



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	June 6, 2024
Subject	Grant Amendment Approval: Larkin Street Youth Services – Transitional Housing at G-House

<i>Agreement Information</i>	
F\$P#	1000013600
Provider	Larkin Street Youth Services
Program Name	Transitional Housing at G-House
Agreement Action	2 nd Amendment
Agreement Term	July 1, 2019 – June 30, 2028

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$3,984,998	\$3,824,720	\$7,809,718	\$764,944	\$8,574,662

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2019-20	\$698,509	\$698,509	--	\$698,509
2020-21	\$713,284	\$713,284	--	\$713,284
2021-22	\$734,683	\$734,683	--	\$734,683
2022-23	\$882,341	\$882,341	--	\$882,341
2023-24	\$956,180	--	--	\$956,180
2024-25	--	--	\$956,180	\$956,180
2025-26	--	--	\$956,180	\$956,180
2026-27	--	--	\$956,180	\$956,180
2027-28	--	--	\$956,180	\$956,180
TOTAL	\$3,984,998	\$3,028,817	\$3,824,720	\$7,809,718
			<i>Contingency</i>	<i>\$764,944</i>
			Total NTE³	\$8,574,662

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$4,155,056.

² Contingency only applied to FY24-25 – FY27-28 budgeted amount.

³ NTE is calculated using the Actual Spent for prior years.

Funding Information	
Funding Sources ⁴	100% General Fund

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 Transitional Housing at Geary House (G-House) for the period of July 1, 2019 – June 30, 2028, in an additional amount of \$3,824,720. The addition of funds includes four additional performance years. The new Not-to-Exceed amount is \$8,574,662, which includes a 20 percent contingency of \$764,944 on the FY24-25 through FY27-28 amounts.

Background

G-House is a Transitional Housing program for Transitional Aged Youth (18-24). The program serves 35 clients in a semi-congregate setting, staffed around the clock. Clients can stay in the program for up to two years, or until they turn 25, whichever occurs first. The goals of these services are to support the served population in achieving housing stability and moving on to permanent housing.

Services to be Provided

The purpose of the grant is to provide 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 for 35 individuals, with a budgeted staff of 7.71 full time equivalent (FTE).

Selection

Grantee was selected through Request for Proposals (RFP) #113, which is valid until June 30, 2029.

Performance History

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

Geary House's Transitional Living Program underwent program monitoring most recently in FY22-23. Two reported findings were related to the implementation of the shelter grievance policy in that the program needed to align their program rules and denial of service policy with the requirements of the City's Shelter Grievance Ordinance (SGO). The findings were resolved as of January 2024 with the program's implementation of the HSH Shelter Grievance Policy.

Agreement Materials

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

⁴ The funding sources listed reflect current and future years.



Appendix A, Services to be Provided
by
Larkin Street Youth Services
Transitional Housing at Geary House (G-House)

I. Purpose of Grant

The purpose of this grant is to provide Transitional Housing and Support Services to the served population. The goals of these services are to stabilize participant's living situations, improve their mental and physical health, and increase their independence, in order to support them in transitioning to permanent housing.

II. Served Population

Grantee shall serve Transitional Age Youth (TAY), ages 18 to 24, who are:

- A. Experiencing homelessness; and/or
- B. Who are marginally housed; and/or
- C. At imminent risk of homelessness.

III. Referral and Prioritization

Program participants will be referred by the Department of Homelessness and Supportive Housing (HSH) via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

IV. Description of Services

Grantee shall provide the total number of participants as described in the Appendix B, Budget ("Number Served" tab) at any given time with Transitional Housing and Support Services for up to 24 months or until the participant reaches the age of 25, whichever occurs first. Grantee shall provide the following services, including, but not limited to:

- A. Transitional Housing: Grantee shall provide Transitional Housing. Grantee shall provide services at facilities for which they have site control, meaning a site they own or lease, provided that the site conforms to City requirements. Grantee shall also provide operations services, including, but not limited to, janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.
- B. Supportive Services: Grantee shall utilize youth development programming to build strengths and promote resiliency. Support Services shall include, but are not limited, to the following:
 - 1. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite TAY to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach participants. Grantee shall document all outreach and attempts.
 - 2. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each participant to gather required information, identify strengths, skills and

needs and to set goals. The assessment shall focus on housing, employment, and education and shall occur within 30 days of placement.

3. Individualized Service Plans: Grantee shall provide Individualized Service Plans to establish and support achievement of goals. Grantee shall document interactions, engagement, and status of participants at least two or more times per month to ensure they are doing well and are receiving the support they need. Participants must actively participate in the development of their Individualized Service Plan.

Grantee shall attempt meaningful engagement with each participant two or more times per month, to assess strengths, skills and needs and match participants with program services most appropriate to help them transition into permanent housing and maximize their well-being.

4. Case Management: Grantee shall provide in-person case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantee shall document interactions, engagement, and status of participants.
5. Document Readiness: Grantee shall assist guests to become document ready, to obtain needed documentation to support housing options and placement, including, but not limited to uploading/providing the ONE system with copies of the documents to avoid documents being lost or damaged;
6. Employment: Grantee shall provide supervised job search for employment that is subsidized or unsubsidized. Grantee shall assist participants with placement in subsidized employment, such as on-the-job training programs, workshops, or positions subsidized through other government or private funding sources; or unsubsidized jobs.
7. Transitional Housing Stability Support: Grantee shall offer on-site services and/or referrals to all participants who display indications of placement instability. Such indications include, but are not limited to, discontinuance from county, state and federal benefits, rule violations or behavior that puts the participant at risk of a denial of services, conflicts with staff or other participants, and if applicable, warnings from property/program management. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
8. Life Skills Training: Grantee shall provide basic life skills training, which may include, but is not limited to topics such as budgeting, household finances, conducting a housing search, nutrition, working with landlords, participants' rights, health awareness, and healthcare navigation, and parenting, if applicable.
9. Benefits Advocacy and Assistance: Grantee all assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participants' enrollment in county, state and federal benefits

programs. Grantee may help participants identify, apply for and establish appointments for available services, such as cash aid, food programs, medical clinics and/or in-home support.

10. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. For example, Grantee shall connect participants with Adult Basic Education, High School Diploma, General Education Degree (GED) preparation, and/or assistance with college preparation, enrollment, and financial aid support and with vocational training and workshops, job development, and job search assistance. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding progress, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers to support existing linkages that participants may have. Grantee shall refer any participant to an Access Point who has not been assessed by Coordinated Entry.
11. Transportation: Grantee shall provide resources needed to ensure transportation is not a barrier to participant self-sufficiency.
12. Grantee shall assist participants with reasonable accommodations, transfers, and other supports in accordance with HSH policy.
13. De-Escalation and Conflict Resolution: Grantee shall provide Support Service staff who shall be equipped to respond to emergency situations and are able to provide on-call de-escalation and conflict resolution 24 hours per day, seven days a week.
14. Grantee shall conduct Room Checks, Wellness Checks and/or Emergency Safety Checks regularly to ensure participant health and safety.
15. Support Groups, Social Events and Organized Activities:
 - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support. These events may be planned with or based on input from participants; and
 - b. Grantee shall conduct monthly community meetings for participants.
16. Exit Planning and After-Care Services: Grantee shall start engaging participants in exit planning within 6 months of intake and support successful transitions from the program. This plan shall be created based on the participant's needs and preferences and shall include a plan for the participant's entry into permanent and independent housing. Housing Plans may also include establishing a link to case

management as well as access to services in the community. Grantee shall assist participants in housing searches and applications.

V. Location and Time of Services

Grantee Support Services shall be available at 6324 Geary Boulevard, San Francisco, CA 94121, 24 hours a day, seven days a week. Grantee shall also provide services in the home or at other locations, as scheduled between Grantee staff and participants.

Grantee shall work with the Property Management staff to coordinate after-hours emergency backup, which shall include the ability to reach Property Management by phone.

VI. Service Requirements

A. Facilities

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required and janitorial services shall occur regularly, per shift, and as required.
 - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of participants and Provider staff. Providers shall note in writing and post in a common area when a maintenance problem of a common area will be repaired and the status of repair.
 - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).
 - c. Grantee shall develop, maintain, and document janitorial schedules for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g. floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g. dryer vents); elevators (e.g. buttons, floors, walls); kitchens (e.g. floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.

- B. 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 participants will participate in annual trainings on harm reduction, overdose recognition and response.

- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide participant-centered, low-barrier access to housing and services
- D. 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>.
- E. 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.
- F. Supervision and Training: Grantee shall provide Support Services staff with supervision, training and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to participants.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall work with neighbors, Department of Homelessness and Supportive Housing (HSH), San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health (DPH), DEM/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
 2. Grantee shall work with neighbors, HSH, SFPD, Department of Public Works (DPW), Department of Public Health (DPH), and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
 3. Grantee shall assign a director, manager, or representative to participate in and attend appropriate neighborhood and community meetings.
 4. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
 5. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals

to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests.

6. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address this issue if just outside the program site.
7. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
8. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring participant or businesses.
9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
10. Grantee will conduct at minimum 3 daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
11. Grantee shall immediately report to SFHOT or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
14. Grantee will report graffiti in the immediate area to 311.

I. 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. Complaint Process: Grantee shall provide a written and posted complaint/concern process that includes various methods for guests to submit an issue (e.g. verbal to staff, written, email) and clear protocols about when and how the guest will get a response.
2. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, gauge satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey in a confidential way if the written format presents any problem.

J. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participant, 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 policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- K. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance of HSH meetings and trainings, as requested;
 3. Adherence to the HSH Shelter Grievance Policy;
 4. Attendance at required ADA and access for persons with disabilities trainings;
 5. Adherence to the City service/companion/support animal policy; and
 6. When applicable, as confirmed with HSH, adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless. This includes cooperation with the San Francisco TB Prevention and Control Program of the Department of Public Health (DPH).
- L. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. Coordination with Other Service Providers: Grantee shall establish a Memorandum of Understanding (MOU) between all onsite service providers to outline their commitment to collaboration and services provided in the service of participants.
- N. 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.
- O. Record Keeping and Files:

1. Grantee shall maintain confidential files on the served population, including developed plans, notes, guest agreement, Release of Information (ROI) and progress notes.
2. Grantee shall maintain confidential files for active and previously active guests, and document support service usage.
3. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for rule infractions including written notices, warnings, exit paperwork and related communications with guests.
4. Grantee shall maintain appropriate documentation to validate the approval of extensions to guests according to HSH policies.
5. Grantee shall maintain all eligibility documentation in the Online Navigation and Entry (ONE) System, including homelessness verification documents and/or ONE system enrollment.

P. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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 Continuous Data Quality Improvement 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 Grantee regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about program participants 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.

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here:
<https://hsh.sfgov.org/get-information/one-system/>

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VI. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall create an Individualized Service Plan for 100 percent of participants within the first 60 days of housing placement.
- B. Grantee shall provide 100 percent of participants with a Housing Plan within 60 days of housing placement.

VII. Outcome Objectives

Grantee shall achieve the following Service Objectives:

- A. 85 percent of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
- B. 90 percent of participants will be engaged in education or employment activities while in the program;
- C. 80 percent of participants who exit will be employed or enrolled in post-secondary education; and
- D. 70 percent of participants exiting the program will exit to stable housing.

VIII. Reporting Requirements

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

- A. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- B. Grantee shall report vacancy and referral information to HSH weekly in the form specified by HSH until such a time that an inventory tracker is available in ONE.
- C. Reporting via HSH designated method the current pool of active guests, the number of occupied beds, the number of beds temporarily offline and the number of beds currently available for placement.
- D. Grantee shall provide a monthly, quarterly, and annual report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 1. Occupancy;
 2. New move-ins;

3. Exits; and
 4. The number of unduplicated case manager contacts
- E. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- G. 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 Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

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

IX. Monitoring Activities

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

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

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

subcontracts, and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2019	6/30/2024	5
6	Amended Term	7/1/2019	6/30/2028	9
7	Program	Transitional Housing at G-House		
8				
9	Approved Subcontractors			
10	None.			
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	A	B	C	D	E	F
1	Program Budget History					
2						
3	Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
4	5/7/2019	New Agreement	Ongoing	\$ 390,604		New agreement effective 5/9/2019
5	9/1/2019	Amendment	Ongoing	\$ 301,905		Extend program by 4 years, expand scope (additional clients & counselors), add CODB
6	3/23/2020	Modification	One-Time	\$ 5,999		Add COVID time-limited funding
7	7/1/2021	Revision	Ongoing	\$ -		Reallocate salary lines
8	9/16/2021	Modification	Ongoing	\$ 42,174		Add CODB
9	10/11/2022	Modification	Ongoing	\$ 80,636		Add CODB & FY22-23 Wage Enhancements
10	7/1/2023	Modification	Ongoing	\$ 41,418		Add FY23-24 CODB
11	7/1/2024	Amendment	Ongoing	\$ 956,180		4-Year extension amendment
12						

	A	B	E	H	K	N	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	OPERATING DETAIL																					
3	Document Date	7/1/2024																				
4	Provider Name	Larkin Street You																				
5	Program	Transitional Hou																				
6	FSP Contract ID#	1000013600																				
7	Budget Name	General Fund - 1																				
8																						
9																						
10																						
11																						
12	Operating Expenses																					
13	Rental of Property	\$ 22,000	\$ 22,000	\$ 22,000	\$ 52,564	\$ 80,756		\$ 80,756	\$ 80,756		\$ 80,756	\$ 80,756		\$ 80,756	\$ 80,756		\$ 80,756	\$ 80,756	\$ 199,320	\$ 323,024	\$ 522,344	
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 26,000	\$ 26,000	\$ 26,412	\$ 26,000	\$ 26,000		\$ 26,000	\$ 26,000		\$ 26,000	\$ 26,000		\$ 26,000	\$ 26,000		\$ 26,000	\$ 26,000	\$ 130,412	\$ 104,000	\$ 234,412	
15	Office Supplies, Postage	\$ 2,000	\$ 2,000	\$ 2,000	\$ 552	\$ 552		\$ 552	\$ 552		\$ 552	\$ 552		\$ 552	\$ 552		\$ 552	\$ 552	\$ 7,104	\$ 2,208	\$ 9,312	
16	Building Maintenance Supplies and Repair	\$ 50,000	\$ 50,000	\$ 40,938	\$ 19,000	\$ 19,000		\$ 19,000	\$ 19,000		\$ 19,000	\$ 19,000		\$ 19,000	\$ 19,000		\$ 19,000	\$ 19,000	\$ 178,938	\$ 76,000	\$ 254,938	
17	Printing and Reproduction	\$ 200	\$ 200	\$ 200	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 600	\$ -	\$ 600	
18	Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	\$ 40,000	\$ 20,000	\$ 60,000	
19	Staff Training	\$ 2,012	\$ 2,012	\$ 2,012	\$ 2,012	\$ 2,012		\$ 2,012	\$ 2,012		\$ 2,012	\$ 2,012		\$ 2,012	\$ 2,012		\$ 2,012	\$ 2,012	\$ 10,060	\$ 8,048	\$ 18,108	
20	Staff Travel-Local & Out of Town)	\$ 1,715	\$ 1,715	\$ 1,715	\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000	\$ 7,145	\$ 4,000	\$ 11,145	
21	Rental of Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	\$ 25,000	\$ 20,000	\$ 45,000	
22								\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
23	Client Travel	\$ 1,340	\$ 1,340	\$ 1,340	\$ 1,340	\$ 1,340		\$ 1,340	\$ 1,340		\$ 1,340	\$ 1,340		\$ 1,340	\$ 1,340		\$ 1,340	\$ 1,340	\$ 6,700	\$ 5,360	\$ 12,060	
24	Food & Food Vouchers	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000		\$ 36,000	\$ 36,000		\$ 36,000	\$ 36,000		\$ 36,000	\$ 36,000		\$ 36,000	\$ 36,000	\$ 180,000	\$ 144,000	\$ 324,000	
25	Client Activities	\$ 9,000	\$ 9,000	\$ 9,000	\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	\$ 37,000	\$ 20,000	\$ 57,000	
26	Custodian	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000	
27	Household Supplies	\$ 8,769	\$ 8,769	\$ 8,769	\$ 8,769	\$ 8,769		\$ 8,769	\$ 8,769		\$ 8,769	\$ 8,769		\$ 8,769	\$ 8,769		\$ 8,769	\$ 8,769	\$ 43,845	\$ 35,076	\$ 78,921	
28	Computer Hardware & Software	\$ 3,500	\$ 3,500	\$ 3,500	\$ 1,500	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	
29	Telecommunications	\$ 3,274	\$ 3,274	\$ 3,274	\$ 3,274	\$ 3,274		\$ 3,274	\$ 3,274		\$ 3,274	\$ 3,274		\$ 3,274	\$ 3,274		\$ 3,274	\$ 3,274	\$ 16,370	\$ 13,096	\$ 29,466	
30	Other Program Supplies	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800		\$ 4,800	\$ 4,800		\$ 4,800	\$ 4,800		\$ 4,800	\$ 4,800		\$ 4,800	\$ 4,800	\$ 24,000	\$ 19,200	\$ 43,200	
31	Postage & Shipping	\$ 176	\$ 176	\$ 176	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 528	\$ -	\$ 528	
32	Van Maintenance & Fuel	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600		\$ 600	\$ 600		\$ 600	\$ 600		\$ 600	\$ 600		\$ 600	\$ 600	\$ 3,000	\$ 2,400	\$ 5,400	
33	Meetings & Conferences	\$ 1,440	\$ 1,440	\$ 1,440	\$ 1,440	\$ 1,440		\$ 1,440	\$ 1,440		\$ 1,440	\$ 1,440		\$ 1,440	\$ 1,440		\$ 1,440	\$ 1,440	\$ 7,200	\$ 5,760	\$ 12,960	
34	Awards and Incentives	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,162		\$ 3,162	\$ 3,162		\$ 3,162	\$ 3,162		\$ 3,162	\$ 3,162		\$ 3,162	\$ 3,162	\$ 17,422	\$ 12,646	\$ 30,068	
35	Client Clothing Vouchers	\$ 1,047	\$ 1,047	\$ 1,047	\$ 1,047	\$ 1,047		\$ 1,047	\$ 1,047		\$ 1,047	\$ 1,047		\$ 1,047	\$ 1,047		\$ 1,047	\$ 1,047	\$ 5,235	\$ 4,188	\$ 9,423	
36	One-Time FY21-22 COVID Bonus Pay			\$ 9,063				\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 9,063	\$ -	\$ 9,063	
37								\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 207,438	\$ 207,438	\$ 207,850	\$ 178,463	\$ 204,752	\$ -	\$ 204,752	\$ 204,752	\$ -	\$ 204,752	\$ 204,752	\$ -	\$ 204,752	\$ 204,752	\$ -	\$ 204,752	\$ 204,752	\$ 1,005,941	\$ 819,006	\$ 1,824,947	
69																						
70	Other Expenses (not subject to indirect cost %)																					
71	General Fund - One-Time FY20-21 CODB		\$ 20,775					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 20,775	\$ -	\$ 20,775	
72								\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
84	TOTAL OTHER EXPENSES	\$ -	\$ 20,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,775	\$ -	\$ 20,775
85																						
86	Capital Expenses																					
87								\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
94																						
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96																						
97	HS# #3																				Template last modified 7/26/2022	

	A	B	C	D	E	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	Document Date	7/1/2024				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2019	6/30/2024	5		
6	Amended Term	7/1/2019	6/30/2028	9		
7	Provider Name	Larkin Street Youth Services				
8	Program	Transitional Housing at G-House				
9	FSP Contract ID#	1000013600				
10	Action (select)	Amendment				
11	Effective Date	7/1/2024				
12	Budget Name	COVID-19 Time-Limited Funding				
13		Current	New			
14	Term Budget	\$ 6,000	\$ 6,000	20%		
15	Contingency	\$ 170,058	\$ 764,944			
16	Not-To-Exceed	\$ 4,155,056	\$ 8,574,662			
17					Year 1	All Years
18					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2024
19					Actuals	Actuals
20						
21	Expenditures					
22	Salaries & Benefits	\$ 6,000	\$ 6,000			
23	Operating Expense	\$ -	\$ -			
24	Subtotal	\$ 6,000	\$ 6,000			
25	Indirect Percentage					
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ -			
27	Other Expenses (Not subject to indirect %)	\$ -	\$ -			
28	Capital Expenditure	\$ -	\$ -			
29	Admin Cost (HUD Agreements Only)	\$ -	\$ -			
30	Total Expenditures	\$ 6,000	\$ 6,000			
31						
32	HSH Revenues (select)					
35	General Fund - PM Wage Enhancement	\$ 6,000	\$ 6,000			
41						
42	Total HSH Revenues	\$ 6,000	\$ 6,000			
43	Other Revenues (to offset Total Expenditures)					
44					\$ -	
49	Total Other Revenues	\$ -	\$ -			
50						
51	Total HSH + Other Revenues	\$ 6,000	\$ 6,000			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -			
53						
54						
55	Prepared by	Cynthia Villalon				
56	Phone	415-673-0911				
57	Email	cvillalon@larkinstreetyouth.org				

	A	B	C	D	E	F	BT
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	SALARY & BENEFIT DETAIL						
3	Document Date	7/1/2024					
4	Provider Name	Larkin Street Youth Services					
5	Program	Transitional Housing at G-House					
6	FSP Contract ID#	1000013600					
7	Budget Name	COVID-19 Time					
8		Year 1				All Years	
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2024
10						Actuals	Actuals
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Residential Counselor				\$ 4,839	\$ 4,839	
55		TOTAL SALARIES				\$ 4,839	\$ 4,839
56		TOTAL FTE					
57		FRINGE BENEFIT RATE				24.00%	
58		EMPLOYEE FRINGE BENEFITS				\$ 1,161	\$ 1,161
59		TOTAL SALARIES & BENEFITS				\$ 6,000	\$ 6,000
60							
61							
62							

	A	B	C	D	N	Q	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				
2	APPENDIX B, BUDGET																				
3	Document Date	7/1/2024																			
4	Contract Term	Begin Date	End Date	Duration (Years)																	
5	Current Term	7/1/2019	6/30/2024	5																	
6	Amended Term	7/1/2019	6/30/2028	9																	
7	Provider Name	Larkin Street Youth Services																			
8	Program	Transitional Housing at G-House																			
9	FSP Contract ID#	1000013600																			
10	Action (select)	Amendment																			
11	Effective Date	7/1/2024																			
12	Budget Name	General Fund – Front Line PM Wage Increase																			
13		Current	New																		
14	Term Budget	\$ 131,384	\$ 394,152																		
15	Contingency	\$ 170,058	\$ 764,944	20%																	
16	Not-To-Exceed	\$ 4,155,056	\$ 8,574,662																		
17		EXTENSION YEAR					EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR								
18		Year 4	Year 5	Year 6		Year 7			Year 8			Year 9			All Years						
19		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	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2028	7/1/2019 - 6/30/2028			
20		Actuals	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Amendment	New			
21	Expenditures																				
22	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
23	Operating Expense	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ 131,384	\$ 262,768	\$ 394,152			
24	Subtotal	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ 131,384	\$ 262,768	\$ 394,152			
25	Indirect Percentage	0.00%	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	Total Expenditures	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ 131,384	\$ 262,768	\$ 394,152			
31																					
32	HSH Revenues (select)																				
35	General Fund - PM Wage Enhancement	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ 131,384	\$ 262,768	\$ 394,152			
41																					
42	Total HSH Revenues	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ 131,384	\$ 262,768	\$ 394,152			
43	Other Revenues (to offset Total Expenditures)																				
44																					
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
50																					
51	Total HSH + Other Revenues	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ 131,384	\$ 262,768	\$ 394,152			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54																					
55	Prepared by	Cynthia Villalon		*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral /																	
56	Phone	415-673-0911		Board of Supervisors discretion and funding availability, and are not guaranteed. For further																	
57	Email	cvillalon@larkinstreetyouth.org																			

	A	K	N	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	OPERATING DETAIL																	
3	Document Date																	
4	Provider Name																	
5	Program																	
6	FSP Contract ID#																	
7	Budget Name																	
8			EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR						
9		Year 4	Year 5	Year 6		Year 7			Year 8			Year 9			All Years			
10		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	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2028	7/1/2019 - 6/30/2028
11		Actuals	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current/Actuals	Modification	New
12		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
23	Operating Subsidy for front line Property Management s	\$ 65,692	\$ 65,692		\$ 65,692	\$ 65,692		\$ 65,692	\$ 65,692		\$ 65,692	\$ 65,692		\$ 65,692	\$ 65,692	\$ 131,384	\$ 262,768	\$ 394,152
67																		
68	TOTAL OPERATING EXPENSES	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ -	\$ 65,692	\$ 65,692	\$ 131,384	\$ 262,768	\$ 394,152
69																		
96																		
97	HSH #3																	Template last modified 7/26/2022