cost (Line 22 X Line 23) | | \$ | 103,994 | \$ | 642,456 | \$ | 674,546 | \$ | 758,037 | \$ | 201,983 | \$ | 398,023 | \$ | 600,005 | \$ | 2,381,015 | \$ | 398,023 | \$ | 2,779,038 | | | | | | | | | | | | | | | |
| 25 | Other Expenses (Not subject to indirect %) | | \$ | (879,750) | \$ | 1,004,056 | \$ | 1,360,059 | \$ | 2,137,459 | \$ | 527,878 | \$ | 1,101,317 | \$ | 1,629,195 | \$ | 4,149,703 | \$ | 1,101,317 | \$ | 5,251,020 | | | | | | | | | | | | | | | |
| 26 | Capital Expenditure | | \$ | 82,470 | \$ | - | \$ | - | \$ | 20,650 | \$ | - | \$ | - | \$ | - | \$ | 103,120 | \$ | 0 | \$ | 103,120 | | | | | | | | | | | | | | | |
| 28 | Total Expenditures | | \$ | (0) | \$ | 5,928,777 | \$ | 6,532,128 | \$ | 7,969,724 | \$ | 2,076,411 | \$ | 4,152,826 | \$ | 6,229,237 | \$ | 22,507,040 | \$ | 4,152,826 | \$ | 26,659,865 | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | HSH Revenues (select) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | Prop C | | \$ | 972,693 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33 | Homeless Housing, Assistance and Prevention Program (HHAP) Round 3 | | | | \$ | 6,966,120 | \$ | 7,284,620 | | | | | \$ | - | \$ | 14,250,740 | \$ | - | \$ | 14,250,740 | | | | | | | | | | | | | | | | | |
| 34 | Prop C - One-time Carry Forward | | | | \$ | 69,500 | | | | | | | \$ | - | \$ | 69,500 | \$ | - | \$ | 69,500 | | | | | | | | | | | | | | | | | |
| 36 | Adjustment to Actuals | | \$ | (972,693) | \$ | (1,106,844) | \$ | (752,492) | | | | | \$ | - | \$ | (2,832,029) | \$ | - | \$ | (2,832,029) | | | | | | | | | | | | | | | | | |
| 37 | Homeless Housing, Assistance and Prevention Program (HHAP) - Ongoing | | | | | | \$ | 7,401,099 | \$ | 1,857,643 | \$ | 3,715,285 | \$ | 5,572,928 | \$ | 9,258,742 | \$ | 3,715,285 | \$ | 12,974,027 | | | | | | | | | | | | | | | | | |
| 38 | Homeless Housing, Assistance and Prevention Program (HHAP) - One-Time | | | | | | \$ | 568,624 | \$ | 218,770 | \$ | 437,541 | \$ | 656,311 | \$ | 787,394 | \$ | 437,541 | \$ | 1,224,935 | | | | | | | | | | | | | | | | | |
| 39 | | | | | | | | | | | | | \$ | - | \$ | - | \$ | - | \$ | - | | | | | | | | | | | | | | | | | |
| 40 | Total HSH Revenues | | \$ | 0 | \$ | 5,928,777 | \$ | 6,532,128 | \$ | 7,969,723 | \$ | 2,076,413 | \$ | 4,152,826 | \$ | 6,229,238 | \$ | 22,507,041 | \$ | 4,152,826 | \$ | 26,659,866 | | | | | | | | | | | | | | | |
| 50 | Rev-Exp (Budget Match Check) | | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | | | | | | | | | | | | | | | |
| 52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 53 | Prepared by | | Finnegan Budetti | | | | 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 54 | Phone | | (415) 691-1773 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 55 | Email | | finneganbudetti@urban-alchemy.us | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 57 | Template last modified | | 9/1/2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| A | | F | M | T | AA | AD | AE | AF | AG | AH | AI | AJ | BT | BU | BV | |
|----|---|--------------------------|----------------------|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|-------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | Page 2 of 6 |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | | | |
| 3 | Document Date | 10/1/2025 | | | | | | | | | | | | | | |
| 4 | Provider Name | Urban Alchemy | | | | | | | | | | | | | | |
| 5 | Program | 711 Post (Ansonia Hotel) | | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000023929 | | | | | | | | | | | | | | |
| 7 | Budget Name | Prop C & HHAP - Shelter | | | | | | | | | | | | | | |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | | | | | | All Years | | | |
| 9 | POSITION TITLE | 3/21/2022 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | Agency Totals | | For HSH Funded program | | 7/1/2025 - 9/30/2025 | 7/1/2025 - 3/31/2026 | 7/1/2025 - 3/31/2026 | 3/21/2022 - 9/30/2025 | 3/21/2022 - 3/31/2026 | 3/21/2022 - 3/31/2026 | |
| 10 | | Actuals | Actuals | Actuals | Current | | | | | Current | Amendment | New | Current | Amendment | New | |
| 11 | | Budgeted Salary | Budgeted Salary | Budgeted Salary | Budgeted Salary | Annual Full Time Salary (for 1.00 FTE) | Position FTE | % FTE funded by this budget | Adjusted Budgeted FTE | Budgeted Salary | Change | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary | |
| 12 | CEO | \$ 1,181 | \$ 3,300 | \$ - | \$ - | \$ - | | | | | \$ - | \$ - | \$ 4,481 | \$ - | \$ 4,481 | |
| 13 | COO | \$ 1,369 | \$ 3,740 | \$ - | \$ - | \$ - | | | | | \$ - | \$ - | \$ 5,109 | \$ - | \$ 5,109 | |
| 14 | Contracts Manager | \$ 1,128 | \$ 3,000 | \$ 2,300 | \$ - | \$ - | | | | | \$ - | \$ - | \$ 6,428 | \$ - | \$ 6,428 | |
| 15 | Operations Manager | \$ 3,340 | \$ 13,520 | \$ 15,600 | \$ 3,068 | \$ - | | | | | \$ - | \$ - | \$ 35,528 | \$ - | \$ 35,528 | |
| 16 | Operations Specialist | \$ 2,614 | \$ 9,734 | \$ 9,734 | \$ - | \$ - | | | | | \$ - | \$ - | \$ 22,082 | \$ - | \$ 22,082 | |
| 17 | Program Compliance & Data Reporting M | \$ 3,351 | \$ 12,480 | \$ 12,480 | \$ - | \$ - | | | | | \$ - | \$ - | \$ 28,311 | \$ - | \$ 28,311 | |
| 18 | Director Care Coordination | \$ 4,468 | \$ 16,640 | \$ 16,640 | \$ 29,722 | \$ - | | | | | \$ - | \$ - | \$ 67,469 | \$ - | \$ 67,469 | |
| 19 | Program Director | \$ 17,871 | \$ 65,000 | \$ 65,000 | \$ 73,863 | \$ 73,000 | 1.00 | 100% | 1.00 | \$ 18,250 | \$ 36,500 | \$ 54,750 | \$ 239,984 | \$ 36,500 | \$ 276,484 | |
| 20 | Care Coordinator | \$ 67,016 | \$ 455,000 | \$ 585,000 | \$ 555,567 | \$ 65,000 | 9.80 | 100% | 9.80 | \$ 159,250 | \$ 318,500 | \$ 477,750 | \$ 1,821,833 | \$ 318,500 | \$ 2,140,333 | |
| 21 | Program Supervisor | \$ 40,656 | \$ 157,248 | \$ 157,248 | \$ 178,003 | \$ 65,000 | 2.80 | 100% | 2.80 | \$ 45,500 | \$ 91,000 | \$ 136,500 | \$ 578,655 | \$ 91,000 | \$ 669,655 | |
| 22 | Program Supervisor - Night Shift | \$ 13,140 | \$ 81,536 | \$ 81,536 | \$ 92,821 | \$ 67,080 | 1.40 | 100% | 1.40 | \$ 23,478 | \$ 46,956 | \$ 70,434 | \$ 292,511 | \$ 46,956 | \$ 339,467 | |
| 23 | General Practitioner | \$ 148,189 | \$ 827,341 | \$ 896,896 | \$ 1,312,170 | \$ 49,920 | 21.86 | 100% | 21.86 | \$ 272,836 | \$ 545,672 | \$ 818,508 | \$ 3,457,432 | \$ 545,672 | \$ 4,003,104 | |
| 24 | Security Practitioner | \$ 20,440 | \$ 128,128 | \$ 128,128 | \$ 151,405 | \$ 49,920 | 2.80 | 100% | 2.80 | \$ 34,944 | \$ 69,888 | \$ 104,832 | \$ 463,045 | \$ 69,888 | \$ 532,933 | |
| 25 | Maintenance Practitioner | \$ 40,880 | \$ 256,256 | \$ 256,256 | \$ 297,618 | \$ 49,920 | 5.60 | 100% | 5.60 | \$ 69,888 | \$ 139,776 | \$ 209,664 | \$ 920,898 | \$ 139,776 | \$ 1,060,674 | |
| 26 | General Practitioner - Night Shift | \$ 42,826 | \$ 334,880 | \$ 401,856 | \$ 501,977 | \$ 52,000 | 9.53 | 100% | 9.53 | \$ 123,902 | \$ 247,804 | \$ 371,706 | \$ 1,405,442 | \$ 247,804 | \$ 1,653,246 | |
| 27 | Security Practitioner - Night Shift | \$ 10,707 | \$ 66,976 | \$ 66,976 | \$ 77,951 | \$ 52,000 | 1.40 | 100% | 1.40 | \$ 18,200 | \$ 36,400 | \$ 54,600 | \$ 240,809 | \$ 36,400 | \$ 277,209 | |
| 28 | Maintenance Practitioner - Night Shift | \$ 21,413 | \$ 133,952 | \$ 66,976 | \$ 79,616 | \$ 52,000 | 1.40 | 100% | 1.40 | \$ 18,200 | \$ 36,400 | \$ 54,600 | \$ 320,157 | \$ 36,400 | \$ 356,557 | |
| 29 | Facilities Manager | \$ 9,733 | \$ 65,000 | \$ 65,000 | \$ 68,652 | \$ 73,000 | 1.00 | 100% | 1.00 | \$ 18,250 | \$ 36,500 | \$ 54,750 | \$ 226,636 | \$ 36,500 | \$ 263,136 | |
| 30 | Care Coordinator Supervisor | \$ - | \$ 70,720 | \$ 70,720 | \$ 75,000 | \$ 75,000 | 1.00 | 100% | 1.00 | \$ 18,750 | \$ 37,500 | \$ 56,250 | \$ 235,190 | \$ 37,500 | \$ 272,690 | |
| 53 | | \$ 450,321 | \$ 2,704,451 | \$ 2,898,346 | \$ 3,497,433 | TOTAL SALARIES | | | | \$ 821,448 | \$ 1,642,897 | \$ 2,464,345 | \$ 10,372,000 | \$ 1,642,897 | \$ 12,014,897 | |
| 54 | | | | | | TOTAL FTE | | | | 59.59 | | | | | | |
| 55 | | 38.15% | 38.15% | 39.77% | 27.64% | FRINGE BENEFIT RATE | | | | 40.56% | | 40.56% | | | | |
| 56 | | \$ 171,797 | \$ 1,031,748 | \$ 1,152,701 | \$ 966,533 | EMPLOYEE FRINGE BENEFITS | | | | \$ 333,149 | \$ 666,298 | \$ 999,447 | \$ 3,655,929 | \$ 666,298 | \$ 4,322,227 | |
| 57 | | \$ 622,118 | \$ 3,736,199 | \$ 4,051,048 | \$ 4,463,967 | TOTAL SALARIES & BENEFITS | | | | \$ 1,154,597 | \$ 2,309,195 | \$ 3,463,792 | \$ 14,027,929 | \$ 2,309,195 | \$ 16,337,124 | |
| 58 | | | | | | | | | | | | | | | | |

| | A | B | E | H | K | N | O | P | AF | AG | AH |
|-----|--|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|-----------------------|-----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | Page 3 of 6 |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 10/1/2025 | | | | | | | | | |
| 4 | Provider Name | Urban Alchemy | | | | | | | | | |
| 5 | Program | 711 Post (Ansonia Hotel) | | | | | | | | | |
| 6 | FSP Contract ID# | 1000023929 | | | | | | | | | |
| 7 | Budget Name | Prop C & HHAP - Shelter | | | | | | | | | |
| 8 | | EXTENSION YEAR | | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | | All Years | | |
| 10 | | 3/21/2022 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 9/30/2025 | 7/1/2025 - 3/31/2026 | 7/1/2025 - 3/31/2026 | 3/21/2022 - 9/30/2025 | 3/21/2022 - 3/31/2026 | 3/21/2022 - 3/31/2026 |
| 11 | | Actuals | Actuals | Actuals | Current | Current | Amendment | New | Current | Amendment | New |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 13 | Rental of Property | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 14 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 18,000 | \$ 219,000 | \$ 188,000 | \$ 194,000 | \$ 49,000 | \$ 98,000 | \$ 147,000 | \$ 668,000 | \$ 98,000 | \$ 766,000 |
| 15 | Office Supplies, Postage | \$ 805 | \$ 3,000 | \$ 3,000 | \$ 19,459 | \$ 5,365 | \$ 10,730 | \$ 16,094 | \$ 31,629 | \$ 10,730 | \$ 42,359 |
| 16 | Building Maintenance Supplies and Repair | \$ 12,329 | \$ 150,000 | \$ 119,200 | \$ 124,201 | \$ 51,300 | \$ 102,600 | \$ 153,900 | \$ 457,030 | \$ 102,600 | \$ 559,630 |
| 17 | Printing and Reproduction | \$ 49 | \$ 600 | \$ 600 | \$ 1,000 | \$ 250 | \$ 500 | \$ 750 | \$ 2,499 | \$ 500 | \$ 2,999 |
| 18 | Insurance | \$ 8,219 | \$ 97,790 | \$ 60,000 | \$ 127,721 | \$ 45,000 | \$ 90,000 | \$ 135,000 | \$ 338,730 | \$ 90,000 | \$ 428,730 |
| 19 | Staff Training | \$ 1,611 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 625 | \$ 1,250 | \$ 1,875 | \$ 9,736 | \$ 1,250 | \$ 10,986 |
| 20 | Staff Travel-(Local & Out of Town) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 21 | Rental of Equipment | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 22 | Client Supplies (hygiene, etc.) | \$ 1,644 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 5,000 | \$ 10,000 | \$ 15,000 | \$ 66,644 | \$ 10,000 | \$ 76,644 |
| 23 | Cable/Internet | \$ 986 | \$ 12,675 | \$ 12,675 | \$ 60,230 | \$ 10,000 | \$ 20,000 | \$ 30,000 | \$ 96,566 | \$ 20,000 | \$ 116,566 |
| 24 | Uniforms | \$ 1,274 | \$ 15,500 | \$ 15,500 | \$ 15,500 | \$ 3,875 | \$ 7,750 | \$ 11,625 | \$ 51,649 | \$ 7,750 | \$ 59,399 |
| 25 | One-Time Shelter Health Clinic start-up costs | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | \$ - | \$ 20,000 |
| 26 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 44 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors (First \$25k Only) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | Laundry Services - PurpleTie | \$ 6,250 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 21,538 | \$ 3,462 | \$ 25,000 | \$ 102,788 | \$ 3,462 | \$ 106,250 |
| 68 | TOTAL OPERATING EXPENSES | \$ 71,168 | \$ 546,065 | \$ 446,475 | \$ 589,611 | \$ 191,953 | \$ 344,291 | \$ 536,244 | \$ 1,845,272 | \$ 344,291 | \$ 2,189,563 |
| 69 | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 71 | Rental of Property - Lease Costs | \$ 162,443.00 | \$ 1,976,400 | \$ 2,047,551 | \$ 2,079,459 | \$ 527,878 | \$ 1,055,756 | \$ 1,583,634 | \$ 6,793,731 | \$ 1,055,756 | \$ 7,849,488 |
| 72 | Laundry Services - PurpleTie | | \$ 65,000 | \$ 65,000 | \$ 58,000 | | \$ 45,561 | \$ 45,561 | \$ 188,000 | \$ 45,561 | \$ 233,561 |
| 73 | One-time FY21-22 carry forward | \$ (69,500) | | | | \$ - | \$ - | \$ - | \$ (69,500) | \$ - | \$ (69,500) |
| 88 | Utilities (Elec, Water, Gas, Phone, Scavenger) - carried forward | | \$ 17,468 | | | \$ - | \$ - | \$ - | \$ 17,468 | \$ - | \$ 17,468 |
| 89 | Building Maintenance Supplies and Repair - carried forward | | \$ 5,147 | | | \$ - | \$ - | \$ - | \$ 5,147 | \$ - | \$ 5,147 |
| 90 | Cable/Internet - carried forward | | \$ 2,072 | | | \$ - | \$ - | \$ - | \$ 2,072 | \$ - | \$ 2,072 |
| 91 | Rental of Property - Lease Cost - carried forward | | \$ 44,813 | | | \$ - | \$ - | \$ - | \$ 44,813 | \$ - | \$ 44,813 |
| 92 | Adjustment to Actuals | \$ (972,693) | \$ (1,106,844) | \$ (752,492) | | \$ - | \$ - | \$ - | \$ (2,832,028) | \$ - | \$ (1,725,184.83) |
| 93 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 97 | | | | | | | | | | | |
| 98 | TOTAL OTHER EXPENSES | \$ (879,750) | \$ 1,004,056 | \$ 1,360,059 | \$ 2,137,459 | \$ 527,878 | \$ 1,101,317 | \$ 1,629,195 | \$ 4,149,703 | \$ 1,101,317 | \$ 6,357,864 |
| 99 | | | | | | | | | | | |
| 100 | Capital Expenses | | | | | | | | | | |
| 101 | Communications/IT | \$ 13,000 | | | \$ - | | \$ - | \$ - | \$ 13,000 | \$ - | \$ 13,000 |
| 102 | One-Time Kitchen Equipment | \$ 3,000 | | | \$ 650 | | \$ - | \$ - | \$ 3,650 | \$ - | \$ 3,650 |
| 103 | Locks | \$ 66,470 | | | \$ - | | \$ - | \$ - | \$ 66,470 | \$ 0 | \$ 66,470 |
| 104 | Beds for time-limited expansion | | | | \$ 20,000 | | | \$ - | \$ 20,000 | \$ - | \$ 20,000 |
| 105 | | | | | | | \$ - | | \$ - | \$ - | \$ - |
| 109 | TOTAL CAPITAL EXPENSES | \$ 82,470 | \$ - | \$ - | \$ 20,650 | \$ - | \$ - | \$ - | \$ 103,120 | \$ 0 | \$ 103,120 |
| 110 | | | | | | | | | | | |
| 111 | HS#3 | | | | | | | | Template last modified 9/1/2021 | | |

BUDGET NARRATIVE

Fiscal Year

Prop C & HHAP - Shelter

FY25-26

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

| <u>Salaries & Benefits</u> | <u>Adjusted Budgeted FTE</u> | <u>Budgeted Salary</u> | <u>Justification</u> | <u>Calculation</u> |
|--|----------------------------------|----------------------------|---|---|
| Program Director | 1.00 | \$ 54,750 | Director of program oversight and training. At the hourly rate of \$35.10, assuming 1 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| Care Coordinator | 9.80 | \$ 477,750 | Case management, care management. Hourly rate of \$31.25, assuming 1) 9 position FTE and 100% of FTE is funded by this budget, and 2) Eight months of budgeted pay at the hourly rate of \$31.25 for an additional 1.2 Care Coordinator, in accordance with the 30-bed expansion. Only 8-months of expansion duration falls within FY25-26, thus the additional FTE for 1.2 Care Coordinators is 0.8. Thus total FTE = 9.8. | Annual salary * budgeted FTE, prorated to nine months |
| Program Supervisor | 2.80 | \$ 136,500 | Site operations management. Hourly rate of \$31.25, assuming 2.8 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| Program Supervisor - Night Shift | 1.40 | \$ 70,434 | Site operations management - night shift. Hourly rate of \$32.25, assuming 1.4 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| General Practitioner | 21.86 | \$ 818,508 | General Monitoring. Hourly rate of \$24, assuming 1) 19.6 position FTE and 100% of FTE is funded by this budget, and 2) Eight months of budgeted pay at the hourly rate of \$24 for an additional 3.39 General Practitioner, in accordance with the 30-bed expansion. Only 8-months of expansion duration falls within FY25-26, thus the additional FTE for 3.39 General Practitioners is 2.26. Thus total FTE = 21.86. | Annual salary * budgeted FTE, prorated to nine months |
| Security Practitioner | 2.80 | \$ 104,832 | Operations, gate management. Hourly rate of \$24, assuming 2.8 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| Maintenance Practitioner | 5.60 | \$ 209,664 | Maintenance. Hourly rate of \$24, assuming 5.6 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| General Practitioner - Night Shift | 9.53 | \$ 371,706 | General Monitoring - night shift. Hourly rate of \$25, assuming 1) 8.4 position FTE and 100% of FTE is funded by this budget, and 2) Eight months of budgeted pay at the hourly rate of \$25 for an additional 1.7 General Practitioner - Night Shift, in accordance with the 30-bed expansion. Only 8-months of expansion duration falls within FY25-26, thus the additional FTE for 1.7 General Practitioners - Night Shift is 1.13. Thus total FTE = 9.53. | Annual salary * budgeted FTE, prorated to nine months |
| Security Practitioner - Night Shift | 1.40 | \$ 54,600 | Operations, gate management - night shift. Hourly rate of \$25, assuming 1.4 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| Maintenance Practitioner - Night Shift | 1.40 | \$ 54,600 | Maintenance - night shift. Hourly rate of \$25, assuming 1.4 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| Facilities Manager | 1.00 | \$ 54,750 | Oversee facilities of site. Hourly rate of \$35.10, assuming 1 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| Care Coordinator Supervisor | 1.00 | \$ 56,250 | Onsite Supervisor for Care Coordinator Team. Hourly rate of \$36.06, assuming 1 position FTE and 100% of FTE is funded by this budget. | Annual salary * budgeted FTE, prorated to nine months |
| | | \$ - | | |
| TOTAL | 59.59 | \$ 2,464,345 | | |
| <u>Employee Fringe Benefits</u> | | \$ 999,447 | Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.5562964304033% of total salaries. | |
| Salaries & Benefits Total | | \$ 3,463,792 | | |

| <u>Operating Expenses</u> | <u>Budgeted Expense</u> | <u>Justification</u> | <u>Calculation</u> |
|---|-----------------------------|---|---|
| Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 147,000 | Monthly utilities for operating the hotel | \$15,666.67/month + 8-month prorated expansion costs totaling \$8,000 |
| Office Supplies, Postage | \$ 16,094 | Paper, pens, etc. | \$1,255/month + 8-month prorated expansion costs totaling \$6,400 |
| Building Maintenance Supplies and Repair | \$ 153,900 | Monthly maintenance | \$17,100/month |
| Printing and Reproduction | \$ 750 | Printing supplies | \$83/month |
| Insurance | \$ 135,000 | General liability insurance | \$15,000/month |
| Staff Training | \$ 1,875 | Staff training for practitioners | \$208/month |
| Client Supplies (hygiene, etc.) | \$ 15,000 | Hygiene kits and other supplies for clients | \$1,667/month |
| Cable/Internet | \$ 30,000 | Internet services | \$3,333/month |
| Uniforms | \$ 11,625 | Uniforms for 711 Post staff | Based on past costs. |
| Consultants | \$ - | | |
| Subcontractors (First \$25k Only) | \$ - | | |
| Laundry Services - PurpleTie | \$ 25,000 | Laundry costs | \$7,944.42/month; first \$25K subject to indirect. |
| TOTAL OPERATING EXPENSES | \$ 536,244 | | |
| Indirect Cost | 15.0% \$ 600,005 | | |

| <u>Other Expenses (not subject to indirect cost %)</u> | <u>Amount</u> | <u>Justification</u> | <u>Calculation</u> |
|--|---------------------|---|---|
| Rental of Property - Lease Costs | \$ 1,583,634 | Rental of 711 Post. Rental Lease Agreement includes a 1.4% rental step, thus higher rent this FY than last. | \$175,959/month for FY25-26 |
| Laundry Services - PurpleTie | \$ 45,561 | Laundry costs | Remainder after \$25K subject to indirect listed above, less \$939 to balance the budget. |
| | \$ - | | |
| TOTAL OTHER EXPENSES | \$ 1,629,195 | | |

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|----|--|------------|-----------|------------------|-----------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|---|---|---|---|-------------|---|--|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | | | | | | Page 5 of 6 | | |
| 2 | APPENDIX B, BUDGET | | | | | | | | | | | | | | | | | | | |
| 3 | Document Date | 10/1/2025 | | | | | | | | | | | | | | | | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | | | | | | |
| 5 | Current Term | 3/21/2022 | 9/30/2025 | 4 | | | | | | | | | | | | | | | | |
| 6 | Amended Term | 3/21/2022 | 3/31/2026 | 5 | | | | | | | | | | | | | | | | |
| 7 | F\$P Contract ID# | 1000023929 | | | Year 1 | | Year 2 | | Year 3 | | Year 4 | | Year 5 | | | | | | | |
| 8 | Service Component | | | | 3/21/2022 - 6/30/2022 | | 7/1/2022 - 6/30/2023 | | 7/1/2023 - 6/30/2024 | | 7/1/2024 - 6/30/2025 | | 7/1/2025 - 3/31/2026 | | | | | | | |
| 10 | Shelter guests | | | | 250 | | 250 | | 250 | | 250 | | 250 | | | | | | | |
| 11 | Temporary (appx. 14 month) increase of 30 beds starting January 2025 to maintain shelter capacity during rehab at another shelter. | | | | | | | | | | 30 | | 30 | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | |
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| | A | B | C | D | E |
|----|--|-------------------|-----------------|-------------------------|--------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | Page 6 of 6 |
| 2 | APPENDIX B, BUDGET | | | | |
| 3 | Document Date | 10/1/2025 | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | |
| 5 | Current Term | 3/21/2022 | 9/30/2025 | 4 | |
| 6 | Amended Term | 3/21/2022 | 3/31/2026 | 5 | |
| 7 | FSP Contract ID# | 1000023929 | | | |
| 8 | Approved Subcontractors | | | | |
| 10 | Laundry Services - PurpleTie | | | | |
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