

**City and County of San Francisco
Office of Contract Administration
Purchasing Division**

First Amendment

THIS **FIRST AMENDMENT** (“Amendment”) is made as of **July 1, 2026**, in San Francisco, California, by and between **DISH SF** (“Contractor”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Director of the Office of Contract Administration.

Recitals

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the performance period and update standard contractual clauses; and

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

Whereas, this is a contract for Services and the Local Business Enterprise (“LBE”) subcontracting participation requirement for the Services has been waived pursuant to waiver [CMD14B0005586](#), and this Amendment is consistent with that waiver; and

Whereas, this Amendment is consistent with an approval obtained on February 4, 2019 from the Civil Service Commission under PSC number 45693-18/19 which authorizes the award of multiple agreements, the total value of which cannot exceed \$55,363,000 and the individual duration of which cannot exceed 10 years; and

Whereas, this Amendment is consistent with an approval obtained from City’s Homelessness Oversight Commission under [\[insert resolution number\]](#) approved on [\[insert date of Commission action\]](#) in the amount of [\[insert Dollar Amount\]](#) for the period commencing [\[Insert Start Date\]](#) and ending [\[Insert End Date\]](#); and

Whereas, this Amendment is consistent with an approval obtained from the City’s Board of Supervisors under [\[insert resolution number\]](#) approved on [\[insert date of Board action\]](#) in the amount of [\[insert Dollar Amount\]](#) for the period commencing [\[Insert Start Date\]](#) and ending [\[Insert End Date\]](#);

Now, THEREFORE, the parties agree as follows:

Article 1 Preface

The following definitions shall apply to this Amendment:

- 1.1 **Agreement.** The term “Agreement” shall mean the Agreement dated **July 1, 2025** between Contractor and City.
- 1.2 **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.
- 1.3 **San Francisco Labor and Employment Code.** As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12P (Minimum Compensation), 12Q (Health Care Accountability), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 111 (Minimum Compensation), 121 (Health Care Accountability), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12P, 12Q, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 111, 121, and 151, respectively.
- 1.4 **Open For Business Legislative Changes.** In October 2025, San Francisco enacted legislation that reduced obligations City places on contactors. These changes went into effect January 1, 2026. Articles 141 and 142 were repealed, to the extent those conditions appear in this Agreement, they should be treated as nullified. The dollar value threshold for application for Administrative Code Chapters 12F, 12N, 12L, 12Y, and 101 and Labor and Employment Code Article 151 were increased. If the Agreement is valued at less than \$230,000, 12N, 12Y and 101 are not in effect. If the Agreement is valued at \$230,000 or less, 12F and 151 are not in effect. If the Agreement is valued at less than \$1,000,000, Chapter 12L is not in effect. Any clause in the Agreement concerning a condition referenced above that is not in effect shall be treated as nullified.

Article 2 Modifications to the Scope of the Agreement

The Agreement is hereby modified as follows:

- 2.1 **Term.** Article 2 Term of the Agreement currently reads as follows:
 - 2.1 **Term.** The term of this Agreement shall commence on July 1, 2025 and expire on June 30, 2026, unless earlier terminated as otherwise provided herein.
 - 2.2 **Reserved (Options to Renew).**

Such section is hereby amended in its entirety to read as follows:

2.1 The term of this Agreement shall commence on **July 1, 2025** and expire on **December 31, 2027**, unless earlier terminated as otherwise provided herein.

2.2 **Reserved (Extension Options).**

2.2 Section 3.3 Compensation. Section 3.3 Compensation of the Agreement currently reads as follows:

3.3.1 **Calculation of Charges and Contract Not to Exceed Amount.** Contractor shall provide an invoice to the City on a monthly basis for Services completed in the immediate preceding month, unless a different schedule is set out in Appendix C, Method of Payment. Compensation shall be made for Services identified in the invoice that the City, in its sole discretion, concludes has been satisfactorily performed. The amount of this Agreement shall not exceed **Nine Million Nine Hundred Ninety Five Thousand Eight Hundred Ninety Seven Dollars (\$9,995,897)**, the breakdown of which appears in Appendix B, Budget. A portion of payment may be withheld until conclusion of the Agreement if agreed to by both parties as retainage, described in Appendix C, Method of Payment. City shall not be liable for interest or late charges for any late payments. City will not honor minimum service order charges for any services covered by this Agreement.

(a) Contractor understands that, of the Payment listed under 3.3.1 Calculation of Charges of this Agreement, **Seven Hundred Seventy Four Thousand Five Hundred Ninety Dollars (\$774,590)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Contractor without a modification to the Appendix B, Budget, which has been approved by the Department Homelessness and Supportive Housing. Contractor further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

3.3.2 **Payment Limited to Satisfactory Services.** Contractor is not entitled to any payments until City approves the Services delivered. Payments to Contractor by City shall not excuse Contractor from its obligation to replace the unsatisfactory Services even if the unsatisfactory character was apparent or could have been detected at the time such payment was made. Non-conforming Services may be rejected by City and in such case must be replaced by Contractor without delay at no cost to City.

- 3.3.3 **Withhold Payments.** If Contractor fails to provide the Services in accordance with Contractor's obligations under this Agreement, City may withhold any and all payments due to Contractor until such failure to perform is cured, and Contractor shall not stop work as a result of City's withholding of payments as provided herein.
- 3.3.4 **Invoice Format.** Invoices submitted by Contractor under this Agreement must be in a form acceptable to the Controller and City and include a unique invoice number and specific invoice date. Payment shall be made by City as specified in Section 3.3.8, or in such alternate manner as the Parties have mutually agreed upon in writing. All invoices must show the PeopleSoft Purchase Order ID Number, PeopleSoft Supplier Name and ID, Item numbers (if applicable), complete description of Services performed, sales/use tax (if applicable), contract payment terms and contract price. Invoices that do not include all required information or contain inaccurate information will not be processed for payment.
- 3.3.5 **Reserved (LBE Payment and Utilization Tracking System).**
- 3.3.6 **Getting paid by City Services.**
- (a) City utilizes a commercial product through its banking partner to pay City contractors electronically. Contractors shall sign up to receive electronic payments to be paid under this Agreement. To sign up for electronic payments, visit [SF City Partner at sfgov.org](https://sfcitypartner.sfgov.org).
 - (b) At the option of City, Contractor may be required to submit invoices directly in the City's financial and procurement system. Refer to <https://sfcitypartner.sfgov.org/pages/training.aspx> for more information.
- 3.3.7 **Grant Funded Contracts.**
- (a) **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State Grant to City. As part of the terms of receiving the funds, City is required to incorporate some of the terms into this Agreement. The incorporated terms may be found in Appendix D, Federal Requirements and Appendix E, Housing and Urban Development (HUD) Subrecipient Agreement. To the extent that any Grant Term is inconsistent with any other provisions of this Agreement such that Contractor is unable to comply with both the Grant Term and the other provision(s), the Grant Term shall apply.
 - (b) **Disallowance.** If Contractor requests or receives payment from City for Services, reimbursement for which is later disallowed due to Contractor's non-compliance with the Grant Terms, Contractor shall promptly refund

the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Contractor under this Agreement or any other agreement between Contractor and City.

- (c) **Subgrantees.** Contractor shall insert each Grant Term into each lower tier subcontract. Contractor is responsible for compliance with the Grant Terms by any subcontractor, lower-tier subcontractor or service provider.

3.3.8 Payment Terms.

- (a) **Payment Due Date:** Unless City notifies the Contractor that a dispute exists, Payment shall be made within 30 calendar days, measured from (1) the rendering of the Services or (2) the date of receipt of the invoice, whichever is later. Payment is deemed to be made on the date City has issued a check to Contractor or, if Contractor agreed to electronic payment, the date on which City has posted electronic payment to Contractor.
- (b) **Reserved (Payment Discount Terms).**

Such section is hereby amended in its entirety to read as follows:

3.3.1 **Contract Not to Exceed Amount.** The amount of this Agreement shall not exceed **Twenty Five Million Three Hundred Sixty One Thousand One Hundred Nine Dollars (\$25,361,109)**, the breakdown of which appears in Appendix B, Budget. City shall not be liable for interest or late charges for any late payments. City will not honor minimum service order charges for any Services covered by this Agreement.

- (a) Contractor understands that, of the Payment listed under 3.3.1 Calculation of Charges of this Agreement, **Two Million Six Hundred Seventy Four Thousand Sixty One Dollars (\$2,674,061)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Contractor without a modification to the Appendix B, Budget, which has been approved by the Department Homelessness and Supportive Housing. Contractor further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

- 3.3.2 **Payment Limited to Satisfactory Services.** Contractor is not entitled to any payments until City approves the Services delivered. Payments to Contractor by City shall not excuse Contractor from its obligation to replace the unsatisfactory Services even if the unsatisfactory character was apparent or could have been detected at the time such payment was made. Non-conforming Services may be rejected by City and in such case must be replaced by Contractor without delay at no cost to City.
- 3.3.3 **Withhold Payments.** If Contractor fails to provide the Services in accordance with Contractor's obligations under this Agreement, City may withhold any and all payments due to Contractor until such failure to perform is cured, and Contractor shall not stop work as a result of City's withholding of payments as provided herein.
- 3.3.4 **Invoicing.** Contractor shall invoice the City for the Services provided under this Agreement on a timely basis, and in no event later than 60 days after delivery of the Services or as specified in Appendix C, Method of Payment. Invoices submitted by Contractor must be in a form acceptable to the Controller and City and include a unique invoice number and a specific invoice date. Payment shall be made by City as specified in Section 3.3.7, or in such alternate manner as the Parties have mutually agreed upon in writing. All invoices must show the PeopleSoft Purchase Order ID Number, PeopleSoft Supplier Name and ID, Item numbers (if applicable), complete description of Services performed, sales/use tax (if applicable), contract payment terms and contract price. Invoices that do not include all required information or contain inaccurate information will not be processed for payment.
- 3.3.5 **Reserved (LBE Payment and Utilization Tracking System).**
- 3.3.6 **Grant Funded Contracts.**
- (a) **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State Grant to City. As part of the terms of receiving the funds, City is required to incorporate some of the terms into this Agreement. The incorporated terms may be found in Appendix D, Federal Requirements and Appendix E, Housing and Urban Development (HUD) Subrecipient Agreement. To the extent that any Grant Term is inconsistent with any other provisions of this Agreement such that Contractor is unable to comply with both the Grant Term and the other provision(s), the Grant Term shall apply.
- (b) **Disallowance.** If Contractor requests or receives payment from City for Services, reimbursement for which is later disallowed due to Contractor's non-compliance with the Grant Terms, Contractor shall promptly refund the disallowed amount to City upon City's request. At its option, City may

offset the amount disallowed from any payment due or to become due to Contractor under this Agreement or any other agreement between Contractor and City.

- (c) **Subgrantees.** Contractor shall insert each Grant Term into each lower tier subcontract. Contractor is responsible for compliance with the Grant Terms by any subcontractor, lower-tier subcontractor or service provider.

3.3.7 Payment Terms.

- (a) **Payment Due Date.** Unless City notifies the Contractor that a dispute exists, Payment shall be made within 30 calendar days, measured from (1) the rendering of the Services or (2) the date of receipt of the invoice, whichever is later. Payment is deemed to be made on the date City has issued a check to Contractor or, if Contractor has agreed to electronic payment, the date on which City has posted electronic payment to Contractor.
- (b) **Reserved (Payment Discount Terms).**

Article 3 Updates of Standard Terms to the Agreement

The Agreement is hereby modified as follows:

3.1 Article 1 Definitions. The following definitions are hereby added to the Agreement in Article 1 Definitions. If the terms are currently defined in the Agreement, then the included terms below supersede and expressly replace the existing definitions.

- (a) “Artificial Intelligence” or “Artificial Intelligence Model” means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer from the input it receives how to generate outputs that can influence physical or virtual environments.
- (b) “Artificial Intelligence System” means a machine-based system that is designed to operate with varying levels of autonomy and that may exhibit adaptiveness after deployment, and that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments.
- (c) “City Data” means all data collected, used, maintained, processed, stored, and/or generated by or on behalf of City in connection with this Agreement. City Data includes, without limitation, Confidential Information and Deliverable Data.

- (d) “Confidential Information” means confidential City information including, but not limited to, personal identifiable information (“PII”), protected health information (“PHI”), or individual financial information (collectively, “Proprietary or Confidential Information”) that is subject to local, state or federal laws restricting the use and disclosure of such information. Confidential Information includes, without limitation, City Data.
- (e) “Deliverable Data” means any data that is required to be delivered to City as a Deliverable, or as a part of a Deliverable, under this Agreement.
- (f) “Generative Artificial Intelligence” means artificial intelligence that can generate derived synthetic content, such as text, images, video, and audio, that emulates the structure and characteristics of the artificial intelligence’s training data.
- (g) “Personal Identifiable Information (PII)” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household. Personal information includes, but is not limited to, the following if it identifies, relates to, describes, is reasonably capable of being associated with, or could be reasonably linked, directly or indirectly, with a particular individual or household as further defined in the California Consumer Privacy Act.

3.2 Section 3.6 Payment of Prevailing Wages. Section 3.6 of the Agreement is replaced in its entirety to read as follows:

3.6 Payment of Prevailing Wages.

3.6.1. Covered Services. Services to be performed by Contractor under this Agreement will involve the performance of work covered by Articles 101 through 107 of the San Francisco Labor and Employment Code, as applicable, including without limitation the California Labor Code provisions incorporated therein (collectively, “Covered Services”), all of which is incorporated into this Agreement as if fully set forth herein and will apply to any Covered Services performed by Contractor and its subcontractors.

3.6.2. Wage Rates. The latest prevailing wage rates for private employment on public contracts as determined by the San Francisco Board of Supervisors, as such prevailing wage rates may be changed during the term of this Agreement, are hereby incorporated as provisions of this Agreement. Contractor agrees that it shall pay not less than the highest general Prevailing Rate of Wages to all workers employed by Contractor who perform Covered Services under this Agreement. Copies of the Prevailing Rate of Wages as fixed and determined in accordance with Labor and Employment Code Section 103.2 are available from the City’s Office of

Labor Standards and Enforcement (“OLSE”) and are on file at the Department’s principal office or at the job site and shall be made available to any interested party on request.

- 3.6.3. **Subcontract Requirements.** Contractor shall insert in every subcontract for the performance of Covered Services under this Agreement a provision requiring subcontractor to pay all persons performing labor in connection with Covered Services under the subcontract not less than the highest general prevailing rate of wages as determined by the Board of Supervisors for such labor and services.
- 3.6.4. **Job Site Notices and Records.** Contractor shall prominently post at each job site a sign informing employees that the work is subject to the City’s Prevailing Wage requirements and that these requirements are enforced by OLSE. Contractor shall also maintain a sign-in and sign-out sheet in a format prescribed by OLSE showing which employees are present on the job site.
- 3.6.5. **Payroll Records.** Contractor shall keep or cause to be kept, for a period of four years from the date of completion of the subject work, complete and accurate payroll records for all workers performing Covered Services, including without limitations time cards, trust fund reports, apprenticeship agreements, accounting ledgers, tax forms, proof of payment, and superintendent and foreperson daily logs for all trades workers performing work. Such records shall include the name, address and social security number of each worker who provided Covered Services, including apprentices, their classification, a general description of the Services each worker performed each day, the rate of pay (including rates of contributions for, or costs assumed to provide fringe benefits), daily and weekly number of hours worked, deductions made and actual wages paid. Every subcontractor who shall perform any part of Covered Services shall keep a like record of each person engaged in the execution of Covered Services under the subcontract. All such records shall at all times be available for inspection of and examination by City and its authorized representatives.
- 3.6.6. **Certified Payrolls.** Contractor shall prepare certified payrolls for the period involved for all employees, including those of subcontractors, who performed Covered Services.
- 3.6.7. **Compliance Monitoring.** Covered Services performed under this Agreement are subject to compliance monitoring and enforcement of prevailing wage requirements by OLSE. Contractor and any subcontractors performing Covered Services will cooperate fully with OLSE and other City employees and agents authorized to assist in the

administration and enforcement of the prevailing wage requirements. Contractor agrees that (i) OLSE shall have the right to engage in random inspections of job sites and have access to the employees of the Contractor, employee time sheets, inspection logs, payroll records and employee paychecks, and (ii) OLSE may audit such records of Contractor and any subcontractors as it reasonably deems necessary. Failure to comply with these requirements may result in penalties and forfeitures pursuant to the California Labor Code, including Section 1776(h), as amended from time to time, and San Francisco Labor and Employment Code Article 101 through 107, as applicable.

3.6.8. **Remedies.** Should Contractor, or any subcontractor performing Covered Services, fail or neglect to pay to the persons who perform Covered Services under this Agreement or subcontract for the Covered Services, the general prevailing rate of wages as herein specified, Contractor shall forfeit, and in the case of any subcontractor so failing or neglecting to pay said wage, Contractor and the subcontractor shall jointly and severally forfeit, back wages due plus the penalties set forth in the San Francisco Labor and Employment Code and/or California Labor Code Section 1775. City, when certifying any payment which may become due under the terms of this Agreement, shall deduct from the amount that would otherwise be due on such payment the amount of said forfeiture.

3.3 Section 5.1 Insurance. Section 5.1 of the Agreement is replaced in its entirety to read as follows:

5.1 Insurance.

5.1.1 **Required Coverages.** Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

- (a) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations. Policy must include Abuse and Molestation coverage.
- (b) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

- (c) Workers' Compensation Liability Insurance, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness.
- (d) **Reserved (Professional Liability Insurance).**
- (e) **Reserved (Technology Errors and Omissions Insurance).**
- (f) Cyber and Privacy Liability Insurance with limits of not less than \$1,000,000 per claim. Such insurance shall include coverage for liability arising from theft, dissemination, and/or use of confidential information, including but not limited to, bank and credit card account information or personal information, such as name, address, social security numbers, protected health information or other personally identifying information, stored or transmitted in electronic form.
- (g) **Reserved (Pollution Liability Insurance).**

5.1.2 Additional Insured.

- (a) The Commercial General Liability Insurance policy must include as Additional Insured the City and County of San Francisco, and its Officers, Agents, and Employees.
- (b) The Commercial Automobile Liability Insurance policy must include, and be endorsed to name, as Additional Insured the City and County of San Francisco, and its Officers, Agents, and Employees.
- (c) **Reserved (Pollution Additional Insured Endorsement).**

5.1.3 Waiver of Subrogation. The Workers' Compensation Insurance policy(ies) shall include a waiver of subrogation in favor of City for all work performed by the Contractor, and its employees, agents and subcontractors.

5.1.4 Primary Insurance.

- (a) The Commercial General Liability Insurance policy shall provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that the insurance applies separately to each insured against whom claim is made or suit is brought.

- (b) The Commercial Automobile Liability Insurance policy shall provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that the insurance applies separately to each insured against whom claim is made or suit is brought.
- (c) **Reserved (Pollution Liability Insurance as Primary Insurance).**

5.1.5 Other Insurance Requirements.

- (a) Thirty (30) days' advance written notice shall be provided to City of cancellation, intended non-renewal, or reduction in coverages, except for non-payment for which no less than ten (10) days' notice shall be provided to City. Notices shall be sent to City address set forth in Section 11.1 entitled "Notices to the Parties."
- (b) Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, be maintained for a period of three (3) years beyond the expiration of this Agreement, to the effect that, should occurrences during the Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.
- (c) Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- (d) Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.
- (e) Before commencing any Services, Contractor shall furnish to City certificates of insurance including additional insured and waiver of subrogation status, as required with insurers with ratings

comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.

- (f) If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds and waive subrogation in favor of City, where required.

3.4 Section 5.2 Indemnification. Section 5.2 of the Agreement is replaced in its entirety to read as follows:

5.2 Indemnification.

- 5.2.1 Contractor shall indemnify and hold harmless City and its officers, agents and employees from, and, if requested, shall defend them from and against any and all liabilities (legal, contractual, or otherwise), losses, damages, costs, expenses, or claims for injury or damages (collectively, "Claims"), arising from or in any way connected with Contractor's performance of the Agreement, including but not limited to, any: (i) injury to or death of a person, including employees of City or Contractor; (ii) loss of or damage to property; (iii) violation of local, state, or federal common law, statute or regulation, including but not limited to privacy or personal identifiable information, health information, disability and labor laws or regulations; (iv) strict liability imposed by any law or regulation; or (v) losses arising from Contractor's execution of subcontracts not in accordance with the requirements of this Agreement applicable to subcontractors; except to the extent such indemnity is void or otherwise unenforceable under applicable law, and except where such Claims are the result of the active negligence or willful misconduct of City and are not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on, Contractor, its subcontractors, or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants, experts, and related costs, and City's costs of investigating any claims against City.
- 5.2.2 In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which

obligation arises at the time such Claim is tendered to Contractor by City and continues at all times thereafter.

5.2.3 Contractor shall indemnify, defend, and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons arising directly or indirectly from the receipt by City, or any of its officers or agents, of Contractor's Services.

5.3.4 Under no circumstances will City indemnify, defend, or hold harmless Contractor.

3.5 Section 6.1 Liability of City. Section 6.1 of the Agreement is replaced in its entirety to read as follows:

6.1 Liability of City. CITY'S TOTAL LIABILITY UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION ITS PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 3.3.1, "CONTRACT NOT TO EXCEED AMOUNT," OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

3.6 Section 8.2 Termination for Default; Remedies. Section 8.2 of the Agreement is replaced in its entirety to read as follows:

8.2 Termination for Default; Remedies.

8.2.1 Each of the following shall constitute an immediate event of default ("Event of Default") under this Agreement:

(a) Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:

3.5	Submitting False Claims
4.5	Assignment
Article 5	Insurance and Indemnity
Article 7	Payment of Taxes
10.3.6	Alcohol and Drug-Free Workplace

10.3.5	Reserved (Working with Minors)
11.10	Compliance with Laws
Article 13	Data and Security

- (b) Contractor fails or refuses to perform the Services or to perform or observe any other term, covenant or condition contained in this Agreement, including any obligation imposed by ordinance or statute and incorporated by reference herein, and such default is not cured within ten (10) days after written notice thereof from City to Contractor or from when Contractor otherwise becomes aware of the Event of Default. If Contractor defaults a second time in the same manner as a prior default cured by Contractor, in addition to all other remedies available to City, City may in its sole discretion immediately terminate the Agreement for default or grant an additional period not to exceed five days for Contractor to cure the default.
- (c) Contractor (i) is generally not paying its debts as they become due; (ii) files, or consents by answer or otherwise to the filing against it of a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction; (iii) makes an assignment for the benefit of its creditors; (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Contractor or of any substantial part of Contractor's property; or (v) takes action for the purpose of any of the foregoing.
- (d) A court or government authority enters an order (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Contractor or with respect to any substantial part of Contractor's property, (ii) constituting an order for relief or approving a petition for relief, reorganization or arrangement, any other petition in bankruptcy or for liquidation, or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Contractor.

8.2.2 **Default Remedies.** On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, where applicable, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any Event of Default. Contractor shall pay to City on demand all costs and expenses incurred by City arising

from the Event of Default and/or in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor: (i) all damages, losses, costs or expenses incurred by City as a result of an Event of Default; and (ii) any liquidated damages levied upon Contractor pursuant to the terms of this Agreement; and (iii), any damages imposed by any ordinance or statute that is incorporated into this Agreement by reference, or into any other agreement with City.

8.2.3 All remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy. Nothing in this Agreement shall constitute a waiver or limitation of any rights that City may have under applicable law.

8.2.4 Any notice of default must be sent in accordance with Article 11.

3.7 Section 8.4 Rights and Duties upon Termination or Expiration. Section 8.4 of the Agreement is hereby replaced in its entirety to read as follows:

8.4 Section 8.4 Rights and Duties upon Termination or Expiration.

8.4.1 Section 8.4, "Rights and Duties upon Termination or Expiration," and the following Sections of this Agreement listed below, shall survive termination or expiration of this Agreement:

3.3.2	Payment Limited to Satisfactory Services
3.3.6 (b)	Grant Funded Contracts – Disallowance
3.4	Audit and Inspection of Records
3.5	Submitting False Claims
Article 5	Insurance and Indemnity
6.1	Liability of City
6.3	Reserved (Liability for Incidental and Consequential Damages)
Article 7	Payment of Taxes
8.1.6	Payment Obligation
8.2.2	Default Remedies
9.1	Ownership of Results
9.2	Works for Hire
11.7	Agreement Made in California; Venue

11.8	Construction
11.9	Entire Agreement
11.10	Compliance with Laws
11.11	Severability
Article 13	Data and Security

8.4.2 Subject to the survival of the Sections identified in Section 8.4.1, above, if this Agreement is terminated prior to expiration of the term specified in Article 2, this Agreement shall be of no further force or effect. Promptly upon expiration of this Agreement, or promptly upon receipt by Contractor of notice of termination of this Agreement, Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any Deliverables, work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired in connection with the performance of this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City.

3.8 Article 10 Additional Requirements Incorporated by Reference. Article 10 of the Agreement is replaced in its entirety to read as follows:

10.1 **Laws Incorporated by Reference.** The full text of the laws listed in this Article 10, including enforcement and penalty provisions, are incorporated by reference into this Agreement. The full text of the San Francisco Municipal Code provisions incorporated by reference in this Article and elsewhere in the Agreement ("Mandatory City Requirements") are available at http://www.amlegal.com/codes/client/san-francisco_ca/.

10.2 **Governmental-Conduct Related Contractual Obligations.**

10.2.1 **Conflict of Interest.** By executing this Agreement, Contractor certifies that it does not know of any fact which constitutes a violation of Section 15.103 of the City's Charter; Article III, Chapter 2 of City's Campaign and Governmental Conduct Code; Title 9, Chapter 7 of the California Government Code (Section 87100 *et seq.*), or Title 1, Division 4, Chapter 1, Article 4 of the California Government Code (Section 1090 *et seq.*), and further agrees promptly to notify City if it becomes aware of any such fact during the term of this Agreement.

10.2.2 **Prohibition on Use of Public Funds for Political Activity.** In performing the Services, Contractor shall comply with San Francisco Administrative Code Chapter 12G, which prohibits funds appropriated by City for this Agreement from being expended to participate in, support, or attempt to

influence any political campaign for a candidate or for a ballot measure. Contractor is subject to the enforcement and penalty provisions in Chapter 12G.

10.2.3 Limitations on Contributions. By executing this Agreement, Contractor acknowledges its obligations under Section 1.126 of the City’s Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves; (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve (12) months after the date City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Contractor’s board of directors; Contractor’s chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than ten percent (10%) in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Contractor certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the contract, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

10.3 Employment-Related Contractual Obligations.

10.3.1 Local Business Enterprise and Non-Discrimination in Contracting Ordinance. Contractor shall comply with all applicable provisions of San Francisco Administrative Code Chapter 14B (“LBE Ordinance”). Contractor is subject to the enforcement and penalty provisions in Chapter 14B.

10.3.2 Minimum Compensation Ordinance. San Francisco Labor and Employment Code Article 111 applies to this Agreement. Contractor shall pay covered employees no less than the minimum compensation required by Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Contractor is subject to the enforcement and penalty provisions in Article 111. Information about and the text of Article 111 is available on the web at

<http://sfgov.org/olse/mco>. Contractor is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Contractor certifies that it complies with Article 111.

10.3.3 Health Care Accountability Ordinance. San Francisco Labor and Employment Code Article 121 applies to this Agreement. Contractor shall comply with the requirements of Article 121. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 121.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of Article 121, as well as the Health Commission's minimum standards, is available on the web at <http://sfgov.org/olse/hcao>. Contractor is subject to the enforcement and penalty provisions in Article 121. Any Subcontract entered into by Contractor shall require any Subcontractor with 20 or more employees to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section.

10.3.4 First Source Hiring Program. Contractor must comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement; and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

10.3.5 Reserved (Working with Minors).

10.3.6 Alcohol and Drug-Free Workplace. City reserves the right to deny access to, or require Contractor to remove from, City facilities personnel of any Contractor or subcontractor who City has reasonable grounds to believe has engaged in alcohol abuse or illegal drug activity which in any way impairs City's ability to maintain safe work facilities or to protect the health and well-being of City employees and the general public. City shall have the right of final approval for the entry or re-entry of any such person previously denied access to, or removed from, City facilities. Illegal drug activity means possessing, furnishing, selling, offering, purchasing, using or being under the influence of illegal drugs or other controlled substances for which the individual lacks a valid prescription. Alcohol abuse means possessing, furnishing, selling, offering, or using alcoholic beverages, or being under the influence of alcohol.

Contractor agrees in the performance of this Agreement to maintain a drug-free workplace by notifying employees that unlawful drug use is prohibited and specifying what actions will be taken against employees

for violations; establishing an on-going drug-free awareness program that includes employee notification and, as appropriate, rehabilitation. Contractor can comply with this requirement by implementing a drug-free workplace program that complies with the [add the following if using Federal funds] Federal Drug-Free Workplace Act of 1988 (41 U.S.C. § 701) [add the following if using State funds] or California Drug-Free Workplace Act of 1990 Cal. Gov. Code, § 8350 et seq.

10.3.7 Nondiscrimination in Contracts. Contractor shall comply with the provisions of San Francisco Labor and Employment Code Articles 131 and 132. Contractor shall incorporate by reference in all subcontracts the provisions of Sections 131.2(a), 131.2(c)-(k), and 132.3 of the San Francisco Labor and Employment Code and shall require all subcontractors to comply with such provisions. Contractor is subject to the enforcement and penalty provisions in Articles 131 and 132.

10.3.8 Nondiscrimination in the Provision of Employee Benefits. San Francisco Labor and Employment Code Article 131.2 applies to this Agreement. Contractor does not as of the date of this Agreement, and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for City elsewhere in the United States, discriminate in the provision of employee benefits between employees with domestic partners and employees with spouses and/or between the domestic partners and spouses of such employees, subject to the conditions set forth in Article 131.2.

10.4 Environmental-Related Contractual Obligations.

10.4.1 Packaged Water Prohibition. The scope of Services includes the sale, provision, or distribution of water to or on behalf of City. Contractor agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24, as part of its performance of this Agreement.

10.4.2 Tropical Hardwood and Virgin Redwood Ban. Pursuant to San Francisco Environment Code Section 804(b), City urges Contractor not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

10.4.3 Food Service Waste Reduction Requirements. Contractor shall comply with the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including but not limited to the remedies for noncompliance provided therein.

10.4.4 **Sugar-Sweetened Beverage Prohibition.** The scope of Services in this Agreement includes the sale, provision, or distribution of beverages to or on behalf of City. Contractor agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

10.5 **Reserved (Slavery Era Disclosure).**

10.6 **Nonprofit Contractor Obligations.**

10.6.1 **Good Standing.** If Contractor is a nonprofit organization, Contractor represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Contractor shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City's request, Contractor shall provide documentation demonstrating its compliance with applicable legal requirements. If Contractor will use any subcontractors to perform the Agreement, Contractor is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts for the duration of the Agreement. Any failure by Contractor or its subcontractors to remain in good standing with applicable requirements shall be a material breach of this Agreement.

10.6.2 **Public Access to Nonprofit Records and Meetings.** If Contractor is a nonprofit organization, provides Services that do not include services or benefits to City employees (and/or to their family members, dependents, or their other designated beneficiaries), and receives a cumulative total per year of at least \$1,000,000 in City or City-administered funds, Contractor must comply with the City's Public Access to Nonprofit Records and Meetings requirements, as set forth in Chapter 12L of the San Francisco Administrative Code, including the remedies provided therein.

3.9 Section 11.2 Compliance with Laws Requiring Access for People with Disabilities.

Section 11.2 of the Agreement is replaced in its entirety to read as follows:

11.2 Compliance with Laws Requiring Access for People with Disabilities.

11.2.1 Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to people with disabilities. Contractor shall provide

the services specified in this Agreement in a manner that complies with the ADA and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against people with disabilities in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Agreement.

11.2.2 Contractor shall provide technical assistance to City when responding to reasonable accommodation requests from City employees respecting their use of the information content and technology (“ICT”) and/or Services provided under this Agreement.

11.2.3 **Reserved (Web and Mobile Content Accessibility).**

3.10 Section 11.4 Sunshine Ordinance. Section 11.4 of the Agreement is replaced in its entirety to read as follows:

11.4 **Sunshine Ordinance.** Contractor acknowledges that this Agreement and all City records related to its formation, Contractor's performance of Services, and City's payment may be subject to the California Public Records Act, (California Government Code §7920.000 et seq.), and the San Francisco Sunshine Ordinance, (San Francisco Administrative Code Chapter 67). Such records are subject to public inspection and copying unless exempt from disclosure under federal, state or local law.

3.11 Section 11.7 Agreement Made in California; Venue. Section 11.7 of the Agreement is replaced in its entirety to read as follows:

11.7 **Agreement Made in California; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California without regard to conflict of law provisions. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

3.12 Section 11.13 Order of Precedence. Section 11.13 of the Agreement is replaced in its entirety to read as follows:

11.13 **Order of Precedence.** If the Appendices to this Agreement include any Contractor terms, Contractor agrees that in the event of any discrepancy, inconsistency, gap, ambiguity, or conflict in language between City’s terms and Contractor’s terms, City’s terms shall take precedence. Any hyperlinked terms included in Contractor’s terms shall have no legal effect.

3.13 Section 11.15 No Third-Party Beneficiaries. The following section is hereby added to Article 11 of the Agreement:

11.15 **No Third-Party Beneficiaries.** The representations, warranties and other terms contained herein are for the sole benefit of the Parties hereto and their respective successors and permitted assigns, and they shall not be construed as conferring any rights on any other persons.

3.14 Section 12.1 Appendices. Section 12.1 of the Agreement is replaced in its entirety to read as follows:

12.1. Appendices. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-1, Services to be Provided (dated July 1, 2026)

Appendix A-2, Services to be Provided

Appendix B, Budget (dated July 1, 2026)

Appendix C, Method of Payment

Appendix D, Federal Requirements

Appendix E, Housing and Urban Development (HUD) Subrecipient Agreement

Appendix F, Anti-Violence and Weapons Policy

3.15 Article 13 Data and Security. Article 13 of the Agreement is hereby replaced in its entirety to read as follows:

13.1 Nondisclosure of Private, Proprietary or Confidential Information.

13.1.1 Protection of Private Information. If this Agreement requires City to disclose "Private Information" to Contractor within the meaning of San Francisco Administrative Code Chapter 12M, Contractor and subcontractor shall use such information only in accordance with the restrictions stated in Chapter 12M and in this Agreement and only as necessary in performing the Services. Contractor is subject to the enforcement and penalty provisions in Chapter 12M.

13.1.2 City Data; Confidential Information. In the performance of Services, Contractor may have access to, or collect on City's behalf, City Data, which may include proprietary or Confidential Information that if disclosed to third parties may damage City. If City discloses proprietary or Confidential Information to Contractor, or Contractor collects such information on City's behalf, such information must be held by Contractor in confidence and used only in performing the Agreement.

Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary or Confidential Information.

13.2 Reserved (Payment Card Industry (“PCI”) Requirements).

13.3 Reserved (Business Associate Agreement).

13.4 Management of City Data.

13.4.1 Use of City Data. Contractor agrees to hold City Data received from, or created or collected on behalf of, City, in strictest confidence. Contractor shall not use or disclose City Data except as permitted or required by the Agreement or as otherwise authorized in writing by City. Any work by Contractor or its authorized subcontractors using, or sharing or storage of, City Data outside the United States is prohibited, absent prior written authorization by City. Access to City Data must be strictly controlled and limited to Contractor’s staff assigned to this project on a need-to-know basis only. City Data shall not be distributed, repurposed or shared across other applications, environments, or business units of Contractor. Contractor is provided a limited non-exclusive license to use City Data solely for performing its obligations under the Agreement and not for Contractor’s own purposes or later use, provided, however, that no City Data may be used by Contractor to train, modify or improve any Artificial Intelligence Systems or Models without City’s prior written consent, which may be withheld or withdrawn at City’s sole discretion. Nothing herein shall be construed to confer any license or right to City Data, by implication, estoppel or otherwise, under copyright or other intellectual property rights, to any third-party. Unauthorized use of City Data by Contractor, subcontractors or other third-parties is prohibited. For purpose of this requirement, the phrase “unauthorized use” means the data mining or processing of data and/or machine learning from the data, stored or transmitted by the service, for unrelated commercial purposes, advertising or advertising-related purposes, or for any purpose that is not explicitly authorized other than security or service delivery analysis.

13.4.2 Use of Generative Artificial Intelligence in Deliverables. Contractor is prohibited from using Generative Artificial Intelligence in the development of Deliverables without City’s prior written consent. Contractor represents and warrants to City that Deliverables will not be developed in a manner that conflicts with the City’s rights in and to the Deliverables under Article 9, “Rights in Deliverables,” or the City Data confidentiality and security requirements under Article 13, “Data and Security,” of this Agreement.

13.4.3 Disposition of City Data. Except as otherwise provided for in this Agreement, upon City's request, termination or expiration of this Agreement, or the expiration of any required document retention period or litigation hold, Contractor shall promptly, but in no event later than thirty (30) calendar days, return all City Data given to, or collected or created by Contractor on City's behalf, which includes all original media. Once Contractor has received written confirmation from City that the City Data has been successfully transferred to City, Contractor shall, within ten (10) business days, securely dispose, clear, purge, and/or physically destroy, all copies of all City Data from its servers, files, hosted environments used in performance of this Agreement (including subcontractors' environments), work stations used to process or produce the data, and any other work files stored by Contractor in whatever medium. Contractor shall provide City with written certification that such secure disposal occurred within five (5) business days of the disposal. Secure disposal shall be accomplished by "clearing," "purging" or "physical destruction," in accordance with National Institute of Standards and Technology (NIST) Special Publication 800-88 or most current industry standard.

13.5 Ownership of City Data. The Parties agree that as between them, all rights, including all intellectual property rights, in and to City Data and any derivative works of City Data is the exclusive property of City.

13.6 Loss or Unauthorized Access to City's Data; Security Breach Notification. Contractor shall comply with all applicable laws that require the notification to individuals in the event of unauthorized release of PII, PHI, or other event requiring notification. Contractor shall notify City of any actual or potential exposure or misappropriation of City Data (any "Leak") within twenty-four (24) hours of the discovery of such, but within twelve (12) hours if the Data Leak involved PII or PHI. Contractor, at its own expense, will reasonably cooperate with City and law enforcement authorities to investigate any such Leak and to notify injured or potentially injured parties. The remedies and obligations set forth in this subsection are in addition to any other City may have. City shall conduct all media communications related to such Leak.

13.7 Cybersecurity Risk Assessment. If a Cybersecurity Risk Assessment ("CRA") was required before entering the Agreement, Contractor must complete an annual CRA to demonstrate that it has maintained the data privacy and information security program required for City contractors. If Contractor does not satisfactorily complete an annual CRA, the City shall have the right, without further obligation or liability to Contractor, to terminate this Agreement or exercise any of its other remedies hereunder. Any failure by Contractor to comply with this Section shall be a material breach of this Agreement.

- 3.16 Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-1, Services to be Provided** (dated July 1, 2026), for the period of July 1, 2026 to December 31, 2027.
- 3.17 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2026), for the period of July 1, 2025 to December 31, 2027.

Article 4 Effective Date

Each of the modifications set forth in Articles 2 and 3 shall be effective on and after the date of this Amendment.

Article 5 Legal Effect

Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Agreement on the day first mentioned above.

CITY

CONTRACTOR

Recommended by:

DISH SF

Shireen McSpadden
Director
Department of Homelessness and Supportive
Housing

Rahwa Meharena
Co-Chief Executive Officer
City Supplier Number: 0000056820
Unique Entity ID: G56KM2D2QUP1

Date: _____

Date: _____

Approved as to Form:
David Chiu
City Attorney

By: _____
Grace DiLaura
Deputy City Attorney

Date: _____

Approved:
Sailaja Kurella
Director of the Office of Contract Administration,
and Purchaser

By: _____
[Name of Purchaser]
Authorized Signer

Date: _____

Appendix A-1, Services to be Provided
by
DISH SF
Property Management and Master Lease Stewardship at Six Buildings

I. Purpose of Contract

The purpose of the contract is to provide Property Management and Master Lease Stewardship to the served population. The goals of these services are to support tenants in retaining their housing; or moving to other appropriate housing.

II. Served Population

A. Contractor shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age. This shall include tenants who must meet more specific eligibility criteria as required by the funding source for their housing sites:

1. In housing units funded through the Mental Health Services Act (MHSA), Contractor shall serve adults living with a Mental Health diagnosis and Full-Service Partnership Authorization from Behavioral Health Services (BHS) from the Department of Public Health (DPH).
2. In housing units funded through the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program, contractor shall serve chronically homeless adults.
3. At the Le Nain, Contractor shall serve formerly homeless and income-eligible adults aged 55 or older.

B. Contractor shall serve existing tenants of the housing sites whose tenancy began prior to Master Lease initiation.

III. Referral and Prioritization

All new tenants will be referred by the Department of Homelessness and Supportive Housing (HSH) through Coordinated Entry (CE), which organizes the City's homelessness response system (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria for permanent supportive housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

Applicants for MHSA units will be referred to HSH through the BHS Intensive Case Management/Full-Service Partnership (ICM/FSP) process.

Applicants for HUD CoC units must meet all other program eligibility criteria as defined by the HUD CoC project application, including requirements related to chronic homelessness and/or disability status.

IV. Description of Services

Contractor shall serve tenants of the total number of units listed in Appendix B, Budget (“Number Served” tab).

A. Property Management

1. **Program Applicant Selection and Intake:** Contractor shall align with Housing First principles and follow the processes agreed upon by Contractor, HSH, property owner, housing subsidy administrators, fair housing laws, and/or other entities involved with referrals.

Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.”

Contractor shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable accommodation, and transfers when accepting referrals and placing tenants into housing.

2. **Tenant Lease Set-Up:** Contractor shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include Community Rules, the Lease Addendum for City & County of San Francisco PSH, HSH Resident Emergency Safety Check Policy Notice, and other pertinent Lease Addenda. Contractor shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
3. **Annual Tenant Re-certification:** As required by rental subsidy type, Contractor shall re-certify tenant income annually. This is generally done on the anniversary of a tenant’s move-in date.
4. **Collection of Rents, Security Deposits, and Other Receipts:** Contractor shall collect and process rent and other housing-related payments (e.g. security deposit) made by tenants.
 - a. Contractor shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - b. Contractor shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
 - c. HSH funds Third-Party Rent Payment (TPRP) and money management services for tenants. Contractor will provide information on TPRP and

encourage tenants to enroll in money management services to support housing stability.

5. Lease Enforcement, Written Notices and Eviction Prevention:
 - a. Contractor shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Contractor shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
 - b. Contractor shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
 - c. Contractor shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
 - d. When necessary, Contractor shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 - e. Contractor shall copy Support Services staff on all communications to tenants.
6. Building Service Payments: Contractor shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.
7. Building Maintenance: Contractor shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
 - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
 - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 - c. Pest control services, as needed;
 - d. Maintenance and repair of facility systems, plumbing, electrical;
 - e. Building security; and
 - f. Preparation of apartments for tenant move-in and move-out.
8. Coordination with Support Services: If a tenant is facing housing instability, Contractor shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Contractor shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

Contractor shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.

9. **Wellness and Emergency Safety Checks:** Contractor shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety. Whenever there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency, then Contractor shall contact appropriate emergency medical professionals.
10. **Front Desk Coverage:** Contractor shall provide front desk coverage 24 hours per day, seven days per week.
11. **Exit Planning:** Contractor shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Contractor shall provide exit information to Support Services to complete the client program exit in the Online Navigation and Entry (ONE) System.

B. Stewardship of the Master Lease:

1. Contractor shall maintain stewardship of the Master Lease and coordinate with the property's owner on regular maintenance items.
2. Contractor shall coordinate and conduct regular asset management meetings with HSH Real Estate staff, the HSH Program Manager, Contractor and/or Property Management staff to address ongoing capital needs, property owner's obligations, changes to the approved sublease, and other issues as per the Master Lease.

V. Location and Time of Services

Contractor shall provide services at the housing locations listed in Appendix B, Budget ("Number Served" tab).

Contractor shall provide Property Management services 24 hours a day, seven days a week, either on-site or on-call. Contractor shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

VI. Service Requirements

A. **Facilities:** Contractor shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.

1. Contractor shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), DPH, or another City agency.

- B. Admission Policy: Contractor admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identity, disability, HIV status, or immigration status unless otherwise required by law.
- C. Housing First: Contractor services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.
- D. Harm Reduction: Contractor shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Contractor staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Contractor shall ensure that translation and interpreter services are available, as needed. Contractor shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Case Conferences: Contractor shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's housing stability.
- G. Grievance Procedure:
1. Contractor shall establish and maintain a written Grievance Procedure for tenants, 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 tenant 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 tenant to contact after the tenant has exhausted Contractor's internal Grievance Procedure.
 2. Contractor shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Contractor shall post the policy at all times in a location visible to tenants, and provide a

copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Feedback, Complaint and Follow-up Policies:

Contractor shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services.

Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Contractor shall offer assistance to the served population with survey completion if the written format presents any problem.

I. City Communications, Trainings and Meetings:

Contractor shall keep HSH informed of program operations and comply with HSH policies and training requirements, and participate in meetings including but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.

J. Coordination with Other Service Providers: Contractor shall establish written agreements with Support Services and other service providers that are part of the site team to formalize collaboration and roles and responsibilities.

K. Critical Incidents: Contractor shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

L. Disaster and Emergency Response Plan: Contractor 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. Contractor shall update the Agency/site(s) plan as needed and Contractor shall train all employees regarding the provisions of the plan for their Agency/site(s).

M. Anti-Violence and Weapons Policy:

1. Anti-Violence Efforts. Contractor shall develop, adopt, and train employees on a Workplace Emergency Action Plan to prepare and respond to serious violent incidents, including an active shooter. Contractor shall also comply with HSH's Support Services Policies and Procedures: Responses to Critical Incidents Involving Threatening & Assaultive Behavior, which describes the actions that HSH expects each PSH Housing Provider to take to warn, and protect staff, tenants, and the public who are present, when an assaultive and threatening behavior occurs.
2. PSH Weapons Policy and Lease Addendum. Contractor shall adopt and enforce a site specific PSH Weapons Policy. Each PSH Weapons Policy must be substantially in the form as the model set out in HSH's Anti-Violence and Weapons Policy. Contractor shall incorporate the lease addendum into the tenant subleases.

N. Good Neighbor Policies: Contractor shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Contractor shall develop and maintain procedures to ensure compliance with all applicable policy components.

O. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.

1. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability. Hard copy files shall be stored securely within a locked cabinet and within a locked office.
2. Grantee shall track receipt and completion of maintenance work orders.
3. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

P. Data Standards:

1. Contractor shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
2. Data entered in the ONE system shall meet or exceed the ONE System CDQI Process standards.
3. Contractor 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, Contractor shall submit monthly, quarterly and/or annual metrics into either the

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

CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Contractors regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Contractors via written notice at least one month prior to expected implementation.

4. Contractor shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Contractors in writing from HSH.

Q. Confidentiality:

1. Contractor shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Contractor, HSH, and other providers if those laws apply for the purposes described in the Services, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Contractor shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Contractor's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Contractor shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under these Services or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Contractor receives the request. Contractor shall not respond to Legal Requests without first notifying City.
4. In the event that Contractor becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Contractor shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Contractor will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

- R. Reasonable Accommodation Process: Contractor shall establish and maintain a written Reasonable Accommodation Process for the program. Contractor shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.

VII. Service Objectives

Contractor shall achieve the following Service Objectives:

- A. Contractor shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
- B. Contractor shall ensure that new tenant move-ins occur within 30 days of referral.
- C. Contractor shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
- D. Contractor shall maintain an occupancy rate of at least 93 percent.

VIII. Outcome Objectives

Contractor shall achieve the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty-Five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with Property Management services.

IX. Reporting Requirements

Contractor shall input data into systems required by HSH, such as the ONE System and CARBON.

- A. Contractor shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Contractor shall enter tenant data in the ONE System.
- B. On a quarterly basis, Contractor shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. Average number of days to turn over units; and
 - 2. The number of tenants receiving lease violations, and the number and percentage of tenant lease violations that were resolved without loss of housing to tenants.

- C. On an annual basis, Contractor shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The number of program exits;
 3. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
 4. The tenant satisfaction survey results; and
 5. The number of households showing housing instability who remained housed.
- D. Contractor 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>). Contractor shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System. Contractor shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Contractor shall adhere to all deadlines for submission as required by HSH.
- E. Contractor 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 HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- F. Contractor shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- G. Contractor shall comply with state regulations and meet reporting requirements for the MHSA of the Department of Health Care Services and the Mental Health Services Oversight and Accountability Commission.
- H. Contractor shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Contractor's services. Contractor 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 30 working days of receipt of any evaluation report and any Contractor response will become part of the official report.

- I. Contractor shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Contractor is subject to program monitoring and/or audits, including, but not limited to review of the following: tenant files, administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, 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 trainings and agency lead meetings.

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

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Approved Subcontractors
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2026			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2025	6/30/2026	1	
6	Amended Term	7/1/2025	12/31/2027	3	
7	Provider Name	DISH SF			
8	Program	Property Management at Six Buildings			
9	Approved Subcontractors				
10	1. Janitorial Subcontractor / Optimum Green Cleaning				
11					
12					

	A	B	C	D	E	F	H	I	K	L
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									Number Served
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2025	6/30/2026	1						
6	Amended Term	7/1/2025	12/31/2027	3						
7	Provider Name	DISH SF								
8	Program	Property Management at Six Buildings								
9					Year 1	Year 2	Year 3			
10		Service Component			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027			
11	Property Management (#Tenant Units) - Camelot				55	55	55			
12	Property Management (#Tenant Units) - Empress				89	89	89			
13	Property Management (#Tenant Units) - LeNain				86	86	86			
14	Property Management (#Tenant Units) - Pacific Bay Inn (PBI)				75	75	75			
15	Property Management (#Tenant Units) - Star				54	54	54			
16	Property Management (#Tenant Units) - Windsor				91	91	91			
17										
18	Total				450	450	450			
19										

	A	B	C	D	E	F	G	H	I	K	L
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				HUD CoC Grant						
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2026									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2025	6/30/2026	1							
6	Amended Term	7/1/2025	12/31/2027	3							
7	Provider Name	DISH SF									
8	Program	Property Management at Six Buildings									
9	Provider Unique Entity ID	G56KM2D2QUP1									
10	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				Year 1		Year 2		Year 3		
11					7/1/2025 - 6/30/2026		7/1/2026 - 6/30/2027		7/1/2027 - 12/31/2027		
13	Federal Award Identification Number				CA0058L9T012417		TBD		TBD		
14	Federal Award Date (HUD Agreement Signature Date) 2 CFR 200.39				9/24/2025		TBD		TBD		
15											
16											
17											
18											
19											
20											
21											

	A	B	C	D	E	J	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	7/1/2026					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2025	6/30/2026	1			
6	Amended Term	7/1/2025	12/31/2027	3			
7	Provider Name	DISH SF					
8	Program	Property Management at Six Buildings					
9	F\$P Contract ID#	1000035491					
10	Action (select)	Amendment					
11	Effective Date	7/1/2026					
12	Budget Names	General Fund & Prop C - Property Management, MHSA - Property Management, CoC - Operations & Admin, COP - One-Time Capital					
13		Current	New				
14	Term Budget	\$ 9,316,739	\$ 22,687,048				20%
15	Contingency	\$ 679,158	\$ 2,674,061				
16	Not-To-Exceed	\$ 9,995,897	\$ 25,361,109				
17					EXTENSION YEAR	EXTENSION YEAR	
18					Year 1	Year 2	Year 3
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027
20					Current	New	New
21	Expenditures						
22	Salaries & Benefits	\$ 5,248,857	\$ 5,319,898	\$ 2,659,949			
23	Operating Expense	\$ 3,366,394	\$ 3,208,397	\$ 1,604,199			
24	Subtotal	\$ 8,615,251	\$ 8,528,295	\$ 4,264,147			
26	Indirect Cost	\$ 1,270,083	\$ 1,257,039	\$ 628,520			
27	Other Expenses (Not subject to indirect %)	\$ 563,200	\$ 160,000	\$ 80,000			
29	Admin Cost (HUD Only)	\$ 22,205	\$ 22,205	\$ 11,103			
30	Total Expenditures	\$ 10,470,739	\$ 9,967,539	\$ 4,983,770			
31							
32	HSH Revenues (select)*						
33	General Fund - Ongoing	\$ 7,395,577	\$ 7,395,577	\$ 3,697,788			
35	Prop C - Ongoing	\$ 701,298	\$ 701,298	\$ 350,649			
37	State Mental Health Service Act (MHSA)	\$ 397,579	\$ 397,579	\$ 198,790			
38	HUD CoC - Operations	\$ 396,881	\$ 396,881	\$ 198,441			
39	HUD CoC - Admin	\$ 22,205	\$ 22,205	\$ 11,103			
40	Certificate of Participation (COP) Bonds	\$ 403,200	\$ -	\$ -			
42	Total HSH Revenues	\$ 9,316,739	\$ 8,913,539	\$ 4,456,770			
43	Other Revenues (to offset Total Expenditures)						
44	Rental Income	\$ 904,000	\$ 904,000	\$ 452,000			
45	Landlord Reimbursement	\$ 250,000	\$ 150,000	\$ 75,000			
49	Total Other Revenues	\$ 1,154,000	\$ 1,054,000	\$ 527,000			
50							
51	Total HSH + Other Revenues	\$ 10,470,739	\$ 9,967,539	\$ 4,983,770			
54	Total Adjusted Salary FTE (All Budgets)				64.28	64.28	
55					*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, see Article 3 of the P-600 Agreement document.		
56	Approved by	Judith Hill, Chief Financial Officer					
58	Email	judithhill@dishsf.org					
60	Template last modified	7/26/2022					

	A	B	C	D	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	7/1/2026					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2025	6/30/2026	1			
6	Amended Term	7/1/2025	12/31/2027	3			
7	Provider Name	DISH SF					
8	Program	Property Management at Six Buildings					
9	F\$P Contract ID#	1000035491					
10	Action (select)	Amendment					
11	Effective Date	7/1/2026					
12	Budget Names	General Fund & Prop C - Property Management, MHSA - Property Management, CoC - Operations & Admin, COP - One-Time Capital					
13		Current	New				
14	Term Budget	\$ 9,316,739	\$ 22,687,048	20%			
15	Contingency	\$ 679,158	\$ 2,674,061				
16	Not-To-Exceed	\$ 9,995,897	\$ 25,361,109				
17					All Years		
18					7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
19					Current	Amendment	New
20							
21	Expenditures						
22	Salaries & Benefits	\$ 5,248,857	\$ 7,979,847	\$ 13,228,704			
23	Operating Expense	\$ 3,366,394	\$ 4,812,596	\$ 8,178,990			
24	Subtotal	\$ 8,615,251	\$ 12,792,442	\$ 21,407,694			
26	Indirect Cost	\$ 1,270,083	\$ 1,885,559	\$ 3,155,642			
27	Other Expenses (Not subject to indirect %)	\$ 563,200	\$ 240,000	\$ 803,200			
29	Admin Cost (HUD Only)	\$ 22,205	\$ 33,308	\$ 55,513			
30	Total Expenditures	\$ 10,470,739	\$ 14,951,309	\$ 25,422,048			
31							
32	HSH Revenues (select)*						
33	General Fund - Ongoing	\$ 7,395,577	\$ 11,093,365	\$ 18,488,941			
35	Prop C - Ongoing	\$ 701,298	\$ 1,051,946	\$ 1,753,244			
37	State Mental Health Service Act (MHSA)	\$ 397,579	\$ 596,369	\$ 993,948			
38	HUD CoC - Operations	\$ 396,881	\$ 595,322	\$ 992,203			
39	HUD CoC - Admin	\$ 22,205	\$ 33,308	\$ 55,513			
40	Certificate of Participation (COP) Bonds	\$ 403,200	\$ -	\$ 403,200			
42	Total HSH Revenues	\$ 9,316,739	\$ 13,370,309	\$ 22,687,048			
43	Other Revenues (to offset Total Expenditures)						
44	Rental Income	\$ 904,000	\$ 1,356,000	\$ 2,260,000			
45	Landlord Reimbursement	\$ 250,000	\$ 225,000	\$ 475,000			
49	Total Other Revenues	\$ 1,154,000	\$ 1,581,000	\$ 2,735,000			
50							
51	Total HSH + Other Revenues	\$ 10,470,739	\$ 14,951,309	\$ 25,422,048			
54	Total Adjusted Salary FTE (All Budgets)						
55					*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, see Article 3 of the P-600 Agreement document.		
56	Approved by	Judith Hill, Chief Financial Officer					
58	Email	judithhill@dishsf.org					
60	Template last modified	7/26/2022					

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	SALARY & BENEFIT DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	DISH SF				
5	Program	Property Management at Six Buildings				
6	FSP Contract ID#	1000035491				
7	Budget Name	General Fund & Prop C - Property Management				
8		Year 1				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2025 -
10						Current
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
12	Assistant General Manager	\$ 64,382	10.00	40%	4.00	\$ 257,530
13	Chief Portfolio Officer	\$ 181,762	1.00	50%	0.50	\$ 90,881
14	Sr. Manager of Community Dev.	\$ 104,109	1.00	40%	0.40	\$ 41,644
15	Desk Clerk	\$ 52,101	45.00	61%	27.24	\$ 1,419,038
16	Facilities Project Manager	\$ 78,622	1.00	100%	1.00	\$ 78,622
17	Senior Facilities Manager	\$ 138,641	1.00	40%	0.40	\$ 55,456
18	Senior General Manager	\$ 93,551	3.00	33%	1.00	\$ 93,551
19	Janitor	\$ 54,764	9.00	62%	5.60	\$ 306,678
20	Janitorial Supervisor	\$ 85,701	1.00	70%	0.70	\$ 59,991
21	Assistant Janitorial Supervisor	\$ 67,788	1.00	70%	0.70	\$ 47,451
22	Maintenance Supervisor	\$ 85,385	1.00	78%	0.78	\$ 66,601
23	Maintenance Worker I	\$ 57,009	3.00	67%	2.00	\$ 114,017
24	Maintenance Worker II	\$ 63,873	10.00	60%	6.00	\$ 383,237
25	Property Supervisor	\$ 114,992	2.00	50%	1.00	\$ 114,992
26	Unit Turnover Supervisor	\$ 85,461	1.00	70%	0.70	\$ 59,823
27	General Manager	\$ 82,464	4.00	70%	2.80	\$ 230,898
29	Operations Manager	\$ 118,835	1.00	40%	0.40	\$ 47,534
30	Operations Coordinator	\$ 79,032	1.00	100%	1.00	\$ 79,032
31	Administrative Assistant	\$ 60,022	1.00	100%	1.00	\$ 60,022
32	Projected one-time savings	\$ -				\$ (54,230)
50						
51		TOTAL SALARIES				\$ 3,552,769
52		TOTAL FTE		57.22		
53		FRINGE BENEFIT RATE				31.00%
54		EMPLOYEE FRINGE BENEFITS				\$ 1,101,358
55		TOTAL SALARIES & BENEFITS				\$ 4,654,127

	A	I	J	K	L	O	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	SALARY & BENEFIT DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	FSP Contract ID#	1000035491					
7	Budget Name	General Fund & Prop C - Property Management				EXTENSION YEAR	EXTENSION YEAR
8		Year 2					Year 3
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027
10						New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Assistant General Manager	\$ 64,382	10.00	40%	4.00	\$ 257,530	\$ 128,765
13	Chief Portfolio Officer	\$ 181,762	1.00	50%	0.50	\$ 90,881	\$ 45,441
14	Sr. Manager of Community Dev.	\$ 104,109	1.00	40%	0.40	\$ 41,644	\$ 20,822
15	Desk Clerk	\$ 52,101	45.00	61%	27.24	\$ 1,419,038	\$ 709,519
16	Facilities Project Manager	\$ 78,622	1.00	100%	1.00	\$ 78,622	\$ 39,311
17	Senior Facilities Manager	\$ 138,641	1.00	40%	0.40	\$ 55,456	\$ 27,728
18	Senior General Manager	\$ 93,551	3.00	33%	1.00	\$ 93,551	\$ 46,776
19	Janitor	\$ 54,764	9.00	62%	5.60	\$ 306,678	\$ 153,339
20	Janitorial Supervisor	\$ 85,701	1.00	70%	0.70	\$ 59,991	\$ 29,995
21	Assistant Janitorial Supervisor	\$ 67,788	1.00	70%	0.70	\$ 47,451	\$ 23,726
22	Maintenance Supervisor	\$ 85,385	1.00	78%	0.78	\$ 66,601	\$ 33,300
23	Maintenance Worker I	\$ 57,009	3.00	67%	2.00	\$ 114,017	\$ 57,009
24	Maintenance Worker II	\$ 63,873	10.00	60%	6.00	\$ 383,237	\$ 191,618
25	Property Supervisor	\$ 114,992	2.00	50%	1.00	\$ 114,992	\$ 57,496
26	Unit Turnover Supervisor	\$ 85,461	1.00	70%	0.70	\$ 59,823	\$ 29,911
27	General Manager	\$ 82,464	4.00	70%	2.80	\$ 230,898	\$ 115,449
29	Operations Manager	\$ 118,835	1.00	40%	0.40	\$ 47,534	\$ 23,767
30	Operations Coordinator	\$ 79,032	1.00	100%	1.00	\$ 79,032	\$ 39,516
31	Administrative Assistant	\$ 60,022	1.00	100%	1.00	\$ 60,022	\$ 30,011
32	Projected one-time savings	\$ -				\$ -	\$ -
50						\$ -	\$ -
51		TOTAL SALARIES				\$ 3,606,998	\$ 1,803,499
52		TOTAL FTE		57.22			
53		FRINGE BENEFIT RATE		31.00%		31.00%	
54		EMPLOYEE FRINGE BENEFITS				\$ 1,118,169	\$ 559,085
55		TOTAL SALARIES & BENEFITS				\$ 4,725,168	\$ 2,362,584

	A	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	SALARY & BENEFIT DETAIL			
3	Document Date	7/1/2026		
4	Provider Name	DISH SF		
5	Program	Property Management at Six Buildings		
6	FSP Contract ID#	1000035491		
7	Budget Name	General Fund & Prop C - Property Management		
8		All Years		
9	POSITION TITLE	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
10		Current	Amendment	New
11		Budgeted Salary	Change	Budgeted Salary
12	Assistant General Manager	\$ 257,530	\$ 386,294	\$ 643,824
13	Chief Portfolio Officer	\$ 90,881	\$ 136,322	\$ 227,203
14	Sr. Manager of Community Dev.	\$ 41,644	\$ 62,466	\$ 104,109
15	Desk Clerk	\$ 1,419,038	\$ 2,128,557	\$ 3,547,595
16	Facilities Project Manager	\$ 78,622	\$ 117,932	\$ 196,554
17	Senior Facilities Manager	\$ 55,456	\$ 83,184	\$ 138,641
18	Senior General Manager	\$ 93,551	\$ 140,327	\$ 233,878
19	Janitor	\$ 306,678	\$ 460,018	\$ 766,696
20	Janitorial Supervisor	\$ 59,991	\$ 89,986	\$ 149,977
21	Assistant Janitorial Supervisor	\$ 47,451	\$ 71,177	\$ 118,628
22	Maintenance Supervisor	\$ 66,601	\$ 99,901	\$ 166,501
23	Maintenance Worker I	\$ 114,017	\$ 171,026	\$ 285,043
24	Maintenance Worker II	\$ 383,237	\$ 574,855	\$ 958,092
25	Property Supervisor	\$ 114,992	\$ 172,488	\$ 287,480
26	Unit Turnover Supervisor	\$ 59,823	\$ 89,734	\$ 149,557
27	General Manager	\$ 230,898	\$ 346,347	\$ 577,245
29	Operations Manager	\$ 47,534	\$ 71,301	\$ 118,835
30	Operations Coordinator	\$ 79,032	\$ 118,548	\$ 197,581
31	Administrative Assistant	\$ 60,022	\$ 90,034	\$ 150,056
32	Projected one-time savings	\$ (54,230)	\$ -	\$ (54,230)
50		\$ -	\$ -	\$ -
51		\$ 3,552,769	\$ 5,410,497	\$ 8,963,266
52	TOTAL FTE			
53	FRINGE BENEFIT RATE			
54	EMPLOYEE FRINGE BENEFITS	\$ 1,101,358	\$ 1,677,254	\$ 2,778,612
55	TOTAL SALARIES & BENEFITS	\$ 4,654,127	\$ 7,087,752	\$ 11,741,879

	A	B	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	FSP Contract ID#	1000035491					
7	Budget Name	General Fund & Prop C - Property Management					
8		EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
11		Current	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 213,320	\$ 213,320	\$ 106,660	\$ 213,320	\$ 319,980	\$ 533,300
14	Utilities (Elec, Water, Gas, Phone, etc.)	\$ 785,029	\$ 824,000	\$ 412,000	\$ 785,029	\$ 1,236,000	\$ 2,021,029
15	Office Supplies, Postage	\$ 96,735	\$ 30,000	\$ 15,000	\$ 96,735	\$ 45,000	\$ 141,735
16	Building Maintenance Supplies and Repair	\$ 1,105,040	\$ 1,026,887	\$ 513,444	\$ 1,105,040	\$ 1,540,331	\$ 2,645,371
17	Printing and Reproduction	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 30,000	\$ 50,000
18	Insurance	\$ 389,960	\$ 360,000	\$ 180,000	\$ 389,960	\$ 540,000	\$ 929,960
19	Staff Training	\$ 37,560	\$ 25,000	\$ 12,500	\$ 37,560	\$ 37,500	\$ 75,060
20	Staff Travel	\$ 5,000	\$ 5,000	\$ 2,500	\$ 5,000	\$ 7,500	\$ 12,500
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ 20,368	\$ -	\$ -
22	Onsite Services (Client activites, etc.)	\$ 34,460	\$ 34,460	\$ 17,230	\$ 137,800	\$ 51,690	\$ 86,150
23	Community Building and Tenant Incentives	\$ 53,393	\$ 60,000	\$ 30,000	\$ -	\$ 90,000	\$ 143,393
24	Tenant Incentives - Gift Cards	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -
25	Recruitment	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ 15,000	\$ 15,000
26		\$ -		\$ -	\$ -	\$ -	\$ -
42	<u>Consultants / Temporary Staffing</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Professional Computer Support	\$ 20,368	\$ 50,000	\$ 25,000	\$ 20,368	\$ 75,000	\$ 95,368
44	Legal Attorney	\$ 137,800	\$ 100,000	\$ 50,000	\$ 137,800	\$ 150,000	\$ 287,800
45	Anyrelm/Julie Smack Consulting LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46	PBS Staffing/Temporary Staffing	\$ 120,000	\$ 120,000	\$ 60,000	\$ 120,000	\$ 180,000	\$ 300,000
47	Legion Corp	\$ 80,000	\$ 80,000	\$ 40,000	\$ 80,000	\$ 120,000	\$ 200,000
48	Leila P Consulting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	Adlemy Yocuppico-Herrera	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	Mennonite Missionary Network	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
52				\$ -	\$ -	\$ -	\$ -
54	<u>Subcontractors (First \$50k Only)</u>		\$ -	\$ -	\$ -	\$ -	\$ -
55	Optimum Green Cleaning	\$ 50,000	\$ 50,000	\$ 25,000	\$ 50,000	\$ 75,000	\$ 125,000
67					\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 3,166,664	\$ 3,008,667	\$ 1,504,334	\$ 3,166,664	\$ 4,513,001	\$ 7,679,665
69							
70	<u>Other Expenses (not subject to indirect cost %)</u>				\$ -		-
71	Optimum Green Cleaning (above first \$50k)	\$ 160,000	\$ 160,000	\$ 80,000	\$ 160,000	\$ 240,000	\$ 400,000
83					\$ -	\$ -	
84	TOTAL OTHER EXPENSES	\$ 160,000	\$ 160,000	\$ 80,000	\$ 160,000	\$ 240,000	\$ 400,000

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - GF/Prop C

**General Fund & Prop C -
Property Management**

FY26-27

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Assistant General Manager	4.00	\$ 257,530	Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, vendor payments, vendor communications, unit inspections, tenant intakes and move-ins, lease enforcement, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs serve as acting General Manager when the GM is offsite or on vacation/sick leave. There is one full-time AGM for each of DISH's sites.	Annualized salary * Adjusted FTE
Chief Portfolio Officer	0.50	\$ 90,881	The Chief Portfolio Officer (CPO) demonstrates exceptional supervision and leadership skills, with a robust background in real estate, facilities, asset management, property management, and project management. The position oversees Facilities and Real Estate Departments, managing owner relationships and compliance. It oversees key aspects of Property Management including contract objectives, audits, rent collection, and housing retention. It attends Community Advisory Board Meetings bi-annually and ensures tenant satisfaction. The position directs and supports Property Supervisors in key aspects of Property Management including meeting contract objectives, HSH/HQS Audits, rent collection, housing retention and compliance. It oversees management and engagement with all service partners (HSH, UCSF, ECS). It serves as the Safety and Security officer for building security along with tenant safety program implementation.	Annualized salary * Adjusted FTE
Sr. Manager of Community Dev.	0.40	\$ 41,644	Under the supervision of the Executive Director, this position coordinates a range of activities for DISH's sites, including our annual Tenant Appreciation Party and Feel Good Fair, corporate volunteer work at the sites, tenant portraits, and other programs to improve the health, well being and community connection of tenants. The Manager works with site staff to implement programs, maintains systems for outreach and engagement with corporate volunteers, partner agencies, and other community supports. Development and expansion of corporate and community partnerships through marketing, relationship building, social media, packaging and tailoring DISH opportunities and events, and representing DISH in the larger community. Provides logistical and other support to DISH's volunteer recruitment and volunteer project coordination to leverage City resources across DISH sites. Team approach used for most cost effective division of labor across sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Desk Clerk	27.24	\$ 1,419,038	Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.	Annualized salary * Adjusted FTE

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - GF/Prop C

**General Fund & Prop C -
Property Management**

FY26-27

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Facilities Project Manager	1.00	\$ 78,622	Under the supervision of the Director of Administration and Finance, the Facilities Coordinator/ Project Manager provides administrative and project management support to Facilities department and to the DISH Central Office. The FC/PM will manage the procurement and inventory systems for the Facilities Department, manage preventive maintenance schedule, report financial, performance and other data and lead projects to improve the efficiency and effectiveness of the Facilities Department. Under the direction of the Director of Administration and Finance, assists with the control of the budget, accounting of income and expenses, internal and external financial and other reporting, oversee internal audits, train on and manage robust database project and help coordinate volunteer and other events in addition to other projects as needed. Directly manages up to 2 direct reports.	Annualized salary * Adjusted FTE
Senior Facilities Manager	0.40	\$ 55,456	The Senior Facilities Manager is responsible for project management and oversight, work order prioritization and processing, emergency response and maintenance worker dispatch, maintenance inventory control, managing vendors and capital projects. The Senior Facilities Manager manages and supervises the Maintenance Supervisor and the Turn Team Supervisor and is the Fac. point person for DISH-Force and the Project Tracker. As a member of the Facilities Team, manages daily, work-order driven work and special projects for all sites. Implements and contributes to the refinement of facilities maintenance policies and procedures, best practices, and safety and emergency preparedness plans at all sites. Conducts safety audits at each site as required by DISH policies and procedures, and ensures on a regular basis that all life safety equipment and building life safety systems are fully functional at each site. Responsible for learning, following and ensuring implementation of all published job safety policies and procedures at all sites. Ensures that all direct reports consistently follow work safety rules and use appropriate Personal Protection Equipment as required. Oversees a range of special projects and outside vendors for all sites. Rotating 24/7 emergency on-call duties for all sites.	Annualized salary * Adjusted FTE
Senior General Manager	1.00	\$ 93,551	The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and HSH in pursuit of excellence. Reports to Property Supervisor.	Annualized salary * Adjusted FTE

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - GF/Prop C

**General Fund & Prop C -
Property Management**

FY26-27

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Janitor	5.60	\$ 306,678	Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior across all eight sites. Deployment across sites varies weekly and daily based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Janitorial Supervisor	0.70	\$ 59,991	Reports to Facilities Executive Director and Supervises 5 Maintenance Workers. As a member of the Facilities Team, manages daily, work-order driven work and special projects. Implement and contribute to the refinement of facilities maintenance policies and procedures, best practice, and safety and emergency preparedness plans at all sites. Models DISH values and work rules, and consistently contribute to DISH team building efforts. Conducts safety audits as required by DISH policies and procedures, and ensures on a regular basis that all life safety equipment and building life safety systems are fully functional. Responsible for learning, following and ensuring implementation of all published job safety policies and procedures. Ensures that all direct reports consistently follow work safety rules and use appropriate Personal Protection Equipment as required.	Annualized salary * Adjusted FTE
Assistant Janitorial Supervisor	0.70	\$ 47,451	Under the supervision of the Janitorial Supervisor, the Lead Janitor is responsible for a combination of team led work and regular janitorial duties across all eight sites. This position oversees the ongoing and special project work of a team of DISH janitors for 8 DISH sites and is also assigned to regular janitorial service of the eight site portfolio. Responds to 24/7 emergencies as instructed by management on-call. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Maintenance Supervisor	0.78	\$ 66,601	The Maintenance Supervisor position is a part of the central team of Facilities leaders that ensures the DISH Facilities Work plan is implemented. The Maintenance Supervisor is responsible for the planning, coordination, and execution of effective preventative, routine, and emergency maintenance at eight SRO sites with a total of 570 individual housing units, plus community spaces and offices. The Maintenance Supervisor is responsible for project management and oversight, work order prioritization and processing, emergency response and maintenance worker dispatch, maintenance inventory control. The Maintenance Supervisor manages and supervises a small team of maintenance workers. Significant and demonstrated successful supervision of a work crew is required. The Maintenance Supervisor must be able to coordinate and collaborate with building General Managers and Facilities leadership, including tracking and reporting on DISH-wide and Facilities Department-specific work plans.	Annualized salary * Adjusted FTE

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - GF/Prop C

**General Fund & Prop C -
Property Management**

FY26-27

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Maintenance Worker I	2.00	\$ 114,017	Under the supervision of the Senior Facilities Manager, performs preventive, corrective, emergency, cosmetic and routine maintenance for all eight sites. The Maintenance Worker I completes routine work-orders that include such duties as replacing light bulbs, assembling furniture, replacing batteries. Responds to 24/7 emergencies as instructed by management on-call. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Maintenance Worker II	6.00	\$ 383,237	Under the supervision of the Senior Facilities Manager, performs preventive, corrective, emergency, cosmetic and routine maintenance for all eight sites. Completes a variety of complex technical work-orders from electrical to plumbing, including trouble shooting leaks, repairing and replacing electrical fixtures, and installing/replacing toilets. Assigned to special projects as needed for all eight sites. Responds to 24/7 emergencies as needed as instructed by management on-call. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Property Supervisor	1.00	\$ 114,992	Under the supervision of the Executive Director, the Property Supervisor is responsible for 3 or more sites. The GMs of each of those sites report directly to the PS. The PS is responsible for leadership and coordination of GMs, site and inter-site cohesion and support, employee training and performance measurement, tenant satisfaction and grievance management, and all contract and other measures related to building performance. The PS ensures policy and legal compliance as well as consistency within and across the portfolio, collaborating with buildings/projects not in their portfolio. The PS works with DISH's senior leaders to develop and implement policy changes and enhancements, with an eye toward increase effectiveness and stronger service delivery.	Annualized salary * Adjusted FTE
Unit Turnover Supervisor	0.70	\$ 59,823	Under the supervision of the Senior Facilities Manager, the Unit Turn Supervisor will manage a team of up to 3 or 4 Janitors/ Maintenance Workers focused on doing all of the work necessary and appropriate to rehabilitate and repair units across all 8 sites. This work includes laying flooring, painting, repairing walls and all other maintenance associated with readying units for occupancy.	Annualized salary * Adjusted FTE
General Manager	2.80	\$ 230,898	The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and HSH in pursuit of excellence. Reports to Property Supervisor.	Annualized salary * Adjusted FTE

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - GF/Prop C

**General Fund & Prop C -
Property Management**

FY26-27

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Operations Manager	0.40	\$ 47,534	Under the supervision of the Co-CEO, the Operations Manager plays a key role in supporting DISH's programmatic functions and tenant engagement efforts. They oversee the tenant survey project, ensuring valuable feedback is collected and integrated into program improvements. They support on-site training for site staff, equipping teams with the necessary tools and knowledge to enhance service delivery. Additionally, they coordinate community meetings between support services and property management to strengthen collaboration and improve resident outcomes. The Operations Manager also ensures the smooth operation of the central office, managing IT, telephone, and administrative systems across DISH's portfolio while maintaining key vendor relationships. Adjusted FTE represents portion of position time allocated for direct program services at sites covered by this contract.	Annualized salary * Adjusted FTE
Operations Coordinator	1.00	\$ 79,032	The Operations Coordinator provides essential programmatic and administrative support to strengthen DISH's resident services and site operations. They assist with coordinating tenant engagement efforts, including supporting the tenant survey project to gather insights that inform service improvements. They help facilitate on-site staff training and coordinate community meetings between support services and property management to enhance collaboration and resident well-being. Additionally, they support key projects related to development and operations, assist with event planning and communications, and provide logistical support. This position reports to the Operations Manager and plays a critical role in ensuring smooth organizational operations while reinforcing DISH's programmatic goals.	Annualized salary * Adjusted FTE
Administrative Assistant	1.00	\$ 60,022	Under the supervision of the Facilities Project Manager, the Administrative Assistant plays a key role in supporting DISH's direct services by assisting with tenant engagement activities and providing essential support to building staff. This includes coordinating and setting up meeting spaces for tenant community meetings and events, creating flyers and materials for tenant programs, and assisting with outreach efforts to keep residents informed of important updates. Additionally, the role supports building staff by helping track maintenance requests and organizing supply distribution for tenants.	Annualized salary * Adjusted FTE
		\$ -		
TOTAL	57.22	\$ 3,606,998		
Employee Fringe Benefits		\$ 1,118,169	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.	
Salaries & Benefits Total		\$ 4,725,168		

**General Fund & Prop C -
Property Management**

FY26-27

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

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 213,320	Office Rent: This line item includes office space rent costs for the DISH Central office and for a storage and conference space at the Star hotel.	Approx \$16,791.67/month
Utilities (Elec, Water, Gas, Phone, etc.)	\$ 824,000	PGE, Water and Sewer, Trash Removal, Telephone, Internet and TV services at the 6 sites and the DISH Central Office. This line includes all cell phones, and web based email and document storage applications.	Approx \$65,585.02/month
Office Supplies, Postage	\$ 30,000	General office supplies, equipment, computers, supplies, office furniture, postage etc.	Approx \$8,61.23/month
Building Maintenance Supplies and Repair	\$ 1,026,887	The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit turn over and rehab work. Includes all maintenance and janitorial supplies. Also includes furniture, bedding, appliances, flooring supplies for unit turnover work as well as uniforms for maintenance staff and desk clerks. Regular building pest control services including monthly inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Maintenance and repair of elevators and janitorial cleaning services also included here.	Approx \$66,666.67/month
Printing and Reproduction	\$ 20,000	On site printing and external printing of documents, flyers, notices, etc.	Approx \$344.82/month
Insurance	\$ 360,000	Cost to insure DISH for its programming, including general liability, auto liability and employer's liability/workers compensation.	Approx \$41,796.40/month
Staff Training	\$ 25,000	Trainings, workshops and related expenses for team building, employee professional development and increased quality of service delivery.	Approx \$3,129.97/month
Staff Travel	\$ 5,000	Local travel required for work including public transportation, mileage, parking etc.	Approx \$416.67/month
Onsite Services (Client activities, etc.)	\$ 34,460	HSH Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, and other support for HSH Support Services teams at the sites.	Approx. \$2,871.66/month
Community Building and Tenant Incentives	\$ 60,000	DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.	Approx. \$4,449.40/month
Tenant Incentives - Gift Cards	\$ -	Gift cards purchased for use as tenant incentives. Supporting documentation for all gift card purchases to be submitted with invoices and recorded on gift card log.	
Recruitment	\$ 10,000	Open staff position advertising and related costs, background checks on new hires, and other costs related to filling open direct services positions.	Estimate of annual costs
	\$ -		
<u>Consultants / Temporary Staffing</u>	\$ -		
Professional Computer Support	\$ 50,000	IT Support (security, equipment purchases, network set up and maintenance, Wi-Fi for tenants, etc.)	Approx \$1,697.33/month
Legal Attorney	\$ 100,000	Legal/Attorney Services: Attorney Fees and court costs for tenant ten-day notices, stipulated agreements, eviction proceedings	Approx \$10,677/month
Temporary Staffing	\$ 120,000	Temp Staff - Desk Clerks. Contingency Desk Clerk staffing for when DISH desk clerks are sick, on vacation or otherwise absent.	Approx \$3,750/month
Legion Corp	\$ 80,000	Security Services - daily patrols, on call service, and occasional as needed on site security guard.	Approx \$8,333.33/month
	\$ -		

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - GF/Prop C

**General Fund & Prop C -
Property Management**

FY26-27

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

<u>Subcontractors (First \$50k Only)</u>	\$	-		
Optimum Green Cleaning	\$	50,000	Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior. Deployment varies mainly to just weekends and nights based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects.	Total of \$210k is approximately \$17,500/month
TOTAL OPERATING EXPENSES	\$	3,008,667		
Indirect Cost	15.0%	\$ 1,257,039		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Optimum Green Cleaning (above first \$50k)	\$ 160,000	Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior. Deployment varies mainly to just weekends and nights based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects.	Total of \$210k is approximately \$17,500/month
TOTAL OTHER EXPENSES	\$ 160,000		

	A	B	C	D	E	J	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2025	6/30/2026	1						
6	Amended Term	7/1/2025	12/31/2027	3						
7	Provider Name	DISH SF								
8	Program	Property Management at Six Buildings								
9	F\$P Contract ID#	1000035491								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	MHSA - Property Management								
13		Current	New	20%						
14	Term Budget	\$ 397,579	\$ 993,948							
15	Contingency	\$ 679,158	\$ 2,674,061							
16	Not-To-Exceed	\$ 9,995,897	\$ 25,361,109							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	All Years					
19		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027			
20		Current	New	New	Current	Amendment	New			
21	Expenditures									
22	Salaries & Benefits	\$ 353,329	\$ 353,329	\$ 176,664	\$ 353,329	\$ 529,993	\$ 883,321			
23	Operating Expense	\$ 44,250	\$ 44,250	\$ 22,125	\$ 44,250	\$ 66,376	\$ 110,626			
24	Subtotal	\$ 397,579	\$ 397,579	\$ 198,790	\$ 397,579	\$ 596,369	\$ 993,948			
30	Total Expenditures	\$ 397,579	\$ 397,579	\$ 198,790	\$ 397,579	\$ 596,369	\$ 993,948			
31										
32	HSH Revenues (select)									
37	State Mental Health Service Act (MHSA)	\$ 397,579	\$ 397,579	\$ 198,790	\$ 397,579	\$ 596,369	\$ 993,948			
42	Total HSH Revenues	\$ 397,579	\$ 397,579	\$ 198,790	\$ 397,579	\$ 596,369	\$ 993,948			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -			
54										

	A	B	C	D	E	F	I	J	K	L	O	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	7/1/2026										
4	Provider Name	DISH SF										
5	Program	Property Management at Six Buildings										
6	F\$P Contract ID#	1000035491										
7	Budget Name	MHTSA - Property Management								EXTENSION YEAR		
8		Year 1					Year 2					
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2025 -	Agency Totals		For HSH Funded Program		7/1/2026 -	
10						6/30/2026					6/30/2027	
						Current					New	
11		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	
12	Assistant General Manager	\$ 64,241.18	10.00	10%	1.00	\$ 64,241	\$ 64,241.18	10.00	10%	1.00	\$ 64,241	
13	Desk Clerk	\$ 52,101.20	45.00	5%	2.30	\$ 119,833	\$ 52,101.20	45.00	5%	2.30	\$ 119,833	
14	Janitor	\$ 54,764.10	9.00	6%	0.54	\$ 29,573	\$ 54,764.10	9.00	6%	0.54	\$ 29,573	
15	General Manager	\$ 93,449.83	4.00	15%	0.60	\$ 56,070	\$ 93,449.83	4.00	15%	0.60	\$ 56,070	
16											\$ -	
54											\$ -	
55		TOTAL SALARIES				\$ 269,716	TOTAL SALARIES				\$ 269,716	
56		TOTAL FTE		4.44			TOTAL FTE		4.44			
57		FRINGE BENEFIT RATE		31.00%			FRINGE BENEFIT RATE		31.00%			
58		EMPLOYEE FRINGE BENEFITS				\$ 83,612	EMPLOYEE FRINGE BENEFITS				\$ 83,612	
59		TOTAL SALARIES & BENEFITS				\$ 353,329	TOTAL SALARIES & BENEFITS				\$ 353,329	
60												
61												
62												

	A	V	BT	BU	BV
1	DEPARTMENT OF HOMELESSN				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name (MHSA)	EXTENSION YEAR			
8		Year 3	All Years		
9	POSITION TITLE	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
10		New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Assistant General Manager	\$ 32,121	\$ 64,241	\$ 96,362	\$ 160,603
13	Desk Clerk	\$ 59,916	\$ 119,833	\$ 179,749	\$ 299,582
14	Janitor	\$ 14,786	\$ 29,573	\$ 44,359	\$ 73,932
15	General Manager	\$ 28,035	\$ 56,070	\$ 84,105	\$ 140,175
16		\$ -	\$ -	\$ -	\$ -
54		\$ -	\$ -	\$ -	\$ -
55		\$ 134,858	\$ 269,716	\$ 404,575	\$ 674,291
56	FRINGE BENEFIT RATE	31.00%			
57					
58	EMPLOYEE FRINGE BENEFITS	\$ 41,806	\$ 83,612	\$ 125,418	\$ 209,030
59	TOTAL SALARIES & BENEFITS	\$ 176,664	\$ 353,329	\$ 529,993	\$ 883,321
60					
61					
62					

	A	B	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	F\$P Contract ID#	1000035491					
7	Budget Name	MHSA - Property Management					
8		EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
11		Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 44,250	\$ 44,250	\$ 22,125	\$ 44,250	\$ 66,376	\$ 110,626
15	Office Supplies, Postage		\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair		\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance		\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training		\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
23	Community Building and Housing Preservation		\$ -	\$ -	\$ -	\$ -	\$ -
24					\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ 44,250	\$ 44,250	\$ 22,125	\$ 44,250	\$ 66,376	\$ 110,626
97	HSH #3				Template last modified		7/26/2022

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - MHSA

MHSA - Property Management

FY26-27

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

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
	<u>FTE</u>	<u>Salary</u>			
Assistant General Manager	1.00	\$ 64,241		Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, vendor payments, vendor communications, unit inspections, tenant intakes and move-ins, lease enforcement, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs serve as acting General Manager when the GM is offsite or on vacation/sick leave. There is one full-time AGM for each of DISH's sites.	Annualized Salary * Adjusted FTE
Desk Clerk	2.30	\$ 119,833		Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.	Annualized Salary * Adjusted FTE
Janitor	0.54	\$ 29,573		Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior across all eight sites. Deployment across sites varies weekly and daily based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized Salary * Adjusted FTE
General Manager	0.60	\$ 56,070		The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and HSH in pursuit of excellence. Reports to Property Supervisor.	Annualized Salary * Adjusted FTE
TOTAL	4.44	\$ 269,716			
<u>Employee Fringe Benefits</u>		\$ 83,612		<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.</u>	
Salaries & Benefits Total		\$ 353,329			

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - MHSA

MHSA - Property Management

FY26-27

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

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 44,250	PGE, Water and Sewer, Trash Removal, Telephone, Internet and TV services at the 6 sites and the DISH Central Office. This line includes all cell phones, and web based email and document storage applications.	Approx \$3,688/month allocated to this budget
TOTAL OPERATING EXPENSES	\$ 44,250		
Indirect Cost	\$ -		

	A	B	C	D	E	J	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2025	6/30/2026	1						
6	Amended Term	7/1/2025	12/31/2027	3						
7	Provider Name	DISH SF								
8	Program	Property Management at Six Buildings								
9	F\$P Contract ID#	1000035491								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	CoC - Operations & Admin								
13		Current	New	20%						
14	Term Budget	\$ 419,086	\$ 1,047,715							
15	Contingency	\$ 679,158	\$ 2,674,061							
16	Not-To-Exceed	\$ 9,995,897	\$ 25,361,109							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	All Years					
19		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027			
20		Current	New	New	Current	Amendment	New			
21	Expenditures									
22	Salaries & Benefits	\$ 241,402	\$ 241,402	\$ 120,701	\$ 241,402	\$ 362,102	\$ 603,504			
23	Operating Expense	\$ 155,479	\$ 155,479	\$ 77,740	\$ 155,479	\$ 233,219	\$ 388,699			
24	Subtotal	\$ 396,881	\$ 396,881	\$ 198,440	\$ 396,881	\$ 595,321	\$ 992,202			
29	Admin Cost (HUD Agreements Only)	\$ 22,205	\$ 22,205	\$ 11,103	\$ 22,205	\$ 33,308	\$ 55,513			
30	Total Expenditures	\$ 419,086	\$ 419,086	\$ 209,543	\$ 419,086	\$ 628,629	\$ 1,047,715			
31										
32	HSH Revenues (select)									
38	HUD CoC - Operations	\$ 396,881	\$ 396,881	\$ 198,441	\$ 396,881	\$ 595,322	\$ 992,203			
39	HUD CoC - Admin	\$ 22,205	\$ 22,205	\$ 11,103	\$ 22,205	\$ 33,308	\$ 55,513			
42	Total HSH Revenues	\$ 419,086	\$ 419,086	\$ 209,543	\$ 419,086	\$ 628,629	\$ 1,047,715			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -			
54										

	A	B	C	D	E	F	I	J	K	L	O
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	7/1/2026									
4	Provider Name	DISH SF									
5	Program	Property Management at Six Buildings									
6	F\$P Contract ID#	1000035491									
7	Budget Name	CoC - Operations & Admin									EXTENSION YEAR
8		Year 1					Year 2				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027
10						Current					New
11		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
12	Assistant General Manager	\$ 63,160	10.00	10%	1.00	\$ 63,160	\$ 63,160	10.00	10%	1.00	\$ 63,160
13	Desk Clerk	\$ 62,301	45.00	1%	0.46	\$ 28,659	\$ 62,301	45.00	1%	0.46	\$ 28,659
14	Janitor	\$ 54,764	9.00	6%	0.56	\$ 30,805	\$ 54,764	9.00	6%	0.56	\$ 30,805
15	General Manager	\$ 93,654	4.00	15%	0.60	\$ 56,192	\$ 93,654	4.00	15%	0.60	\$ 56,192
16											\$ -
49											\$ -
50		TOTAL SALARIES				\$ 178,816	TOTAL SALARIES				\$ 178,816
51		TOTAL FTE			2.62	TOTAL FTE			2.62		
52		FRINGE BENEFIT RATE			35.00%	FRINGE BENEFIT RATE			35.00%		
53		EMPLOYEE FRINGE BENEFITS				\$ 62,586	EMPLOYEE FRINGE BENEFITS				\$ 62,586
54		TOTAL SALARIES & BENEFITS				\$ 241,402	TOTAL SALARIES & BENEFITS				\$ 241,402
55											
56											
57											

	A	V	BT	BU	BV
1	DEPARTMENT OF HOMELESSNES				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name	EXTENSION YEAR			
8		Year 3	All Years		
9	POSITION TITLE	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
10		New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Assistant General Manager	\$ 31,580	\$ 63,160	\$ 94,740	\$ 157,901
13	Desk Clerk	\$ 14,329	\$ 28,659	\$ 42,988	\$ 71,646
14	Janitor	\$ 15,402	\$ 30,805	\$ 46,207	\$ 77,012
15	General Manager	\$ 28,096	\$ 56,192	\$ 84,288	\$ 140,481
16		\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -
50		\$ 89,408	\$ 178,816	\$ 268,224	\$ 447,040
51	FRINGE BENEFIT RATE				
52		35.00%			
53	EMPLOYEE FRINGE BENEFITS	\$ 31,293	\$ 62,586	\$ 93,878	\$ 156,464
54	TOTAL SALARIES & BENEFITS	\$ 120,701	\$ 241,402	\$ 362,102	\$ 603,504
55					
56					
57					

	A	B	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	F\$P Contract ID#	1000035491					
7	Budget Name	CoC - Operations & Admin					
8	EXTENSION YEAR EXTENSION YEAR						
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
11		Current	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 155,479	\$ 155,479	\$ 77,740	\$ 155,479	\$ 233,219	\$ 388,699
15	Office Supplies, Postage		\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair		\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance		\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training		\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ 155,479	\$ 155,479	\$ 77,740	\$ 155,479	\$ 233,219	\$ 388,699
97	HSH #3				Template last modified		7/26/2022

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - HUD CoC

CoC - Operations & Admin

FY26-27

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Assistant General Manager	1.00	\$ 63,160	Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, vendor payments, vendor communications, unit inspections, tenant intakes and move-ins, lease enforcement, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs serve as acting General Manager when the GM is offsite or on vacation/sick leave. There is one full-time AGM for each of DISH's sites.	Annualized Salary * Adjusted FTE
Desk Clerk	0.46	\$ 28,659	Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.	Annualized Salary * Adjusted FTE
Janitor	0.56	\$ 30,805	Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior across all eight sites. Deployment across sites varies weekly and daily based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized Salary * Adjusted FTE
General Manager	0.60	\$ 56,192	The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and HSH in pursuit of excellence. Reports to Property Supervisor.	Annualized Salary * Adjusted FTE
TOTAL	2.62	\$ 178,816		
<u>Employee Fringe Benefits</u>		<u>\$ 62,586</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.</u>	
Salaries & Benefits Total		\$ 241,402		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -		
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 155,479	PGE, Water and Sewer, Trash Removal, Telephone, Internet and TV services at the 6 sites and the DISH Central Office. This line includes all cell phones, and web based email and document storage applications.	Allocation for HUD budget, which is approximately \$12,079/month
TOTAL OPERATING EXPENSES	\$ 155,479		
Indirect Cost	\$ -		

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - HUD CoC

Fiscal Term Start

CoC - Operations & Admin

FY26-27

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

7/1/2026

<u>Admin Cost (HUD Agreements Only)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Operations Manager salary and fringe	\$ 22,205	Part of the Operations Manager role is to ensure the smooth operation of the central office, managing IT, telephone, and administrative systems across DISH's portfolio while maintaining key vendor relationships.	Equal to 18.5% of salary
TOTAL ADMIN EXPENSES	\$ 22,205		
Allowable Admin Cost	\$ 22,205		
Difference	\$ -		

*** Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:**

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Administrative Temp Agency, Outside Auditor		
(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities		
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

	A	B	C	D	E	J	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2025	6/30/2026	1						
6	Amended Term	7/1/2025	12/31/2027	3						
7	Provider Name	DISH SF								
8	Program	Property Management at Six Buildings								
9	F\$P Contract ID#	1000035491								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	COP - One-Time Capital								
13		Current	New	20%						
14	Term Budget	\$ 403,200	\$ 403,200							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	All Years					
19		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027			
20		Current	New	New	Current	Amendment	New			
21	Expenditures									
27	Other Expenses (Not subject to indirect %)	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	Total Expenditures	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200			
31										
32	HSH Revenues (select)									
40	Certificate of Participation (COP) Bonds	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200			
42	Total HSH Revenues	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54										

	A	B	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	F\$P Contract ID#	1000035491					
7	Budget Name	COP - One-Time Capital					
8		EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
11		Current	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
70	Other Expenses (not subject to indirect cost %)						
71	Camelot Elevator Modernization	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
72	Camelot EMP reserves	\$ 17,000	\$ -	\$ -	\$ 17,000	\$ -	\$ 17,000
73	Windsor Elevator Modernization	\$ 90,000	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000
74	Windsor EMP reserves	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
75	Le Nain Elevator Modernization	\$ 65,000	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000
76	Le Nain EMP reserves	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	\$ 13,000
77	PBI Elevator Modernization	\$ 96,000	\$ -	\$ -	\$ 96,000	\$ -	\$ 96,000
78	PBI EMP reserves	\$ 19,200	\$ -	\$ -	\$ 19,200	\$ -	\$ 19,200
83							
84	TOTAL OTHER EXPENSES	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200
98	HS# #3				Template last modified		7/26/2022

BUDGET NARRATIVE

Fiscal Year

COP - One-Time Capital

FY25-26

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

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>
Camelot Elevator Modernization	\$ 85,000	Estimated cost of cab refurbishment, ceiling tiles, lighting, floor, and walls, gear service and tune up.
Camelot EMP reserves	\$ 17,000	Reserves equal to 20% of estimated Camelot elevator modernization cost. Available upon approval from HSH.
Windsor Elevator Modernization	\$ 90,000	Estimated cost of cab refurbishment, ceiling tiles, lighting, floors, and walls.
Windsor EMP reserves	\$ 18,000	Reserves equal to 20% of estimated Windsor elevator modernization cost. Available upon approval from HSH.
Le Nain Elevator Modernization	\$ 65,000	Estimated cost of cab refurbishment and gate adjustments, gear service and tune up.
Le Nain EMP reserves	\$ 13,000	Reserves equal to 20% of estimated Le Nain elevator modernization cost. Available upon approval from HSH.
PBI Elevator Modernization	\$ 96,000	Estimated cost of cab refurbishment, ceiling tiles, lighting, floor, walls, buttons, rope adjustment.
PBI EMP reserves	\$ 19,200	Reserves equal to 20% of estimated PBI elevator modernization cost. Available upon approval from HSH.
	\$ -	
TOTAL OTHER EXPENSES	\$ 403,200	