



Shireen McSpadden, Executive Director

Daniel Lurie, Mayor

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	Grant Agreement Approval: Larkin Street Youth Services Transitional Age Youth (TAY) Flexible Housing Subsidy Pool (FHSP) – Young Adult Court (YAC)

<i>Agreement Information</i>	
F\$P#	1000035751
Provider	Larkin Street Youth Services
Program Name	Transitional Age Youth (TAY) Flexible Housing Subsidy Pool (FHSP) – Young Adult Court
Agreement Action	Original Agreement
Agreement Term	September 1, 2025 – June 30, 2027

Agreement Amount

New	Contingency¹	Total Not to Exceed (NTE)
\$620,655	\$124,131	\$744,786

<i>Funding Information</i>	
Funding Sources²	100% Our City, Our Home (Prop C)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Larkin Street Youth Services for the provision of Transitional Age Youth (TAY) Flexible Housing Subsidy Pool (FHSP) – Young Adult Court (YAC) for the period of September 1, 2025 to June 30, 2027. This new agreement is for new services.

Background

This agreement utilizes local funding to expand the existing FHSP program for youth referred through the YAC, an innovative court diversion initiative. Referrals come from YAC, which serves youth ages 18 to 24 who have been adjudicated through the court and are experiencing homelessness. Larkin Street Youth Services has administered this program since 2018, funded through the Youth Homelessness Demonstration Program (YHDP). The existing program has demonstrated success and aligns with HSH's Home by the Bay strategic plan as part of a broader effort to advance equity within San Francisco's homelessness response system.

¹ Contingency only applied to FY 25-26 - FY 26-27 budgeted amount.

² The funding sources listed reflect current and future years.

Grant Agreement Approval: Larkin Street Youth Services / Transitional Age Youth (TAY) Flexible Housing Subsidy Pool (FHSP) – Young Adult Court

The FHSP is a scattered-site permanent supportive housing program that places households in private market units with rental subsidies and housing focused case management. FHSP offers greater flexibility than site-based Permanent Supportive Housing (PSH) by providing more housing options throughout the city. Additionally, FHSP delivers services within the community which helps foster a more independent living experience for program participants.

In the transition age youth (TAY) FHSP program, participating households receive ongoing rental subsidies, pay 30 percent of the total household income towards rent, sign their own leases to secure tenant rights and receive comprehensive case management support.

Services to be Provided

The purpose of this grant is to provide housing location, housing coordination, landlord liaison, subsidy administration and housing-focused case management services to eligible TAY households enrolled in the TAY FHSP Program. Larkin Street Youth Services will administer the TAY FHSP program for 8 TAY households through referrals made via YAC. Grantee will provide services to 8 TAY households with a budgeted staff of 1.09 full-time equivalent (FTE).

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.

Agreement Materials

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



Appendix A: Services to be Provided
by
Larkin Street Youth Services
Transitional Aged Youth Flexible Housing Subsidy Pool – Young Adult Court

I. Purpose of Grant

The purpose of the grant is to administer all service components of the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing, and to facilitate moves to other appropriate housing, as needed.

II. Served Population

Grantee shall serve:

- A. Grantee shall serve transitional age youth (TAY) participants experiencing homelessness ages 18 to 24, and will also serve those ages 25 to 29 who have been part of the homelessness response system (HRS) as TAY.
- B. Households that meet the eligibility criteria for the housing program, including low-income households.

III. Referral and Prioritization

All new participants will be referred by the San Francisco Department of Homelessness and Supportive Housing (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.

IV. Description of Services

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). FHSP services are voluntary and shall be available to all participants within the serviced population referred to this program. Support Services shall include, but are not limited to, the following:

- A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
 - 1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
 - 2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
 - 3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The

Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:

- a. Search for and secure housing;
 - b. Increase income, connect to benefits, and secure employment
 - c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assist with housing coordination services to support a successful transition into permanent housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
 5. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
 6. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
 7. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
 8. Grantee shall make reasonable efforts to help the participant determine the public benefits for which they may be reasonably eligible, if needed Grantee will help participant enroll for all public benefits for which they may be reasonably eligible;
 9. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
 10. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
 11. If the participant is exiting the program, the Grantee shall engage participant in exit planning to support the participant's successful transition out of the program. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:

1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;
 3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
 4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
 5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
 6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
 7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with FHSP resources.
 8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.
- C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process;
 2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
 3. Grantee shall support participants in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
 4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
 5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);

6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
 8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
 9. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
 10. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
 11. Grantee shall provide support to participant when resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 12. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
 2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
 3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
 4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
 5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
 7. The participant portion of the rent shall equal no more than thirty percent of the participant's monthly adjusted income. Adjustment factors include number of people in household; age of household members; anticipated income; expenses; allowances; and utilities paid by the household.
- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords

and participants. Landlord Liaison Services include, but are not limited to, the following:

1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
2. Grantee shall regularly collaborate with FHSP case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

V. Location and Time of Services

Grantee shall provide services at 134 Golden Gate Ave, San Francisco, CA. Monday through Friday from 9:00am to 5:00pm. Grantee shall provide services at participants' houses or other field locations, as needed.

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 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.

- B. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH TAY units.
- C. 1:16 Case Manager Ratio: Grantee shall maintain a 1:16 ratio of Case Manager to HSH TAY units.
- D. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
 - 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant'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.

- I. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.
- J. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.
- K. Feedback, Complaint, and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
 - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 - 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- L. City Communications and Policies
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
 - 1. Regular communication to HSH about the implementation of the program;
 - 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 - 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- M. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- N. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager.

O. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

P. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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.

Q. 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

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

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.
- R. 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 clients will participate in annual trainings on harm reduction, overdose recognition and response.
- S. 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 client-centered, low-barrier access to housing and services.
- T. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns are addressed;
 2. When a public safety issue or concern is identified, the Grantee will respond according to this policy and attend neighborhood meetings upon request; and
 3. Grantee management staff are available to respond to neighbors concerns reported to landlords within two business days, if reasonable.

VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

- A. Housing Location Services
 1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services

1. Grantee shall offer 100 percent of participants with Housing Coordination services.

C. Subsidy Administration Services

1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.

D. Housing-Focused Case Management Services

1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

VIII. **Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE system data:

A. **Housing Coordination and Housing Location Services:**

1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$.

B. **Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:**

1. At least 90 percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements; and
2. At least 75 percent of participants will be referred to community resources.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter;
 - 2. The total number of new placements during the quarter not including relocations; and
 - 3. The total number of program exits and destinations.
- C. 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 HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 - 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 - 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any

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

- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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, the audit of 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 memoranda of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	G	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	9/1/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	9/1/2025	6/30/2027	2					
6	Amended Term	9/1/2025	6/30/2027	2					
7	Provider Name	Larkin Street Youth Services							
8	Program	TAY FHSP - Young Adult Court							
9	FSP Contract ID#	1000035751							
10	Contract Action (Select)	New Agreement							
11	Effective Date	9/1/2025							
12	Budget Name	Prop C - FHSP							
13	Funding:	Current	New						
14	Term Budget	\$ -	\$ 620,655	20%					
16	Contingency	\$ -	\$ 124,131						
17	Not-To-Exceed (NTE)	\$ -	\$ 744,786						
18									
19					Year 1	Year 2	All Years		
20					9/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	9/1/2025 - 6/30/2027	9/1/2025 - 6/30/2027	9/1/2025 - 6/30/2027
21					10 Months	12 Months		0	New
22					New	New			
23	EXPENDITURES								
24	Salaries & Benefits	\$ 88,754	\$ 109,078	\$ -	\$ 197,832	\$ 197,832			
25	Operating Expenses	\$ 25,036	\$ 28,274	\$ -	\$ 53,310	\$ 53,310			
26	Subtotal	\$ 113,790	\$ 137,352	\$ -	\$ 251,142	\$ 251,142			
27	Indirect Percentage	15.00%	15.00%						
28	Indirect Cost	\$ 17,069	\$ 20,603	\$ -	\$ 37,672	\$ 37,672			
29	Other Expenses (Not Eligible for Indirect %)	\$ 129,412	\$ 202,430	\$ -	\$ 331,842	\$ 331,842			
30	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -			
32	TOTAL EXPENDITURES	\$ 260,271	\$ 360,385	\$ -	\$ 620,656	\$ 620,656			
33									
34	HSH REVENUES* (Select)								
35	Prop C	\$ 260,271	\$ 360,384	\$ -	\$ 620,655.00	\$ 620,655			
54	TOTAL HSH REVENUES	\$ 260,271	\$ 360,384	\$ -	\$ 620,655	\$ 620,655			
63	TOTAL HSH + OTHER REVENUES	\$ 260,271	\$ 360,384	\$ -	\$ 620,655	\$ 620,655			
64	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -		\$ -			
65									
66									
67									
68	Approved by:	Cynthia Villalon							
69	Title:	Director of Grants and Contracts							
70	Phone Number:	415-673-0911 x 345							
71	Email:	cvillalon@larkinstreetyouth.org							
72									
73									
74	* 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.								
75									
76									

	A	B				C	D	E	F	I	J	K	L	M	P	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	SALARY & BENEFITS DETAIL																
4	Document Date	9/1/2025															
5	Provider Name	Larkin Street Youth Services															
6	Program	TAY FHSP - Young Adult Court															
7	F\$P Contract ID#	1000035751															
8	Budget Name	Prop C - FHSP															
9																	
10																	
11		Year 1										Year 2				All Years	
12		Agency Totals		For HSH Funded Program		9/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	9/1/2025 - 6/30/2027	9/1/2025 - 6/30/2027				
13						10 Months					12 Months						
14						New					New		New				
15	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary				
16	Division Director of Housing	\$ 135,200	1.00	6%	0.06	\$ 6,197	\$ 135,200	1.00	6%	0.06	\$ 8,653	\$ 14,850	\$ 14,850				
17	Program Director	\$ 109,262	1.00	7%	0.07	\$ 5,918	\$ 109,262	1.00	7%	0.07	\$ 8,085	\$ 14,003	\$ 14,003				
18	Associate Director	\$ 92,000	1.00	20%	0.20	\$ 14,950	\$ 92,000	1.00	20%	0.20	\$ 18,400	\$ 33,350	\$ 33,350				
19	Program Manager	\$ 88,400	1.00	23%	0.23	\$ 16,686	\$ 88,400	1.00	23%	0.23	\$ 19,890	\$ 36,576	\$ 36,576				
20	Case Manager	\$ 60,572	1.00	50%	0.50	\$ 25,238	\$ 60,572	1.00	50%	0.50	\$ 30,286	\$ 55,524	\$ 55,524				
22	Data Coordinator	\$ 76,648	1.00	3%	0.03	\$ 2,299	\$ 76,648	1.00	3%	0.03	\$ 2,299	\$ 4,598	\$ 4,598				
59	TOTAL SALARIES:					\$ 71,288					\$ 87,613	\$ 158,901	\$ 158,901				
60	TOTAL FTE :	1.07					1.09										
61	FRINGE BENEFIT RATE:					24.50%					24.50%						
62	EMPLOYEE FRINGE BENEFITS:					\$ 17,466					\$ 21,465	\$ 38,931	\$ 38,931				
63	TOTAL SALARIES & BENEFITS:					\$ 88,754					\$ 109,078	\$ 197,832	\$ 197,832				

	A	B	E	H	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	9/1/2025					
5	Provider Name	Larkin Street Youth Services					
6	Program	TAY FHSP - Young Adult Court					
7	FSP Contract ID#	1000035751					
8	Budget Name	Prop C - FHSP					
9							
10			Year 1	Year 2	All Years		
11			9/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	9/1/2025 - 6/30/2027	9/1/2025 - 6/30/2027	9/1/2025 - 6/30/2027
12			10 Months	12 Months			
13			New	New			New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Rental of Property		\$ 8,486	\$ 9,024	\$ -	\$ 17,510	\$ 17,510
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 3,400	\$ 3,600	\$ -	\$ 7,000	\$ 7,000
17	Office Supplies, Postage		\$ 417	\$ 1,500	\$ -	\$ 1,917	\$ 1,917
20	Insurance		\$ 2,750	\$ 3,300	\$ -	\$ 6,050	\$ 6,050
21	Staff Training		\$ 1,500	\$ 1,000	\$ -	\$ 2,500	\$ 2,500
22	Staff Travel - (Local & Out-of-Town)		\$ 500	\$ 500	\$ -	\$ 1,000	\$ 1,000
23	Rental of Equipment		\$ 1,200	\$ 1,200	\$ -	\$ 2,400	\$ 2,400
25	Software Subscription		\$ 1,833	\$ 3,200	\$ -	\$ 5,033	\$ 5,033
26	Building Maintenance Repair subsidy - Client units		\$ 4,950	\$ 4,950	\$ -	\$ 9,900	\$ 9,900
62	TOTAL OPERATING EXPENSES		\$ 25,036	\$ 28,274	\$ -	\$ 53,310	\$ 53,310
63							
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)						
73	Direct Assistance						
75	Monthly Subsidy		\$ 72,368	\$ 165,001	\$ -	\$ 237,369	\$ 237,369
76	Security Deposits and Move-in Assistance (including potential relocation)		\$ 20,800	\$ 5,000	\$ -	\$ 25,800	\$ 25,800
77	Furniture and Move-in Supplies		\$ 14,400	\$ 10,300	\$ -	\$ 24,700	\$ 24,700
78	Household Supplies & Barrier for Clients		\$ 21,844	\$ 22,129	\$ -	\$ 26,373	\$ 43,973
79			\$ -	\$ -	\$ -	\$ 17,600	\$ -
91	TOTAL OTHER EXPENSES		\$ 129,412	\$ 202,430	\$ -	\$ 331,842	\$ 331,842

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	Prop C - FHSP		FY25-26			
5	<u>Salaries & Benefits</u>		<u>Adjusted Budgeted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
			FTE	Salary		
6	Division Director of Housing		0.06	\$ 6,197	Provides oversight and support for all housing program, decision making and program processes and contract compliance	\$135,200 x .06 FTE x 10 months
7	Program Director		0.07	\$ 5,918	Provides direct support to program, budget approvals and staffing decisions	\$109,262 x.07 FTE x 10 Months
8	Associate Director		0.20	\$ 14,950	Ensures programmatic consistency across programs, Supports with financial purchases and decisions, supervises program manager	\$92,000 x .20 FTE x 10 months
	Program Manager		0.23	\$ 16,686	Direct support to case managers and clients, manages rents, properties, client moves and day to day operations. Time is split with HUD and 50% on Lease contracts.	\$88,400 x .23 FTE x 10 months
9	Case Manager		0.50	\$ 25,238	Case manager will provide direct support to clients, case planning and management, support with move in and ongoing support at 40 hours per week	\$60,572 x .50 FTE x 10 months
10	Data Coordinator		0.03	\$ 2,299	Supports with Data entry and collection for all systems, HMIS, CARBON and other reporting data	\$76,648 x 3 FTE x10 months
12						
48	TOTAL		1.07	\$ 71,288		
49	Employee Fringe Benefits		25%	\$ 17,466	Includes FICA, SSUI, Workers Compensation and Medical calculated at 24.5% of total salaries.	
50	TOTAL SALARIES & BENEFITS			\$ 88,754		
51						
52	<u>OPERATING EXPENSES</u>		<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
53	Rental of Property		\$ 8,486		rent for staff offices is based on headcount 1.56 x 320 monthly x 12	\$320 x 10=\$3,200
	Office Supplies, Postage		\$ 417		Office supplies for file folders, papers and various supplies necessary to maintain client files	\$417/110=41.67 monthly
55						
58	Insurance		\$ 2,750		Insurance for each program is a shared allocation	\$2,750 /10=275 monthly
	Staff Travel - (Local & Out-of-Town)		\$ 500		Staff travel to cover case managers travel to court, visit clients, meetings for staff on this project budgeted at \$50 monthly	\$500/10=50 monthly
60						
	Software Subscription		\$ 1,833		software allocation for various software, MS office, ETO, software necessary to track data for reporting and billing	\$1,833/10=183.33 monthly
63						
	Building Maintenance Repair subsidy - Client units		\$ 4,950		Building repair and cleaning costs for client units that require deep cleaning after move out, general repair for damages caused by clients, can include plumbing, trash hauling, general repair. Cost is based on actual expense that can vary by need	\$4,950/10=495 monthly
64						
101	TOTAL OPERATING EXPENSES		\$ 25,036			
102	Indirect Cost		15.0%	\$ 17,069		
103						
104						
105	<u>OTHER EXPENSES (Not Eligible for Indirect Cost %)</u>		<u>Amount</u>		<u>Justification</u>	<u>Calculation</u>
114	<u>Direct Assistance</u>					
116	Monthly Subsidy		\$ 72,368		monthly subsidy provided directly to the landlord	ramp up of \$~2,000 subsidy over 10 months
117	Security Deposits and Move-in Assistance (including potential relocation)		\$ 20,800		security fees, application fees, moving fees needed to place the youth in housing	\$2,600 per household
118	Furniture and Move-in Supplies		\$ 14,400		household items and furniture received upon move-in of the new unit	\$1,800 per household
	Household Supplies & Barrier for Clients		\$ 21,844		Ongoing cost for clients, incentives and supplies, pest control, parenting costs, essential items. Essential cleaning supplies, Parenting clients require more support, and will be based on need as assessed by Case manager	8 clients x 2730.50=per client based on need
119						
120						
133	TOTAL OTHER EXPENSES		\$ 129,412			

	A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	9/1/2025								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	9/1/2025	6/30/2027	2						
6	Amended Term	9/1/2025	6/30/2027	2						
7	Provider Name	Larkin Street Youth Services								
8	Program	TAY FHSP - Young Adult Court								
9	FSP Contract ID#	1000035751								
10										
11										
12	NUMBER SERVED				Year 1		Year 2			
13	Service Component				9/1/2025 - 6/30/2026		7/1/2026 - 6/30/2027			
14	Flexible Housing Subsidy Pool				8		8			

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	9/1/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	9/1/2025	6/30/2027	2
6	Amended Term	9/1/2025	6/30/2027	2
7	Provider Name	Larkin Street Youth Services		
8	Program	TAY FHSP - Young Adult Court		
9	F\$P Contract ID#	1000035751		
10				
11	APPROVED SUBCONTRACTORS			
12	None.			