



Shireen McSpadden, Executive Director

London Breed, Mayor

|                |   |
|----------------|---|
| <b>To</b>      | Homelessness Oversight Commission   |
| <b>Through</b> | Shireen McSpadden, Executive Director   |
| <b>From</b>    | Marion Sanders, Chief Deputy Director<br>Gigi Whitley, Chief of Finance and Administration<br>Edilyn Velasquez, Director, Contracts |
| <b>Date</b>    | May 2, 2024   |
| <b>Subject</b> | Grant Amendment Approval: Larkin Street Youth Services – Castro Youth Housing Initiative  |

| <i>Agreement Information</i> |                                 |
|------------------------------|---------------------------------|
| <b>F\$P Contract ID#</b>     | 1000021462                      |
| <b>Provider</b>              | Larkin Street Youth Services    |
| <b>Program Name</b>          | Castro Youth Housing Initiative |
| <b>Agreement Action</b>      | 1 <sup>st</sup> Amendment       |
| <b>Agreement Term</b>        | July 1, 2021 – June 30, 2026    |

**Agreement Amount**

| Current Budget <sup>1</sup> | Amended     | New Budget  | Contingency <sup>2</sup> | Total Not to Exceed (NTE) |
|-----------------------------|-------------|-------------|--------------------------|---------------------------|
| \$4,477,229                 | \$3,136,668 | \$7,613,897 | \$705,750                | \$8,319,647               |

**Funding Summary**

| Fiscal Year (FY) | Budget             | Actual Spent       | Amended to Add <sup>3</sup>  | New Budget         |
|------------------|--------------------|--------------------|------------------------------|--------------------|
| 2021-22          | \$1,388,329        | \$1,388,329        | --                           | \$1,388,329        |
| 2022-23          | \$1,520,566        | \$1,520,566        | --                           | \$1,520,566        |
| 2023-24          | \$1,568,334        | --                 | --                           | \$1,568,334        |
| 2024-25          | --                 | --                 | \$1,568,334                  | \$1,568,334        |
| 2025-26          | --                 | --                 | \$1,568,334                  | \$1,568,334        |
| <b>TOTAL</b>     | <b>\$4,477,229</b> | <b>\$2,908,895</b> | <b>\$3,136,668</b>           | <b>\$7,613,897</b> |
|                  |                    |                    | <i>Contingency</i>           | <i>\$705,750</i>   |
|                  |                    |                    | <b>Total NTE<sup>4</sup></b> | <b>\$8,319,647</b> |

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

<sup>1</sup> Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$4,997,984.

<sup>2</sup> A 15 percent contingency applied to current and outgoing year budgeted amounts.

<sup>3</sup> Per Ordinance No. 216-23, outgoing year CODB increases will be incorporated using available contingency funds once the amendment is executed.

<sup>4</sup> NTE is calculated using the Actual Spent for prior years.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Larkin Street Youth Services for the provision of Castro Youth Housing Initiative (CYHI) for the period of July 1, 2021, to June 30, 2026, in an additional amount of \$3,136,668. The addition of funds includes two additional performance years. The new NTE amount is \$8,319,647, which includes a \$705,750 contingency.

### **Background**

CYHI is a two-year transitional living program for transitional aged youth 18-24. CYHI was specifically designed to target youth who identify as LGBTQIA2S+, in the Castro district of San Francisco. Clients can stay in the program for up to two years or until they turn 25, whichever occurs first. The program's maximum capacity is 30. This program uses two types of temporary shelter models: a semi-congregate building for seven clients, staffed 24 hours a day seven days a week. Thirty-one units are provided by way of scattered- site apartments located in communities throughout San Francisco.

### **Services to be Provided**

The purpose of the grant is to provide outreach, transitional housing, and supportive services to formerly homeless and income-eligible Transition Aged Youth (TAY), aged 18 to 24 who are experiencing homelessness. Grantee will provide services to 30 units, with a budgeted staff of 9.82 full time equivalent (FTE).

### **Selection**

The Board of Supervisors originally adopted Ordinance No. 61-19 which was extended under Ordinance No. 38-24, authorizing HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis. The authorization is valid through May 5, 2029, or until the Point In Time (PIT) count is at 5,350. Larkin Street Youth Services has been providing services for Castro Youth Housing Initiative since July 1, 2016.

### **Performance History**

Larkin Street Youth Services underwent fiscal monitoring most recently in FY22-23 and there were no unresolved findings.

The Castro Youth Housing Initiative Transitional Living Program underwent program monitoring most recently in FY22-23. The key findings from that monitoring are as follows: inconsistent intake documentation in client files, lack of documentation reflecting staff outreach attempts and client meetings, lack of evidence of Supervisor review of client hard files, non-compliance with the Shelter Grievance Policy in the program's rules and denial of service process. The provider responded to the findings in a timely manner and indicated that they have a plan in place to address and correct the findings. Findings related to the Shelter Grievance Policy have been resolved as the program implemented the Policy in Jan 2024.

### **Agreement Materials**

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





**Appendix A, Services to be Provided**  
**by**  
**Larkin Street Youth Services**  
**Castro Youth Housing Initiative**

**I. Purpose of Grant**

The purpose of the grant is to provide outreach, transitional housing, and supportive services to the served population. The goals of these services are to support the served population in achieving housing stability and moving on to permanent housing.

**II. Served Population**

Grantee shall serve formerly homeless and income-eligible Transition Aged Youth (TAY), aged 18 to 24 who are experiencing homelessness.

**III. Referral and Prioritization**

All new participants will be referred by the Department via the Coordinated Entry System (CES), which organizes the Homelessness Response System (HRS) with a common, population specific assessment, centralized data system, and prioritization method.

**IV. Description of Services**

Grantee shall provide Support Services to participants. Support Services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

- A. Outreach: Grantee shall engage with participants to provide information about available Support Services. Grantee shall identify youth experiencing homelessness outdoors using mobile street outreach methods.
- B. Intake and Assessment: Grantee shall conduct an intake of all new program participants. Intake shall include, but is not limited to, a review of the participant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the participant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. Grantee shall provide participants with information on community resources available that will assist with food, showers, emergency shelter, health care, mental health services, substance abuse services, HIV prevention, education, employment, and referrals to supportive housing. Grantee shall assess participant employment and education skills and goals at intake and incorporate those into their case management plan.
- C. Case Management: Grantee shall provide case management services to participants with the primary goal of maintaining housing stability, including conducting ongoing meetings and counseling to establish goals, developing services plans that are participant-driven without predetermined goals, providing referrals and linkages to off-site support services, and tracking progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
  - 1. Grantee shall connect each participant with resources needed to be food secure as they live independently.

2. Grantee shall refer participants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  3. Grantee shall provide benefits advocacy to assist participants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
  4. Grantee shall encourage and connect participants with educational and employment services to increase education and skill levels.
  5. Through counseling, case management, and workshops, Grantee shall provide financial literacy education (e.g. paying rent, accessing public benefits, budgeting, financial planning, saving, and credit repair).
  6. Grantee shall provide resources to ensure transportation is not a barrier to a participant's ability to become self-sufficient.
- C. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks to assess a participant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
- D. Support Groups, Social Events and Organized Activities:
1. Grantee shall plan groups, events, and activities with input from participants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to participants a monthly calendar of events.
  2. Grantee shall conduct monthly community meetings for participants.
- E. Exit Planning: Grantee shall engage participants in exit planning to support a successful transition out of the program. The exit plan shall depend on the participant's needs and preferences and may include establishing a link to services in the community. Grantee shall also provide housing related support that assists participants in achieving goals that move them towards more independent housing. When this level of self-sufficiency is achieved, Grantee shall assist participants in housing searches and applications.

**V. Location and Time of Services**

Grantee shall provide services at on Monday through Friday from 9:00 am to 5:00 pm at the locations listed in the Appendix B.

**VI. Service Requirements**

- A. 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>.

- B. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- C. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- D. 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. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
  2. A written annual survey, 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.
- E. City Communications and Policies  
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to:  
hearings on issues related to homelessness<sup>1</sup>;
  3. Attendance of trainings, as requested;
  4. Adherence to the Transitional Housing Grievance Policy for Denials; and
- F. Critical Incident: 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 shelter by staff or guests and when Child Protective Services removes a child.

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<sup>1</sup> If the Grantee supervisor has questions about whether or not attending the meeting/hearing in question is within the scope of services, the supervisor shall contact the HSH Family Emergency Services Manager or a designee for clarification.

- G. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- H. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- I. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. That the Grantee Director or Manager or a representative will attend appropriate neighborhood meetings;
  3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
  4. Minimizing the impact on the neighborhood of served population waiting to enter the service location; and
  5. Active discouragement of loitering in the area surrounding the building.
- J. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>2</sup>, including but not limited to:
    - a. Entering all client data within three working days (unless specifically requested to do so sooner);
    - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
    - c. Running monthly data quality reports and correcting errors.
  2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
  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 the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be

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<sup>2</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

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.

K. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System<sup>3</sup> and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

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 tenants will participate in annual trainings on harm reduction, overdose recognition and response.

M. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

N. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to participants.

O. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participants, which shall include, at minimum, the following elements:
  - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - c. The amount of time required for each step, including when a participant can expect a response; and
  - d. In accordance with published HSH Transitional Housing Grievance policies/procedures, the HSH Grievances email address and mailing address

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<sup>3</sup> HSH will provide annual Housing Quality Standards (HQS) inspections, tenant eligibility determinations, and rent calculations as outlined herein and further governed by the CoC Interim Rule (24 CFR Part 578) and subsequent guidance from HUD



for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.

2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

## **VII. Service Objectives**

Grantee shall achieve the following service objectives:

- A. Grantee shall outreach to 100 percent of participants to create an individualized service plan.
- B. Grantee shall refer 90 percent of program participants to employment or education services.
- C. Grantee shall make 50 unduplicated outreach contacts each month.
- D. Grantee shall make 100 total outreach contacts per month.
- E. Grantee shall distribute 100 "supply kits" (hygiene products, food, socks, etc.) each month.
- F. Grantee shall provide case management to at least twelve participants per month.

## **VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives:

- A. 70 percent of participants exiting the program will exit to stable housing;
- B. 70 percent of participants who successfully complete the program will move into stable housing with sufficient income to maintain that housing;
- C. 80 percent of participants who exit will be employed or enrolled in post-secondary education;
- D. 75 percent of satisfaction survey respondents will indicate they are satisfied or very satisfied with overall support services;
- E. 25 percent of participants who are case managed will be placed in some form of housing (shelter, transitional housing, or permanent housing);
- F. 80 percent of participants engaged with outreach will receive community-based referrals;

- G. 75 percent of participants engaged with outreach will complete intake; and
- H. 80 percent of participants will be engaged with housing, reunification, or support systems to prevent homelessness.

**IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month.
- C. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
- D. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- E. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- F. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- H. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual

(<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

## **X. Monitoring Activities**

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

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

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





| Site  | Number of Units |
|---|-----------------|
| 39 Lucky St, San Francisco, CA 94110        | 4               |
| 1355 Harrison St, San Francisco, CA 94103   | 4               |
| 2047 15th St, San Francisco, CA 94114       | 3               |
| 2 Sharon St San Francisco, CA 94114         | 2               |
| 1108 Goettingen St, San Francisco, CA 94134 | 4               |
| 61 Moss St, San Francisco, CA 94103         | 7               |
| 491 Dolores St, San Francisco, CA 94110     | 2               |
| 190 Denslowe Dr., San Francisco, CA 94132   | 4               |



DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
APPENDIX B, BUDGET



|                  |   |           |                  |
|------------------|---|-----------|------------------|
| Document Date    | 7/1/2024  |           |                  |
| Contract Term    | Begin Date  | End Date  | Duration (Years) |
| Current Term     | 7/1/2021  | 6/30/2024 | 3                |
| Amended Term     | 7/1/2021  | 6/30/2026 | 5                |
| Provider Name    | Larkin Street Youth Services  |           |                  |
| Program          | Castro Youth Housing Initiative   |           |                  |
| FSP Contract ID# | 1000021462  |           |                  |
| Action (select)  | Amendment   |           |                  |
| Effective Date   | 7/1/2024  |           |                  |
| Budget Names     | General Fund - Transitional Housing, General Fund - Front Line PM Wage Increase |           |                  |

|               |              |              |     |
|---------------|--------------|--------------|-----|
|               | Current      | New          |     |
| Term Budget   | \$ 4,477,229 | \$ 7,613,897 |     |
| Contingency   | \$ 520,755   | \$ 705,750   | 15% |
| Not-To-Exceed | \$ 4,997,984 | \$ 8,319,647 |     |

|   | EXTENSION YEAR       |                      |                      |                      |                      |                      | EXTENSION YEAR       |                      |                      | All Years            |                      |                     |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
|   | Year 1               | Year 2               | Year 3               | Year 4               |                      | Year 5               |                      |                      | 7/1/2021 - 6/30/2024 | 7/1/2021 - 6/30/2026 | 7/1/2021 - 6/30/2026 |                     |
|   | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2025 - 6/30/2026 | 7/1/2025 - 6/30/2026 | Actuals              | Amendment            | New                 |
|   | Actuals              | Actuals              | Current/Actuals      | Current/Actuals      | Amendment            | New                  | Current/Actuals      | Amendment            | New                  | Actuals              | Amendment            | New                 |
| <b>Expenditures</b>                           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                     |
| Salaries & Benefits                           | \$ 570,252           | \$ 725,450           | \$ 750,766           | \$ -                 | \$ 750,766           | \$ 750,766           | \$ -                 | \$ 750,766           | \$ 750,766           | \$ 2,046,468         | \$ 1,501,533         | \$ 3,548,001        |
| Operating Expense                             | \$ 153,080           | \$ 177,740           | \$ 194,142           | \$ -                 | \$ 194,142           | \$ 194,142           | \$ -                 | \$ 194,142           | \$ 194,142           | \$ 524,961           | \$ 388,284           | \$ 913,245          |
| Subtotal                                      | \$ 723,332           | \$ 903,190           | \$ 944,908           | \$ -                 | \$ 944,908           | \$ 944,908           | \$ -                 | \$ 944,908           | \$ 944,908           | \$ 2,571,429         | \$ 1,889,816         | \$ 4,461,245        |
| Indirect Percentage                           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                     |
| Indirect Cost (Line 22 X Line 23)             | \$ 104,883           | \$ 124,901           | \$ 130,950           | \$ -                 | \$ 130,950           | \$ 130,950           | \$ -                 | \$ 130,950           | \$ 130,950           | \$ 360,734           | \$ 261,900           | \$ 622,633          |
| Other Expenses (Not subject to indirect %)    | \$ 560,113           | \$ 492,476           | \$ 492,476           | \$ -                 | \$ 492,476           | \$ 492,476           | \$ -                 | \$ 492,476           | \$ 492,476           | \$ 1,545,065         | \$ 984,952           | \$ 2,530,017        |
| Capital Expenditure                           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| Admin Cost (HUD Only)                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| <b>Total Expenditures</b>                     | <b>\$ 1,388,328</b>  | <b>\$ 1,520,566</b>  | <b>\$ 1,568,334</b>  | <b>\$ -</b>          | <b>\$ 1,568,334</b>  | <b>\$ 1,568,334</b>  | <b>\$ -</b>          | <b>\$ 1,568,334</b>  | <b>\$ 1,568,334</b>  | <b>\$ 4,477,228</b>  | <b>\$ 3,136,668</b>  | <b>\$ 7,613,895</b> |
| <b>HSH Revenues (select)</b>                  |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                     |
| General Fund - Ongoing                        | \$ 1,388,329         | \$ 1,478,760         | \$ 1,478,760         | \$ -                 | \$ 1,478,760         | \$ 1,478,760         | \$ -                 | \$ 1,478,760         | \$ 1,478,760         | \$ 4,345,849         | \$ 2,957,520         | \$ 7,303,369        |
| General Fund - CODB                           | \$ -                 | \$ -                 | \$ 47,768            | \$ -                 | \$ 47,768            | \$ 47,768            | \$ -                 | \$ 47,768            | \$ 47,768            | \$ 47,768            | \$ 95,536            | \$ 143,304          |
| General Fund - Front Line PM Wage Enhancement | \$ -                 | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ 83,612            | \$ 83,612            | \$ 167,224          |
|   | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| <b>Total HSH Revenues</b>                     | <b>\$ 1,388,329</b>  | <b>\$ 1,520,566</b>  | <b>\$ 1,568,334</b>  | <b>\$ -</b>          | <b>\$ 1,568,334</b>  | <b>\$ 1,568,334</b>  | <b>\$ -</b>          | <b>\$ 1,568,334</b>  | <b>\$ 1,568,334</b>  | <b>\$ 4,477,229</b>  | <b>\$ 3,136,668</b>  | <b>\$ 7,613,897</b> |
| Other Revenues (to offset Total Expenditures) |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                     |
|   | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
|   | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| <b>Total Other Revenues</b>                   | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>         |
| <b>Total HSH + Other Revenues</b>             | <b>\$ 1,388,329</b>  | <b>\$ 1,520,566</b>  | <b>\$ 1,568,334</b>  | <b>\$ -</b>          | <b>\$ 1,568,334</b>  | <b>\$ 1,568,334</b>  | <b>\$ -</b>          | <b>\$ 1,568,334</b>  | <b>\$ 1,568,334</b>  | <b>\$ 4,477,229</b>  | <b>\$ 3,136,668</b>  | <b>\$ 7,613,897</b> |
| Rev-Exp (Budget Match Check)                  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| Total Adjusted Salary FTE (All Budgets)       |                      |                      |                      |                      |                      | 9.82                 |                      |                      |                      | 9.82                 |                      |                     |

|             |  |
|-------------|--|
| Prepared by | Cynthia Villalon   |
| Phone       | 415-673-0911 x345  |
| Email       | <a href="mailto:cvillalon@larkinstreetyouth.org">cvillalon@larkinstreetyouth.org</a> |



DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
APPENDIX B, BUDGET

|                  |                                     |           |                  |
|------------------|-------------------------------------|-----------|------------------|
| Document Date    | 7/1/2024                            |           |                  |
| Contract Term    | Begin Date                          | End Date  | Duration (Years) |
| Current Term     | 7/1/2021                            | 6/30/2024 | 3                |
| Amended Term     | 7/1/2021                            | 6/30/2026 | 5                |
| Provider Name    | Larkin Street Youth Services        |           |                  |
| Program          | Castro Youth Housing Initiative     |           |                  |
| FSP Contract ID# | 1000021462                          |           |                  |
| Action (select)  | Amendment                           |           |                  |
| Effective Date   | 7/1/2024                            |           |                  |
| Budget Name      | General Fund - Transitional Housing |           |                  |

|               |              |              |     |
|---------------|--------------|--------------|-----|
| Term Budget   | Current      | New          | 15% |
|               | \$ 4,393,617 | \$ 7,446,673 |     |
| Contingency   | \$ 520,755   | \$ 705,750   |     |
| Not-To-Exceed | \$ 4,997,984 | \$ 8,319,647 |     |

|   | Year 1               |           |                      | Year 2    |                      |           | Year 3               |                     |                      | EXTENSION YEAR<br>Year 4 |                      |                     | EXTENSION YEAR<br>Year 5 |                     |                      | All Years           |                      |                     |                      |           |                      |  |  |
|---|----------------------|-----------|----------------------|-----------|----------------------|-----------|----------------------|---------------------|----------------------|--------------------------|----------------------|---------------------|--------------------------|---------------------|----------------------|---------------------|----------------------|---------------------|----------------------|-----------|----------------------|--|--|
|   | 7/1/2021 - 6/30/2022 |           | 7/1/2022 - 6/30/2023 |           | 7/1/2023 - 6/30/2024 |           | 7/1/2024 - 6/30/2025 |                     | 7/1/2024 - 6/30/2025 |                          | 7/1/2024 - 6/30/2025 |                     | 7/1/2025 - 6/30/2026     |                     | 7/1/2025 - 6/30/2026 |                     | 7/1/2021 - 6/30/2024 |                     | 7/1/2021 - 6/30/2026 |           | 7/1/2021 - 6/30/2026 |  |  |
|   | Actuals              | Amendment | Actuals              | Amendment | Current/Actuals      | Amendment | Current/Actuals      | Amendment           | New                  | Current/Actuals          | Amendment            | New                 | Current/Actuals          | Amendment           | New                  | Actuals             | Amendment            | New                 | Actuals              | Amendment | New                  |  |  |
| <b>Expenditures</b>                           |                      |           |                      |           |                      |           |                      |                     |                      |                          |                      |                     |                          |                     |                      |                     |                      |                     |                      |           |                      |  |  |
| Salaries & Benefits                           | \$ 570,252           |           | \$ 725,450           |           | \$ 750,766           |           | \$ -                 | \$ 750,766          | \$ 750,766           | \$ -                     | \$ 750,766           | \$ 750,766          | \$ -                     | \$ 750,766          | \$ 750,766           | \$ 2,046,468        | \$ 1,501,533         | \$ 3,548,001        |                      |           |                      |  |  |
| Operating Expense                             | \$ 153,080           |           | \$ 135,934           |           | \$ 152,336           |           | \$ -                 | \$ 152,336          | \$ 152,336           | \$ -                     | \$ 152,336           | \$ 152,336          | \$ -                     | \$ 152,336          | \$ 152,336           | \$ 441,349          | \$ 304,672           | \$ 746,021          |                      |           |                      |  |  |
| Subtotal                                      | \$ 723,332           |           | \$ 861,384           |           | \$ 903,102           |           | \$ -                 | \$ 903,102          | \$ 903,102           | \$ -                     | \$ 903,102           | \$ 903,102          | \$ -                     | \$ 903,102          | \$ 903,102           | \$ 2,487,817        | \$ 1,806,204         | \$ 4,294,021        |                      |           |                      |  |  |
| Indirect Percentage                           | 14.50%               |           | 14.50%               |           | 14.50%               |           | 14.50%               |                     | 14.50%               |                          | 14.50%               |                     | 14.50%                   |                     | 14.50%               |                     |                      |                     |                      |           |                      |  |  |
| Indirect Cost (Line 22 X Line 23)             | \$ 104,883           |           | \$ 124,901           |           | \$ 130,950           |           | \$ -                 | \$ 130,950          | \$ 130,950           | \$ -                     | \$ 130,950           | \$ 130,950          | \$ -                     | \$ 130,950          | \$ 130,950           | \$ 360,734          | \$ 261,900           | \$ 622,633          |                      |           |                      |  |  |
| Other Expenses (Not subject to indirect %)    | \$ 560,113           |           | \$ 492,476           |           | \$ 492,476           |           | \$ -                 | \$ 492,476          | \$ 492,476           | \$ -                     | \$ 492,476           | \$ 492,476          | \$ -                     | \$ 492,476          | \$ 492,476           | \$ 1,545,065        | \$ 984,952           | \$ 2,530,017        |                      |           |                      |  |  |
| Capital Expenditure                           | \$ -                 |           | \$ -                 |           | \$ -                 |           | \$ -                 | \$ -                | \$ -                 | \$ -                     | \$ -                 | \$ -                | \$ -                     | \$ -                | \$ -                 | \$ -                | \$ -                 | \$ -                |                      |           |                      |  |  |
| Admin Cost (HUD Agreements Only)              | \$ -                 |           | \$ -                 |           | \$ -                 |           | \$ -                 | \$ -                | \$ -                 | \$ -                     | \$ -                 | \$ -                | \$ -                     | \$ -                | \$ -                 | \$ -                | \$ -                 | \$ -                |                      |           |                      |  |  |
| <b>Total Expenditures</b>                     | <b>\$ 1,388,328</b>  |           | <b>\$ 1,478,760</b>  |           | <b>\$ 1,526,528</b>  |           | <b>\$ -</b>          | <b>\$ 1,526,528</b> | <b>\$ 1,526,528</b>  | <b>\$ -</b>              | <b>\$ 1,526,528</b>  | <b>\$ 1,526,528</b> | <b>\$ -</b>              | <b>\$ 1,526,528</b> | <b>\$ 1,526,528</b>  | <b>\$ 4,393,616</b> | <b>\$ 3,053,056</b>  | <b>\$ 7,446,672</b> |                      |           |                      |  |  |
| <b>HSH Revenues (select)</b>                  |                      |           |                      |           |                      |           |                      |                     |                      |                          |                      |                     |                          |                     |                      |                     |                      |                     |                      |           |                      |  |  |
| General Fund - Ongoing                        | \$ 1,388,329         |           | \$ 1,478,760         |           | \$ 1,478,760         |           | \$ -                 | \$ 1,478,760        | \$ 1,478,760         | \$ -                     | \$ 1,478,760         | \$ 1,478,760        | \$ -                     | \$ 1,478,760        | \$ 1,478,760         | \$ 4,345,849        | \$ 2,957,520         | \$ 7,303,369        |                      |           |                      |  |  |
| General Fund - CODB                           |                      |           | \$ 47,768            |           |                      |           | \$ -                 | \$ 47,768           | \$ 47,768            | \$ -                     | \$ 47,768            | \$ 47,768           | \$ -                     | \$ 47,768           | \$ 47,768            | \$ 47,768           | \$ 95,536            | \$ 143,304          |                      |           |                      |  |  |
| General Fund - Front Line PM Wage Enhancement |                      |           |                      |           |                      |           | \$ -                 | \$ -                | \$ -                 | \$ -                     | \$ -                 | \$ -                | \$ -                     | \$ -                | \$ -                 | \$ -                | \$ -                 | \$ -                |                      |           |                      |  |  |
| <b>Total HSH Revenues</b>                     | <b>\$ 1,388,329</b>  |           | <b>\$ 1,478,760</b>  |           | <b>\$ 1,526,528</b>  |           | <b>\$ -</b>          | <b>\$ 1,526,528</b> | <b>\$ 1,526,528</b>  | <b>\$ -</b>              | <b>\$ 1,526,528</b>  | <b>\$ 1,526,528</b> | <b>\$ -</b>              | <b>\$ 1,526,528</b> | <b>\$ 1,526,528</b>  | <b>\$ 4,393,617</b> | <b>\$ 3,053,056</b>  | <b>\$ 7,446,673</b> |                      |           |                      |  |  |
| Other Revenues (to offset Total Expenditures) |                      |           |                      |           |                      |           |                      |                     |                      |                          |                      |                     |                          |                     |                      |                     |                      |                     |                      |           |                      |  |  |
|   |                      |           |                      |           |                      |           |                      |                     |                      |                          |                      |                     |                          |                     |                      |                     |                      |                     |                      |           |                      |  |  |
|   |                      |           |                      |           |                      |           |                      |                     |                      |                          |                      |                     |                          |                     |                      |                     |                      |                     |                      |           |                      |  |  |
| <b>Total Other Revenues</b>                   | <b>\$ -</b>          |           | <b>\$ -</b>          |           | <b>\$ -</b>          |           | <b>\$ -</b>          | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>              | <b>\$ -</b>          | <b>\$ -</b>         | <b>\$ -</b>              | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>         |                      |           |                      |  |  |
| <b>Total HSH + Other Revenues</b>             | <b>\$ 1,388,329</b>  |           | <b>\$ 1,478,760</b>  |           | <b>\$ 1,526,528</b>  |           | <b>\$ -</b>          | <b>\$ 1,526,528</b> | <b>\$ 1,526,528</b>  | <b>\$ -</b>              | <b>\$ 1,526,528</b>  | <b>\$ 1,526,528</b> | <b>\$ -</b>              | <b>\$ 1,526,528</b> | <b>\$ 1,526,528</b>  | <b>\$ 4,393,617</b> | <b>\$ 3,053,056</b>  | <b>\$ 7,446,673</b> |                      |           |                      |  |  |
| Rev-Exp (Budget Match Check)                  | \$ -                 |           | \$ -                 |           | \$ -                 |           | \$ -                 | \$ -                | \$ -                 | \$ -                     | \$ -                 | \$ -                | \$ -                     | \$ -                | \$ -                 | \$ -                | \$ -                 | \$ -                |                      |           |                      |  |  |

|             |  |
|-------------|--|
| Prepared by | Cynthia Villalon   |
| Phone       | 415-673-0911 x345  |
| Email       | <a href="mailto:cvillalon@larkinstreetyouth.org">cvillalon@larkinstreetyouth.org</a> |

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
SALARY & BENEFIT DETAIL

Document Date \_\_\_\_\_  
 Provider Name \_\_\_\_\_  
 Program \_\_\_\_\_  
 FSP Contract ID# \_\_\_\_\_  
 Budget Name \_\_\_\_\_

| POSITION TITLE                  | Year 1               |                      | Year 2                                 |              | Year 3                      |                       |                 |  |              |                             | EXTENSION YEAR        |                 |  |              | EXTENSION YEAR              |                       |                 |  | All Years              |                             |                       |                      |                      |              |            |
|---------------------------------|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|-----------------|--|--------------|-----------------------------|-----------------------|-----------------|--|--------------|-----------------------------|-----------------------|-----------------|--|------------------------|-----------------------------|-----------------------|----------------------|----------------------|--------------|------------|
|                                 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals                          |              | For HSH Funded Program      |                       |                 | 7/1/2023 - 6/30/2024                   |              |                             | Agency Totals         |                 | For HSH Funded Program                 |              | 7/1/2024 - 6/30/2025        |                       | Agency Totals   |  | For HSH Funded Program |                             | 7/1/2021 - 6/30/2024  | 7/1/2021 - 6/30/2026 | 7/1/2021 - 6/30/2026 |              |            |
|                                 | Actuals              | Actuals              | Annual Full Time Salary (for 1.00 FTE) | Position FTE | % FTE funded by this budget | Adjusted Budgeted FTE | Budgeted Salary | Annual Full Time Salary (for 1.00 FTE) | Position FTE | % FTE funded by this budget | Adjusted Budgeted FTE | Budgeted Salary | Annual Full Time Salary (for 1.00 FTE) | Position FTE | % FTE funded by this budget | Adjusted Budgeted FTE | Budgeted Salary | Annual Full Time Salary (for 1.00 FTE) | Position FTE           | % FTE funded by this budget | Adjusted Budgeted FTE | Budgeted Salary      | Change               | Modification | New        |
|                                 | Budgeted Salary      | Budgeted Salary      |  |              |                             |                       |                 |  |              |                             |                       |                 |  |              |                             |                       |                 |  |                        |                             |                       |                      |                      |              |            |
| CYHI Case Manager               | \$ 47,063            | \$ 58,240            | \$ 60,590                              | 1.00         | 100%                        | 1.00                  | \$ 60,590       | \$ 60,590                              | 1.00         | 100%                        | 1.00                  | \$ 60,590       | \$ 60,590                              | 1.00         | 100%                        | 1.00                  | \$ 60,590       | \$ 60,590                              | 1.00                   | 100%                        | 1.00                  | \$ 60,590            | \$ 165,892           | \$ 121,179   | \$ 287,071 |
| CYHI Case Manager               | \$ 55,007            | \$ 58,240            | \$ 61,607                              | 1.00         | 100%                        | 1.00                  | \$ 61,607       | \$ 61,607                              | 1.00         | 100%                        | 1.00                  | \$ 61,607       | \$ 61,607                              | 1.00         | 100%                        | 1.00                  | \$ 61,607       | \$ 61,607                              | 1.00                   | 100%                        | 1.00                  | \$ 61,607            | \$ 174,854           | \$ 123,214   | \$ 298,068 |
| CYHI Program Manager            | \$ 46,609            | \$ 70,000            | \$ 87,000                              | 1.00         | 100%                        | 1.00                  | \$ 87,000       | \$ 87,000                              | 1.00         | 100%                        | 1.00                  | \$ 87,000       | \$ 87,000                              | 1.00         | 100%                        | 1.00                  | \$ 87,000       | \$ 87,000                              | 1.00                   | 100%                        | 1.00                  | \$ 87,000            | \$ 203,609           | \$ 174,000   | \$ 377,609 |
| CYHI Associate Director         | \$ 13,582            | \$ 28,700            | \$ 90,000                              | 1.00         | 21%                         | 0.21                  | \$ 18,725       | \$ 90,000                              | 1.00         | 21%                         | 0.21                  | \$ 18,725       | \$ 90,000                              | 1.00         | 21%                         | 0.21                  | \$ 18,725       | \$ 90,000                              | 1.00                   | 21%                         | 0.21                  | \$ 18,725            | \$ 61,007            | \$ 37,449    | \$ 98,456  |
| Chief of Programs               | \$ 7,191             | \$ 7,191             | \$ 175,000                             | 1.00         | 4%                          | 0.04                  | \$ 6,623        | \$ 175,000                             | 1.00         | 4%                          | 0.04                  | \$ 6,623        | \$ 175,000                             | 1.00         | 4%                          | 0.04                  | \$ 6,623        | \$ 175,000                             | 1.00                   | 4%                          | 0.04                  | \$ 6,623             | \$ 21,005            | \$ 13,247    | \$ 34,251  |
| CYHI Residential Counselor      | \$ 73,193            | \$ 121,081           | \$ 50,338                              | 4.20         | 64%                         | 2.69                  | \$ 135,636      | \$ 50,338                              | 5.20         | 67%                         | 3.50                  | \$ 176,265      | \$ 50,338                              | 5.20         | 67%                         | 3.50                  | \$ 176,265      | \$ 50,338                              | 5.20                   | 67%                         | 3.50                  | \$ 176,265           | \$ 329,909           | \$ 352,530   | \$ 682,440 |
| Program Manager, Outreach       | \$ 58,250            | \$ 53,250            | \$ 75,000                              | 1.00         | 78%                         | 0.78                  | \$ 58,732       | \$ 75,000                              | 1.00         | 78%                         | 0.78                  | \$ 58,732       | \$ 75,000                              | 1.00         | 78%                         | 0.78                  | \$ 58,732       | \$ 75,000                              | 1.00                   | 78%                         | 0.78                  | \$ 58,732            | \$ 170,232           | \$ 117,463   | \$ 287,695 |
| Outreach Counselor              | \$ 40,227            | \$ 55,927            | \$ 47,590                              | 1.96         | 62%                         | 1.22                  | \$ 58,163       | \$ 47,590                              | 1.96         | 62%                         | 1.22                  | \$ 58,163       | \$ 47,590                              | 1.96         | 62%                         | 1.22                  | \$ 58,163       | \$ 47,590                              | 1.96                   | 62%                         | 1.22                  | \$ 58,163            | \$ 154,317           | \$ 116,327   | \$ 270,644 |
| After Care Counselor            | \$ 19,779            | \$ 19,779            | \$ 47,590                              | 1.00         | 43%                         | 0.43                  | \$ 20,570       | \$ 47,590                              | 1.00         | 43%                         | 0.43                  | \$ 20,570       | \$ 47,590                              | 1.00         | 43%                         | 0.43                  | \$ 20,570       | \$ 47,590                              | 1.00                   | 43%                         | 0.43                  | \$ 20,570            | \$ 60,128            | \$ 41,140    | \$ 101,268 |
| Program Director                | \$ -                 | \$ 5,378             | \$ 105,060                             | 1.00         | 6%                          | 0.06                  | \$ 6,277        | \$ 105,060                             | 1.00         | 6%                          | 0.06                  | \$ 6,277        | \$ 105,060                             | 1.00         | 6%                          | 0.06                  | \$ 6,277        | \$ 105,060                             | 1.00                   | 6%                          | 0.06                  | \$ 6,277             | \$ 11,655            | \$ 12,555    | \$ 24,210  |
| Program Manager Outreach        | \$ 45,500            | \$ -                 | \$ -                                   |              |                             |                       | \$ -            | \$ -                                   |              |                             |                       | \$ -            | \$ -                                   |              |                             |                       | \$ -            | \$ -                                   |                        |                             |                       | \$ 45,500            | \$ -                 | \$ -         | \$ 45,500  |
| Outreach Prevention Coordinator | \$ -                 | \$ 35,195            | \$ 63,879                              | 1.00         | 57%                         | 0.57                  | \$ 36,603       | \$ 63,879                              | 1.00         | 57%                         | 0.57                  | \$ 36,603       | \$ 63,879                              | 1.00         | 57%                         | 0.57                  | \$ 36,603       | \$ 63,879                              | 1.00                   | 57%                         | 0.57                  | \$ 36,603            | \$ 71,798            | \$ 73,205    | \$ 145,003 |
|                                 | \$ -                 | \$ -                 | \$ -                                   |              |                             |                       | \$ -            | \$ -                                   |              |                             |                       | \$ -            | \$ -                                   |              |                             |                       | \$ -            | \$ -                                   |                        |                             |                       | \$ -                 | \$ -                 | \$ -         | \$ -       |
|                                 | \$ 456,202           | \$ 571,220           | TOTAL SALARIES                         |              |                             |                       | \$ 591,154      | TOTAL SALARIES                         |              |                             |                       | \$ 591,155      | TOTAL SALARIES                         |              |                             |                       | \$ 591,155      | \$ 1,618,576                           | \$ 1,182,309           | \$ 2,800,886                |                       |                      |                      |              |            |
|                                 |                      |                      | TOTAL FTE                              |              |                             |                       | 9.68            | TOTAL FTE                              |              |                             |                       | 9.82            | TOTAL FTE                              |              |                             |                       | 9.82            |  |                        |                             |                       |                      |                      |              |            |
|                                 | 25.00%               | 27.00%               | FRINGE BENEFIT RATE                    |              |                             |                       | 27.00%          | FRINGE BENEFIT RATE                    |              |                             |                       | 27.00%          | FRINGE BENEFIT RATE                    |              |                             |                       | 27.00%          |  |                        |                             |                       |                      |                      |              |            |
|                                 | \$ 114,050           | \$ 154,229.49        | EMPLOYEE FRINGE BENEFITS               |              |                             |                       | \$ 159,612      | EMPLOYEE FRINGE BENEFITS               |              |                             |                       | \$ 159,612      | EMPLOYEE FRINGE BENEFITS               |              |                             |                       | \$ 159,612      | \$ 427,892                             | \$ 319,223             | \$ 747,115                  |                       |                      |                      |              |            |
|                                 | \$ 570,252           | \$ 725,450           | TOTAL SALARIES & BENEFITS              |              |                             |                       | \$ 750,766      | TOTAL SALARIES & BENEFITS              |              |                             |                       | \$ 750,766      | TOTAL SALARIES & BENEFITS              |              |                             |                       | \$ 750,766      | \$ 2,046,468                           | \$ 1,501,533           | \$ 3,548,001                |                       |                      |                      |              |            |

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

|                  |                              |
|------------------|------------------------------|
| Document Date    | 7/1/2024                     |
| Provider Name    | Larkin Street Youth Services |
| Program          | Castro Youth Home            |
| FSP Contract ID# | 1000021462                   |
| Budget Name      | General Fund - 1             |

|  | EXTENSION YEAR                   |                      |                      | EXTENSION YEAR       |                      |                      | EXTENSION YEAR       |                      |                      | All Years            |                      |                      |
|--|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|  | Year 1                           | Year 2               | Year 3               | Year 4               |                      | Year 5               |                      | Year 5               |                      | Year 1               | Year 2               | Year 3               |
|  | 7/1/2021 - 6/30/2022             | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2025 - 6/30/2026 | 7/1/2025 - 6/30/2026 | 7/1/2021 - 6/30/2022 | 7/1/2021 - 6/30/2023 | 7/1/2021 - 6/30/2026 |
|  | Actuals                          | Actuals              | Current/Actuals      | Current/Actuals      | Amendment            | New                  | Current/Actuals      | Amendment            | New                  | Actuals              | Modification         | New                  |
| Budgeted Expense                                       | Budgeted Expense                 | Budgeted Expense     | Budgeted Expense     | Change               | Budgeted Expense     | Budgeted Expense     | Change               | Budgeted Expense     | Budgeted Expense     | Change               | Budgeted Expense     |                      |
| <b>Operating Expenses</b>                              |                                  |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| Rental of Property                                     | \$ -                             | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Utilities(Elec, Water, Gas, Phone, Scavenger)          | \$ 8,630                         | \$ 2,460             | \$ 10,851            | \$ 10,851            | \$ 10,851            | \$ 10,851            | \$ 10,851            | \$ 10,851            | \$ 10,851            | \$ 21,941            | \$ 21,702            | \$ 43,643            |
| Office Supplies, Postage                               | \$ 952                           | \$ 952               | \$ 952               | \$ 952               | \$ 952               | \$ 952               | \$ 952               | \$ 952               | \$ 952               | \$ 2,856             | \$ 1,904             | \$ 4,760             |
| Building Maintenance Supplies and Repair               | \$ 2,060                         | \$ 2,060             | \$ 10,071            | \$ 10,071            | \$ 10,071            | \$ 10,071            | \$ 10,071            | \$ 10,071            | \$ 10,071            | \$ 14,191            | \$ 20,142            | \$ 34,333            |
| Printing and Reproduction                              | \$ -                             | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Insurance  | \$ 2,350                         | \$ 2,350             | \$ 2,350             | \$ 2,350             | \$ 2,350             | \$ 2,350             | \$ 2,350             | \$ 2,350             | \$ 2,350             | \$ 7,050             | \$ 4,700             | \$ 11,750            |
| Staff Training   | \$ 2,000                         | \$ 2,000             | \$ 2,000             | \$ 2,000             | \$ 2,000             | \$ 2,000             | \$ 2,000             | \$ 2,000             | \$ 2,000             | \$ 6,000             | \$ 4,000             | \$ 10,000            |
| Staff Travel-(Local & Out of Town)                     | \$ 1,410                         | \$ 3,000             | \$ 3,000             | \$ 3,000             | \$ 3,000             | \$ 3,000             | \$ 3,000             | \$ 3,000             | \$ 3,000             | \$ 7,410             | \$ 6,000             | \$ 13,410            |
| Rental of Equipment                                    | \$ 500                           | \$ 1,500             | \$ 1,500             | \$ 1,500             | \$ 1,500             | \$ 1,500             | \$ 1,500             | \$ 1,500             | \$ 1,500             | \$ 3,500             | \$ 3,000             | \$ 6,500             |
|  | \$ -                             | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Client Rental repair & Maintenance                     | \$ 11,000                        | \$ 18,075            | \$ 18,075            | \$ 18,075            | \$ 18,075            | \$ 18,075            | \$ 18,075            | \$ 18,075            | \$ 18,075            | \$ 47,150            | \$ 36,150            | \$ 83,300            |
| Client Utilities                                       | \$ 2,460                         | \$ 8,630             | \$ 8,630             | \$ 8,630             | \$ 8,630             | \$ 8,630             | \$ 8,630             | \$ 8,630             | \$ 8,630             | \$ 19,720            | \$ 17,260            | \$ 36,980            |
| Client move-in costs                                   | \$ 6,878                         | \$ 6,878             | \$ 6,878             | \$ 6,878             | \$ 6,878             | \$ 6,878             | \$ 6,878             | \$ 6,878             | \$ 6,878             | \$ 20,633            | \$ 13,756            | \$ 34,389            |
| Client food vouchers                                   | \$ 25,000                        | \$ 25,000            | \$ 25,000            | \$ 25,000            | \$ 25,000            | \$ 25,000            | \$ 25,000            | \$ 25,000            | \$ 25,000            | \$ 75,000            | \$ 50,000            | \$ 125,000           |
| Client Transportation                                  | \$ 18,500                        | \$ 10,000            | \$ 10,000            | \$ 10,000            | \$ 10,000            | \$ 10,000            | \$ 10,000            | \$ 10,000            | \$ 10,000            | \$ 38,500            | \$ 20,000            | \$ 58,500            |
| Client Activities                                      | \$ 4,500                         | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 13,500            | \$ 9,000             | \$ 22,500            |
| Awards & Incentives                                    | \$ 1,000                         | \$ 1,000             | \$ 1,000             | \$ 1,000             | \$ 1,000             | \$ 1,000             | \$ 1,000             | \$ 1,000             | \$ 1,000             | \$ 3,000             | \$ 2,000             | \$ 5,000             |
| Custodian  | \$ 1,230                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 1,230             | \$ -                 | \$ 1,230             |
| Telecommunications                                     | \$ 3,547                         | \$ 9,120             | \$ 9,120             | \$ 9,120             | \$ 9,120             | \$ 9,120             | \$ 9,120             | \$ 9,120             | \$ 9,120             | \$ 21,787            | \$ 18,240            | \$ 40,027            |
| Emergency Housing Fund                                 | \$ 7,227                         | \$ 22,459            | \$ 22,459            | \$ 22,459            | \$ 22,459            | \$ 22,459            | \$ 22,459            | \$ 22,459            | \$ 22,459            | \$ 52,145            | \$ 44,918            | \$ 97,063            |
| Fuel and Maintenance for Van                           | \$ 2,450                         | \$ 2,450             | \$ 2,450             | \$ 2,450             | \$ 2,450             | \$ 2,450             | \$ 2,450             | \$ 2,450             | \$ 2,450             | \$ 7,350             | \$ 4,900             | \$ 12,250            |
| Outreach Program Supplies                              | \$ 9,000                         | \$ 9,000             | \$ 9,000             | \$ 9,000             | \$ 9,000             | \$ 9,000             | \$ 9,000             | \$ 9,000             | \$ 9,000             | \$ 27,000            | \$ 18,000            | \$ 45,000            |
| Software Subscription                                  | \$ -                             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 4,500             | \$ 9,000             | \$ 9,000             | \$ 18,000            |
| One-Time FY21-22 COVID Bonus Pay                       | \$ 7,386                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 7,386             | \$ -                 | \$ 7,386             |
| Van purchase for outreach including tax & registration | \$ 35,000                        | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 35,000            | \$ -                 | \$ 35,000            |
|  | \$ -                             | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL OPERATING EXPENSES</b>                        | \$ 153,080                       | \$ 135,934           | \$ 152,336           | \$ -                 | \$ 152,336           | \$ 152,336           | \$ -                 | \$ 152,336           | \$ 152,336           | \$ 441,349           | \$ 304,672           | \$ 746,021           |
| <b>Other Expenses (not subject to indirect cost %)</b> |                                  |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| Rental Subsidies                                       | \$ 560,113                       | \$ 492,476           | \$ 492,476           | \$ 492,476           | \$ 492,476           | \$ 492,476           | \$ 492,476           | \$ 492,476           | \$ 492,476           | \$ 1,545,065         | \$ 984,952           | \$ 2,530,017         |
| FY23-24 CODB (to be allocated)                         |                                  |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL OTHER EXPENSES</b>                            | \$ 560,113                       | \$ 492,476           | \$ 492,476           | \$ -                 | \$ 492,476           | \$ 492,476           | \$ -                 | \$ 492,476           | \$ 492,476           | \$ 1,545,065         | \$ 984,952           | \$ 2,530,017         |
| <b>Capital Expenses</b>                                |                                  |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|  |                                  |                      |                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL CAPITAL EXPENSES</b>                          | \$ -                             | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| HS# #3   | Template last modified 7/26/2022 |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |

**BUDGET NARRATIVE**

Fiscal Year

General Fund - Transitional House FY24-25

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

Fiscal Term Start

Fiscal Term End

7/1/2024

6/30/2025

| Salaries & Benefits             | Adjusted Budgeted FTE | Budgeted Salary | Justification   | Calculation       | Employee Name     |
|---------------------------------|-----------------------|-----------------|---|-------------------|-------------------|
| CYHI Case Manager               | 1.00                  | \$ 58,240       | Case Managers increased to a minimum of \$ 28/hour. CM provides comprehensive strength-based case management services to homeless and/or marginally housed transitional aged youth  | 1 FTE * 58,240    | TBH               |
| CYHI Case Manager               | 1.00                  | \$ 58,240       | Case Managers increased to a minimum of \$ 28/hour. CM provides comprehensive strength-based case management services to homeless and/or marginally housed transitional aged youth  | 1 FTE * 58,240    | TBH               |
| CYHI Case Manager               |                       | \$ 58,240       | Case Managers increased to a minimum of \$ 28/hour. CM provides comprehensive strength-based case management services to homeless and/or marginally housed transitional aged youth  | 1 FTE * 58,240    | TBH               |
| CYHI Program Manager            | 1.00                  | \$ 70,000       | Program Manager salary increased to a minimum of \$70,000 Annually. Provides day-to-day onsite program management, scheduling, staff supervision, budget management, and acts as the primary liaison with Property Management   | 1 FTE *70,000     | Lindsay Nathanson |
| CYHI Associate Director         | 0.21                  | \$ 28,700       | Increase salary & FTE. AD - Oversees the development, implementation, and evaluation of assigned programs/sites, and support with the training and professional development of staff.   | 35 FTE * 68,000   | Kemya Kennedy     |
| Chief of Programs               | 0.04                  | \$ 7,191        | This position oversees senior management for 28 programs across Larkin Street's service continuum.  | 04 FTE * 190,000  | Martha Mar        |
| CYHI Residential Counselor      | 2.65                  | \$ 121,081      | Residential counselors/ Relief all increased to a minimum of \$22.00 per hour. The Residential Counselor performs this role by maintaining facility control through shift coverage, providing information about availability and types of services to clients, providing certain services to clients, and documenting efforts.  | 2.64 FTE * 45,760 | Various           |
| Program Manager, Outreach       | 0.78                  | \$ 53,250       | Program Manager salary increased to a minimum of \$70,000 Annually. The Program Manager provides leadership and oversight to community based housing programs. The Manager is responsible for the hiring, training and supervision of program staff, program development and evaluation, insuring timely and accurate data collection and insuring quality and coordinated service delivery                           | 78 FTE *68,000    | David Novick      |
| Outreach Counselor              | 1.22                  | \$ 55,927       | Increased rate to a minimum of \$ 22/hr. Outreach Counselors provide street-based outreach services to youth ages 12-24 as well as organizational outreach services to youth-serving organizations. Maintains a safe and supportive drop-in space and coordinates care for youth ages 12-24. Provides information and referrals to youth within the Larkin Street service continuum and to community based providers. | 1.22 FTE * 45,760 | Jazzmond Heard    |
| After Care Counselor            | 0.43                  | \$ 19,779       | Street-based outreach services to youth ages 12-24 as well as organizational outreach services to youth-serving organizations. Maintains a safe and supportive drop-in space and coordinates care for youth ages 12-24. Provides information and referrals to youth within the Larkin Street service continuum and to community based providers.  | 1 * 19,779        | TBH               |
| Program Director                | 0.06                  | \$ 5,378        | Oversee the development, implementation, and evaluation of assigned programs/sites, and support with the training and professional development of staff.  | 06 FTE*90,000     | Jamere Crawford   |
| Program Manager Outreach        |                       | \$ -            |   |                   |                   |
| Outreach Prevention Coordinator | 0.57                  | \$ 35,195       | The Coordinator will provide information, referrals, and will link youth within Larkin Street's service continuum and to community-based providers  | 57 FTE * 35,195   | Teri Tencer       |
|                                 |                       | \$ -            |   |                   |                   |
| TOTAL                           | 8.96                  | \$ 571,220      |   |                   |                   |
| Employee Fringe Benefits        |                       | \$ 159,612      | Includes FICA, SSUI, Workers Compensation and Medical calculated at 27% of total salaries.  |                   |                   |
| Salaries & Benefits Total       |                       | \$ 730,832      |   |                   |                   |

| Operating Expenses                            | Budgeted Expense | Justification  | Calculation         |
|---|------------------|--|---------------------|
| Rental of Property                            | \$ -             |  | \$ -                |
| Utilities(Elec. Water, Gas, Phone, Scavenger) | \$ 10,851        | Includes Telecom, PGE, waste disposal, water averaging \$205 per month x 12 months   | \$205/month         |
| Office Supplies, Postage                      | \$ 952           | General office supplies including pens, pencils, paper, etc. calculated at \$79 per month x 12 months.   | \$79/month          |
| Building Maintenance Supplies and Repair      | \$ 10,071        | Includes pest control, safety/compliance, general repairs  | \$172/month         |
| Printing and Reproduction                     | \$ -             |  | \$0/month           |
| Insurance                                     | \$ 2,350         | Estimated @ \$196/month  | \$196/month         |
| Staff Training                                | \$ 2,000         | Staff trainings for newly hired and internal trainings   | \$167/month         |
| Staff Travel-Local & Out of Town)             | \$ 3,000         | Staff local travel to appointments and meetings during their workday   | \$250/month         |
| Rental of Equipment                           | \$ 1,500         | Copier   | \$125/month         |
| Client Rental repair & Maintenance            | \$ 18,075        | This allowance covers routine repairs and maintenance to housing units.  | \$1500/month        |
| Client Utilities                              | \$ 8,630         | Clients Utilities  | \$719/month         |
| Client move-in costs                          | \$ 6,878         | This allowance covers basic move-in necessities including minor household items. The calculation assumes 25% turnover in the program per year of 6 move-ins: 6 x \$1,146 | \$1146 * 6 move ins |
| Client food vouchers                          | \$ 25,000        | Food is provided and available to clients for all meals.   | \$2083/month        |
| Client Transportation                         | \$ 10,000        | Reduced Client Transport budget to increase salary budget  | \$833/month         |
| Client Activities                             | \$ 4,500         | Community building activities averaging \$375/month  | \$375/month         |
| Awards & Incentives                           | \$ 1,000         | Client program compliance incentives   | \$83/month          |
| Custodian                                     | \$ -             | Moved to line "General Fund - Front line PM Wage Increase" See Operating Detail (2)  | \$0/month           |
| Telecommunications                            | \$ 9,120         | Budget increased to pay a monthly Telephone and Comcast Internet costs averaging \$ 760/month  | \$760/month         |
| Emergency Housing Fund                        | \$ 22,459        | Reduced EHF. There's a one-time OES funding for Emergency Housing which ended in Dec.  | \$2451/month        |
| Fuel and Maintenance for Van                  | \$ 2,450         | Shared cost of van and vehicle maintenance and fuel for shared use   | \$204/month         |
| Outreach Program Supplies                     | \$ 9,000         | Program supplies can include basic need supplies for clients, supplies for community meetings, games, books, Etc.  | \$750/month         |
| Software Subscription                         | \$ 4,500         | Software subscriptions cover a portion of ETO, Salesforce, Microsoft suite and various software used to manage data, finance and communications.                         | \$375/month         |
| TOTAL OPERATING EXPENSES                      | \$ 152,336       |  |                     |
| Indirect Cost                                 | 14.5%            | \$ 130,950   |                     |

| Other Expenses (not subject to indirect cost %) | Amount     | Justification  | Calculation     |
|---|------------|--|-----------------|
| Rental Subsidies                                | \$ 492,476 | Scattered sites rental costs serving CYHI participants averaging \$ 41,373 a month | \$ 41,373/month |
| TOTAL OTHER EXPENSES                            | \$ 492,476 |  |                 |

| Capital Expenses       | Amount | Justification | Calculation |
|------------------------|--------|---------------|-------------|
|                        | \$ -   |               |             |
|                        | \$ -   |               |             |
| TOTAL CAPITAL EXPENSES | \$ -   |               |             |

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
APPENDIX B, BUDGET



|                  |  |           |                  |
|------------------|--|-----------|------------------|
| Document Date    | 7/1/2024                                   |           |                  |
| Contract Term    | Begin Date                                 | End Date  | Duration (Years) |
| Current Term     | 7/1/2021                                   | 6/30/2024 | 3                |
| Amended Term     | 7/1/2021                                   | 6/30/2026 | 5                |
| Provider Name    | Larkin Street Youth Services               |           |                  |
| Program          | Castro Youth Housing Initiative            |           |                  |
| FSP Contract ID# | 1000021462                                 |           |                  |
| Action (select)  | Amendment                                  |           |                  |
| Effective Date   | 7/1/2024                                   |           |                  |
| Budget Name      | General Fund – Front Line PM Wage Increase |           |                  |

|               |              |              |     |
|---------------|--------------|--------------|-----|
|               | Current      | New          |     |
| Term Budget   | \$ 83,612    | \$ 167,224   | 15% |
| Contingency   | \$ 520,755   | \$ 705,750   |     |
| Not-To-Exceed | \$ 4,997,984 | \$ 8,319,647 |     |

|  | EXTENSION YEAR       |                      |                      |                      |                      | EXTENSION YEAR       |                      |                      | All Years            |                      |                      |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|  | Year 2               | Year 3               | Year 4               |                      | Year 5               |                      |                      | All Years            |                      |                      |                      |
|  | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2025 - 6/30/2026 | 7/1/2025 - 6/30/2026 | 7/1/2021 - 6/30/2024 | 7/1/2021 - 6/30/2026 | 7/1/2021 - 6/30/2026 |
|  | Actuals              | Actuals              | Current/Actuals      | Amendment            | New                  | Current/Actuals      | Amendment            | New                  | Current/Actuals      | Amendment            | New                  |
| <b>Expenditures</b>                                  |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| Salaries & Benefits                                  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Operating Expense                                    | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ 83,612            | \$ 83,612            | \$ 167,224           |
| Subtotal   | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ 83,612            | \$ 83,612            | \$ 167,224           |
| Indirect Percentage                                  | 0.00%                | 0.00%                | 0.00%                |                      | 0.00%                | 0.00%                |                      | 0.00%                |                      |                      |                      |
| Indirect Cost (Line 22 X Line 23)                    | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Other Expenses (Not subject to indirect %)           | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Capital Expenditure                                  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| Admin Cost (HUD Agreements Only)                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>Total Expenditures</b>                            | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ 83,612            | \$ 83,612            | \$ 167,224           |
| <b>HSH Revenues (select)</b>                         |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| General Fund - Front Line PM Wage Enhancement        | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ 83,612            | \$ 83,612            | \$ 167,224           |
| <b>Total HSH Revenues</b>                            | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ 83,612            | \$ 83,612            | \$ 167,224           |
| <b>Other Revenues (to offset Total Expenditures)</b> |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>Total Other Revenues</b>                          | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>Total HSH + Other Revenues</b>                    | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ -                 | \$ 41,806            | \$ 41,806            | \$ 83,612            | \$ 83,612            | \$ 167,224           |
| Rev-Exp (Budget Match Check)                         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |

|             |  |
|-------------|--|
| Prepared by | Cynthia Villalon   |
| Phone       | 415-673-0911 x345  |
| Email       | <a href="mailto:cvillalon@larkinstreetyouth.org">cvillalon@larkinstreetyouth.org</a> |

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING



OPERATING DETAIL

|                  |
|------------------|
| Document Date    |
| Provider Name    |
| Program          |
| FSP Contract ID# |
| Budget Name      |

|  | EXTENSION YEAR       |                      |                      |                      |                      | EXTENSION YEAR       |                      |                      | All Years              |                      |                      |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
|  | Year 2               | Year 3               | Year 4               |                      | Year 5               |                      |                      | All Years            |                        |                      |                      |
|  | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2025 - 6/30/2026 | 7/1/2025 - 6/30/2026 | 7/1/2021 - 6/30/2024   | 7/1/2021 - 6/30/2026 | 7/1/2021 - 6/30/2026 |
|  | Actuals              | Actuals              | Current/Actuals      | Amendment            | New                  | Current/Actuals      | Amendment            | New                  | Current/Actuals        | Modification         | New                  |
| Budgeted Expense                           | Budgeted Expense     | Budgeted Expense     | Change               | Budgeted Expense     | Budgeted Expense     | Change               | Budgeted Expense     | Budgeted Expense     | Change                 | Budgeted Expense     |                      |
| <u>Operating Expenses</u>                  |                      |                      |                      |                      |                      |                      |                      |                      |                        |                      |                      |
| General Fund – Front Line PM Wage Increase | \$ 41,806            | \$ 41,806            |                      | \$ 41,806            | \$ 41,806            |                      | \$ 41,806            | \$ 41,806            | \$ 83,612              | \$ 83,612            | \$ 167,224           |
| TOTAL CAPITAL EXPENSES                     | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                   | \$ -                 | \$ -                 |
| HSH #3                                     |                      |                      |                      |                      |                      |                      |                      |                      | Template last modified | 7/26/2022            |                      |