



Mike Levine, Executive Director

Daniel Lurie, Mayor

To	Homelessness Oversight Commission
Through	Mike Levine, Executive Director
From	Marion Sanders, Chief Deputy Director Dylan Schneider, Interim Deputy Director of Administration and Finance Edilyn Velasquez, Director, Contracts
Date	October 1, 2026
Subject	Grant Agreement Approval: Larkin Street Youth Services Lark Inn Shelter

Agreement Information	
FSP#	1000017436
Provider	Larkin Street Youth Services
Program Name	Lark Inn Shelter
Agreement Action	3 rd Amendment
Agreement Term	July 1, 2020 – June 30, 2029

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$9,774,398	\$4,480,440	\$14,254,838	\$672,066	\$14,926,904

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent ³	Amended to Add	New Budget
2020-21	\$1,321,532	\$1,321,532	-	\$1,321,532
2021-22	\$1,276,199	\$1,276,199	-	\$1,276,199
2022-23	\$1,518,151	\$1,518,151	-	\$1,518,151
2023-24	\$1,584,943	\$1,584,943	-	\$1,584,943
2024-25	\$1,676,766	\$1,676,766	-	\$1,676,766
2025-26	\$1,691,864	\$1,691,864	-	\$1,691,864
2026-27	\$704,943	-	\$1,023,518	\$1,728,461
2027-28	-	-	\$1,728,461	\$1,728,461
2028-29	-	-	\$1,728,461	\$1,728,461
TOTAL⁴	\$9,774,398	\$9,069,455	\$4,480,440	\$14,254,838
Contingency				\$672,066
Total NTE⁵				\$14,926,904

¹ Current not-to-Exceed Amount is \$9,915,387.

² Contingency only applied to FY26/27 - FY28/29 budgeted amount.

³ Actual spent through June of FY25/26.

⁴ Due to rounding, numbers presented may not add up precisely to the totals provided.

⁵ NTE is calculated using the Actual Spent for prior years.

Funding Information	
Funding Sources ⁶	90% General Fund
	10% Federal HUD ESG

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Larkin Street Youth Services (Larkin) for the provision of Lark Inn Shelter (Lark Inn) for the period of July 1, 2020 to June 30, 2029, in an additional amount of \$4,480,440. The addition of funds include: a Cost of Doing Business (CODB) for fiscal year FY26/27 – FY28/29; and 31 additional performance months, which is aligned with HSH’s Multiyear Procurement Plan for shelter services. The new amount is \$14,926,904, which includes a 15 percent contingency of \$672,066 on the FY26/27 - FY28/29 amounts.

Background

The Lark Inn is an emergency shelter program for transitional age youth (TAY) ages 18–24, operated by Larkin and funded through the General Fund and Emergency Solutions Grant (ESG). The program provides up to 36 TAY at any given time with emergency shelter and comprehensive case management and supportive services designed to promote stabilization, self-sufficiency, housing readiness, and long-term housing stability. Services include case management, individualized service planning, housing navigation, benefits and advocacy assistance, and connections to employment, education, and other resources. The program aligns with HSH’s mission to support individuals experiencing homelessness in accessing safe shelter and pathways toward permanent housing and independent living.

Services to be Provided

The purpose of the grant is to provide emergency shelter and supportive services to TAY, providing a safe environment to help TAY stabilize and work toward long-term housing solutions. With a budgeted staff of 17.15 full-time equivalent (FTE), Larkin will provide services, which will include outreach, intake and orientation, case management, individualized housing planning, benefits and advocacy assistance, housing navigation, and exit and aftercare planning. The program is currently funded at a 1:18 case management ratio. During FY25-26, the program maintained an average bed occupancy rate of 93% while serving 168 unduplicated guests.

Selection

Grantee was selected through Request for Qualifications (RFQ) 127, which is valid until June 30, 2030.

Performance History

Fiscal Monitoring: Larkin underwent citywide nonprofit fiscal monitoring most recently in FY 25-26. The Final Status Letter for the monitoring included the following finding: deficiencies in invoicing documentation and expense tracking and compliance with program policies. Larkin addressed this finding by updating their Employment Success Services Supportive Services & Incentives Staff Policy & Procedures Guide, effective July 1, 2026.

Program Monitoring: Larkin Street Youth Services most recently underwent program monitoring of the Lark Inn Shelter program in FY 24-25. The monitoring resulted in findings related to occupancy, client

⁶ The funding sources listed reflect current and future years.



satisfaction, staff training, case management, supportive-service assessments, and outcome reporting. Larkin submitted a formal corrective action response on May 13, 2026, and identified steps to address the findings, including improved documentation, data quality review, staff training tracking, and case management practices. The findings did not indicate an inability to deliver services, and Larkin continues to work toward compliance with HSH requirements and contractual performance objectives.

Agreement Materials

- HOC Approval Package
 - Appendix A-1 (ESG), Services to be Provided
 - Appendix A-2 (GF), Services to be Provided
 - Appendix B, Budget



**Appendix A-1, Services to be Provided
by
Larkin Street Youth Services
Emergency Solutions Grants (ESG) – Lark Inn Shelter**

I. Purpose of Grant

The purpose of this grant is to provide emergency shelter and support services to transitional age youth (TAY) ages 18 to 24. The goal of these services is to provide a safe place for TAY to stay and to stabilize their housing.

II. Served Population

Grantee shall provide Emergency Shelter services to TAY who meet Category 1 or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless¹ :

- A. Category 1: Guests who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- B. Category 4: Guests who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

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 any referral system required by the City.

IV. Description of Services

Grantee shall provide emergency shelter services to the number of guests/households as described in Appendix B, Budget ("Number Served" tab). Services shall be provided to shelter participants with the goal of obtaining stable housing and shall include the following services:

A. Housing Focused Case Management

- 1. Grantee shall create and maintain a Housing Stability Plan for all program guests. Housing stability plans may include, but are not limited to actions to help guests:
 - a. Search for and secure housing;
 - b. Increase income and employability;
 - c. Improve credit history and rental stability;
 - d. Address behavioral health issues that negatively impact housing stability; and
 - e. Access permanently affordable housing, including applying for placement on appropriate wait lists.
- 2. Grantee shall document guests' good faith, verifiable efforts in making progress toward plan goals.

¹ See 24 CFR 576.2.

3. Grantee shall develop, secure, and coordinate services and assist guests in obtaining federal, state, and local benefits, including coordination with the employment specialist or social worker, as appropriate. For those identified as CalWORKs participants, Grantee shall ensure coordination of services and promote cooperation with the CalWORKs plan.
4. Grantee shall monitor and evaluate guest progress. Grantee's Case Manager shall meet with guest a minimum of twice per month; one meeting shall be in-person and the other may be by phone.
5. Grantee may provide legal services to resolve legal problems that prohibit a guest from obtaining permanent housing or will result in a participant losing housing.
6. Grantee may provide credit repair, as needed to assist guests with critical skills related to budgeting and money management.
7. Grantee shall provide discharge planning when a guest is either no longer in need of the emergency shelter or is exiting the program for any reason.
8. Grantee shall establish a schedule of follow-ups with guests for the 12 months following the exit of program.

B. Emergency Shelter²:

Grantee shall provide the following essential emergency shelter services, either directly or through a consultant and/or subcontractor:

1. Education services to improve knowledge and literacy;
2. Employment assistance and job training, including employment screening or testing, job skills training, and financial assistance for the acquisition of vocational licensing/certifications;
3. Outpatient health services and medical treatment by licensed professionals;
4. Legal services by licensed attorneys regarding matters that interfere with the participant's ability to obtain and retain housing;
5. Life skills training, including, but not limited to budgeting and managing money, managing a household, resolving conflict, shopping for food, and parenting;
6. Mental health and substance abuse treatment services to prevent, reduce, eliminate, or deter relapse of behavioral health issues provided by licensed or certified professionals;
7. Transportation to emergency shelters or other service facilities; and
8. Services for special populations, such as youth experiencing homelessness, victim services, and people living with HIV/AIDS, in accordance with 24 CFR 576.102.

Grantee shall provide Emergency Shelter Operations services, including:

1. Maintenance, including minor and routine repairs;
2. Rental of shelter location;
3. Security for shelter location;
4. Insurance associated with shelter location;
5. Utilities at shelter location;
6. Food served to program participants at shelter location; and
7. Shelter furnishings.

² See 24 CFR §576.102, §576.2.

C. 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.

V. **Location and Time of Services**

Grantee shall provide services at 869 Ellis Street, San Francisco, CA, 94109, seven days per week, 24-hours per day.

VI. **Service Requirements**

- A. Accessibility Compliance: Pursuant to the Americans With Disabilities Act (ADA), Grantee shall maintain the accessibility of program resources to persons with disabilities. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the program and shall comply at all times with the provisions of the ADA. Grantee shall meet the following requirements:
1. Training: Grantee shall have all staff attend required ADA training.
 2. Facility Compliance: Grantee shall ensure that every aspect of the physical site complies with ADA requirements. Any modifications to the physical site require advance approval by HSH.
 3. Complaint Response: Grantee shall maintain a grievance policy and train all staff in the appropriate procedures for addressing ADA complaints, ensuring timely and effective responses.
 4. Community Meeting Accessibility: Grantee shall hold all community meetings in locations that are fully accessible to guests with mobility issues.
 5. City Communications: Grantee shall report any issues related to ADA compliance promptly and clearly to HSH and all relevant parties.
 6. Effective Communication: Grantee shall provide auxiliary aids and services to facilitate communication with any guest with vision, hearing, or speech disabilities (communication disabilities).
 7. Pets: Grantee shall provide a program that is pet-friendly to the extent possible, and accommodate companion, service and support animals.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identity, disability, HIV status, or immigration status unless otherwise required by law.

C. City Communications, Trainings and Meetings

1. Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:
 - a. Compliance with all Shelter and Resource Center Standards of Care as required by Administrative Code, Sec. 20.404⁴;
 - b. Regular communication to HSH about the implementation of the program;
 - c. Attendance of HSH meetings and trainings, as required;
 - d. Attendance of an annual training on the ADA and mental disabilities;
 - e. Attendance of the Shelter Monitoring Committee Meetings;
 - f. Attendance of the Shelter Grievance Advisory Committee Meetings;
 - g. Attendance of the Homeless Oversight Commission Meetings, as needed;
 - h. Adherence to the HSH Shelter Grievance Ordinance, Policy, and Regulations, including the processes regarding denials of service¹ unless Grantee is otherwise dictated by City emergency requirements;
 - i. Adherence to HSH Shelter Operations Manual;
 - j. Adherence to HSH Shelter's service/companion/support animal policy;
 - k. Adherence to the HSH Cold/Wet Weather Policy;
 - l. Adherence to the TB Infection Control Guidelines for Homeless, as applicable.

D. 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) 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.
- E. Coordination with Other Service Providers: Grantee shall establish written Memorandum of Understanding (MOUs) with service provider partners to formalize collaboration and roles and responsibilities.
- F. Critical Incidents: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the Program by staff or guests and when Child Protective Services removes a child.
- G. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process⁴, 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. Records entered into the HSH HMIS ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://www.sf.gov/information--one-system>. Grantee must also adhere to relevant ONE System Data Entry Expectation Guides by program type: <https://onesf.bitfocus.com/data-entry-expectation-guides>.
 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.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and

Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- H. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- I. Facilities: Grantee shall maintain facilities in full compliance with requirements of the law and local standards.⁵ 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 and janitorial services shall occur regularly, on all shifts.
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. Grantee shall report all major system maintenance issues to the HSH Program Manager within 24 hours.
 2. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, 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.
- J. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
1. Grantee shall establish and maintain a written Grievance Procedure for guests, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;

- b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a guest can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the guest to contact after the guest has exhausted Grantee's internal Grievance Procedure.
 - e. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each guest and obtain a signed copy of the form from the guest, which must be maintained in the Guest's file. Additionally, Grantee shall post the policy at all times in a location visible to guests, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- 2. A written quarterly satisfaction survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback, satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- K. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.
- L. 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.
- M. 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 Aide; and AED certifications.
- N. 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.
- O. Income Verification and Eligibility: Grantee shall verify tenant income after receipt of each referral to ensure eligibility, and recertify eligibility at least every three months.
- P. Language and Interpretation Services:
 - 1. Grantee shall ensure that translation and interpreter services are available, as needed.
 - 2. 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>.

3. Grantee shall communicate with each guest in the guest's primary language or provide professional translation services, including but not limited to American Sign Language interpretation.
 4. Grantee shall provide all printed materials produced by the City and Program in English and Spanish and other threshold languages upon request and ensure that all written communications are provided to guests with sensory disabilities in alternate formats such as large print.
- Q. Reasonable Accommodation Process: Grantee shall establish and maintain a written Reasonable Accommodation Process for the program. Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.
- R. Record Keeping and Files:
1. Grantee shall maintain all eligibility, inspection, and services documentation and care plans in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall document services in the ONE System as needed to meet external funding and/or billing requirements.
 3. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress. Hard copy files shall be stored securely within a locked cabinet and within a locked office.
 4. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for Program rule infractions and the outcomes and responses to guests.
- S. 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 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.

- T. Wellness and Emergency Safety Checks: 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.

VII. Service Objectives

Grantee shall achieve the following service objectives annually:

- A. Grantee shall maintain an average occupancy rate of 90 percent.
- B. Grantee shall create an Individual Housing Support Plan for 95 percent of guests within two weeks. 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.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives annually:

- A. A minimum of 90 percent of guests will have an active primary Coordinated Entry assessment and/or Housing Referral Status 60 days after enrollment, provided they have not exited.
- B. A minimum of 40 percent of guests who exit the program will exit to sheltered or housed destinations.
- C. A minimum of 75 percent of Housing Referral Status guests will have all required housing documents uploaded into the ONE system within six months of initial intake.

IX. Reporting Requirements

Grantee shall submit all data and reports as required by HSH, HUD, and Mayor's Office of Housing and Community Development (MOHCD) in a timely and accurate manner to ensure accurate HMIS data, Annual Performance Report (APR), Housing Inventory Count (HIC) reports, Point in Time (PIT) Counts, and supplementary materials.

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Consolidated Annual Performance and Evaluation Report (CAPER): Grantee shall submit, to HSH, within 30 days of the end of the reporting period, a report in CARBON 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. Data collected in this

report will be used in the CAPER and report out on the served population, including progress toward objectives, and the amount of grant and matching funds expended.

Objectives shall include, but are not limited to:

1. Neighborhood of origin of individuals and families served,
2. Number of individuals moved into more stable housing; and
3. Number of individuals and families receiving shelter services.

- C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 576³.
- D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records showing the amount of time spent by Grantee personnel on HUD ESG projects and the costs associated with those activities. All timekeeping records shall reflect a daily breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.
- E. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.
- F. 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 or Program Manager listed in CARBON.

X. Monitoring Activities

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

³ See 24 CFR 576.201.

and training. For additional information regarding the monitoring requirements surrounding ESG, see ESG Subrecipient Grant Management:

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2

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

- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-2, Services to be Provided
by
Larkin Street Youth Services
Lark Inn Shelter**

I. Purpose of Grant

The purpose of this grant is to provide emergency shelter and support services to transitional age youth (TAY). The goal of these services is to provide a safe place for TAY to stay and to stabilize their housing.

II. Served Population

Grantee shall serve transitional age youth (TAY) guests experiencing homelessness, ages 18 to 24.

III. Referral and Prioritization

All shelter guests shall be referred by the process established by the Department of Homelessness and Supportive Housing (HSH).

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

A. Shelter Services: Grantee shall provide all functions of shelter operations, including, but not limited to, janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean, safe, and pest-free environment.

1. 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.
2. Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity.
3. Grantee shall allow use of the facility as a mailing address for guests.
4. Grantee shall provide daily breakfast and dinner for shelter guests.

B. Support Services: Grantee shall provide support services to shelter guests. Support services shall include, but are not limited, to the following:

1. 24/Hour Emergency Response: Grantee shall provide support services staff who shall be equipped to respond to emergency situations and are able to provide de-escalation and conflict resolution 24 hours per day, seven days a week.
2. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each guest to gather required information, determine eligibility for services, identify strengths, skills and needs, and to set goals. Assessment shall include a

determination of whether legal services, benefits, individual and/or family therapy, as required.

3. Individual Housing Support Plans: Grantee shall provide Individual Housing Support Plans to establish and support achievement of goals. Grantee shall document interactions, engagement, and status of guests to ensure they are doing well and are receiving the support they need.
4. Case Management: Grantee shall provide case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantee shall document interactions, engagement, and status of guests.
5. Crisis Counseling: Grantee shall provide crisis counseling to shelter guests, as needed.
6. Referrals and Coordination of Services: Grantee shall help guests identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education, employment, legal services and/or benefits. Grantee shall also communicate and coordinate with outside service providers to support existing linkages that guests may have.
7. Education/Workforce: Grantee must ensure that guests are either attending school, employed, or in a workforce development program.
8. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to participate in organized gatherings for peer support.
9. Exit Planning and After-Care Services: When a guest is leaving the program, Grantee shall engage the guest in exit planning and support successful transition from the program, which includes creating a Housing Plan. The plan shall depend on the guest's needs and preferences. The plan may also include establishing a link to case management, as well as access to services in the community. Aftercare services shall include regular phone calls, home visits, referrals to services, and ongoing emotional support.

V. Location and Time of Services

Grantee shall provide services at 869 Ellis Street, San Francisco, CA.

- A. Shelter Services: Grantee shall provide services 24 hours per day, seven days per week.

VI. Service Requirements

- A. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that guests are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identity, disability, HIV status, or immigration status unless otherwise required by law.
- B. City Communications and Policies
 Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
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. Adherence to the Shelter Grievance Ordinance, including the processes regarding denials of service unless Grantee is otherwise dictated by City emergency requirements;
 7. Adherence to the HSH Cold/Wet Weather Policy;
 8. Adherence to HSH Shelter Pet 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 the DPH.
- C. 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.
- D. Critical Incident Reports: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within twenty- four hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- E. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process , including but not limited to: (a) entering all 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.

F. 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).

G. Facilities

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. 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, as required and janitorial services shall occur regularly, per shift, and as required.
 - a. 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.
 - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, 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.).
 - c. 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.
2. Grantee shall provide facility access to City Departments upon request, including HSH, San Francisco Fire Department, DPH, Department of Building Inspection and the Mayor's Office.

H. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program. 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 establish and maintain a written Grievance Procedure for guests, which shall include, at minimum, the following elements:
 3. The name or title of the person or persons authorized to make a determination regarding the grievance;
 4. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 5. The amount of time required for each step, including when a guest can expect a response; and
 6. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the guest to contact after the guest has exhausted Grantee's internal Grievance Procedure.
 7. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the Guest's file. Additionally, Grantee shall post the policy at all times in a location visible to guests, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
 8. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, gauge 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.
 9. 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.
- I. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.
- J. 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.
- K. Language Accessibility: Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English.
- L. 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>.
- M. 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 the 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. Ensure that at least one staff person responsible for food service has a valid Food Safety Certification;
 5. Offer guests meals and track usage by guest, as well as overall meal distribution using a daily ledger;
 6. Manage the means to heat or maintain refrigeration of prepared food as appropriate for distribution; and
 7. Ensure compliance with all meal requirements within the Shelter Standards of Care.
- N. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
- O. Reasonable Accommodation Process: Grantee shall establish and maintain a written Reasonable Accommodation Process for the program. Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.
- P. Record Keeping and Files:
1. Grantee shall maintain all eligibility, inspection, and services documentation and care plans in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall document services in the ONE System as needed to meet external funding and/or billing requirements.
 3. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress. Hard copy files shall be stored securely within a locked cabinet and within a locked office.
 4. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter/navigation center rule infractions and the outcomes and responses to guests.
- Q. 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 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.
- R. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. Grantee shall be ready to provide expansion within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Grantee shall 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 or other contracted staff in order to respond to emergencies.
- S. Staffing: Grantee shall provide the staff necessary to effectively administer services as defined in part by the shelter Standards of Care. Staff shall include, but not be limited to:
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.

VII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average occupancy rate of at least 90 percent.
- B. Grantee shall create an Individual Housing Support Plan for 95 percent of guests within two weeks. 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.

VIII. Outcome Objectives

Grantees shall achieve the following Outcome Objectives:

- A. A minimum of 90 percent of guests will have an active primary Coordinated Entry assessment and/or Housing Referral Status 60 days after enrollment, provided they have not exited.
- B. A minimum of 40 percent of guests who exit shelter/navigation center will exit to sheltered or housed destinations.
- C. A minimum of 75 percent of Housing Referral Status guests will receive support gathering and uploading vital documents into the ONE system and meet document readiness standards within six months of initial intake.
- D. At least 60 percent of participants shall be employed or enrolled in post-secondary education at exit.
- E. At least 60 percent of guests gain or maintain health insurance.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system, and CARBON.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the metrics in the CARBON database by the 15th of the following month, except where indicated otherwise:
 - 1. Number of youth provided with shelter; and
 - 2. Number of youth in shelter provided with case management services.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
 - 1. Number of youth provided with shelter; and
 - 2. Number of youth in shelter provided with case management services; and
 - 3. Number of exits to permanent housing via the Housing Outcomes Report.
- C. 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, except where indicated otherwise, including:
 - 1. Facility inventory data to HSH during the last week of January. Data shall include unit/bed inventory, point in time population count, and general characteristic data; and
 - 2. Increases in capacity for new and existing programs.

- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by HSH in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract Manager.

V. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on 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.
- 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 Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE																													
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																																											
2	APPENDIX B, BUDGET																																																											
3	Document Date	12/1/2026																																																										
4	Contract Term	Begin Date																														End Date	Duration (Years)																											
5	Current Term	7/1/2020																														11/30/2026	7																											
6	Amended Term	7/1/2020																														6/30/2029	9																											
7	Provider Name	Larkin Street Youth Services																																																										
8	Program	Lark Inn																																																										
9	FSP Contract ID#	1000017436																																																										
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12	NUMBER SERVED				Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		Year 9																																							
13	Service Component				7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 11/30/2026		7/1/2027 - 6/30/2028		7/1/2028 - 6/30/2029																																							
14	Temporary Shelter				40		40		40		40		40		36		36		36		36																																							

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	12/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2020	11/30/2026	7
6	Amended Term	7/1/2020	6/30/2029	9
7	Provider Name	Larkin Street Youth Services		
8	Program	Lark Inn		
9	F\$P Contract ID#	1000017436		
10				
11	APPROVED SUBCONTRACTORS			
12	St. Anthony (security)			

	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																											
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9	FSP Contract ID#	1000017436																																																								
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11	HUD REQUIREMENTS																																																									
28	HUD ESG (Assitance Listing Number 14.231)				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9																																													
29	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 11/30/2026	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029																																													
30	HUD ESG Award Number				E-20-MC-06-0016	E-21-MC-06-0016	E-22-MC-06-0016	E-23-MC-06-0016	E-24-MC-06-0016	TBD	TBD	TBD	TBD																																													
31	HUD ESG Award Date				8/4/2020	12/3/2021	9/26/2022	8/10/2023	11/6/2024	TBD	TBD	TBD	TBD																																													

	A	B	C	D	G	J	M	P	S	V	W	X	Y	AA	AB	AD	AE	AI	AJ	AK																			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																						
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7	Provider Name	Larkin Street Youth Services																																					
8	Program	Lark Inn																																					
9	FSP Contract ID#	1000017436																																					
10	Contract Action	Amendment																																					
11	Effective Date	12/1/2026																																					
12	Budget Name	General Fund - Shelter, ESG - Shelter, Prop C - One-Time Bonus Pay																																					
13	Funding:	Current	New	15%																																			
14	Term Budget	\$ 9,774,398	\$ 14,254,838																																				
16	Total Budget	\$ 9,774,398	\$ 14,254,838																																				
17	Contingency	\$ 140,989	\$ 672,066																																				
18	Not-To-Exceed (NTE)	\$ 9,915,387	\$ 14,926,904																																				
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22																																							
23																																							
24	EXPENDITURES																																						
25	Salaries & Benefits	\$ 885,302	\$ 903,347	\$ 1,049,311	\$ 1,116,194	\$ 1,186,642	\$ 1,255,782	\$ 523,242	\$ 738,712	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953	\$ 1,261,953																			
26	Operating Expenses	\$ 161,614	\$ 215,238	\$ 280,586	\$ 272,037	\$ 259,279	\$ 227,796	\$ 94,915	\$ 146,141	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056																			
27	Subtotal	\$ 1,046,916	\$ 1,118,585	\$ 1,329,897	\$ 1,388,231	\$ 1,445,921	\$ 1,483,578	\$ 618,157	\$ 884,853	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009	\$ 1,503,009																			
28	Indirect Percentage																																						
29	Indirect Cost	\$ 151,947	\$ 157,613	\$ 188,253	\$ 196,712	\$ 206,376	\$ 208,287	\$ 86,787	\$ 138,665	\$ 225,452	\$ 225,452	\$ 225,452	\$ 225,452	\$ 225,452	\$ 225,452	\$ 225,452	\$ 225,452	\$ 225,452	\$ 225,452	\$ 225,452																			
30	Other Expenses (Not Eligible for Indirect %)	\$ 122,668	\$ -	\$ -	\$ -	\$ 24,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
33	TOTAL EXPENDITURES	\$ 1,321,531	\$ 1,276,198	\$ 1,518,150	\$ 1,584,943	\$ 1,676,767	\$ 1,691,865	\$ 704,944	\$ 1,023,518	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461																			
34																																							
35	HSH REVENUES*																																						
36	General Fund - Ongoing	\$ 1,119,470	\$ 1,164,199	\$ 1,406,151	\$ 1,472,943	\$ 1,509,766	\$ 1,524,864	\$ 635,360	\$ 889,504	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864																			
37	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597																			
38	Federal - HUD ESG (Assistance Listing Number 14.231)	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000	\$ 167,000	\$ 167,000	\$ 69,583	\$ 97,417	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000																			
39	Prop C - One-time COVID-19 Bonus Pay	\$ 90,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
55	TOTAL HSH REVENUES	\$ 1,321,532	\$ 1,276,199	\$ 1,518,151	\$ 1,584,943	\$ 1,676,766	\$ 1,691,864	\$ 704,943	\$ 1,023,518	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461																			
64	TOTAL HSH + OTHER REVENUES	\$ 1,321,532	\$ 1,276,199	\$ 1,518,151	\$ 1,584,943	\$ 1,676,766	\$ 1,691,864	\$ 704,943	\$ 1,023,518	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461	\$ 1,728,461																			
65	Total Adjusted Salary FTE (All Budgets)	15.73	16.65	16.17	16.81	16.80	17.08	17.15	17.15	17.15	17.15	17.15	17.15	17.15	17.15	17.15	17.15	17.15	17.15	17.15																			
66	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																			
67																																							
68	Approved by:	Cynthia Villalon																																					
69	Title:	Director of Grants and Contracts																																					
70	Phone Number:	415-673-0911																																					
71	Email:	cvillalon@larkinstreetyouth.org																																					
72																																							
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74																																							
75																																							
* 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.																																							

	A	B	C	D	G	J	M	P	S	V	W	X	Y	AA	AB	AD	AE	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	APPENDIX B, BUDGET																			
3	Document Date		12/1/2026																	
4	Contract Term		Begin Date		End Date		Duration (Years)													
5	Current Term		7/1/2020		11/30/2026		7													
6	Amended Term		7/1/2020		6/30/2029		9													
7	Provider Name		Larkin Street Youth Services																	
8	Program		Lark Inn																	
9	FSP Contract ID#		1000017436																	
10	Contract Action (Select)		Amendment																	
11	Effective Date		12/1/2026																	
12	Budget Name		General Fund - Shelter																	
13	Funding:		Current		New															
14	Term Budget		\$ 8,832,753		\$ 12,881,776															
16	Contingency		\$ 140,989		\$ 672,066															
17	Not-To-Exceed (NTE)		\$ 9,915,387		\$ 14,926,904															
18																				
19																				
20																				
21																				
22																				
23	EXPENDITURES																			
24	Salaries & Benefits		\$ 783,484	\$ 801,528	\$ 947,493	\$ 1,014,376	\$ 1,034,824	\$ 1,103,963	\$ 459,985	\$ 656,752	\$ 1,116,736	\$ 1,116,736	\$ 1,116,736	\$ 1,116,736	\$ 6,145,653	\$ 2,890,224	\$ 9,035,876			
25	Operating Expenses		\$ 161,614	\$ 215,238	\$ 280,586	\$ 272,037	\$ 259,279	\$ 227,796	\$ 94,915	\$ 146,141	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 1,511,465	\$ 628,253	\$ 2,139,718			
26	Subtotal		\$ 945,098	\$ 1,016,766	\$ 1,228,079	\$ 1,286,413	\$ 1,294,103	\$ 1,331,759	\$ 554,900	\$ 802,893	\$ 1,357,792	\$ 1,357,792	\$ 1,357,792	\$ 1,357,792	\$ 7,657,118	\$ 3,518,477	\$ 11,175,594			
27	Indirect Percentage		15.00%	14.50%	14.50%	14.77%	14.50%	14.50%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%			
28	Indirect Cost		\$ 141,765	\$ 147,431	\$ 178,071	\$ 186,530	\$ 191,194	\$ 193,105	\$ 80,461	\$ 123,208	\$ 203,669	\$ 203,669	\$ 203,669	\$ 203,669	\$ 1,118,557	\$ 530,546	\$ 1,649,103			
29	Other Expenses (Not Eligible for Indirect %)		\$ 32,606	\$ -	\$ -	\$ -	\$ 24,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,076	\$ -	\$ 57,076			
32	TOTAL EXPENDITURES		\$ 1,119,469	\$ 1,164,197	\$ 1,406,150	\$ 1,472,943	\$ 1,509,767	\$ 1,524,864	\$ 635,361	\$ 926,101	\$ 1,561,461	\$ 1,561,461	\$ 1,561,461	\$ 1,561,461	\$ 8,832,751	\$ 4,049,023	\$ 12,881,773			
33																				
34	HSH REVENUES* (Select)																			
35	General Fund - Ongoing		\$ 1,119,470	\$ 1,164,199	\$ 1,406,151	\$ 1,472,943	\$ 1,509,766	\$ 1,524,864	\$ 635,360	\$ 889,504	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 1,524,864	\$ 8,832,753	\$ 3,939,232	\$ 12,771,985			
36	General Fund - CODB		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ 36,597	\$ -	\$ 109,791	\$ 109,791			
54	TOTAL HSH REVENUES		\$ 1,119,470	\$ 1,164,199	\$ 1,406,151	\$ 1,472,943	\$ 1,509,766	\$ 1,524,864	\$ 635,360	\$ 926,101	\$ 1,561,461	\$ 1,561,461	\$ 1,561,461	\$ 1,561,461	\$ 8,832,753	\$ 4,049,023	\$ 12,881,776			
63	TOTAL HSH + OTHER REVENUES		\$ 1,119,470	\$ 1,164,199	\$ 1,406,151	\$ 1,472,943	\$ 1,509,766	\$ 1,524,864	\$ 635,360	\$ 926,101	\$ 1,561,461	\$ 1,561,461	\$ 1,561,461	\$ 1,561,461	\$ 8,832,753	\$ 4,049,023	\$ 12,881,776			
64	Rev-Exp (Budget Match Check)		\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65																				
68	Approved by:		Cynthia Villalon																	
69	Title:		Director of Grants and Contracts																	
70	Phone Number:		415-673-0911																	
71	Email:		cvillalon@larkinstreetyouth.org																	
72																				
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 Mayor/ 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.																			
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	APPENDIX B, BUDGET																			
3	SALARY & BENEFITS DETAIL																			
4	Document Date		12/1/2026																	
5	Provider Name		Larkin Street Youth Services																	
6	Program		Lark Inn																	
7	FSP Contract ID#		1000017436																	
8	Budget Name		General Fund - Shelter																	
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								
2	APPENDIX B, BUDGET																								
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4	Document Date		12/1/2026																						
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8	Budget Name		General Fund - Shelter																						
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15	POSITION TITLE																								
16	Division Director																								
17	Associate Director																								
18	Program Manager																								
19	Program Manager																								
20	Program Specialist																								
21	Food Service Coordinator																								
22	Case Manager																								
23	Residential Counselor																								
24	Relief Staff																								
25	Facilities Staff																								
26	Program Director																								
27	Senior Data Coordinator																								
28	Associate Director of Public Funding																								
29	Senior Grant Accountant																								
30	Public Funding Coordinator																								
31	Bilingual Case Manager																								
32	Safety Advocate																								
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	APPENDIX B, BUDGET																	
3	OPERATING DETAIL																	
4	Document Date	12/1/2026																
5	Provider Name	Larkin Street Youth Services																
6	Program	Lark Inn																
7	FSP Contract ID#	1000017436																
8	Budget Name	General Fund - Shelter																
9																		
10			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7			Year 8		Year 9		All Years		
11			7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 11/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2020 - 11/30/2026	7/1/2020 - 6/30/2029	7/1/2020 - 6/30/2029
12			12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	5 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
13			Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	Amendment	New	Amendment	New	Current	Amendment	New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Rental of Property / Occupancy		\$ -	\$ 41,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,069	\$ -	\$ 41,069
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 42,097	\$ 46,306	\$ 46,306	\$ 46,306	\$ 46,306	\$ 46,306	\$ 19,294	\$ 35,497	\$ 54,791	\$ 54,791	\$ 54,791	\$ 54,791	\$ 54,791	\$ 292,921	\$ 145,079	\$ 438,000
17	Office Supplies, Postage		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 417	\$ 583	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,417	\$ 2,583	\$ 8,000
18	Building Maintenance Supplies and Repair		\$ 32,512	\$ 32,512	\$ 32,512	\$ 23,991	\$ 23,991	\$ 23,991	\$ 9,996	\$ 13,995	\$ 23,991	\$ 23,991	\$ 23,991	\$ 23,991	\$ 23,991	\$ 179,505	\$ 61,977	\$ 241,482
20	Insurance		\$ 14,495	\$ 14,495	\$ 14,495	\$ 14,495	\$ 14,495	\$ 14,495	\$ 6,040	\$ 8,455	\$ 14,495	\$ 14,495	\$ 14,495	\$ 14,495	\$ 14,495	\$ 93,010	\$ 37,445	\$ 130,455
22	Staff Travel - (Local & Out-of-Town)		\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 520	\$ 217	\$ 303	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 6,737	\$ 1,343	\$ 8,080
23	Rental of Equipment		\$ 3,887	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 2,500	\$ 3,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 36,387	\$ 15,500	\$ 51,887
24	Food & Food Vouchers		\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500
25	Custodial / Janitorial Cleaning		\$ 30,865	\$ 30,865	\$ 30,865	\$ 30,865	\$ 30,865	\$ 30,865	\$ 12,860	\$ 22,780	\$ 35,640	\$ 35,640	\$ 35,640	\$ 35,640	\$ 35,640	\$ 198,050	\$ 94,060	\$ 292,110
26	Food & Food Vouchers		\$ -	\$ 9,733	\$ 76,900	\$ 76,900	\$ 76,900	\$ 75,100	\$ 31,292	\$ 43,808	\$ 75,100	\$ 75,100	\$ 75,100	\$ 75,100	\$ 75,100	\$ 346,825	\$ 194,008	\$ 540,833
27	Client Travel		\$ 1,500	\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,000	\$ 833	\$ 1,167	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 14,833	\$ 5,167	\$ 20,000
28	PPE Supplies		\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
29	Hygiene and Linens		\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
30	Staff Training		\$ 5,253	\$ 3,253	\$ 1,500	\$ 1,500	\$ 1,500	\$ 500	\$ 208	\$ 292	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 13,714	\$ 1,292	\$ 15,006
31	Computer Hardware / Software		\$ 10,005	\$ 3,505	\$ 3,505	\$ 3,505	\$ 3,503	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,023	\$ -	\$ 24,023
32	Program Supplies		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 21,714	\$ 21,714	\$ 9,048	\$ 12,666	\$ 21,714	\$ 21,714	\$ 21,714	\$ 21,714	\$ 21,714	\$ 82,476	\$ 56,094	\$ 138,570
33	One-Time FY21-22 COVID Bonus Pay		\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
34	Software Subscription		\$ -	\$ -	\$ 3,505	\$ 3,505	\$ 3,505	\$ 3,505	\$ 1,460	\$ 2,045	\$ 3,505	\$ 3,505	\$ 3,505	\$ 3,505	\$ 3,505	\$ 15,480	\$ 9,055	\$ 24,535
35	Gift Cards		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 750	\$ 1,050	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 2,550	\$ 4,650	\$ 7,200
36	Subcontractor, Security - St. Anthony (first \$25k)		\$ -	\$ -	\$ 49,498	\$ 49,470	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,968	\$ -	\$ 123,968
62	TOTAL OPERATING EXPENSES		\$ 161,614	\$ 215,238	\$ 280,586	\$ 272,037	\$ 259,279	\$ 227,796	\$ 94,915	\$ 146,141	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 241,056	\$ 1,511,465	\$ 628,253	\$ 2,139,718
63																		
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)																	
65	General Fund - One-Time FY20-21 CODB		\$ 32,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,606	\$ -	\$ 32,606
67	Security (St. Anthony)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,470	\$ -	\$ 24,470
68	Adjustment to Actuals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	TOTAL OTHER EXPENSES		\$ 32,606	\$ -	\$ -	\$ -	\$ -	\$ 24,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,076	\$ -	\$ 57,076

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund - Shelter		FY26-27			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	
7	Associate Director	0.30	\$ 28,500	Assists the management team in overseeing the development, implementation, and day-to-day operations of the department.	.30 FTE * \$95,000	
8	Program Manager	1.00	\$ 86,700	Provides day-to-day onsite program management, scheduling, staff supervision, and budget management and acts as the primary liaison with property management.	1 FTE * \$86,700	
9	Program Manager	1.00	\$ 86,700	Provides day-to-day onsite program management, scheduling, staff supervision, and budget management and acts as the primary liaison with property management.	1 FTE * \$86,700	
10	Program Specialist	0.06	\$ 3,494	Program Specialist screens applications and interviews clients, conducts weekly visits/check-ins with clients and hotel management, and ensures the upkeep of property, document agreements, contracts, and evictions between Larkin Street Youth Services, hotels, and clients.	.057 FTE * \$58,240	
11	Food Service Coordinator	1.00	\$ 55,250	A Food Service Coordinator oversees daily food service operations, ensures compliance with health and safety regulations, and maintains efficient food preparation and service.	1 FTE * \$55,250	
12	Case Manager	0.08	\$ 5,834	Case Manager (CM) salaries all increased to a minimum of \$28/hr. CM provides comprehensive strength-based case management services to homeless and/or marginally housed transitional aged youth.	.08 FTE x \$ 71,513	
13	Residential Counselor	9.60	\$ 492,403	Residential Counselor maintains facility control through shift coverage, provides information about availability and types of services to clients, and provides certain services to clients and documents efforts.	9.60 FTE * \$51,043	
15	Facilities Staff	0.50	\$ 26,000	Facilities/Safety Advocate to support bag search at entry and support with staff and client safety.	.50 FTE * \$52,000	
21	Bilingual Case Manager	1.00	\$ 68,931	Bilingual CM provides comprehensive strength-based case management services to homeless and/or marginally housed transitional aged youth and provides translation services.	1 FTE * \$68,931	
22	Safety Advocate	0.75	\$ 39,576	Safety Advocates help provide a safe environment for clients, staff, volunteers, and guests of Larkin Street Youth Services. This team responds to on-the-ground crisis and emergencies to increase safety in and around Larkin Street's housing programs, drop-in center, and offices	.373 FTE * \$53,041	
48	TOTAL	15.29	\$ 893,388			
49	Employee Fringe Benefits	25%	\$ 223,348	Includes FICA, SSUI, Workers Compensation and Medical calculated at 25% of total salaries.		
50	TOTAL SALARIES & BENEFITS		\$ 1,116,736			
51						
52	OPERATING EXPENSES		Budgeted Expense	Justification	Calculation	
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 54,791	Utilities budgeted at \$4,566/month.	\$4,566.00 / month	
55	Office Supplies, Postage		\$ 1,000	Basic office supplies for staff.	\$83.33 / month	
56	Building Maintenance Supplies and Repair		\$ 23,991	Repairs and maintenance expenses to restore/maintain the condition of the building.	\$1,999.25 / month	
58	Insurance		\$ 14,495	Insurance coverage.	\$1,207.92 / month	
60	Staff Travel - (Local & Out-of-Town)		\$ 520	Staff local travel to appointments and meetings during their workday.	\$43.33 / month	
61	Rental of Equipment		\$ 6,000	Copier, laundry, and water tower.	\$500.00 / month	
63	Custodial / Janitorial Cleaning		\$ 35,640	Janitorial services. 12*2970 for general cleaning and sanitizing	\$2970 / month	
64	Food & Food Vouchers		\$ 75,100	Increase food for shelter to provide a monthly budget of \$6,408.34.	\$6,258.33 / month	
65	Client Travel		\$ 2,000	Muni fast passes, tokens, taxis, Uber, etc.	\$166.67 / month	
68	Staff Training		\$ 500	Staff trainings and conferences.	\$41.67 / month	
70	Program Supplies		\$ 21,714	All program supplies to operate the program.	\$1,809.50 / month	
72	Software Subscription		\$ 3,505	Added software subscription cost for allocation for all software, Microsoft programs, Concur, ETO for program data, etc. Allocated at \$292.09/month to this grant.	\$292.08 / month	
73	Gift Cards		\$ 1,800	Gift cards are used at the Lark Inn for incentives and client activities, group activities, and community meetings.	\$150.00 / month	
101	TOTAL OPERATING EXPENSES		\$ 241,056			
102	Indirect Cost		15.0%	\$ 203,669		

	A	B	C	D	G	J	M	P	S	V	W	X	Y	AA	AB	AD	AE	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	APPENDIX B, BUDGET																			
3	Document Date	12/1/2026																		
4	Contract Term	Begin Date	End Date	Duration (Years)																
5	Current Term	7/1/2020	11/30/2026	7																
6	Amended Term	7/1/2020	6/30/2029	9																
7	Provider Name	Larkin Street Youth Services																		
8	Program	Lark Inn																		
9	FSP Contract ID#	1000017436																		
10	Contract Action	Amendment																		
11	Effective Date	12/1/2026																		
12	Budget Name	ESG - Shelter																		
13	Funding:	Current	New																	
14	Term Budget	\$ 851,583	\$ 1,283,000																	
16	Contingency	\$ 140,989	\$ 672,066																	
17	Not-To-Exceed (NTE)	\$ 9,915,387	\$ 14,926,904																	
18																				
19																				
20																				
21																				
22																				
23	EXPENDITURES																			
24	Salaries & Benefits	\$ 101,818	\$ 101,819	\$ 101,818	\$ 101,818	\$ 151,818	\$ 151,819	\$ 63,257	\$ 81,960	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 774,167	\$ 372,394	\$ 1,146,561
26	Subtotal	\$ 101,818	\$ 101,819	\$ 101,818	\$ 101,818	\$ 151,818	\$ 151,819	\$ 63,257	\$ 81,960	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 145,217	\$ 774,167	\$ 372,394	\$ 1,146,561
27	Indirect Percentage	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%
28	Indirect Cost	\$ 10,182	\$ 10,182	\$ 10,182	\$ 10,182	\$ 15,182	\$ 15,182	\$ 6,326	\$ 15,457	\$ 21,783	\$ 21,783	\$ 21,783	\$ 21,783	\$ 21,783	\$ 21,783	\$ 21,783	\$ 21,783	\$ 77,418	\$ 59,023	\$ 136,441
32	TOTAL EXPENDITURES	\$ 112,000	\$ 112,001	\$ 112,000	\$ 112,000	\$ 167,000	\$ 167,001	\$ 69,583	\$ 97,417	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 851,585	\$ 431,417	\$ 1,283,002
33																				
34	HSH REVENUES																			
37	Federal - HUD ESG (Assistance Listing Number 14.231)	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000	\$ 167,000	\$ 167,000	\$ 69,583	\$ 97,417	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 851,583	\$ 431,417	\$ 1,283,000
38	TOTAL HSH REVENUES	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000	\$ 167,000	\$ 167,000	\$ 69,583	\$ 97,417	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 851,583	\$ 431,417	\$ 1,283,000
63	TOTAL HSH + OTHER REVENUES	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000	\$ 167,000	\$ 167,000	\$ 69,583	\$ 97,417	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 851,583	\$ 431,417	\$ 1,283,000
64	Rev-Exp (Budget Match Check)	\$ -																		

	A	B		C	F	I	J	M	P	Q	T	W	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				
2	APPENDIX B, BUDGET																				
3	SALARY & BENEFITS DETAIL																				
4	Document Date	12/1/2026																			
5	Provider Name	Larkin Street Youth Services																			
6	Program	Lark Inn																			
7	FSP Contract ID#	1000017436																			
8	Budget Name	ESG - Shelter																			
9																					
10																					
11																					
12		Year 1			Year 2			Year 3			Year 4			Year 5			Year 6				
13		Agency Totals	For HSH Funded Program	7/1/2020 - 6/30/2021 12 Months	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 12 Months	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 12 Months	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 12 Months	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 12 Months	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026 12 Months		
14				New			New			New			New			New			New		
15	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary		
16	Case Manager	\$ 46,260	1.00	\$ 46,260	\$ 46,260	1.00	\$ 46,260	\$ 58,240	0.79	\$ 46,260	\$ 46,260	1.00	\$ 46,260	\$ 62,982	0.94	\$ 59,391	\$ 62,982	1.00	\$ 62,982		
17	Program Specialist	\$ 42,608	0.88	\$ 37,470	\$ 42,608	0.88	\$ 37,471	\$ 52,000	0.72	\$ 37,470	\$ 42,608	0.88	\$ 37,470	\$ 65,062	0.81	\$ 52,550	\$ 71,032	0.87	\$ 61,866		
18	Residential Counselor	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ 45,760	0.28	\$ 12,906	\$ -		\$ -		
59	TOTAL SALARIES:			\$ 83,730			\$ 83,731			\$ 83,730			\$ 83,730			\$ 124,847			\$ 124,848		
60	TOTAL FTE:		1.88			1.88				1.51			1.88			2.03			1.87		
61	FRINGE BENEFIT RATE:			21.60%			21.60%			21.60%			21.60%			21.60%			21.60%		
62	EMPLOYEE FRINGE BENEFITS:			\$ 18,088			\$ 18,088			\$ 18,088			\$ 18,088			\$ 26,971			\$ 26,971.00		
63	TOTAL SALARIES & BENEFITS:			\$ 101,818			\$ 101,819			\$ 101,818			\$ 101,818			\$ 151,818			\$ 151,819		

	A	B	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BE	BF	BG	BH	BI	BJ	BL	BM	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2	APPENDIX B, BUDGET																							
3	SALARY & BENEFITS DETAIL																							
4	Document Date		12/1/2026																					
5	Provider Name		Larkin Street Youth Services																					
6	Program		Lark Inn																					
7	FSP Contract ID#		1000017436																					
8	Budget Name		ESG - Shelter																					
9																								
10																								
11	EXTENSION YEAREXTENSION YEAR																							
12																								
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14																								
15																								
16																								
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18																								
59																								
60																								
61																								
62																								
63																								

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	ESG - Shelter		FY26-27			
5	SALARIES & BENEFITS		Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
6	Case Manager		0.89	\$ 63,647	CM provides comprehensive strength-based case management services to homeless and/or marginally housed transitional aged youth.	89% FTE x \$71,513
7	Program Specialist		0.87	\$ 50,669	Program Specialist screens applications and interviews clients, provides weekly visits/check-ins with clients and hotel management, and ensures the upkeep of property, document agreements, contracts, and evictions between Larkin Street Youth Services, hotels, and clients.	87% FTE x \$58,240
8	Residential Counselor		0.10	\$ 5,105	Residential Counselor maintains facility control through shift coverage, provides information about availability and types of services to clients, and provides certain services to clients and documents efforts.	.10 FTE x \$ 51,045
48	TOTAL		1.86	\$ 119,421		
49	<u>Employee Fringe Benefits</u>		<u>22%</u>	<u>\$ 25,796</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 21.6% of total salaries.</u>	
50	TOTAL SALARIES & BENEFITS			\$ 145,217		

	A	B	C	D	G	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	Document Date	12/1/2026				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2020	11/30/2026	7		
6	Amended Term	7/1/2020	6/30/2029	9		
7	Provider Name	Larkin Street Youth Services				
8	Program	Lark Inn				
9	F\$P Contract ID#	1000017436				
10	Contract Action	Amendment				
11	Effective Date	12/1/2026				
12	Budget Name	Prop C - One-Time Bonus Pay				
13	Funding:	Current	New			
14	Term Budget	\$ 90,062	\$ 90,062	15%		
16	Contingency	\$ 140,989	\$ 672,066			
17	Not-To-Exceed (NTE)	\$ 9,915,387	\$ 14,926,904			
18					Year 1	All Years
19					7/1/2020 - 6/30/2021	7/1/2020 - 7/1/2020
20					12 Months	Actuals
21					Actuals	
22						
23	EXPENDITURES					
29	Other Expenses (Not Eligible for Indirect %)				\$ 90,062	\$ 90,062
32	TOTAL EXPENDITURES				\$ 90,062	\$ 90,062
33						
34	HSH REVENUES					
38	Prop C - One-time COVID-19 Bonus Pay				\$ 90,062	\$ 90,062
54	TOTAL HSH REVENUES				\$ 90,062	\$ 90,062
63	TOTAL HSH + OTHER REVENUES				\$ 90,062	\$ 90,062
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				
71	Email:	cvillalon@larkinstreetyouth.org				

	A	B	E	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	OPERATING DETAIL			
4	Document Date	12/1/2026		
5	Provider Name	Larkin Street Youth Services		
6	Program	Lark Inn		
7	FSP Contract ID#	1000017436		
8	Budget Name	Prop C - One-Time Bonus Pay		
9				
10			Year 1	All Years
11			7/1/2020 - 6/30/2021	7/1/2020 - 7/1/2020
12			12 Months	Actuals
13			Actuals	
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)			
65	Prop C - One-Time COVID-19 Base Pay		\$ 90,062	\$ 90,062
91	TOTAL OTHER EXPENSES		\$ 90,062	\$ 90,062