

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**SECOND AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
TENDERLOIN HOUSING CLINIC, INC.**

THIS AMENDMENT of the **June 1, 2020** Grant Agreement (the "Agreement") is dated as of **September 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **TENDERLOIN HOUSING CLINIC, INC.** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

WHEREAS, Grantee was selected pursuant to Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, the City's Board of Supervisors approved this Agreement under San Francisco Charter Section 9.118 by Resolution 321-20 on July 23, 2020, and approved the First Amendment to the Agreement by Resolution 261-22 on June 10, 2022; and

WHEREAS, the City's Board of Supervisors approved this Second Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution **<insert Resolution number>** on **<Month Date, Year>** to extend the grant term by **two** years and increase the grant amount by up to **\$241,657,513**; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

**1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

- (a) Agreement. The term "Agreement" shall mean the Agreement dated **June 1, 2020** between Grantee and City; and **First Amendment**, dated **June 1, 2022**.

2. **Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

2.1 **ARTICLE 3 TERM** of the Agreement currently reads as follows:

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **July 1, 2020** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

Such section is hereby deleted and replaced in its entirety to read as follows:

**ARTICLE 3 TERM**

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **July 1, 2020** and expire on **June 30, 2026**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **One Hundred Thirty Two Million Nine Hundred Three Thousand, Eight Hundred Fifty One Dollars (\$132,903,851)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Thirteen Million Eight Hundred Forty Six Thousand Six Hundred Seven Dollars (\$13,846,607)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department

of Homelessness and Supportive Housing. Grantee 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. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

Such section is hereby deleted and replaced in its entirety to read as follows:

## **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

### **5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Two Hundred Forty One Million Six Hundred Fifty Seven Thousand Five Hundred Thirteen Dollars (\$241,657,513)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Twenty Four Million One Hundred Eighty Four Thousand Six Hundred Sixty Nine Dollars (\$24,184,669)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee 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. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's

Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

#### **5.4 State or Federal Funds.**

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Reserved. (Grant Terms).**

**2.3 Section 16.24 Additional City Compliance Requirements** is hereby added to this Agreement.

**16.24 Additional City Compliance Requirements.** Grantee 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. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subgrantees/subrecipients/subcontractors to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subgrantees/subrecipients/subcontractors to remain in good standing with applicable requirements shall be a material breach of this Agreement.

**2.4 Section 17.6 Entire Agreement** of the Agreement is hereby deleted and replaced with the following:

**17.6 Entire Agreement.** 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, Services to be Provided (dated September 1, 2023)

Appendix B, Budget (dated September 1, 2023)

Appendix C, Method of Payment (dated September 1, 2023)

Appendix D, Interests in Other City Grants (dated September 1, 2023)

- 2.5 **Appendix A, Services to be Provided** (dated June 1, 2022) of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated September 1, 2023), for the period of July 1, 2023 to June 30, 2026.
- 2.6 **Appendix B, Budget** (dated June 1, 2022) of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated September 1, 2023), for the period of July 1, 2020 to June 30, 2026.
- 2.7 **Appendix C, Method of Payment** (dated June 1, 2022) of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated September 1, 2023).
- 2.8 **Appendix D, Interests in Other City Grants** (dated June 1, 2022) of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated September 1, 2023).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**TENDERLOIN HOUSING CLINIC,  
INC.**

By: \_\_\_\_\_  
Shireen McSpadden  
Executive Director

By: \_\_\_\_\_  
Randy Shaw  
Executive Director  
City Supplier Number: 0000009870

Approved as to Form:  
David Chiu  
City Attorney

By: \_\_\_\_\_  
Adam Radtke  
Deputy City Attorney

**Appendix A, Services to be Provided**  
**by**  
**Tenderloin Housing Clinic, Inc.**  
**Master Lease Hotels**

**I. Purpose of Grant**

The purpose of the grant is to provide Support Services, Property Management and Master Lease Stewardship to the served population. The goal of these services is to help tenants retain their housing or move to other appropriate housing.

**II. Served Population**

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age. The served population may include pre-existing tenants of the service locations.

**III. Referral and Prioritization**

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

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.

**IV. Description of Services**

Grantee shall provide Support Services, Property Management and Master Lease Stewardship to tenants of the housing sites listed in **Section V. Location and Time of Services**. Grantee shall serve the number of tenants listed in Appendix B, Budget ("Number Served" tab).

**A. Support Services**

Support Services are voluntary and shall be available to all tenants of the housing sites. Support Services shall include, but are not limited to the following:

1. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate. Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.
2. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.



Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are tenant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

3. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
  - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  - b. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with tenants regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  - c. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
4. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
5. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.
  - a. If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing

- loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
- b. Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.
6. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
  7. Support Groups, Social Events and Organized Activities:
    - a. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
    - b. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
    - c. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
  8. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences, and may include establishing a link to services in the community.

**B. Property Management**

Property Management services shall include, but are not limited to, the following:

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, 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."

Grantee 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:** Grantee 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. Grantee 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, Grantee 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:** Grantee shall collect and process rent and other housing-related payments (e.g., security deposit) made by tenants.
  - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
  - b. Grantee 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.
5. **Lease Enforcement, Written Notices and Eviction Prevention:**
  - a. Grantee's 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. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
  - b. Grantee 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. Grantee 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, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
  - e. Grantee shall copy Support Services staff on all communications to tenants.
6. **Building Service Payments:** Grantee 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:** Grantee 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, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee 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.

Grantee 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 Checks and Emergency Safety Checks:** Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
10. **Front Desk Coverage:** Grantee shall provide front desk coverage 24 hours per day, seven days per week.
11. **Exit Planning:** Grantee 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. Grantee shall provide exit information to Support Services to complete the tenant's program exit in the ONE System.

C. Master Lease Stewardship

Master Lease Stewardship shall include, but is not limited to, the following:

1. Grantee shall provide HSH with a copy of the master lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.

3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the master lease agreement.

**V. Location and Time of Services**

Grantee shall provide services to tenants of the San Francisco housing sites listed below.

Housing Site	Funding Category	Street Address	Zip Code
1. All Star Hotel	HSH Fund	2791 16 <sup>th</sup> St.	94103
2. Boyd Hotel	HSH Fund	41 Jones St.	94102
3. Caldrake Hotel*	HSH Fund	1541 California St.	94109
4. Edgeworth Hotel*	General Fund	770 O'Farrell St.	94109
5. Elk Hotel	HSH Fund	670 Eddy St.	94109
6. Graystone Hotel	HSH Fund	66 Geary St.	94108
7. Hartland Hotel	General Fund	909 Geary St.	94109
8. Jefferson Hotel	General Fund	440 Eddy St.	94109
9. Mayfair Hotel*	General Fund	626 Polk St.	94102
10. Mission Hotel	General Fund	520 S. Van Ness Ave.	94110
11. Pierre Hotel	HSH Fund	540 Jones St.	94102
12. Raman Hotel	General Fund	1011 Howard St.	94103
13. Royan Hotel	HSH Fund	405 Valencia St.	94103
14. Seneca Hotel	General Fund	34 6 <sup>th</sup> St.	94103
15. Union Hotel	HSH Fund	811 Geary Blvd.	94109
16. Vincent Hotel	General Fund	459 Turk St.	94102

*\*Site designated as a 'step-up' building for current PSH tenants.*

**A. Support Services**

Grantee shall serve tenants during regular business hours, but may also provide services evenings, weekends, and at other times when necessary to best meet the needs of tenants, using the staffing outlined in Appendix B, Budget. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

**B. Property Management**

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

**VI. Service Requirements**

- A. Case Management Ratio:** Grantee shall maintain a maximum 25:1 ratio of units to case management staff.

- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH overdose prevention policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
  - 1. Grantee shall establish and maintain a written Grievance Procedure for 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](mailto:hshgrievances@sfgov.org)) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.

2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee 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.
- I. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

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

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

    1. Regular communication to HSH about the implementation of the program;
    2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
    3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Grantee shall 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.
  - K. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
  - L. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
  - M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and

Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

- N. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable; and
  3. Having a representative of Grantee attend all appropriate neighborhood meetings.
- P. Record Keeping and Files:
1. Support Services. Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
    - a. Grantee shall maintain program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
    - b. Grantee shall maintain a program roster of all current tenants in the ONE System.
    - c. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
    - d. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Description of Services and Service Requirements.
  2. Property Management. Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
    - a. 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.
    - b. Grantee shall track receipt and completion of maintenance work orders.
    - c. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
- Q. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality



- Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
- a. Entering all tenant data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for tenant enrollment, tenant exit, and tenant move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.<sup>1</sup>
  3. Grantee 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 Grantees in writing from HSH.
  4. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
  5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

## VII. Service Objectives

### A. Support Services

Grantee shall achieve the Service Objectives listed below for Support Services:

1. Grantee shall actively outreach to 100 percent of tenants at least once every month.
2. Grantee shall offer assessment to 100 percent of tenants for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
3. Grantee shall offer assessment to 100 percent of tenants for benefits within 60 days of move-in and shall assist tenants to apply for benefits for which they are eligible.
4. Grantee shall offer Support Services to 100 percent of all tenants who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
5. Grantee shall outreach to 100 percent of tenants with planned exits from the program to engage in comprehensive discharge planning, that includes referrals

---

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

for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.

6. Grantee shall outreach to 100 percent of tenants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
7. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
8. Grantee shall administer a written anonymous survey of tenants at least once per year to obtain feedback on the type and quality of program services. Grantee shall offer all tenants the opportunity to take this survey.

**B. Property Management**

Grantee shall achieve the Services Objectives listed below for Property Management:

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

**VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- 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, eighty percent of tenants will be satisfied or very satisfied with Support Services and Property Management.

**IX. Reporting Requirements**

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

- A. When required by HSH, Grantee shall enter tenant data in the ONE system.
- B. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe.
- C. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the month of service.
  1. The occupancy rate;
  2. The number of new placements;

3. The total number of new move-ins during the month;
  4. The number of unduplicated tenants actively outreached to by Support Services staff at least once during the month; and
  5. The number of lease/program rule violations issued for the month and the number of lease/program rule violations for which Support Services staff outreached to tenants to offer support.
- D. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
1. The number and percentage of tenants to whom Grantee outreached to complete an assessment for primary medical care, mental health and substance use treatment needs within 60 days of move-in;
  2. The number and percentage of tenants to whom Grantee outreached to complete a benefits assessment within 60 days of move-in;
  3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services;
  4. The number and percentage of tenants with planned exits from the program to whom Grantee outreached to engage in comprehensive discharge planning;
  5. The number and percentage of tenant lease violations resolved without loss of housing to tenants; and
  6. The average number of days to turn over units.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> 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 and percentage of tenants participating in Support Services Grantee outreached to create Service Plans, as needed;
  3. The number of tenants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every six months and updated as appropriate;
  4. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what tenants reported regarding the quality and satisfaction with both Support Services and Property Management services.
  5. The number of tenants showing housing instability that remained housed.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System.

Grantee 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. Grantee shall adhere to all deadlines for submission as required by HSH.

- G. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- H. Grantee 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](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877), as instructed by HSH.
- I. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- J. Grantee 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:** Grantee is subject to program monitoring and/or audits, including but is not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, data submitted in program reports, and backup documentation for reporting progress towards meeting Service and Outcome Objectives.
  - 1. 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 Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Summary	Summary		
Appendix B, Budget											Page 1 of 52	Page 1 of 52		
Document Date	9/1/2023													
Contract Term	Begin Date	End Date	Duration (Years)											
Current Term	7/1/2020	6/30/2024	4											
Amended Term	7/1/2020	6/30/2026	6											
Provider Name	Tenderloin Housing Clinic Inc.													
Program	Master Lease Hotels													
F&P Contract ID#	1000017241													
Action (select)	Amendment													
Effective Date	9/1/2023													
Budget Names	Support Services, Property Management & Master Leasing (General Fund Hotels); Support Services, Property Management & Master Leasing (HSH Fund Hotels); One-Time Prop C Bonus Pay; One-Time Capital; Operating Reserve													
	Current	New												
Term Budget	\$ 132,903,851	\$ 217,472,844												
Contingency	\$ 0	\$ 24,184,669	20%											
Not-To-Exceed	\$ 132,903,851	\$ 241,657,513												
				Year 1	Year 2	Year 3	Year 4		Year 5	Year 6	All Years			
				7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
				Current	Current	Current	Current	Amendment	New	New	New	Current	Amendment	New
<b>Expenditures - General Fund Hotels</b>														
Salaries & Benefits	\$ 7,931,269	\$ 8,414,048	\$ 12,621,230	\$ 12,621,230	\$ -	\$ 12,621,230	\$ 12,621,230	\$ 12,621,230	\$ 12,621,230	\$ 12,621,230	\$ 41,587,777	\$ 25,242,460	\$ 66,830,237	
Operating Expense	\$ 3,776,460	\$ 4,127,561	\$ 5,044,826	\$ 5,044,826	\$ -	\$ 5,044,826	\$ 5,044,826	\$ 5,044,826	\$ 5,044,826	\$ 5,044,826	\$ 17,993,672	\$ 10,089,651	\$ 28,083,324	
Subtotal	\$ 11,707,730	\$ 12,541,609	\$ 17,666,056	\$ 17,666,056	\$ -	\$ 17,666,056	\$ 17,666,056	\$ 17,666,056	\$ 17,666,056	\$ 17,666,056	\$ 59,581,450	\$ 35,332,111	\$ 94,913,561	
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%	11.50%	11.50%				
Indirect Cost	\$ 1,346,389	\$ 1,442,285	\$ 2,031,596	\$ 2,031,596	\$ -	\$ 2,031,596	\$ 2,031,596	\$ 2,031,596	\$ 2,031,596	\$ 2,031,596	\$ 6,851,867	\$ 4,063,193	\$ 10,915,059	
Other Expenses (Not subject to indirect %)	\$ 9,352,532	\$ 7,457,130	\$ 8,810,490	\$ 6,525,477	\$ 2,285,014	\$ 8,810,491	\$ 8,810,491	\$ 8,810,491	\$ 8,810,491	\$ 8,810,491	\$ 32,145,629	\$ 19,905,995	\$ 52,051,624	
Capital Expenditure	\$ -	\$ -	\$ 8,864	\$ 8,864	\$ -	\$ 8,864	\$ 8,864	\$ 8,864	\$ 8,864	\$ 8,864	\$ 17,727	\$ 17,727	\$ 35,454	
<b>Total Expenditures - General Fund Hotels</b>	<b>\$ 22,406,650</b>	<b>\$ 21,441,024</b>	<b>\$ 28,517,006</b>	<b>\$ 26,231,992</b>	<b>\$ 2,285,014</b>	<b>\$ 28,517,006</b>	<b>\$ 28,517,006</b>	<b>\$ 28,517,006</b>	<b>\$ 28,517,006</b>	<b>\$ 28,517,006</b>	<b>\$ 98,596,673</b>	<b>\$ 59,319,026</b>	<b>\$ 157,915,698</b>	
<b>Expenditures - HSH Fund Hotels</b>														
Salaries & Benefits	\$ 5,308,116	\$ 5,565,761	\$ 8,336,841	\$ 8,336,841	\$ -	\$ 8,336,841	\$ 8,336,841	\$ 8,336,841	\$ 8,336,841	\$ 8,336,841	\$ 27,547,559	\$ 16,673,682	\$ 304,880,883	
Operating Expense	\$ 2,346,230	\$ 2,612,833	\$ 3,471,955	\$ 3,471,955	\$ -	\$ 3,471,955	\$ 3,471,955	\$ 3,471,955	\$ 3,471,955	\$ 3,471,955	\$ 11,902,973	\$ 6,943,910	\$ 8,431,018	
Subtotal	\$ 7,654,347	\$ 8,178,594	\$ 11,808,796	\$ 11,808,796	\$ -	\$ 11,808,796	\$ 11,808,796	\$ 11,808,796	\$ 11,808,796	\$ 11,808,796	\$ 39,450,532	\$ 23,617,591	\$ 27,641,736	
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%	11.50%	11.50%				
Indirect Cost	\$ 880,250	\$ 940,538	\$ 1,358,012	\$ 1,358,012	\$ -	\$ 1,358,012	\$ 1,358,012	\$ 1,358,012	\$ 1,358,012	\$ 1,358,012	\$ 4,536,811	\$ 2,716,023	\$ 7,252,834	
Other Expenses (Not subject to indirect %)	\$ 3,935,798	\$ 2,922,395	\$ 3,478,119	\$ 2,089,478	\$ 1,388,642	\$ 3,478,119	\$ 3,478,119	\$ 3,478,119	\$ 3,478,119	\$ 3,478,119	\$ 12,425,789	\$ 8,344,880	\$ 20,770,670	
Capital Expenditure	\$ -	\$ -	\$ 5,387	\$ 5,387	\$ -	\$ 5,387	\$ 5,387	\$ 5,387	\$ 5,387	\$ 5,387	\$ 10,773	\$ 10,773	\$ 21,546	
<b>Total Expenditures - HSH Fund Hotels</b>	<b>\$ 12,470,395</b>	<b>\$ 12,041,527</b>	<b>\$ 16,650,313</b>	<b>\$ 15,261,671</b>	<b>\$ 1,388,642</b>	<b>\$ 16,650,313</b>	<b>\$ 16,650,313</b>	<b>\$ 16,650,313</b>	<b>\$ 16,650,313</b>	<b>\$ 16,650,313</b>	<b>\$ 56,423,906</b>	<b>\$ 34,689,268</b>	<b>\$ 91,113,173</b>	
<b>Expenditures - One-Time Prop C Bonus Pay</b>														
Other Expenses (Not subject to indirect %)	\$ 1,305,859	\$ 649,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,955,634	\$ -	\$ 1,955,634	
<b>Total Expenditures - One-Time Prop C Bonus Pay</b>	<b>\$ 1,305,859</b>	<b>\$ 649,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,955,634</b>	<b>\$ -</b>	<b>\$ 1,955,634</b>	
<b>Expenditures - One-Time Capital</b>														
Capital Expenditure	\$ -	\$ 946,156	\$ -	\$ -	\$ 1,031,867	\$ 1,031,867	\$ -	\$ -	\$ -	\$ -	\$ 946,156	\$ 1,031,867	\$ 1,978,023	
<b>Total Expenditures - One-Time Capital</b>	<b>\$ -</b>	<b>\$ 946,156</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,031,867</b>	<b>\$ 1,031,867</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 946,156</b>	<b>\$ 1,031,867</b>	<b>\$ 1,978,023</b>	
<b>Expenditures - Operating Reserve</b>														
General Fund - Operating Reserve	\$ -	\$ -	\$ -	\$ 96,273	\$ -	\$ 96,273	\$ -	\$ -	\$ -	\$ -	\$ 96,273	\$ -	\$ 96,273	
<b>Total Expenditures - Operating Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,273</b>	<b>\$ -</b>	<b>\$ 96,273</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,273</b>	<b>\$ -</b>	<b>\$ 96,273</b>	

	A	B	C	D	E	H	K	N	O	P	S	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Summary		Summary
2	Appendix B, Budget												Page 2 of 52		Page 2 of 52
3	Document Date	9/1/2023		Duration (Years)											
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2020	6/30/2024	4											
6	Amended Term	7/1/2020	6/30/2026	6											
7	Provider Name	Tenderloin Housing Clinic Inc.													
8	Program	Master Lease Hotels													
9	F\$P Contract ID#	1000017241													
10	Action (select)	Amendment													
11	Effective Date	9/1/2023													
12	Budget Names	Support Services, Property Management & Master Leasing (General Fund Hotels); Support Services, Property Management & Master Leasing (HSH Fund Hotels); One-Time Prop C Bonus Pay; One-Time Capital; Operating Reserve													
13		Current	New												
14	Term Budget	\$ 132,903,851	\$ 217,472,844												
15	Contingency	\$ 0	\$ 24,184,669	20%											
16	Not-To-Exceed	\$ 132,903,851	\$ 241,657,513												
					Year 1	Year 2	Year 3	Year 4		Year 5	Year 6	All Years			
17		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026			
18		Current	Current	Current	Current	Amendment	New	New	New	Current	Amendment	New			
53	<b>Total Expenditures - Master Lease Hotels</b>									\$ -	\$ -	\$ -			
54	Salaries & Benefits	\$ 13,239,386	\$ 13,979,809	\$ 20,958,071	\$ 20,958,071	\$ -	\$ 20,958,071	\$ 20,958,071	\$ 20,958,071	\$ 69,135,336	\$ 41,916,141	\$ 111,051,478			
55	Operating Expense	\$ 6,122,691	\$ 6,740,393	\$ 8,516,780	\$ 8,516,780	\$ -	\$ 8,516,780	\$ 8,516,780	\$ 8,516,780	\$ 29,896,645	\$ 17,033,561	\$ 46,930,206			
56	Subtotal	\$ 19,362,077	\$ 20,720,203	\$ 29,474,851	\$ 29,474,851	\$ -	\$ 29,474,851	\$ 29,474,851	\$ 29,474,851	\$ 99,031,982	\$ 58,949,702	\$ 157,981,684			
57	Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%						
58	Indirect Cost	\$ 2,226,639	\$ 2,382,823	\$ 3,389,608	\$ 3,389,608	\$ -	\$ 3,389,608	\$ 3,389,608	\$ 3,389,608	\$ 11,388,678	\$ 6,779,216	\$ 18,167,894			
59	Other Expenses (Not subject to indirect %)	\$ 14,594,188	\$ 11,029,300	\$ 12,288,610	\$ 8,711,227	\$ 3,673,656	\$ 12,384,883	\$ 12,288,610	\$ 12,288,610	\$ 46,623,325	\$ 28,250,875	\$ 74,874,201			
60	Capital Expenditure	\$ -	\$ 946,156	\$ 14,250	\$ 14,250	\$ 1,031,867	\$ 1,046,117	\$ 14,250	\$ 14,250	\$ 974,656	\$ 1,060,367	\$ 2,035,023			
62	<b>Total Expenditures - TOTAL Master Lease Hotels</b>	\$ 36,182,904	\$ 35,078,482	\$ 45,167,319	\$ 41,589,936	\$ 4,705,523	\$ 46,295,459	\$ 45,167,319	\$ 45,167,319	\$ 158,018,641	\$ 95,040,160	\$ 253,058,801			
64	<b>HSH Revenues (select)*</b>														
65	General Fund - Ongoing	\$ 15,950,958	\$ 15,573,186	\$ 22,489,381	\$ 20,204,367	\$ 2,285,014	\$ 22,489,381	\$ 22,489,381	\$ 22,489,381	\$ 74,217,892	\$ 47,263,776	\$ 121,481,668			
66	HSH Fund - Ongoing	\$ 8,595,630	\$ 7,960,140	\$ 8,232,513	\$ 8,232,513	\$ 1,604,100	\$ 9,836,613	\$ 10,224,960	\$ 10,224,960	\$ 33,020,796	\$ 22,054,019	\$ 55,074,815			
68	Prop C - Ongoing - Tenant Rent Relief	\$ -	\$ 4,226,566	\$ 4,353,363	\$ 4,353,363	\$ -	\$ 4,353,363	\$ 4,353,363	\$ 4,353,363	\$ 12,933,292	\$ 8,706,726	\$ 21,640,018			
69	General Fund - One-Time	\$ 804,551	\$ 974,347	\$ -	\$ -	\$ 963,767	\$ 963,767	\$ -	\$ -	\$ 1,778,898	\$ 963,767	\$ 2,742,665			
70	HHIP - One-Time	\$ -	\$ -	\$ -	\$ -	\$ 68,100	\$ 68,100	\$ -	\$ -	\$ -	\$ 68,100	\$ 68,100			
74	General Fund - Supplement for HSH Fund Programs	\$ 89,535	\$ 487,218	\$ 4,856,478	\$ 3,467,836	\$ (215,458)	\$ 3,252,378	\$ 2,864,031	\$ 2,864,031	\$ 8,901,066	\$ 5,512,604	\$ 14,413,671			
75	Prop C - One-Time - Bonus Pay	\$ 1,305,859	\$ 649,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,955,634	\$ -	\$ 1,955,634			
76	General Fund - One-Time - Operating Reserve	\$ -	\$ -	\$ -	\$ 96,273	\$ -	\$ 96,273	\$ -	\$ -	\$ 96,273	\$ -	\$ 96,273			
80	<b>Total HSH Revenues (All Master Lease Hotels)</b>	\$ 26,746,533	\$ 29,871,231	\$ 39,931,735	\$ 36,354,352	\$ 4,705,523	\$ 41,059,875	\$ 39,931,735	\$ 39,931,735	\$ 132,903,851	\$ 84,568,993	\$ 217,472,844			
81	<b>Other Revenues (to offset Total Expenditures)</b>														
82	General Fund Budget - Other Revenues	\$ 5,852,878	\$ 3,227,777	\$ 3,326,422.00	\$ 3,326,422	\$ -	\$ 3,326,422	\$ 3,326,422	\$ 3,326,422	\$ 15,733,499	\$ 6,652,844	\$ 22,386,343			
83	HSH Fund Budget - Other Revenues	\$ 3,583,493	\$ 1,979,474	\$ 1,909,162.00	\$ 1,909,162	\$ -	\$ 1,909,162	\$ 1,909,162	\$ 1,909,162	\$ 9,381,291	\$ 3,818,324	\$ 13,199,615			
102	<b>Total Other Revenues</b>	\$ 9,436,371	\$ 5,207,251	\$ 5,235,584.00	\$ 5,235,584	\$ -	\$ 5,235,584	\$ 5,235,584	\$ 5,235,584	\$ 25,114,790	\$ 10,471,168	\$ 35,585,958			
103															
104	<b>Total HSH + Other Revenues (All Master Lease Hotels)</b>	\$ 36,182,904	\$ 35,078,482	\$ 45,167,318.83	\$ 41,589,936	\$ 4,705,523	\$ 46,295,459	\$ 45,167,319	\$ 45,167,319	\$ 158,018,641	\$ 95,040,161	\$ 253,058,801			
105	Rev-Exp (Budget Match Check)	\$ 0	\$ (0)	\$ (0)	\$ 0	\$ (0)	\$ 0	\$ 0	\$ 0	\$ (0)	\$ 0	\$ 0			
107	Total Adjusted Salary FTE (All Budgets)	211.91	216.62	242.35	242.35		242.35	242.35	242.35						
114	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.														
115															

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													AI	AJ	AK
Appendix B, Budget													Summary		Summary
Document Date 9/1/2023													General Fund		General Fund
													Page 3 of 52		Page 3 of 52
Contract Term	Begin Date	End Date	Duration (Years)												
Current Term	7/1/2020	6/30/2024	4												
Amended Term	7/1/2020	6/30/2026	6												
Provider Name	Tenderloin Housing Clinic Inc.														
Program	Master Lease Hotels (General Fund Hotels)														
FSP Contract ID#	1000017241														
Action (select)	Amendment														
Effective Date	9/1/2023														
Budget Names	Edgeworth, Hartland, Jefferson, Mayfair, Mission, Raman, Seneca, Vincent, Money Management, General Property Management, Support Services														
Term Budget	Current	New													
	\$ 74,217,892	\$ 121,481,668													
	\$ -														
			Year 1	Year 2	Year 3	Year 4		Year 5	Year 6	All Years					
	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026				
	Current	Current	Current	Current	Amendment	New	New	New	Current	Amendment	New				
Expenditures - Edgeworth															
Salaries & Benefits	\$ 218,760	\$ 215,637	\$ 297,842	\$ 297,842	\$ -	\$ 297,842	\$ 297,842	\$ 297,842	\$ 1,030,083	\$ 595,685	\$ 1,625,767				
Operating Expense	\$ 176,458	\$ 196,162	\$ 194,146	\$ 194,146	\$ -	\$ 194,146	\$ 194,146	\$ 194,146	\$ 760,912	\$ 388,292	\$ 1,149,204				
Subtotal	\$ 395,218	\$ 411,800	\$ 491,988	\$ 491,988	\$ -	\$ 491,988	\$ 491,988	\$ 491,988	\$ 1,790,995	\$ 983,977	\$ 2,774,972				
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%							
Indirect Cost (Line 22 X Line 23)	\$ 45,450	\$ 47,357	\$ 56,579	\$ 56,579	\$ -	\$ 56,579	\$ 56,579	\$ 56,579	\$ 205,964	\$ 113,157	\$ 319,122				
Other Expenses (Not subject to indirect %)	\$ 289,242	\$ 201,760	\$ 285,033	\$ 268,433	\$ -	\$ 268,433	\$ 268,433	\$ 268,433	\$ 1,044,468	\$ 536,866	\$ 1,581,334				
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Expenditures - Edgeworth	\$ 729,910	\$ 660,917	\$ 833,600	\$ 817,000	\$ -	\$ 817,000	\$ 817,000	\$ 817,000	\$ 3,041,427	\$ 1,634,000	\$ 4,675,427				
Expenditures - Hartland															
Salaries & Benefits	\$ 609,997	\$ 570,379	\$ 769,622	\$ 769,622	\$ -	\$ 769,622	\$ 769,622	\$ 769,622	\$ 2,719,620	\$ 1,539,245	\$ 4,258,864				
Operating Expense	\$ 452,984	\$ 579,878	\$ 718,124	\$ 718,124	\$ -	\$ 718,124	\$ 718,124	\$ 718,124	\$ 2,469,110	\$ 1,436,248	\$ 3,905,358				
Subtotal	\$ 1,062,981	\$ 1,150,257	\$ 1,487,746	\$ 1,487,746	\$ -	\$ 1,487,746	\$ 1,487,746	\$ 1,487,746	\$ 5,188,730	\$ 2,975,493	\$ 8,164,222				
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%							
Indirect Cost (Line 33 X Line 34)	\$ 122,243	\$ 132,279	\$ 171,091	\$ 171,091	\$ -	\$ 171,091	\$ 171,091	\$ 171,091	\$ 596,704	\$ 342,182	\$ 938,886				
Other Expenses (Not subject to indirect %)	\$ 1,548,541	\$ 1,426,865	\$ 1,384,423	\$ 1,430,823	\$ -	\$ 1,430,823	\$ 1,430,823	\$ 1,430,823	\$ 5,790,652	\$ 2,861,646	\$ 8,652,298				
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Expenditures - Hartland	\$ 2,733,764	\$ 2,709,401	\$ 3,043,260	\$ 3,089,660	\$ -	\$ 3,089,660	\$ 3,089,660	\$ 3,089,660	\$ 11,576,086	\$ 6,179,320	\$ 17,755,406				
Expenditures - Jefferson															
Salaries & Benefits	\$ 654,020	\$ 673,440	\$ 838,959	\$ 838,959	\$ -	\$ 838,959	\$ 838,959	\$ 838,959	\$ 3,005,378	\$ 1,677,918	\$ 4,683,296				
Operating Expense	\$ 381,796	\$ 411,532	\$ 490,939	\$ 490,939	\$ -	\$ 490,939	\$ 490,939	\$ 490,939	\$ 1,775,206	\$ 981,878	\$ 2,757,084				
Subtotal	\$ 1,035,816	\$ 1,084,972	\$ 1,329,898	\$ 1,329,898	\$ -	\$ 1,329,898	\$ 1,329,898	\$ 1,329,898	\$ 4,780,584	\$ 2,659,796	\$ 7,440,380				
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%							
Indirect Cost (Line 44 X Line 45)	\$ 119,119	\$ 124,772	\$ 152,938	\$ 152,938	\$ -	\$ 152,938	\$ 152,938	\$ 152,938	\$ 549,767	\$ 305,877	\$ 855,644				
Other Expenses (Not subject to indirect %)	\$ 1,091,679	\$ 951,454	\$ 983,156	\$ 934,656	\$ -	\$ 934,656	\$ 934,656	\$ 934,656	\$ 3,960,945	\$ 1,869,312	\$ 5,830,257				
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Expenditures - Jefferson	\$ 2,246,614	\$ 2,161,197	\$ 2,465,992	\$ 2,417,492	\$ -	\$ 2,417,492	\$ 2,417,492	\$ 2,417,492	\$ 9,291,296	\$ 4,834,985	\$ 14,126,281				
Expenditures - Mayfair															
Salaries & Benefits	\$ 447,369	\$ 464,749	\$ 557,466	\$ 557,466	\$ -	\$ 557,466	\$ 557,466	\$ 557,466	\$ 2,027,049	\$ 1,114,932	\$ 3,141,980				
Operating Expense	\$ 242,726	\$ 257,133	\$ 332,978	\$ 332,978	\$ -	\$ 332,978	\$ 332,978	\$ 332,978	\$ 1,165,815	\$ 665,956	\$ 1,831,771				
Subtotal	\$ 690,095	\$ 721,882	\$ 890,444	\$ 890,444	\$ -	\$ 890,444	\$ 890,444	\$ 890,444	\$ 3,192,864	\$ 1,780,888	\$ 4,973,752				
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%							
Indirect Cost (Line 55 X Line 56)	\$ 79,361	\$ 83,016	\$ 102,401	\$ 102,401	\$ -	\$ 102,401	\$ 102,401	\$ 102,401	\$ 367,179	\$ 204,802	\$ 571,981				
Other Expenses (Not subject to indirect %)	\$ 584,071	\$ 352,021	\$ 636,483	\$ 573,783	\$ -	\$ 573,783	\$ 573,783	\$ 573,783	\$ 2,146,358	\$ 1,147,566	\$ 3,293,924				
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Expenditures - Mayfair	\$ 1,353,527	\$ 1,156,919	\$ 1,629,328	\$ 1,566,628	\$ -	\$ 1,566,628	\$ 1,566,628	\$ 1,566,628	\$ 5,706,401	\$ 3,133,256	\$ 8,839,657				
Expenditures - Mission															
Salaries & Benefits	\$ 839,189	\$ 947,290	\$ 1,168,170	\$ 1,168,170	\$ -	\$ 1,168,170	\$ 1,168,170	\$ 1,168,170	\$ 4,122,818	\$ 2,336,339	\$ 6,459,157				
Operating Expense	\$ 610,664	\$ 584,930	\$ 716,377	\$ 716,377	\$ -	\$ 716,377	\$ 716,377	\$ 716,377	\$ 2,628,348	\$ 1,432,754	\$ 4,061,102				
Subtotal	\$ 1,449,853	\$ 1,532,220	\$ 1,884,547	\$ 1,884,547	\$ -	\$ 1,884,547	\$ 1,884,547	\$ 1,884,547	\$ 6,751,166	\$ 3,769,093	\$ 10,520,259				
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%							
Indirect Cost (Line 66 X Line 67)	\$ 166,733	\$ 176,205	\$ 216,723	\$ 216,723	\$ -	\$ 216,723	\$ 216,723	\$ 216,723	\$ 776,384	\$ 433,446	\$ 1,209,830				
Other Expenses (Not subject to indirect %)	\$ 2,365,855	\$ 1,898,499	\$ 2,346,450	\$ 2,258,900	\$ -	\$ 2,258,900	\$ 2,258,900	\$ 2,258,900	\$ 8,869,704	\$ 4,517,800	\$ 13,387,504				
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Expenditures - Mission	\$ 3,982,441	\$ 3,606,924	\$ 4,447,720	\$ 4,360,170	\$ -	\$ 4,360,170	\$ 4,360,170	\$ 4,360,170	\$ 16,397,254	\$ 8,720,339	\$ 25,117,593				
Expenditures - Raman															
Salaries & Benefits	\$ 546,083	\$ 574,784	\$ 763,914	\$ 763,914	\$ -	\$ 763,914	\$ 763,914	\$ 763,914	\$ 2,648,695	\$ 1,527,828	\$ 4,176,523				
Operating Expense	\$ 272,753	\$ 322,684	\$ 381,303	\$ 381,303	\$ -	\$ 381,303	\$ 381,303	\$ 381,303	\$ 1,358,043	\$ 762,606	\$ 2,120,649				
Subtotal	\$ 818,836	\$ 897,468	\$ 1,145,217	\$ 1,145,217	\$ -	\$ 1,145,217	\$ 1,145,217	\$ 1,145,217	\$ 4,006,738	\$ 2,290,434	\$ 6,297,172				
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%							
Indirect Cost (Line 77 X Line 78)	\$ 94,166	\$ 103,209	\$ 131,700	\$ 131,700	\$ -	\$ 131,700	\$ 131,700	\$ 131,700	\$ 460,775	\$ 263,400	\$ 724,175				
Other Expenses (Not subject to indirect %)	\$ 561,160	\$ 609,729	\$ 463,902	\$ 489,702	\$ -	\$ 489,702	\$ 489,702	\$ 489,702	\$ 2,124,494	\$ 979,404	\$ 3,103,898				
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Expenditures - Raman	\$ 1,474,162	\$ 1,610,406	\$ 1,740,819	\$ 1,766,619	\$ -	\$ 1,766,619	\$ 1,766,619	\$ 1,766,619	\$ 6,592,006	\$ 3,533,238	\$ 10,125,244				
Expenditures - Seneca															
Salaries & Benefits	\$ 777,721	\$ 855,927	\$ 1,023,485	\$ 1,023,485	\$ -	\$ 1,023,485	\$ 1,023,485	\$ 1,023,485	\$ 3,680,617	\$ 2,046,970	\$ 5,727,587				
Operating Expense	\$ 632,447	\$ 615,143	\$ 806,013	\$ 806,013	\$ -	\$ 806,013	\$ 806,013	\$ 806,013	\$ 2,859,616	\$ 1,612,026	\$ 4,471,642				
Subtotal	\$ 1,410,168	\$ 1,471,069	\$ 1,829,498	\$ 1,829,498	\$ -	\$ 1,829,498	\$ 1,829,498	\$ 1,829,498	\$ 6,540,233	\$ 3,658,996	\$ 10,199,229				
Indirect Percentage	11.50%	11.50%	11.50%	11.50%		11.50%	11.50%	11.50%							
Indirect Cost (Line 88 X Line 89)	\$ 162,169	\$ 169,173	\$ 210,392	\$ 210,392	\$ -	\$ 210,392	\$ 210,392	\$ 210,392	\$ 752,127	\$ 420,785	\$ 1,172,911				
Other Expenses (Not subject to indirect %)	\$ 2,118,711	\$ 1,910,293	\$ 1,816,212	\$ 1,860,562	\$ -	\$ 1,860,562	\$ 1,860,562	\$ 1,860,562	\$ 7,705,777	\$ 3,721,124	\$ 11,426,901				
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Expenditures - Seneca	\$ 3,691,048	\$ 3,550,535	\$ 3,856,102	\$ 3,900,452	\$ -	\$ 3,900,452	\$ 3,900,452	\$ 3,900,452	\$ 14,998,137	\$ 7,800,904	\$ 22,799,041				



		A	B	C	D	E	H	K	N	O	P	S	V	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														Summary	Summary	
2	Appendix B, Budget														General Fund	General Fund	
3	Document Date	9/1/2023														Page 4 of 52	Page 4 of 52
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	7/1/2020 6/30/2024		4													
6	Amended Term	7/1/2020 6/30/2026		6													
7	Provider Name Tenderloin Housing Clinic Inc.																
8	Program Master Lease Hotels (General Fund Hotels)																
9	FSP Contract ID# 100017241																
10	Action (select) Amendment																
11	Effective Date 9/1/2023																
12	Budget Names	Edgeworth, Hartland, Jefferson, Mayfair, Mission, Raman, Seneca, Vincent, Money Management, General Property Management, Support Services															
13	Term Budget		Current	New													
14			\$ 74,217,892	\$ 121,481,668													
15			\$ -	\$ -													
16					Year 1	Year 2	Year 3	Year 4		Year 5	Year 6	All Years					
17			7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026				
18			Current	Current	Current	Current	Amendment	New	New	New	Current	Amendment	New				
96	Expenditures - Vincent																
97	Salaries & Benefits \$ 545,044 \$ 615,072 \$ 842,700 \$ 842,700 \$ - \$ 842,700 \$ 842,700 \$ 842,700 \$ 2,845,516 \$ 1,685,400 \$ 4,530,916																
98	Operating Expense \$ 388,322 \$ 376,107 \$ 438,290 \$ 438,290 \$ - \$ 438,290 \$ 438,290 \$ 438,290 \$ 1,641,009 \$ 876,580 \$ 2,517,589																
99	Subtotal \$ 933,366 \$ 991,179 \$ 1,280,990 \$ 1,280,990 \$ - \$ 1,280,990 \$ 1,280,990 \$ 1,280,990 \$ 4,486,525 \$ 2,561,980 \$ 7,048,505																
100	Indirect Percentage 11.50%																
101	Indirect Cost (Line 99 X Line 100) \$ 107,337 \$ 113,986 \$ 147,314 \$ 147,314 \$ - \$ 147,314 \$ 147,314 \$ 147,314 \$ 515,950 \$ 294,628 \$ 810,578																
102	Other Expenses (Not subject to indirect %) \$ 1,038,792 \$ 877,677 \$ 940,517 \$ 938,367 \$ - \$ 938,367 \$ 938,367 \$ 938,367 \$ 3,795,354 \$ 1,876,734 \$ 5,672,088																
103	Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -																
104	Total Expenditures - Vincent \$ 2,079,495 \$ 1,982,842 \$ 2,368,821 \$ 2,366,671 \$ - \$ 2,366,671 \$ 2,366,671 \$ 2,366,671 \$ 8,797,829 \$ 4,733,342 \$ 13,531,170																
105																	
107	Expenditures - Money Management (MLMPP - General Fund Hotels)																
108	Salaries & Benefits \$ 224,145 \$ 224,468 \$ 306,225 \$ 306,225 \$ - \$ 306,225 \$ 306,225 \$ 306,225 \$ 1,061,062 \$ 612,449 \$ 1,673,512																
109	Operating Expense \$ 35,922 \$ 36,649 \$ 51,898 \$ 51,898 \$ - \$ 51,898 \$ 51,898 \$ 51,898 \$ 176,368 \$ 103,797 \$ 280,165																
110	Subtotal \$ 260,067 \$ 261,118 \$ 358,123 \$ 358,123 \$ - \$ 358,123 \$ 358,123 \$ 358,123 \$ 1,237,431 \$ 716,246 \$ 1,953,677																
111	Indirect Percentage 11.50%																
112	Indirect Cost (Line 110 X Line 111) \$ 29,908 \$ 30,029 \$ 41,184 \$ 41,184 \$ - \$ 41,184 \$ 41,184 \$ 41,184 \$ 142,305 \$ 82,368 \$ 224,673																
113	Other Expenses (Not subject to indirect %) \$ (13,208) \$ 9,983 \$ 12,893 \$ 12,893 \$ - \$ 12,893 \$ 12,893 \$ 12,893 \$ 22,561 \$ 25,786 \$ 48,347																
114	Capital Expenditure \$ - \$ - \$ 8,864 \$ 8,864 \$ - \$ 8,864 \$ 8,864 \$ 8,864 \$ 8,864 \$ 17,727 \$ 35,454																
116	Total Expenditures - Money Management (MLMPP - General Fund Hotels) \$ 276,767 \$ 301,129 \$ 421,064 \$ 421,064 \$ - \$ 421,064 \$ 421,064 \$ 421,064 \$ 1,420,023 \$ 842,127 \$ 2,262,150																
117																	
118	Expenditures - General Property Management (General Fund Hotels)																
119	Salaries & Benefits \$ 1,442,546 \$ 1,505,289 \$ 2,188,064 \$ 2,188,064 \$ - \$ 2,188,064 \$ 2,188,064 \$ 2,188,064 \$ 7,323,963 \$ 4,376,128 \$ 11,700,092																
120	Operating Expense \$ 335,244 \$ 500,098 \$ 494,167 \$ 494,167 \$ - \$ 494,167 \$ 494,167 \$ 494,167 \$ 1,823,677 \$ 988,335 \$ 2,812,012																
121	Subtotal \$ 1,777,790 \$ 2,005,387 \$ 2,682,231 \$ 2,682,231 \$ - \$ 2,682,231 \$ 2,682,231 \$ 2,682,231 \$ 9,147,640 \$ 5,364,463 \$ 14,512,103																
122	Indirect Percentage 11.50%																
123	Indirect Cost (Line 121 X Line 122) \$ 204,446 \$ 230,620 \$ 308,457 \$ 308,457 \$ - \$ 308,457 \$ 308,457 \$ 308,457 \$ 1,051,979 \$ 616,913 \$ 1,668,892																
124	Other Expenses (Not subject to indirect %) \$ 49,083 \$ (168,240) \$ (71,006) \$ 29,944 \$ - \$ 29,944 \$ 29,944 \$ 29,944 \$ (160,219) \$ 59,888 \$ (100,331)																
125	Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -																
127	Total Expenditures - General Property Management (General Fund Hotels) \$ 2,031,319 \$ 2,067,767 \$ 2,919,682 \$ 3,020,632 \$ - \$ 3,020,632 \$ 3,020,632 \$ 3,020,632 \$ 10,039,400 \$ 6,041,264 \$ 16,080,664																
128																	
129	Expenditures - Support Services (General Fund Hotels)																
130	Salaries & Benefits \$ 1,626,397 \$ 1,767,014 \$ 3,864,783 \$ 3,864,783 \$ - \$ 3,864,783 \$ 3,864,783 \$ 3,864,783 \$ 11,122,976 \$ 7,729,566 \$ 18,852,542																
131	Operating Expense \$ 247,144 \$ 247,245 \$ 420,590 \$ 420,590 \$ - \$ 420,590 \$ 420,590 \$ 420,590 \$ 1,335,569 \$ 841,180 \$ 2,176,748																
132	Subtotal \$ 1,873,541 \$ 2,014,259 \$ 4,285,373 \$ 4,285,373 \$ - \$ 4,285,373 \$ 4,285,373 \$ 4,285,373 \$ 12,458,545 \$ 8,570,745 \$ 21,029,290																
133	Indirect Percentage 11.50%																
134	Indirect Cost (Line 132 X Line 133) \$ 215,457 \$ 231,640 \$ 492,818 \$ 492,818 \$ - \$ 492,818 \$ 492,818 \$ 492,818 \$ 1,432,733 \$ 985,636 \$ 2,418,368																
135	Other Expenses (Not subject to indirect %) \$ (281,394) \$ (612,912) \$ 12,428 \$ (2,272,586) \$ 2,285,014 \$ 12,428 \$ 12,428 \$ 12,428 \$ (3,154,464) \$ 2,309,869 \$ (844,595)																
136	Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -																
138	Total Expenditures - Support Services (General Fund Hotels) \$ 1,807,604 \$ 1,632,987 \$ 4,790,618 \$ 2,505,605 \$ 2,285,014 \$ 4,790,618 \$ 4,790,618 \$ 4,790,618 \$ 10,736,813 \$ 11,866,250 \$ 22,603,064																
139																	
140	Expenditures - ALL General Fund Hotels																
141	Salaries & Benefits \$ 7,931,269 \$ 8,414,048 \$ 12,621,230 \$ 12,621,230 \$ - \$ 12,621,230 \$ 12,621,230 \$ 12,621,230 \$ 41,587,777 \$ 25,242,460 \$ 66,830,237																
142	Operating Expense \$ 3,776,460 \$ 4,127,561 \$ 5,044,826 \$ 5,044,826 \$ - \$ 5,044,826 \$ 5,044,826 \$ 5,044,826 \$ 17,993,672 \$ 10,089,651 \$ 28,083,324																
143	Subtotal \$ 11,707,730 \$ 12,541,609 \$ 17,666,056 \$ 17,666,056 \$ - \$ 17,666,056 \$ 17,666,056 \$ 17,666,056 \$ 59,581,450 \$ 35,332,111 \$ 94,913,561																
144	Indirect Percentage 11.50%																
145	Indirect Cost \$ 1,346,389 \$ 1,442,285 \$ 2,031,596 \$ 2,031,596 \$ - \$ 2,031,596 \$ 2,031,596 \$ 2,031,596 \$ 6,851,867 \$ 4,063,193 \$ 10,915,059																
146	Other Expenses (Not subject to indirect %) \$ 9,352,532 \$ 7,457,130 \$ 8,810,490 \$ 6,525,477 \$ 2,285,014 \$ 8,810,491 \$ 8,810,491 \$ 8,810,491 \$ 32,145,629 \$ 19,905,995 \$ 52,051,624																
147	Capital Expenditure \$ - \$ - \$ 8,864 \$ 8,864 \$ - \$ 8,864 \$ 8,864 \$ 8,864 \$ 17,727 \$ 17,727 \$ 35,454																
149	Total Expenditures - TOTAL ALL General Fund Hotels \$ 22,406,650 \$ 21,441,024 \$ 28,517,006 \$ 26,231,992 \$ 2,285,014 \$ 28,517,006 \$ 28,517,006 \$ 28,517,006 \$ 98,596,673 \$ 59,319,026 \$ 157,915,698																
150																	
151	HSH Revenues (select) \$ -																
152	General Fund - Ongoing \$ 15,950,958 \$ 15,573,186 \$ 22,489,381 \$ 20,204,367 \$ 2,285,014 \$ 22,489,381 \$ 22,489,381 \$ 22,489,381 \$ 74,217,892 \$ 47,263,776 \$ 113,537,688																
154	Prop C - Ongoing Tenant Rent Relief \$ - \$ 2,622,527 \$ 2,701,203 \$ 2,701,203 \$ - \$ 2,701,203 \$ 2,701,203 \$ 2,701,203 \$ 8,024,933 \$ 5,402,406 \$ 13,427,338																
155	General Fund - One-Time \$ 602,814 \$ 17,535 \$ - \$ - \$ - \$ - \$ - \$ - \$ 620,349 \$ - \$ 620,349																
161	Total HSH Revenues (General Fund Hotels) \$ 16,553,772 \$ 18,213,247 \$ 25,190,584 \$ 22,905,570 \$ 2,285,014 \$ 25,190,584 \$ 25,190,584 \$ 25,190,584 \$ 82,863,174 \$ 52,666,182 \$ 135,529,355																
162	Other Revenues (to offset Total Expenditures)																
163	Edgeworth - Rental Income \$ 226,320 \$ 118,800 \$ 120,139 \$ 120,139 \$ - \$ 120,139 \$ 120,139 \$ 120,139 \$ 585,398 \$ 240,278 \$ 825,676																
164	Edgeworth - Laundry Income \$ 313 \$ 313 \$ 613 \$ 613 \$ - \$ 613 \$ 613 \$ 613 \$ 1,852 \$ 1,226 \$ 3,078																
165	Hartland - Rental Income \$ 763,800 \$ 367,200 \$ 404,695 \$ 404,695 \$ - \$ 404,695 \$ 404,695 \$ 404,695 \$ 1,940,390 \$ 809,390 \$ 2,749,780																
166	Jefferson - Rental Income \$ 592,800 \$ 294,300 \$ 308,514 \$ 308,514 \$ - \$ 308,514 \$ 308,514 \$ 308,514 \$ 1,504,128 \$ 617,028 \$ 2,121,156																
167	Jefferson - Laundry Income \$ (448) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ (448) \$ - \$ (448)																
168	Mayfair - Rental Income \$ 438,900 \$ 143,100 \$ 326,817 \$ 326,817 \$ - \$ 326,817 \$ 326,817 \$ 326,817 \$ 1,235,634 \$ 653,634 \$ 1,889,268																
169	Mission - Rental Income \$ 1,324,800 \$ 650,700 \$ 694,813 \$ 694,813 \$ - \$ 694,813 \$ 694,813 \$ 694,813 \$ 3,365,126 \$ 1,389,626 \$ 4,754,752																
170	Mission - Laundry Income \$ 4,002 \$ 4,002 \$ 2,788 \$ 2,788 \$ - \$ 2,788 \$ 2,788 \$ 2,788 \$ 13,580 \$ 5,576 \$ 19,156																
171	PM - FY 19-20 Refund from Temp Staff - Floating Janitors consultant \$ 3,131 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 3,131 \$ - \$ 3,131																
172	PM - Allocation of costs to other contracts \$ 608,305 \$ 608,305 \$ 630,092 \$ 630,092 \$ - \$ 630,092 \$ 630,092 \$ 630,092 \$ 2,476,794 \$ 1,260,184 \$ 3,736,978																
173	Raman - Rental Income \$ 308,027 \$ 229,500 \$ 236,361 \$ 236,361 \$ - \$ 236,361 \$ 236,361 \$ 236,361 \$ 1,010,249 \$ 472,722 \$ 1,482,971																
174	Raman - Laundry Income \$ 1,229 \$ 1,229 \$ 635 \$ 635 \$ - \$ 635 \$ 635 \$ 635 \$ 3,728 \$ 1,270 \$ 4,998																
175	Seneca - Rental Income \$ 1,059,840 \$ 540,000 \$ 350,206 \$ 350,206 \$ - \$ 350,206 \$ 350,206 \$ 350,206 \$ 2,300,252 \$ 700,412 \$ 3,000,664																
176	Seneca - Laundry Income \$ (109) \$ - \$ 710 \$ 710 \$ - \$ 710 \$ 710 \$ 710 \$ 3,111 \$ 1,420 \$ 2,731																
177	Vincent - Rental Income \$ 521,640 \$ 270,000 \$ 249,659 \$ 249,659 \$ - \$ 249,659 \$ 249,659 \$ 249,659 \$ 1,290,958 \$ 499,318 \$ 1,790,276																
178	Vincent - Laundry Income \$ 328 \$ 328 \$ 380 \$ 380 \$ - \$ 380 \$ 380 \$ 380 \$ 1,416 \$ 760 \$ 2,176																
179																	
184	Total Other Revenues \$ 5,852,878 \$ 3,227,777 \$ 3,326,422 \$ 3,326,422 \$ - \$ 3,326,422 \$ 3,326,422 \$ 3,326,422 \$ 15,733,499 \$ 6,652,844 \$ 22,386,342																
186	Total HSH + Other Revenues (General Fund Hotels) \$ 22,406,650 \$ 21,441,024 \$ 28,517,006 \$ 26,231,992 \$ 2,285,014 \$ 28,517,006 \$ 28,517,006 \$ 28,517,006 \$ 98,596,673 \$ 59,319,026 \$ 157,915,698																
187	Rev-Exp (Budget Match Check) \$ (0.00) \$ (0) \$ 0.00 \$ (0) \$ - \$ 0 \$ 0 \$ 0 \$ (0) \$ 0 \$ 0																
189	Total Adjusted Salary FTE (All Budgets) 127.28 130.46 145.02 145.02 145.02 145.02																







	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 8 of 52		Page 8 of 52	
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	9/1/2023									
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.									
5	<b>Program</b>	Master Lease Hotels (General Fund Hotels)									
6	<b>F\$P Contract ID#</b>	1000017241									
7	<b>Budget Name</b>	<b>Money Management</b>				EXTENSION YEAR EXTENSION YEAR					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities	\$ 4,690	\$ 5,288	\$ 11,157	\$ 11,157	\$ 11,157	\$ 11,157	\$ 32,293	\$ 22,315	\$ 54,608	
14	Office Supplies, security for housing	\$ 4,523	\$ 4,653	\$ 7,801	\$ 7,801	\$ 7,801	\$ 7,801	\$ 24,779	\$ 15,602	\$ 40,381	
15	Maintenance & Repairs	\$ 3,295	\$ 3,295	\$ 6,013	\$ 6,013	\$ 6,013	\$ 6,013	\$ 18,616	\$ 12,025	\$ 30,641	
16	Printing & Postings	\$ 3,705	\$ 3,705	\$ 4,077	\$ 4,077	\$ 4,077	\$ 4,077	\$ 15,564	\$ 8,155	\$ 23,719	
17	Insurance	\$ 327	\$ 327	\$ 244	\$ 244	\$ 244	\$ 244	\$ 1,142	\$ 489	\$ 1,631	
18	Training	\$ 159	\$ 159	\$ 355	\$ 355	\$ 355	\$ 355	\$ 1,026	\$ 709	\$ 1,735	
19	Travel	\$ 16	\$ 16	\$ 18	\$ 18	\$ 18	\$ 18	\$ 67	\$ 35	\$ 103	
20	Bank Charges	\$ 10,292	\$ 10,292	\$ 10,104	\$ 10,104	\$ 10,104	\$ 10,104	\$ 40,793	\$ 20,209	\$ 61,001	
21				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	<b>Consultants/Temp Staffing</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Rep Payee	\$ 8,915	\$ 8,915	\$ 12,129	\$ 12,129	\$ 12,129	\$ 12,129	\$ 42,088	\$ 24,258	\$ 66,346	
44				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	<b>Subcontractors</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 35,922	\$ 36,649	\$ 51,898	\$ 51,898	\$ 51,898	\$ 51,898	\$ 176,368	\$ 103,797	\$ 280,165	
69											
70	<b>Other Expenses (not subject to indirect cost %)</b>										
71	Office Rent	\$ 9,983	\$ 9,983	\$ 12,893	\$ 12,893	\$ 12,893	\$ 12,893	\$ 45,751	\$ 25,786	\$ 71,537	
72	One-Time CODB (FY 2020-21 Non-Leasing Budget)	\$ 8,699			\$ -	\$ -	\$ -	\$ 8,699	\$ -	\$ 8,699	
73	One-Time Transfer for Other GF Budgets	\$ (31,890)			\$ -	\$ -	\$ -	\$ (31,890)	\$ -	\$ (31,890)	
74	Above NTE, Withheld pending Amendment				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83											
84	<b>TOTAL OTHER EXPENSES</b>	\$ (13,208)	\$ 9,983	\$ 12,893	\$ 12,893	\$ 12,893	\$ 12,893	\$ 22,561	\$ 25,786	\$ 48,347	
85											
86	<b>Capital Expenses</b>										
87	Approved Capital Expenses (MPP office)			\$ 8,864	\$ 8,864	\$ 8,864	\$ 8,864	\$ 17,727	\$ 17,727	\$ 35,454	
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ 8,864	\$ 8,864	\$ 8,864	\$ 8,864	\$ 17,727	\$ 17,727	\$ 35,454	
97	<b>HS#3</b>							Template last modified		11/4/2019	





	A	B	E	H	K	L	M	P	S	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									Page 10 of 52		Page 10 of 52	
2	OPERATING DETAIL												
3	Document Date	9/1/2023											
4	Provider Name	Tenderloin Housing Clinic Inc.											
5	Program	Master Lease Hotels (HSH Fund Hotels)											
6	FSP Contract ID#	1000017241											
7	Budget Name	Money Management						EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	Year 4			Year 5	Year 6	All Years			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	Amendment	New	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities	\$ 2,850	\$ 3,214	\$ 6,781	\$ 6,781	\$ -	\$ 6,781	\$ 6,781	\$ 6,781	\$ 19,625	\$ 13,561	\$ 33,186	
14	Office Supplies, security for housing	\$ 2,749	\$ 2,828	\$ 4,741	\$ 4,741	\$ -	\$ 4,741	\$ 4,741	\$ 4,741	\$ 15,059	\$ 9,482	\$ 24,540	
15	Maintenance & Repairs	\$ 2,003	\$ 2,003	\$ 3,338	\$ 3,338	\$ -	\$ 3,338	\$ 3,338	\$ 3,338	\$ 10,680	\$ 6,675	\$ 17,356	
16	Printing & Postings	\$ 2,252	\$ 2,252	\$ 2,478	\$ 2,478	\$ -	\$ 2,478	\$ 2,478	\$ 2,478	\$ 9,459	\$ 4,956	\$ 14,414	
17	Insurance	\$ 199	\$ 199	\$ 148	\$ 148	\$ -	\$ 148	\$ 148	\$ 148	\$ 694	\$ 297	\$ 991	
18	Training	\$ 96	\$ 96	\$ 215	\$ 215	\$ -	\$ 215	\$ 215	\$ 215	\$ 624	\$ 431	\$ 1,055	
19	Travel	\$ 10	\$ 10	\$ 11	\$ 11	\$ -	\$ 11	\$ 11	\$ 11	\$ 41	\$ 22	\$ 62	
20	Bank Charges	\$ 6,255	\$ 6,255	\$ 6,141	\$ 6,141	\$ -	\$ 6,141	\$ 6,141	\$ 6,141	\$ 24,790	\$ 12,281	\$ 37,072	
21				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants/Temp Staffing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temporary Staff - Representative Payees	\$ 5,418	\$ 5,418	\$ 7,371	\$ 7,371	\$ -	\$ 7,371	\$ 7,371	\$ 7,371	\$ 25,577	\$ 14,742	\$ 40,319	
44		\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67													
68	TOTAL OPERATING EXPENSES	\$ 21,830	\$ 22,273	\$ 31,223	\$ 31,223	\$ -	\$ 31,223	\$ 31,223	\$ 31,223	\$ 106,549	\$ 62,446	\$ 168,996	
69													
70	Other Expenses (not subject to indirect cost %)												
71	Office Rent	\$ 6,067	\$ 6,067	\$ 7,835	\$ 7,835	\$ -	\$ 7,835	\$ 7,835	\$ 7,835	\$ 27,804	\$ 15,670	\$ 43,474	
72	One-Time CODB (FY 2020-21 Non-Leasing Budget)	\$ 5,287				\$ -	\$ -	\$ -	\$ -	\$ 5,287	\$ -	\$ 5,287	
73	One-Time Transfer to other HSH Fund Budgets	\$ (19,380)				\$ -	\$ -	\$ -	\$ -	\$ (19,380)	\$ -	\$ (19,380)	
74	Above NTE, Withheld pending Amendment	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
82						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83													
84	TOTAL OTHER EXPENSES	\$ (8,027)	\$ 6,067	\$ 7,835	\$ 7,835	\$ -	\$ 7,835	\$ 7,835	\$ 7,835	\$ 13,710	\$ 15,670	\$ 29,381	
85													
86	Capital Expenses												
87	Approved Capital Expenses (MPP office)			\$ 5,387	\$ 5,387	\$ -	\$ 5,387	\$ 5,387	\$ 5,387	\$ 10,773	\$ 10,773	\$ 21,546	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 5,387	\$ 5,387	\$ -	\$ 5,387	\$ 5,387	\$ 5,387	\$ 10,773	\$ 10,773	\$ 21,546	
97	HSH #3												
										Template last modified		11/4/2019	





	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 12 of 52		Page 12 of 52
2	OPERATING DETAIL									
3	Document Date	9/1/2023								
4	Provider Name	Tenderloin Housing Clinic Inc.								
5	Program	Master Lease Hotels (General Fund Hotels)								
6	FSP Contract ID#	1000017241								
7	Budget Name	General Property Management								
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 22,683	\$ 21,447	\$ 26,331	\$ 26,331	\$ 26,331	\$ 26,331	\$ 96,792	\$ 52,662	\$ 149,454
14	Office Supplies /Software	\$ 18,563	\$ 28,006	\$ 21,727	\$ 21,727	\$ 21,727	\$ 21,727	\$ 90,024	\$ 43,455	\$ 133,479
15	Building Maintenance/Pest Control	\$ 102,965	\$ 173,956	\$ 99,452	\$ 99,452	\$ 99,452	\$ 99,452	\$ 475,824	\$ 198,903	\$ 674,727
16	Printing and Reproduction	\$ 44,309	\$ 42,958	\$ 40,430	\$ 40,430	\$ 40,430	\$ 40,430	\$ 168,127	\$ 80,860	\$ 248,987
17	Insurance	\$ 369	\$ 423	\$ 786	\$ 786	\$ 786	\$ 786	\$ 2,364	\$ 1,572	\$ 3,936
18	Training	\$ 12,440	\$ 12,440	\$ 12,440	\$ 12,440	\$ 12,440	\$ 12,440	\$ 49,760	\$ 24,880	\$ 74,640
19	Travel	\$ 684	\$ 622	\$ 311	\$ 311	\$ 311	\$ 311	\$ 1,928	\$ 622	\$ 2,550
20	Peer Group consultant	\$ 4,478	\$ 4,478	\$ 4,478	\$ 4,478	\$ 4,478	\$ 4,478	\$ 17,914	\$ 8,957	\$ 26,870
21	Legal Fees	\$ 64,591	\$ 100,123	\$ 163,603	\$ 163,603	\$ 163,603	\$ 163,603	\$ 491,920	\$ 327,207	\$ 819,127
22	Tenant Screening	\$ 1,962	\$ 1,962	\$ 208	\$ 208	\$ 208	\$ 208	\$ 4,341	\$ 417	\$ 4,757
23	Program Equipment (Beds, Mattresses, etc.)	\$ -	\$ 51,482	\$ 124,400	\$ 124,400	\$ 124,400	\$ 124,400	\$ 300,282	\$ 248,800	\$ 549,082
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants / Temp Staffing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Attorney	\$ 43,540	\$ 43,540	\$ -	\$ -	\$ -	\$ -	\$ 87,080	\$ -	\$ 87,080
44	Temp Admin Assistant	\$ 6,220	\$ 6,220	\$ -	\$ -	\$ -	\$ -	\$ 12,440	\$ -	\$ 12,440
45	Temp Floating Janitor	\$ 12,440	\$ 12,440	\$ -	\$ -	\$ -	\$ -	\$ 24,880	\$ -	\$ 24,880
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	TOTAL OPERATING EXPENSES	\$ 335,244	\$ 500,098	\$ 494,167	\$ 494,167	\$ 494,167	\$ 494,167	\$ 1,823,677	\$ 988,335	\$ 2,812,012
63										
64	Other Expenses (not subject to indirect cost %)									
65	Office Space & Parking	\$ 58,991	\$ 52,316	\$ 29,944	\$ 29,944	\$ 29,944	\$ 29,944	\$ 171,195	\$ 59,888	\$ 231,083
66	One-Time Credit from Temp Janitor Agency Refund	\$ 3,131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,131	\$ -	\$ 3,131
67	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 41,117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,117	\$ -	\$ 41,117
68	One-Time Transfer to Other GF Budgets	\$ (52,250)	\$ -	\$ (100,950)	\$ -	\$ -	\$ -	\$ (153,200)	\$ -	\$ (153,200)
69	One-Time Deep Clean of Hotels	\$ -	\$ 10,139	\$ -	\$ -	\$ -	\$ -	\$ 10,139	\$ -	\$ 10,139
70	One-Time Turnover Assistance	\$ -	\$ 7,396	\$ -	\$ -	\$ -	\$ -	\$ 7,396	\$ -	\$ 7,396
71	One-Time Adjustment to Actuals	\$ (1,905)	\$ (238,091)	\$ -	\$ -	\$ -	\$ -	\$ (239,997)	\$ -	\$ (239,997)
72	Above NTE - Withheld pending Amendment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
77		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78	TOTAL OTHER EXPENSES	\$ 49,083	\$ (168,240)	\$ (71,006)	\$ 29,944	\$ 29,944	\$ 29,944	\$ (160,219)	\$ 59,888	\$ (100,331)
79										
80	Capital Expenses									
81		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	HSH #3								Template last modified	11/4/2019



	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 14 of 52		Page 14 of 52
2	OPERATING DETAIL									
3	Document Date	9/1/2023								
4	Provider Name	Tenderloin Housing Clinic Inc.								
5	Program	Master Lease Hotels (HSH Fund Hotels)								
6	FSP Contract ID#	1000017241								
7	Budget Name	General Property Management								
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 13,785	\$ 13,034	\$ 16,002	\$ 16,002	\$ 16,002	\$ 16,002	\$ 58,823	\$ 32,004	\$ 90,826
14	Office Supplies /Software	\$ 11,281	\$ 17,020	\$ 13,204	\$ 13,204	\$ 13,204	\$ 13,204	\$ 54,709	\$ 26,408	\$ 81,118
15	Building Maintenance/Pest Control	\$ 62,573	\$ 109,170	\$ 60,438	\$ 60,438	\$ 60,438	\$ 60,438	\$ 292,620	\$ 120,877	\$ 413,497
16	Printing and Reproduction	\$ 26,928	\$ 26,107	\$ 24,570	\$ 24,570	\$ 24,570	\$ 24,570	\$ 102,174	\$ 49,140	\$ 151,314
17	Insurance	\$ 224	\$ 257	\$ 478	\$ 478	\$ 478	\$ 478	\$ 1,436	\$ 955	\$ 2,392
18	Training	\$ 7,560	\$ 7,560	\$ 7,560	\$ 7,560	\$ 7,560	\$ 7,560	\$ 30,240	\$ 15,120	\$ 45,360
19	Travel	\$ 416	\$ 378	\$ 189	\$ 189	\$ 189	\$ 189	\$ 1,172	\$ 378	\$ 1,550
20	Peer Group consultant	\$ 2,722	\$ 2,722	\$ 2,722	\$ 2,722	\$ 2,722	\$ 2,722	\$ 10,886	\$ 5,443	\$ 16,330
21	Legal Fees	\$ 39,253	\$ 60,847	\$ 99,425	\$ 99,425	\$ 99,425	\$ 99,425	\$ 298,948	\$ 198,849	\$ 497,798
22	Tenant Screening	\$ 1,192	\$ 1,192	\$ 127	\$ 127	\$ 127	\$ 127	\$ 2,638	\$ 253	\$ 2,891
23	Program Equipment (Beds, Mattresses, etc.)		\$ 31,287	\$ 75,600	\$ 75,600	\$ 75,600	\$ 75,600	\$ 182,487	\$ 151,200	\$ 333,687
24				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants/Temp Staffing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Attorney	\$ 26,460	\$ 26,460	\$ -	\$ -	\$ -	\$ -	\$ 52,920	\$ -	\$ 52,920
44	Temp Admin Assistant	\$ 3,780	\$ 3,780	\$ -	\$ -	\$ -	\$ -	\$ 7,560	\$ -	\$ 7,560
45	Temp Floating Janitor	\$ 7,560	\$ 7,560	\$ -	\$ -	\$ -	\$ -	\$ 15,120	\$ -	\$ 15,120
46				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 203,734	\$ 307,372	\$ 300,314	\$ 300,314	\$ 300,314	\$ 300,314	\$ 1,111,734	\$ 600,628	\$ 1,712,362
69										
70	Other Expenses (not subject to indirect cost %)									
71	Office Space & Parking	\$ 35,850	\$ 31,794	\$ 18,198	\$ 18,198	\$ 18,198	\$ 18,198	\$ 104,039	\$ 36,395	\$ 140,434
72	One-Time Credit from Temp Janitor Agency	\$ 1,902				\$ -	\$ -	\$ 1,902	\$ -	\$ 1,902
73	Expenditure Reduction to match HSH Revenues	\$ (125)				\$ -	\$ -	\$ (125)	\$ -	\$ (125)
74	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 24,918				\$ -	\$ -	\$ 24,918	\$ -	\$ 24,918
75	One-Time Transfer to Other HSH Fund Budgets	\$ (28,468)		\$ (100,590)		\$ -	\$ -	\$ (129,058)	\$ -	\$ (129,058)
76	One-Time Deep Clean of Hotels		\$ 6,161			\$ -	\$ -	\$ 6,161	\$ -	\$ 6,161
77	One-Time Turnover Assistance		\$ 4,494			\$ -	\$ -	\$ 4,494	\$ -	\$ 4,494
78	Above NTE, withheld pending Amendment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
79	One-Time Adjustment to Actuals		\$ (145,634)			\$ -	\$ -	\$ (145,634)	\$ -	\$ (145,634)
83										
84	TOTAL OTHER EXPENSES	\$ 34,078	\$ (103,185)	\$ (82,392)	\$ 18,198	\$ 18,198	\$ 18,198	\$ (133,302)	\$ 36,395	\$ (96,906)
85										
86	Capital Expenses									
87						\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3								Template last modified	11/4/2019

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 15 of 52	Page 15 of 52		
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	Document Date	9/1/2023													
4	Provider Name	Tenderloin Housing Clinic Inc.													
5	Program	Master Lease Hotels (General Fund Hotels)													
6	FSP Contract ID#	1000017241													
7	Budget Name	Support Services												EXTENSION YEAR	EXTENSION YEAR
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years				
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current					Current	New	New	Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Support Services Director	\$ 45,080	\$ 46,373	\$ 71,156	\$ 132,657	1.00	53.6%	0.54	\$ 71,156	\$ 71,156	\$ 71,156	\$ 233,765	\$ 142,311	\$ 376,076	
13	Associate Director - Support Services	\$ 40,543	\$ 40,636	\$ 52,973	\$ 99,719	2.00	26.6%	0.53	\$ 52,973	\$ 52,973	\$ 52,973	\$ 187,126	\$ 105,947	\$ 293,072	
14	Clinical Associate Director - Support Services			\$ 85,841	\$ 138,008	1.00	62.2%	0.62	\$ 85,841	\$ 85,841	\$ 85,841	\$ 171,682	\$ 171,682	\$ 343,364	
15	Support Services Manager	\$ 212,069	\$ 238,040	\$ 532,353	\$ 83,290	12.00	53.3%	6.39	\$ 532,353	\$ 532,353	\$ 532,353	\$ 1,514,816	\$ 1,064,707	\$ 2,579,522	
16	Admin Assistant	\$ 8,350	\$ 1,937	\$ 8,842	\$ 43,627	1.00	20.3%	0.20	\$ 8,842	\$ 8,842	\$ 8,842	\$ 27,971	\$ 17,684	\$ 45,655	
17	Case Manager	\$ 885,458	\$ 967,529	\$ 1,681,520	\$ 59,613	44.50	63.4%	28.21	\$ 1,681,520	\$ 1,681,520	\$ 1,681,520	\$ 5,216,028	\$ 3,363,041	\$ 8,579,069	
18	Clinical Case Manager			\$ 409,066	\$ 68,178	13.00	46.2%	6.00	\$ 409,066	\$ 409,066	\$ 409,066	\$ 818,133	\$ 818,133	\$ 1,636,266	
19					\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56		\$ 1,191,499	\$ 1,294,516	\$ 2,841,752	TOTAL SALARIES				\$ 2,841,752	\$ 2,841,752	\$ 2,841,752	\$ 8,169,519	\$ 5,683,504	\$ 13,853,023	
57					TOTAL FTE				42.49						
58		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%				
59		\$ 434,897	\$ 472,498	\$ 1,023,031	EMPLOYEE FRINGE BENEFITS				\$ 1,023,031	\$ 1,023,031	\$ 1,023,031	\$ 2,953,457	\$ 2,046,062	\$ 4,999,519	
60		\$ 1,626,397	\$ 1,767,014	\$ 3,864,783	TOTAL SALARIES & BENEFITS				\$ 3,864,783	\$ 3,864,783	\$ 3,864,783	\$ 11,122,976	\$ 7,729,566	\$ 18,852,542	
61															
62															
63															

	A	B	E	H	K	L	M	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 16 of 52	Page 16 of 52
2	OPERATING DETAIL											
3	Document Date	9/1/2023										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund Hotels)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Support Services										
9		Year 1	Year 2	Year 3	Year 4			Year 5	Year 6	All Years		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	Current	Amendment	New	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 3,160	\$ 3,421	\$ 28,301	\$ 28,301	\$ -	\$ 28,301	\$ 28,301	\$ 28,301	\$ 63,183	\$ 56,602	\$ 119,785
14	Maintenance	\$ 6,220	\$ 6,220	\$ 6,220	\$ 6,220	\$ -	\$ 6,220	\$ 6,220	\$ 6,220	\$ 24,880	\$ 12,440	\$ 37,320
15	Office Supplies	\$ 21,544	\$ 18,660	\$ 18,660	\$ 18,660	\$ -	\$ 18,660	\$ 18,660	\$ 18,660	\$ 77,524	\$ 37,320	\$ 114,844
16	Printing / Recruiting	\$ 9,641	\$ 12,440	\$ 12,440	\$ 12,440	\$ -	\$ 12,440	\$ 12,440	\$ 12,440	\$ 46,961	\$ 24,880	\$ 71,841
17	Insurance	\$ 75	\$ -	\$ 69	\$ 69	\$ -	\$ 69	\$ 69	\$ 69	\$ 213	\$ 138	\$ 351
18	Training	\$ 9,330	\$ 9,330	\$ 18,660	\$ 18,660	\$ -	\$ 18,660	\$ 18,660	\$ 18,660	\$ 55,980	\$ 37,320	\$ 93,300
19	Travel	\$ 1,244	\$ 1,244	\$ 1,244	\$ 1,244	\$ -	\$ 1,244	\$ 1,244	\$ 1,244	\$ 4,976	\$ 2,488	\$ 7,464
20	Welcome Kits	\$ 9,330	\$ 9,330	\$ 12,440	\$ 12,440	\$ -	\$ 12,440	\$ 12,440	\$ 12,440	\$ 43,540	\$ 24,880	\$ 68,420
21	Client Management Software			\$ 199,043	\$ 199,043	\$ -	\$ 199,043	\$ 199,043	\$ 199,043	\$ 398,086	\$ 398,086	\$ 796,171
22				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants/Temporary Staffing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Case Managers	\$ 176,600	\$ 176,600	\$ 98,633	\$ 98,633	\$ -	\$ 98,633	\$ 98,633	\$ 98,633	\$ 550,466	\$ 197,266	\$ 747,732
44	Temp - Admin	\$ 10,000	\$ 10,000	\$ 24,880	\$ 24,880	\$ -	\$ 24,880	\$ 24,880	\$ 24,880	\$ 69,760	\$ 49,760	\$ 119,520
45				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67												
68	TOTAL OPERATING EXPENSES	\$ 247,144	\$ 247,245	\$ 420,590	\$ 420,590	\$ -	\$ 420,590	\$ 420,590	\$ 420,590	\$ 1,335,569	\$ 841,180	\$ 2,176,748
69												
70	Other Expenses (not subject to indirect cost %)											
71	Office Rent	\$ -		\$ 12,428	\$ 12,428	\$ -	\$ 12,428	\$ 12,428	\$ 12,428	\$ 24,855	\$ 24,856	\$ 49,711
72	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 60,576				\$ -	\$ -	\$ -	\$ -	\$ 60,576	\$ -	\$ 60,576
74	One-Time Transfer to other GF budgets	\$ (341,950)	\$ (264,600)			\$ -	\$ -	\$ -	\$ -	\$ (606,550)	\$ -	\$ (606,550)
75	One-Time Adjustment to Actuals	\$ (20)	\$ (348,312)			\$ -	\$ -	\$ -	\$ -	\$ (348,332)	\$ -	\$ (348,332)
76	Above NTE, Withheld pending amendment			\$ -	\$ (2,285,014)	\$ 2,285,014	\$ -	\$ -	\$ -	\$ (2,285,014)	\$ 2,285,014	\$ -
77						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83												
84	TOTAL OTHER EXPENSES	\$ (281,394)	\$ (612,912)	\$ 12,428	\$ (2,272,586)	\$ 2,285,014	\$ 12,428	\$ 12,428	\$ 12,428	\$ (3,154,464)	\$ 2,309,869	\$ (844,595)
85												
86	Capital Expenses											
87						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3									Template last modified		11/4/2019



	A	B	E	H	K	L	M	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										Page 18 of 52	Page 18 of 52	
2	<b>OPERATING DETAIL</b>												
3	<b>Document Date</b>	9/1/2023											
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.											
5	<b>Program</b>	Master Lease Hotels (HSH Fund Hotels)											
6	<b>FSP Contract ID#</b>	1000017241											
7	<b>Budget Name</b>	<b>Support Services</b>						<b>EXTENSION YEAR EXTENSION YEAR</b>					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>			<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	Amendment	New	New	New	Current	Amendment	New	
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities	\$ 1,920	\$ 2,079	\$ 17,199	\$ 17,199	\$ -	\$ 17,199	\$ 17,199	\$ 17,199	\$ 38,397	\$ 34,398	\$ 72,795	
14	Maintenance	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ -	\$ 3,780	\$ 3,780	\$ 3,780	\$ 15,120	\$ 7,560	\$ 22,680	
15	Office Supplies	\$ 13,093	\$ 13,093	\$ 11,340	\$ 11,340	\$ -	\$ 11,340	\$ 11,340	\$ 11,340	\$ 48,866	\$ 22,680	\$ 71,546	
16	Printing / Recruiting	\$ 5,859	\$ 7,560	\$ 7,560	\$ 7,560	\$ -	\$ 7,560	\$ 7,560	\$ 7,560	\$ 28,539	\$ 15,120	\$ 43,659	
17	Insurance	\$ 46	\$ 46	\$ 42	\$ 42	\$ -	\$ 42	\$ 42	\$ 42	\$ 175	\$ 84	\$ 259	
18	Training	\$ 5,670	\$ 5,670	\$ 11,340	\$ 11,340	\$ -	\$ 11,340	\$ 11,340	\$ 11,340	\$ 34,020	\$ 22,680	\$ 56,700	
19	Travel	\$ 756	\$ 756	\$ 756	\$ 756	\$ -	\$ 756	\$ 756	\$ 756	\$ 3,024	\$ 1,512	\$ 4,536	
20	Welcome Kits	\$ 5,670	\$ 5,670	\$ 7,560	\$ 7,560	\$ -	\$ 7,560	\$ 7,560	\$ 7,560	\$ 26,460	\$ 15,120	\$ 41,580	
21	Client Management Software		\$ -	\$ 120,962	\$ 120,962	\$ -	\$ 120,962	\$ 120,962	\$ 120,962	\$ 241,923	\$ 241,923	\$ 483,847	
41			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants/Temp Staffing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temporary Staff - Case Managers	\$ 103,400	\$ 103,400	\$ 59,941	\$ 59,941	\$ -	\$ 59,941	\$ 59,941	\$ 59,941	\$ 326,682	\$ 119,882	\$ 446,564	
44	Temporary Staff - Admin	\$ 10,000	\$ 5,000	\$ 15,120	\$ 15,120	\$ -	\$ 15,120	\$ 15,120	\$ 15,120	\$ 45,240	\$ 30,240	\$ 75,480	
45					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67													
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 150,194	\$ 147,053	\$ 255,600	\$ 255,600	\$ -	\$ 255,600	\$ 255,600	\$ 255,600	\$ 808,446	\$ 511,199	\$ 1,319,646	
69													
70	<b>Other Expenses (not subject to indirect cost %)</b>												
71	Office Rent	\$ -		\$ 7,553	\$ 7,553	\$ -	\$ 7,553	\$ 7,553	\$ 7,553	\$ 15,105	\$ 15,105	\$ 30,210	
72	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 36,640				\$ -	\$ -	\$ -	\$ -	\$ 36,640	\$ -	\$ 36,640	
73	One-Time Transfer to other HSH Fund budgets	\$ (415,285)	\$ (230,000)			\$ -	\$ -	\$ -	\$ -	\$ (645,285)	\$ -	\$ (645,285)	
74	Above NTE, Withheld pending amendment	\$ -	\$ -	\$ (1,388,642)	\$ (1,388,642)	\$ 1,388,642	\$ -	\$ -	\$ -	\$ (1,388,642)	\$ 1,388,642	\$ -	
75	One-Time Adjustment to Actuals	\$ -	\$ (207,678)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ (207,678)	\$ -	\$ (207,678)	
82						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83													
84	<b>TOTAL OTHER EXPENSES</b>	\$ (378,645)	\$ (437,678)	\$ 7,553	\$ (1,381,089)	\$ 1,388,642	\$ 7,553	\$ 7,553	\$ 7,553	\$ (2,189,860)	\$ 1,403,747	\$ (786,113)	
85													
86	<b>Capital Expenses</b>												
94													
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	<b>HSH #3</b>												

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 19 of 52	Page 19 of 52		
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	Document Date	9/1/2023													
4	Provider Name	Tenderloin Housing Clinic Inc.													
5	Program	Master Lease Hotels (General Fund Hotels)													
6	FSP Contract ID#	1000017241													
7	Budget Name	Edgeworth											EXTENSION YEAR		EXTENSION YEAR
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years				
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current					Current	New	New	Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Supportive Housing Property Manager	\$ 26,522	\$ 28,137	\$ 39,060	\$ 78,120	1.00	50%	0.50	\$ 39,060	\$ 39,060	\$ 39,060	\$ 132,779	\$ 78,120	\$ 210,899	
13	Desk Clerk	\$ 76,786	\$ 77,328	\$ 99,478	\$ 49,739	2.00	100%	2.00	\$ 99,478	\$ 99,478	\$ 99,478	\$ 353,070	\$ 198,956	\$ 552,026	
14	Janitor	\$ 34,157	\$ 29,028	\$ 48,337	\$ 50,543	1.00	96%	0.96	\$ 48,337	\$ 48,337	\$ 48,337	\$ 159,859	\$ 96,674	\$ 256,533	
15	Maintenance Worker	\$ 22,799	\$ 23,483	\$ 32,127	\$ 65,724	1.00	49%	0.49	\$ 32,127	\$ 32,127	\$ 32,127	\$ 110,535	\$ 64,253	\$ 174,789	
16					\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 160,264	\$ 157,976	\$ 219,002	TOTAL SALARIES				\$ 219,002	\$ 219,002	\$ 219,002	\$ 756,244	\$ 438,004	\$ 1,194,247	
56					TOTAL FTE				3.95						
57		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%				
58		\$ 58,496	\$ 57,661	\$ 78,841	EMPLOYEE FRINGE BENEFITS				\$ 78,841	\$ 78,841	\$ 78,841	\$ 273,839	\$ 157,681	\$ 431,520	
59		\$ 218,760	\$ 215,637	\$ 297,842	TOTAL SALARIES & BENEFITS				\$ 297,842	\$ 297,842	\$ 297,842	\$ 1,030,083	\$ 595,685	\$ 1,625,767	



	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 20 of 52		Page 20 of 52
2	OPERATING DETAIL									
3	Document Date	9/1/2023								
4	Provider Name	Tenderloin Housing Clinic Inc.								
5	Program	Master Lease Hotels (General Fund Hotels)								
6	FSP Contract ID#	1000017241								
7	Budget Name	Edgeworth								
8		EXTENSION YEAR EXTENSION YEAR								
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 97,411	\$ 97,411	\$ 96,983	\$ 96,983	\$ 96,983	\$ 96,983	\$ 388,788	\$ 193,966	\$ 582,754
14	Office Supplies, Postage	\$ 2,168	\$ 2,168	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 7,736	\$ 3,400	\$ 11,136
15	Building Maintenance Supplies and Repair	\$ 60,494	\$ 71,627	\$ 76,883	\$ 76,883	\$ 76,883	\$ 76,883	\$ 285,887	\$ 153,766	\$ 439,653
16	Insurance	\$ 13,485	\$ 13,056	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 50,541	\$ 24,000	\$ 74,541
17	Client Engagement	\$ 1,900	\$ 1,900	\$ 2,580	\$ 2,580	\$ 2,580	\$ 2,580	\$ 8,960	\$ 5,160	\$ 14,120
18				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Consultants/Temp Staffing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	Temp Desk Clerks	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
40	Temp Janitors		\$ 10,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 16,000	\$ 6,000	\$ 22,000
41	Temp Maintenance Worker			\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 4,000
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	Subcontractors				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63										
64	TOTAL OPERATING EXPENSES	\$ 176,458	\$ 196,162	\$ 194,146	\$ 194,146	\$ 194,146	\$ 194,146	\$ 760,912	\$ 388,292	\$ 1,149,204
65										
66	Other Expenses (not subject to indirect cost %)									
67	Rental of Property	\$ 253,592	\$ 253,592	\$ 264,833	\$ 264,833	\$ 264,833	\$ 264,833	\$ 1,036,850	\$ 529,666	\$ 1,566,516
68	Client Subsidies	\$ 14,511	\$ 14,511	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 36,222	\$ 7,200	\$ 43,422
69	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 6,819	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,819	\$ -	\$ 6,819
70	One-Time Transfer from SS MPP contract	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
71	One-Time Transfer from other GF budgets	\$ 4,320		\$ 16,600	\$ -	\$ -	\$ -	\$ 20,920	\$ -	\$ 20,920
72	One-Time Adjustment to Actuals	\$ -	\$ (66,343)		\$ -	\$ -	\$ -	\$ (66,343)	\$ -	\$ (66,343)
79										
80	TOTAL OTHER EXPENSES	\$ 289,242	\$ 201,760	\$ 285,033	\$ 268,433	\$ 268,433	\$ 268,433	\$ 1,044,468	\$ 536,866	\$ 1,581,334
81										
82	Capital Expenses					\$ -	\$ -	\$ -	\$ -	\$ -
83										
91	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93	HSH #3									



	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 22 of 52		Page 22 of 52
2	OPERATING DETAIL									
3	Document Date	9/1/2023								
4	Provider Name	Tenderloin Housing Clinic Inc.								
5	Program	Master Lease Hotels (General Fund Hotels)								
6	FSP Contract ID#	1000017241								
7	Budget Name	Hartland								
8										
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 247,199	\$ 287,997	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 1,255,196	\$ 720,000	\$ 1,975,196
14	Office Supplies, Postage	\$ 16,068	\$ 12,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 46,068	\$ 18,000	\$ 64,068
15	Building Maintenance Supplies and Repair	\$ 96,597	\$ 107,421	\$ 158,767	\$ 158,767	\$ 158,767	\$ 158,767	\$ 521,552	\$ 317,534	\$ 839,086
16	Insurance	\$ 40,120	\$ 40,660	\$ 37,317	\$ 37,317	\$ 37,317	\$ 37,317	\$ 155,414	\$ 74,634	\$ 230,048
17	Client Engagement	\$ 4,800	\$ 4,800	\$ 8,040	\$ 8,040	\$ 8,040	\$ 8,040	\$ 25,680	\$ 16,080	\$ 41,760
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Consultants/Temp Staffing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	Temp Desk Clerks	\$ 25,000	\$ 60,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 285,000	\$ 200,000	\$ 485,000
40	Temp Janitors	\$ 5,200	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 85,200	\$ 60,000	\$ 145,200
41	Temp Maintenance Workers	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
42	Temp Prop Mgr	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
43	Temp Assist Prop Mgr	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63										
64	TOTAL OPERATING EXPENSES	\$ 452,984	\$ 579,878	\$ 718,124	\$ 718,124	\$ 718,124	\$ 718,124	\$ 2,469,110	\$ 1,436,248	\$ 3,905,358
65										
66	Other Expenses (not subject to indirect cost %)									
67	Rental of Property	\$ 1,293,379	\$ 1,293,379	\$ 1,423,623	\$ 1,423,623	\$ 1,423,623	\$ 1,423,623	\$ 5,434,004	\$ 2,847,246	\$ 8,281,250
68	Client Subsidies	\$ 47,762	\$ 33,428	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 95,590	\$ 14,400	\$ 109,990
69	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 13,970				\$ -	\$ -	\$ 13,970	\$ -	\$ 13,970
70	One-Time Transfer from other GF budgets	\$ 6,430	\$ 101,000	\$ (46,400)		\$ -	\$ -	\$ 61,030	\$ -	\$ 61,030
71	One-Time Transfer from Operating Reserve	\$ 187,000				\$ -	\$ -	\$ 187,000	\$ -	\$ 187,000
72	One-Time Adjustment to Actuals		\$ (942)			\$ -	\$ -	\$ (942)	\$ -	\$ (942)
79										
80	TOTAL OTHER EXPENSES	\$ 1,548,541	\$ 1,426,865	\$ 1,384,423	\$ 1,430,823	\$ 1,430,823	\$ 1,430,823	\$ 5,790,652	\$ 2,861,646	\$ 8,652,298
81										
82	Capital Expenses									
83						\$ -	\$ -	\$ -	\$ -	\$ -
91	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93	HSH #3								Template last modified	11/4/2019

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 23 of 52	Page 23 of 52		
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	Document Date	9/1/2023													
4	Provider Name	Tenderloin Housing Clinic Inc.													
5	Program	Master Lease Hotels (General Fund Hotels)													
6	FSP Contract ID#	1000017241													
7	Budget Name	Jefferson												EXTENSION YEAR	EXTENSION YEAR
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years				
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current					Current	New	New	Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Supportive Housing Property Manager	\$ 57,423	\$ 56,135	\$ 77,624	\$ 77,624	1.00	1.00	1.00	\$ 77,624	\$ 77,624	\$ 77,624	\$ 268,806	\$ 155,248	\$ 424,054	
13	Supp Hsg Senior Assistant Property Manager	\$ 34,016	\$ 31,237	\$ 69,961	\$ 69,961	1.00	1.00	1.00	\$ 69,961	\$ 69,961	\$ 69,961	\$ 205,175	\$ 139,922	\$ 345,097	
14	Desk Clerk	\$ 221,338	\$ 222,992	\$ 242,469	\$ 50,216	6.00	0.80	4.83	\$ 242,469	\$ 242,469	\$ 242,469	\$ 929,269	\$ 484,939	\$ 1,414,207	
15	Janitor	\$ 100,264	\$ 113,412	\$ 122,769	\$ 53,178	3.00	0.77	2.31	\$ 122,769	\$ 122,769	\$ 122,769	\$ 459,214	\$ 245,539	\$ 704,753	
16	Maintenance Worker	\$ 66,095	\$ 69,587	\$ 104,058	\$ 104,058	1.00	1.00	1.00	\$ 104,058	\$ 104,058	\$ 104,058	\$ 343,798	\$ 208,116	\$ 551,914	
17					\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 479,135	\$ 493,363	\$ 616,882	<b>TOTAL SALARIES</b>				\$ 616,882	\$ 616,882	\$ 616,882	\$ 2,206,261	\$ 1,233,764	\$ 3,440,025	
56					<b>TOTAL FTE</b>				10.14						
57		36.50%	36.50%	36.00%	<b>FRINGE BENEFIT RATE</b>				36.00%	36.00%	36.00%				
58		\$ 174,884	\$ 180,077	\$ 222,077	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 222,077	\$ 222,077	\$ 222,077	\$ 799,117	\$ 444,155	\$ 1,243,271	
59		\$ 654,020	\$ 673,440	\$ 838,959	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 838,959	\$ 838,959	\$ 838,959	\$ 3,005,378	\$ 1,677,918	\$ 4,683,296	
60															

	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 24 of 52		Page 24 of 52
2	OPERATING DETAIL									
3	Document Date	9/1/2023								
4	Provider Name	Tenderloin Housing Clinic Inc.								
5	Program	Master Lease Hotels (General Fund Hotels)								
6	FSP Contract ID#	1000017241								
7	Budget Name	Jefferson								
8		EXTENSION YEAR				EXTENSION YEAR				
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 173,035	\$ 170,964	\$ 184,705	\$ 184,705	\$ 184,705	\$ 184,705	\$ 713,409	\$ 369,410	\$ 1,082,819
14	Office Supplies, Postage	\$ 7,803	\$ 7,803	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,606	\$ 10,000	\$ 35,606
15	Building Maintenance Supplies and Repair	\$ 100,268	\$ 127,323	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 467,591	\$ 240,000	\$ 707,591
16	Insurance	\$ 31,890	\$ 32,342	\$ 29,754	\$ 29,754	\$ 29,754	\$ 29,754	\$ 123,740	\$ 59,508	\$ 183,248
17	Client Engagement	\$ 4,100	\$ 4,100	\$ 6,480	\$ 6,480	\$ 6,480	\$ 6,480	\$ 21,160	\$ 12,960	\$ 34,120
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Consultants/Temp Staffing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Temp Senior Assistant Prop Manager	\$ 20,000	\$ 30,000		\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
43	Temp Desk Clerks	\$ 20,000	\$ 20,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 200,000	\$ 160,000	\$ 360,000
44	Temp Janitors	\$ 7,700	\$ 4,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 111,700	\$ 100,000	\$ 211,700
45	Temp Maintenance Workers	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors					\$ -	\$ -	\$ -	\$ -	\$ -
55						\$ -	\$ -	\$ -	\$ -	\$ -
67										
68	TOTAL OPERATING EXPENSES	\$ 381,796	\$ 411,532	\$ 490,939	\$ 490,939	\$ 490,939	\$ 490,939	\$ 1,775,206	\$ 981,878	\$ 2,757,084
69										
70	Other Expenses (not subject to indirect cost %)									
71	Rental of Property	\$ 881,869	\$ 881,869	\$ 931,056	\$ 931,056	\$ 931,056	\$ 931,056	\$ 3,625,850	\$ 1,862,112	\$ 5,487,962
72	Client Subsidies	\$ 82,665	\$ 69,137	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 159,002	\$ 7,200	\$ 166,202
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 19,260				\$ -	\$ -	\$ 19,260	\$ -	\$ 19,260
74	One-Time Transfer from other GF Budgets	\$ 109,000		\$ 48,500		\$ -	\$ -	\$ 157,500	\$ -	\$ 157,500
75	Laundry Expenses	\$ -	\$ 448	\$ -	\$ -	\$ -	\$ -	\$ 448	\$ -	\$ 448
76	One-Time Adjustment to Actuals	\$ (1,114)				\$ -	\$ -	\$ (1,114)	\$ -	\$ (1,114)
82						\$ -	\$ -	\$ -	\$ -	\$ -
83										
84	TOTAL OTHER EXPENSES	\$ 1,091,679	\$ 951,454	\$ 983,156	\$ 934,656	\$ 934,656	\$ 934,656	\$ 3,960,945	\$ 1,869,312	\$ 5,830,257
85										
86	Capital Expenses									
87						\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3							Template last modified	11/4/2019	

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 25 of 52	Page 25 of 52	
2	<b>SALARY &amp; BENEFIT DETAIL</b>													
3	Document Date	9/1/2023												
4	Provider Name	Tenderloin Housing Clinic Inc.												
5	Program	Master Lease Hotels (General Fund Hotels)												
6	FSP Contract ID#	1000017241												
7	Budget Name	Mayfair											EXTENSION YEAR EXTENSION YEAR	
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
10		Current	Current	Current					Current	New	New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 52,515	\$ 54,090	\$ 27,265	\$ 75,610	1.00	36%	0.36	\$ 27,265	\$ 27,265	\$ 27,265	\$ 161,136	\$ 54,531	\$ 215,667
13	Supp Hsg Senior Assistant Property Manager			\$ 34,873	\$ 69,746	1.00	50%	0.50	\$ 34,873	\$ 34,873	\$ 34,873	\$ 69,746	\$ 69,746	\$ 139,492
14	Desk Clerk	\$ 192,667	\$ 203,425	\$ 243,728	\$ 52,422	5.00	93%	4.65	\$ 243,728	\$ 243,728	\$ 243,728	\$ 883,547	\$ 487,455	\$ 1,371,002
15	Janitor	\$ 36,963	\$ 35,994	\$ 49,097	\$ 55,715	1.00	88%	0.88	\$ 49,097	\$ 49,097	\$ 49,097	\$ 171,152	\$ 98,195	\$ 269,346
16	Maintenance Worker	\$ 45,598	\$ 46,966	\$ 54,938	\$ 54,938	1.00	100%	1.00	\$ 54,938	\$ 54,938	\$ 54,938	\$ 202,440	\$ 109,876	\$ 312,316
17					\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56		\$ 327,742	\$ 340,475	\$ 409,901	TOTAL SALARIES				\$ 409,901	\$ 409,901	\$ 409,901	\$ 1,488,020	\$ 819,803	\$ 2,307,823
57					TOTAL FTE				7.39					
58		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%			
59		\$ 119,626	\$ 124,274	\$ 147,564	EMPLOYEE FRINGE BENEFITS				\$ 147,564	\$ 147,564	\$ 147,564	\$ 539,028	\$ 295,129	\$ 834,157
60		\$ 447,369	\$ 464,749	\$ 557,466	TOTAL SALARIES & BENEFITS				\$ 557,466	\$ 557,466	\$ 557,466	\$ 2,027,049	\$ 1,114,932	\$ 3,141,980
61														

	A	B	E	H	K	P	S	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 26 of 52		Page 26 of 52	
2	OPERATING DETAIL										
3	Document Date	9/1/2023									
4	Provider Name	Tenderloin Housing Clinic Inc.									
5	Program	Master Lease Hotels (General Fund Hotels)									
6	FSP Contract ID#	1000017241									
7	Budget Name	Mayfair					EXTENSION YEAR EXTENSION YEAR				
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 129,529	\$ 129,529	\$ 158,476	\$ 158,476	\$ 158,476	\$ 158,476	\$ 576,010	\$ 316,952	\$ 892,962	
14	Office Supplies, Postage	\$ 1,651	\$ 1,800	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 19,451	\$ 16,000	\$ 35,451	
15	Building Maintenance Supplies and Repair	\$ 67,722	\$ 85,111	\$ 84,869	\$ 84,869	\$ 84,869	\$ 84,869	\$ 322,571	\$ 169,738	\$ 492,309	
16	Insurance	\$ 16,174	\$ 16,443	\$ 15,119	\$ 15,119	\$ 15,119	\$ 15,119	\$ 62,855	\$ 30,238	\$ 93,093	
17	Client Engagement	\$ 2,250	\$ 2,250	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 10,860	\$ 6,360	\$ 17,220	
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000	
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants/Temp Staffing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Desk Clerks	\$ 8,400	\$ 2,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 60,400	\$ 50,000	\$ 110,400	
44	Temp Janitors	\$ 2,000	\$ 5,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 25,000	\$ 18,000	\$ 43,000	
45	Temp Property Manager		\$ -	\$ 14,334	\$ 14,334	\$ 14,334	\$ 14,334	\$ 28,668	\$ 28,668	\$ 57,336	
46	Temporary Maintenance Workers		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67											
68	TOTAL OPERATING EXPENSES	\$ 242,726	\$ 257,133	\$ 332,978	\$ 332,978	\$ 332,978	\$ 332,978	\$ 1,165,815	\$ 665,956	\$ 1,831,771	
69											
70	Other Expenses (not subject to indirect cost %)										
71	Rental of Property	\$ 546,435	\$ 546,435	\$ 570,183	\$ 570,183	\$ 570,183	\$ 570,183	\$ 2,233,236	\$ 1,140,366	\$ 3,373,602	
72	Client Subsidies	\$ 3,401	\$ 2,673	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 13,274	\$ 7,200	\$ 20,474	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 10,010			\$ -	\$ -	\$ -	\$ 10,010	\$ -	\$ 10,010	
74	One-Time Transfer from Other GF Budgets	\$ 24,225		\$ 62,700	\$ -	\$ -	\$ -	\$ 86,925	\$ -	\$ 86,925	
75	One-Time Adjustment to Actuals	\$ -	\$ (197,087)		\$ -	\$ -	\$ -	\$ (197,087)	\$ -	\$ (197,087)	
76						\$ -	\$ -	\$ -	\$ -	\$ -	
83											
84	TOTAL OTHER EXPENSES	\$ 584,071	\$ 352,021	\$ 636,483	\$ 573,783	\$ 573,783	\$ 573,783	\$ 2,146,358	\$ 1,147,566	\$ 3,293,924	
85											
86	Capital Expenses										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	HSH #3								Template last modified	11/4/2019	

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 27 of 52	Page 27 of 52		
2	SALARY & BENEFIT DETAIL														
3	Document Date	9/1/2023													
4	Provider Name	Tenderloin Housing Clinic Inc.													
5	Program	Master Lease Hotels (General Fund Hotels)													
6	FSP Contract ID#	1000017241													
7	Budget Name	Mission													
8		Year 1	Year 2	Year 3	Year 4				EXTENSION YEAR	EXTENSION YEAR	Year 5	Year 6	All Years		
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current					Current	New	New	Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Supportive Housing Property Manager	\$ 40,696	\$ 72,100	\$ 85,790	\$ 85,790	1.00	100%	1.00	\$ 85,790	\$ 85,790	\$ 85,790	\$ 284,376	\$ 171,580	\$ 455,956	
13	Supp Hsg Senior Assistant Property Manager	\$ 57,878	\$ 63,287	\$ 87,848	\$ 87,848	1.00	100%	1.00	\$ 87,848	\$ 87,848	\$ 87,848	\$ 296,861	\$ 175,696	\$ 472,557	
14	Supp Hsg Assistant Property Manager	\$ 31,698	\$ 49,180	\$ 67,099	\$ 67,099	1.00	100%	1.00	\$ 67,099	\$ 67,099	\$ 67,099	\$ 215,076	\$ 134,198	\$ 349,274	
15	Desk Clerk	\$ 243,147	\$ 256,032	\$ 332,338	\$ 49,578	7.00	96%	6.70	\$ 332,338	\$ 332,338	\$ 332,338	\$ 1,163,855	\$ 664,676	\$ 1,828,531	
16	Janitor	\$ 137,896	\$ 146,806	\$ 169,736	\$ 47,949	4.00	88%	3.54	\$ 169,736	\$ 169,736	\$ 169,736	\$ 624,174	\$ 339,472	\$ 963,646	
17	Maintenance Worker	\$ 103,476	\$ 106,580	\$ 116,137	\$ 58,069	2.00	100%	2.00	\$ 116,137	\$ 116,137	\$ 116,137	\$ 442,330	\$ 232,274	\$ 674,604	
18		\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54		\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 614,790	\$ 693,985	\$ 858,948	TOTAL SALARIES				\$ 858,948	\$ 858,948	\$ 858,948	\$ 3,026,672	\$ 1,717,897	\$ 4,744,568	
56					TOTAL FTE				15.24						
57		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%				
58		\$ 224,398	\$ 253,305	\$ 309,221	EMPLOYEE FRINGE BENEFITS				\$ 309,221	\$ 309,221	\$ 309,221	\$ 1,096,146	\$ 618,443	\$ 1,714,589	
		\$ 839,189	\$ 947,290	\$ 1,168,170	TOTAL SALARIES & BENEFITS				\$ 1,168,170	\$ 1,168,170	\$ 1,168,170	\$ 4,122,818	\$ 2,336,339	\$ 6,459,157	



	A	B	E	H	K	P	S	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 28 of 52		Page 28 of 52	
2	OPERATING DETAIL										
3	Document Date	9/1/2023									
4	Provider Name	Tenderloin Housing Clinic Inc.									
5	Program	Master Lease Hotels (General Fund Hotels)									
6	FSP Contract ID#	1000017241									
7	Budget Name	Mission				EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 264,413	\$ 288,980	\$ 350,063	\$ 350,063	\$ 350,063	\$ 350,063	\$ 1,253,519	\$ 700,126	\$ 1,953,645	
14	Office Supplies, Postage	\$ 8,317	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 41,317	\$ 22,000	\$ 63,317	
15	Building Maintenance Supplies and Repair	\$ 164,675	\$ 183,127	\$ 209,288	\$ 209,288	\$ 209,288	\$ 209,288	\$ 766,378	\$ 418,576	\$ 1,184,954	
16	Insurance	\$ 70,879	\$ 72,443	\$ 66,546	\$ 66,546	\$ 66,546	\$ 66,546	\$ 276,414	\$ 133,092	\$ 409,506	
17	Travel	\$ 480	\$ 480	\$ 80	\$ 80	\$ 80	\$ 80	\$ 1,120	\$ 160	\$ 1,280	
18	Client Engagement	\$ 6,900	\$ 6,900	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 42,600	\$ 28,800	\$ 71,400	
19	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000	
20				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants/Temp Staffing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Property Manager	\$ 40,000	\$ -		\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	
44	Temp Assistant Prop Manager	\$ 20,000	\$ -		\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	
45	Temp Desk Clerks	\$ 8,000	\$ 2,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 50,000	\$ 40,000	\$ 90,000	
46	Temp Janitors	\$ 12,000	\$ 5,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 77,000	\$ 60,000	\$ 137,000	
47	Temp Sr Assist Prop Manager			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67											
68	TOTAL OPERATING EXPENSES	\$ 610,664	\$ 584,930	\$ 716,377	\$ 716,377	\$ 716,377	\$ 716,377	\$ 2,628,348	\$ 1,432,754	\$ 4,061,102	
69											
70	Other Expenses (not subject to indirect cost %)										
71	Rental of Property	\$ 2,092,266	\$ 2,109,110	\$ 2,248,100	\$ 2,248,100	\$ 2,248,100	\$ 2,248,100	\$ 8,697,576	\$ 4,496,200	\$ 13,193,776	
72	Client Subsidies	\$ 129,982	\$ 123,512	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 275,094	\$ 21,600	\$ 296,694	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 9,607				\$ -	\$ -	\$ 9,607	\$ -	\$ 9,607	
74	One-Time Transfer from SSMPP contract	\$ 134,000				\$ -	\$ -	\$ 134,000	\$ -	\$ 134,000	
75	One-Time Transfer from Other GF Budgets	\$ -	\$ -	\$ 87,550		\$ -	\$ -	\$ 87,550	\$ -	\$ 87,550	
76	One-Time Adjustment to Actuals		\$ (334,123)	\$ -		\$ -	\$ -	\$ (334,123)	\$ -	\$ (334,123)	
83											
84	TOTAL OTHER EXPENSES	\$ 2,365,855	\$ 1,898,499	\$ 2,346,450	\$ 2,258,900	\$ 2,258,900	\$ 2,258,900	\$ 8,869,704	\$ 4,517,800	\$ 13,387,504	
85											
86	Capital Expenses										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	HS#3										



	A	B	E	H	K	P	S	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 30 of 52		Page 30 of 52
2	<b>OPERATING DETAIL</b>									
3	<b>Document Date</b>	9/1/2023								
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.								
5	<b>Program</b>	Master Lease Hotels (General Fund Hotels)								
6	<b>FSP Contract ID#</b>	1000017241								
7	<b>Budget Name</b>	<b>Raman</b>				<b>EXTENSION YEAR</b>		<b>EXTENSION YEAR</b>		
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 121,409	\$ 139,671	\$ 168,236	\$ 168,236	\$ 168,236	\$ 168,236	\$ 597,552	\$ 336,472	\$ 934,024
14	Office Supplies, Postage	\$ 4,493	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 20,993	\$ 11,000	\$ 31,993
15	Building Maintenance Supplies and Repair	\$ 83,705	\$ 118,360	\$ 142,382	\$ 142,382	\$ 142,382	\$ 142,382	\$ 486,829	\$ 284,764	\$ 771,593
16	Insurance	\$ 24,646	\$ 25,153	\$ 23,145	\$ 23,145	\$ 23,145	\$ 23,145	\$ 96,089	\$ 46,290	\$ 142,379
17	Client Engagement	\$ 3,700	\$ 3,700	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 17,480	\$ 10,080	\$ 27,560
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000
19				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<b>Consultants/Temp Staffing</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 7,500	\$ 7,500	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 39,000	\$ 24,000	\$ 63,000
44	Temp Janitors	\$ 7,800	\$ 7,800	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 35,600	\$ 20,000	\$ 55,600
45	Temp Maintenance Workers	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 4,500
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	<b>Subcontractors</b>					\$ -	\$ -	\$ -	\$ -	\$ -
55						\$ -	\$ -	\$ -	\$ -	\$ -
67										
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 272,753	\$ 322,684	\$ 381,303	\$ 381,303	\$ 381,303	\$ 381,303	\$ 1,358,043	\$ 762,606	\$ 2,120,649
69										
70	<b>Other Expenses (not subject to indirect cost %)</b>									
71	Rental of Property	\$ 466,087	\$ 466,087	\$ 486,102	\$ 486,102	\$ 486,102	\$ 486,102	\$ 1,904,378	\$ 972,204	\$ 2,876,582
72	Client Subsidies	\$ 2,620	\$ 2,620	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 12,440	\$ 7,200	\$ 19,640
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 18,153				\$ -	\$ -	\$ 18,153	\$ -	\$ 18,153
74	One-Time Transfer from Other GF Budgets	\$ 74,300	\$ 142,000	\$ (25,800)		\$ -	\$ -	\$ 190,500	\$ -	\$ 190,500
75	One-Time Adjustment to Actuals	\$ -	\$ (978)			\$ -	\$ -	\$ (978)	\$ -	\$ (978)
82						\$ -	\$ -	\$ -	\$ -	\$ -
83										
84	<b>TOTAL OTHER EXPENSES</b>	\$ 561,160	\$ 609,729	\$ 463,902	\$ 489,702	\$ 489,702	\$ 489,702	\$ 2,124,494	\$ 979,404	\$ 3,103,898
85										
86	<b>Capital Expenses</b>									
87						\$ -	\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>								Template last modified	11/4/2019

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 31 of 52	Page 31 of 52		
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	Document Date	9/1/2023													
4	Provider Name	Tenderloin Housing Clinic Inc.													
5	Program	Master Lease Hotels (General Fund Hotels)													
6	FSP Contract ID#	1000017241													
7	Budget Name	Seneca											EXTENSION YEAR		EXTENSION YEAR
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years				
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current					Current	New	New	Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Supportive Housing Property Manager	\$ 66,156	\$ 68,141	\$ 94,592	\$ 94,592	1.00	100%	1.00	\$ 94,592	\$ 94,592	\$ 94,592	\$ 323,481	\$ 189,184	\$ 512,665	
13	Supp Hsg Senior Assistant Property Manager	\$ 52,000	\$ 56,859	\$ 73,292	\$ 76,685	1.00	96%	0.96	\$ 73,292	\$ 73,292	\$ 73,292	\$ 255,442	\$ 146,583	\$ 402,025	
14	Supp Hsg Assistant Property Manager	\$ 45,000	\$ 41,947	\$ 39,158	\$ 67,099	1.00	58%	0.58	\$ 39,158	\$ 39,158	\$ 39,158	\$ 305,575	\$ 78,316	\$ 383,891	
15	Desk Clerk	\$ 185,313	\$ 213,109	\$ 290,931	\$ 49,965	7.00	83%	5.82	\$ 290,931	\$ 290,931	\$ 290,931	\$ 921,762	\$ 581,863	\$ 1,503,625	
16	Janitor	\$ 126,790	\$ 149,662	\$ 143,346	\$ 50,543	4.00	71%	2.84	\$ 143,346	\$ 143,346	\$ 143,346	\$ 530,855	\$ 286,693	\$ 817,548	
17	Maintenance Worker	\$ 94,500	\$ 97,335	\$ 111,243	\$ 55,622	2.00	100%	2.00	\$ 111,243	\$ 111,243	\$ 111,243	\$ 319,821	\$ 222,486	\$ 542,307	
18					\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 569,759	\$ 627,053	\$ 752,562	TOTAL SALARIES				\$ 752,562	\$ 752,562	\$ 752,562	\$ 2,656,936	\$ 1,505,125	\$ 4,162,061	
56					TOTAL FTE		13.20								
57		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%				
58		\$ 207,962	\$ 228,874	\$ 270,922	EMPLOYEE FRINGE BENEFITS				\$ 270,922	\$ 270,922	\$ 270,922	\$ 978,681	\$ 541,845	\$ 1,520,526	
59		\$ 777,721	\$ 855,927	\$ 1,023,485	TOTAL SALARIES & BENEFITS				\$ 1,023,485	\$ 1,023,485	\$ 1,023,485	\$ 3,680,617	\$ 2,046,970	\$ 5,727,587	
60															
61															
62															

	A	B	E	H	K	P	S	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 32 of 52		Page 32 of 52	
2	OPERATING DETAIL										
3	Document Date	9/1/2023									
4	Provider Name	Tenderloin Housing Clinic Inc.									
5	Program	Master Lease Hotels (General Fund Hotels)									
6	FSP Contract ID#	1000017241									
7	Budget Name	Seneca					EXTENSION YEAR EXTENSION YEAR				
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 272,430	\$ 280,826	\$ 320,944	\$ 320,944	\$ 320,944	\$ 320,944	\$ 1,195,144	\$ 641,888	\$ 1,837,032	
14	Office Supplies, Postage	\$ 9,544	\$ 12,000	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 40,344	\$ 18,800	\$ 59,144	
15	Building Maintenance Supplies and Repair	\$ 151,141	\$ 168,077	\$ 192,088	\$ 192,088	\$ 192,088	\$ 192,088	\$ 703,394	\$ 384,176	\$ 1,087,570	
16	Insurance	\$ 58,432	\$ 58,432	\$ 54,146	\$ 54,146	\$ 54,146	\$ 54,146	\$ 225,156	\$ 108,292	\$ 333,448	
17	Client Engagement	\$ 5,900	\$ 5,900	\$ 11,820	\$ 11,820	\$ 11,820	\$ 11,820	\$ 35,440	\$ 23,640	\$ 59,080	
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000	
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
41	Consultants / Temp Staffing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Temp Desk Clerks	\$ 90,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 310,000	\$ 160,000	\$ 470,000	
43	Temp Janitors	\$ 30,000	\$ 5,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 195,000	\$ 160,000	\$ 355,000	
44	Temp Assistant Prop Mgr		\$ 9,908	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 85,908	\$ 76,000	\$ 161,908	
45	Temp Property Manager				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46	Temp Maintenance Worker				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Temp Senior Assistant Prop Mgr			\$ 4,615	\$ 4,615	\$ 4,615	\$ 4,615	\$ 9,230	\$ 9,230	\$ 18,460	
48					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53	Subcontractors				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67	TOTAL OPERATING EXPENSES	\$ 632,447	\$ 615,143	\$ 806,013	\$ 806,013	\$ 806,013	\$ 806,013	\$ 2,859,616	\$ 1,612,026	\$ 4,471,642	
68											
69	Other Expenses (not subject to indirect cost %)										
70	Rental of Property	\$ 1,765,144	\$ 1,765,144	\$ 1,849,762	\$ 1,849,762	\$ 1,849,762	\$ 1,849,762	\$ 7,229,812	\$ 3,699,524	\$ 10,929,336	
71	Client Subsidies	\$ 135,826	\$ 123,487	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 280,913	\$ 21,600	\$ 302,513	
72	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 19,340				\$ -	\$ -	\$ 19,340	\$ -	\$ 19,340	
73	One-Time Transfer from Other GF Budgets	\$ 200,000	\$ 21,600	\$ (44,350)		\$ -	\$ -	\$ 177,250	\$ -	\$ 177,250	
74	Seneca Laundry Expenses		\$ 109	\$ -	\$ -	\$ -	\$ -	\$ 109	\$ -	\$ 109	
75	One-Time Adjustment to Actuals	\$ (1,599)	\$ (47)			\$ -	\$ -	\$ (1,646)	\$ -	\$ (1,646)	
82											
83	TOTAL OTHER EXPENSES	\$ 2,118,711	\$ 1,910,293	\$ 1,816,212	\$ 1,860,562	\$ 1,860,562	\$ 1,860,562	\$ 7,705,777	\$ 3,721,124	\$ 11,426,901	
84											
85	Capital Expenses										
86		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
94	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96	HSH #3										



	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 34 of 52		Page 34 of 52	
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	9/1/2023									
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.									
5	<b>Program</b>	Master Lease Hotels (General Fund Hotels)									
6	<b>F\$P Contract ID#</b>	1000017241									
7	<b>Budget Name</b>	<b>Vincent</b>					<b>EXTENSION YEAR EXTENSION YEAR</b>				
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 160,032	\$ 171,753	\$ 204,000	\$ 204,000	\$ 204,000	\$ 204,000	\$ 739,785	\$ 408,000	\$ 1,147,785	
14	Office Supplies, Postage	\$ 5,120	\$ 7,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 22,620	\$ 10,000	\$ 32,620	
15	Building Maintenance Supplies and Repair	\$ 80,512	\$ 105,891	\$ 102,324	\$ 102,324	\$ 102,324	\$ 102,324	\$ 391,051	\$ 204,648	\$ 595,699	
16	Insurance	\$ 29,658	\$ 29,713	\$ 27,086	\$ 27,086	\$ 27,086	\$ 27,086	\$ 113,543	\$ 54,172	\$ 167,715	
17	Client Engagement	\$ 3,800	\$ 3,800	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 19,360	\$ 11,760	\$ 31,120	
18	Elevator	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000	\$ 20,000	\$ 50,000	
19				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
41	Consultants/Temp Staffing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Temp Senior Assistant Prop Manager	\$ 38,200	\$ 6,350		\$ -	\$ -	\$ -	\$ 44,550	\$ -	\$ 44,550	
43	Temp Desk Clerks	\$ 60,000	\$ 44,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 164,000	\$ 60,000	\$ 224,000	
44	Temp Janitors	\$ 6,000	\$ 2,100	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 116,100	\$ 108,000	\$ 224,100	
45	Temp Property Manager			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46	Temp Maintenance Worker			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53	Subcontractors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66											
67	<b>TOTAL OPERATING EXPENSES</b>	\$ 388,322	\$ 376,107	\$ 438,290	\$ 438,290	\$ 438,290	\$ 438,290	\$ 1,641,009	\$ 876,580	\$ 2,517,589	
68											
69	<b>Other Expenses (not subject to indirect cost %)</b>										
70	Rental of Property	\$ 911,901	\$ 911,901	\$ 934,767	\$ 934,767	\$ 934,767	\$ 934,767	\$ 3,693,336	\$ 1,869,534	\$ 5,562,870	
71	Client Subsidies	\$ 50,173	\$ 43,164	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 100,537	\$ 7,200	\$ 107,737	
72	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 16,903				\$ -	\$ -	\$ 16,903	\$ -	\$ 16,903	
73	One-Time Transfer from Operating Reserve	\$ 52,000				\$ -	\$ -	\$ 52,000	\$ -	\$ 52,000	
74	One-Time Transfer from other GF budgets	\$ 7,815		\$ 2,150		\$ -	\$ -	\$ 9,965	\$ -	\$ 9,965	
75	One-Time Adjustment to Actuals	\$ -	\$ (77,388)			\$ -	\$ -	\$ (77,388)	\$ -	\$ (77,388)	
81						\$ -	\$ -	\$ -	\$ -	\$ -	
82											
83	<b>TOTAL OTHER EXPENSES</b>	\$ 1,038,792	\$ 877,677	\$ 940,517	\$ 938,367	\$ 938,367	\$ 938,367	\$ 3,795,354	\$ 1,876,734	\$ 5,672,088	
84											
85	<b>Capital Expenses</b>										
86						\$ -	\$ -	\$ -	\$ -	\$ -	
94	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96	<b>HS#3</b>							Template last modified		11/4/2019	

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 35 of 52	Page 35 of 52		
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	Document Date	9/1/2023													
4	Provider Name	Tenderloin Housing Clinic Inc.													
5	Program	Master Lease Hotels (HSH Fund Hotels)													
6	FSP Contract ID#	1000017241													
7	Budget Name	Allstar											EXTENSION YEAR		EXTENSION YEAR
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years				
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current					Current	New	New	Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Supportive Housing Property Manager	\$ 54,783	\$ 62,380	\$ 74,352	\$ 74,352	1.00	100%	1.00	\$ 74,352	\$ 74,352	\$ 74,352	\$ 265,866	\$ 148,703	\$ 414,569	
13	Desk Clerk	\$ 229,949	\$ 230,494	\$ 260,814	\$ 50,982	6.00	85%	5.12	\$ 260,814	\$ 260,814	\$ 260,814	\$ 982,072	\$ 521,629	\$ 1,503,700	
14	Janitor	\$ 37,570	\$ 58,244	\$ 79,636	\$ 55,051	1.50	96%	1.45	\$ 79,636	\$ 79,636	\$ 79,636	\$ 255,086	\$ 159,272	\$ 414,357	
15	Maintenance Worker	\$ 52,340	\$ 53,910	\$ 64,867	\$ 64,867	1.00	100%	1.00	\$ 64,867	\$ 64,867	\$ 64,867	\$ 235,984	\$ 129,734	\$ 365,718	
54									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 374,642	\$ 405,028	\$ 479,669	TOTAL SALARIES				\$ 479,669	\$ 479,669	\$ 479,669	\$ 1,739,008	\$ 959,337	\$ 2,698,345	
56					TOTAL FTE				8.56						
57		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%				
58		\$ 136,744	\$ 147,835	\$ 172,681	EMPLOYEE FRINGE BENEFITS				\$ 172,681	\$ 172,681	\$ 172,681	\$ 629,941	\$ 345,361	\$ 975,303	
59		\$ 511,386	\$ 552,864	\$ 652,349	TOTAL SALARIES & BENEFITS				\$ 652,349	\$ 652,349	\$ 652,349	\$ 2,368,949	\$ 1,304,699	\$ 3,673,648	
60															
61															
62															



	A	B	E	H	K	P	S	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 36 of 52		Page 36 of 52
2	<b>OPERATING DETAIL</b>									
3	<b>Document Date</b>	9/1/2023								
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.								
5	<b>Program</b>	Master Lease Hotels (HSH Fund Hotels)								
6	<b>F\$P Contract ID#</b>	1000017241								
7	<b>Budget Name</b>	<b>Allstar</b> <span style="color:red">EXTENSION YEAR</span> <span style="color:red">EXTENSION YEAR</span>								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 82,738	\$ 80,990	\$ 139,304	\$ 139,304	\$ 139,304	\$ 139,304	\$ 442,336	\$ 278,608	\$ 720,944
14	Office Supplies, Postage	\$ 2,061	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 14,751	\$ 8,460	\$ 23,211
15	Building Maintenance Supplies and Repair	\$ 62,840	\$ 77,788	\$ 79,865	\$ 79,865	\$ 79,865	\$ 79,865	\$ 300,358	\$ 159,730	\$ 460,088
16	Insurance	\$ 24,935	\$ 25,158	\$ 23,147	\$ 23,147	\$ 23,147	\$ 23,147	\$ 96,387	\$ 46,294	\$ 142,681
17	Travel	\$ 115	\$ 115	\$ -	\$ -	\$ -	\$ -	\$ 230	\$ -	\$ 230
18	Client Engagement	\$ 3,750	\$ 3,750	\$ 4,980	\$ 4,980	\$ 4,980	\$ 4,980	\$ 17,460	\$ 9,960	\$ 27,420
19				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants/Temp Staffing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	Temp Desk Clerks	\$ 10,800	\$ 20,000	\$ 61,307	\$ 61,307	\$ 61,307	\$ 61,307	\$ 153,414	\$ 122,614	\$ 276,028
45	Temp Janitor	\$ 3,100	\$ 3,100	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 14,200	\$ 8,000	\$ 22,200
46	Temp Property Manager			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Temp Maintenance Worker			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 190,339	\$ 215,131	\$ 316,833	\$ 316,833	\$ 316,833	\$ 316,833	\$ 1,039,136	\$ 633,666	\$ 1,672,802
69										
70	<b>Other Expenses (not subject to indirect cost %)</b>									
71	Rental of Property	\$ 440,734	\$ 440,733	\$ 459,777	\$ 459,777	\$ 459,777	\$ 459,777	\$ 1,801,021	\$ 919,554	\$ 2,720,575
72	Client Subsidies	\$ 65,788	\$ 61,714	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 134,702	\$ 7,200	\$ 141,902
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 11,495				\$ -	\$ -	\$ 11,495	\$ -	\$ 11,495
74	One-Time Transfer from Support Services	\$ 62,115	\$ 59,000			\$ -	\$ -	\$ 121,115	\$ -	\$ 121,115
75	One-Time Transfer from Other HSH Fund Budgets	\$ 54,652		\$ 37,600		\$ -	\$ -	\$ 92,252	\$ -	\$ 92,252
76	One-Time Transfer from SSMPP contract (GF)	\$ 31,500				\$ -	\$ -	\$ 31,500	\$ -	\$ 31,500
77	One-Time Transfer from GF Operating Reserve	\$ 11,000				\$ -	\$ -	\$ 11,000	\$ -	\$ 11,000
78	One-Time Adjustment to Actuals		\$ (231)	\$ -	\$ -	\$ -	\$ -	\$ (231)	\$ -	\$ (231)
82						\$ -	\$ -	\$ -	\$ -	\$ -
83										
84	<b>TOTAL OTHER EXPENSES</b>	\$ 677,283	\$ 561,216	\$ 500,977	\$ 463,377	\$ 463,377	\$ 463,377	\$ 2,202,853	\$ 926,754	\$ 3,129,607
85										
86	<b>Capital Expenses</b>									
87						\$ -	\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>							Template last modified	11/4/2019	

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 37 of 52	Page 37 of 52		
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	Document Date	9/1/2023													
4	Provider Name	Tenderloin Housing Clinic Inc.													
5	Program	Master Lease Hotels (HSH Fund Hotels)													
6	FSP Contract ID#	1000017241													
7	Budget Name	Boyd												EXTENSION YEAR EXTENSION YEAR	
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years				
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current	New	New	Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	Supportive Housing Property Manager	\$ 62,800	\$ 64,684	\$ 89,793	\$ 89,793	1.00	100%	1.00	\$ 89,793	\$ 89,793	\$ 89,793	\$ 307,070	\$ 179,586	\$ 486,656	
13	Desk Clerk	\$ 215,967	\$ 219,762	\$ 295,435	\$ 49,239	6.00	100%	6.00	\$ 295,435	\$ 295,435	\$ 295,435	\$ 1,026,599	\$ 590,870	\$ 1,617,469	
14	Janitor	\$ 50,262	\$ 59,359	\$ 101,085	\$ 50,543	2.00	100%	2.00	\$ 101,085	\$ 101,085	\$ 101,085	\$ 311,792	\$ 202,170	\$ 513,962	
15	Maintenance Worker	\$ 44,719	\$ 48,754	\$ 54,938	\$ 54,938	1.00	100%	1.00	\$ 54,938	\$ 54,938	\$ 54,938	\$ 203,349	\$ 109,876	\$ 313,225	
16					\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 373,748	\$ 392,559	\$ 541,251	TOTAL SALARIES				\$ 541,251	\$ 541,251	\$ 541,251	\$ 1,848,809	\$ 1,082,502	\$ 2,931,311	
56					TOTAL FTE				10.00						
57		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%				
58		\$ 136,418	\$ 143,284	\$ 194,850	EMPLOYEE FRINGE BENEFITS				\$ 194,850	\$ 194,850	\$ 194,850	\$ 669,403	\$ 389,701	\$ 1,059,104	
59		\$ 510,166	\$ 535,843	\$ 736,101	TOTAL SALARIES & BENEFITS				\$ 736,101	\$ 736,101	\$ 736,101	\$ 2,518,212	\$ 1,472,203	\$ 3,990,415	
60															
61															
62															

	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 38 of 52		Page 38 of 52	
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	9/1/2023									
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.									
5	<b>Program</b>	Master Lease Hotels (HSH Fund Hotels)									
6	<b>F&amp;P Contract ID#</b>	1000017241									
7	<b>Budget Name</b>	<b>Boyd</b>				<b>EXTENSION YEAR EXTENSION YEAR</b>					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2020	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 118,357	\$ 118,357	\$ 158,294	\$ 158,294	\$ 158,294	\$ 158,294	\$ 553,302	\$ 316,588	\$ 869,890	
14	Office Supplies, Postage	\$ 3,476	\$ 4,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 14,476	\$ 7,000	\$ 21,476	
15	Building Maintenance Supplies and Repair	\$ 89,672	\$ 107,783	\$ 146,704	\$ 146,704	\$ 146,704	\$ 146,704	\$ 490,863	\$ 293,408	\$ 784,271	
16	Insurance	\$ 24,755	\$ 24,391	\$ 21,787	\$ 21,787	\$ 21,787	\$ 21,787	\$ 92,720	\$ 43,574	\$ 136,294	
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 4,740	\$ 4,740	\$ 4,740	\$ 4,740	\$ 16,980	\$ 9,480	\$ 26,460	
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000	
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Desk Clerks	\$ 10,000	\$ 3,000		\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ 13,000	
44	Temp Janitors	\$ 3,200	\$ 20,000		\$ -	\$ -	\$ -	\$ 23,200	\$ -	\$ 23,200	
45	Temp Maintenance Workers	\$ 1,200	\$ -		\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	<u>Subcontractors</u>			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
55				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
67											
68	TOTAL OPERATING EXPENSES	\$ 269,410	\$ 296,281	\$ 350,025	\$ 350,025	\$ 350,025	\$ 350,025	\$ 1,265,741	\$ 700,050	\$ 1,965,791	
69											
70	<u>Other Expenses (not subject to indirect cost %)</u>										
71	Rental of Property	\$ 449,473	\$ 449,473	\$ 468,405	\$ 468,405	\$ 468,405	\$ 468,405	\$ 1,835,756	\$ 936,810	\$ 2,772,566	
72	Client Subsidies	\$ 66,905	\$ 59,597	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 133,702	\$ 7,200	\$ 140,902	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 14,837				\$ -	\$ -	\$ 14,837	\$ -	\$ 14,837	
74	One-Time Transfer to Other HSH Budgets	\$ (75,442)		\$ (8,000)		\$ -	\$ -	\$ (83,442)	\$ -	\$ (83,442)	
75	One-Time Adjustment to Actuals	\$ -	\$ (121,801.2)			\$ -	\$ -	\$ (121,801)	\$ -	\$ (121,801)	
83											
84	TOTAL OTHER EXPENSES	\$ 455,773	\$ 387,269	\$ 464,005	\$ 472,005	\$ 472,005	\$ 472,005	\$ 1,779,051	\$ 944,010	\$ 2,723,061	
85											
86	<u>Capital Expenses</u>										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	<b>HSH #3</b>								Template last modified	11/4/2019	



	A	B	E	H	K	P	S	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 40 of 52		Page 40 of 52	
2	OPERATING DETAIL										
3	Document Date	9/1/2023									
4	Provider Name	Tenderloin Housing Clinic Inc.									
5	Program	Master Lease Hotels (HSH Fund Hotels)									
6	F\$P Contract ID#	1000017241									
7	Budget Name	Caldrake				EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 72,966	\$ 72,966	\$ 94,819	\$ 94,819	\$ 94,819	\$ 94,819	\$ 335,570	\$ 189,638	\$ 525,208	
14	Office Supplies, Postage	\$ 1,777	\$ 1,777	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,554	\$ 2,000	\$ 7,554	
15	Building Maintenance Supplies and Repair	\$ 47,097	\$ 57,500	\$ 59,856	\$ 59,856	\$ 59,856	\$ 59,856	\$ 224,309	\$ 119,712	\$ 344,021	
16	Insurance	\$ 14,841	\$ 14,748	\$ 13,829	\$ 13,829	\$ 13,829	\$ 13,829	\$ 57,247	\$ 27,658	\$ 84,905	
17	Client Engagement	\$ 2,100	\$ 2,100	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 10,200	\$ 6,000	\$ 16,200	
18				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants/Temp Staffing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Janitor	\$ 700	\$ 700	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,400	\$ 2,000	\$ 5,400	
44	Temp Maintenance Worker	\$ 750	\$ 750		\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	
45	Temp Property Manager				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67											
68	TOTAL OPERATING EXPENSES	\$ 140,231	\$ 150,541	\$ 173,504	\$ 173,504	\$ 173,504	\$ 173,504	\$ 637,780	\$ 347,008	\$ 984,788	
69											
70	Other Expenses (not subject to indirect cost %)										
71	Rental of Property	\$ 285,279	\$ 287,203	\$ 299,439	\$ 299,439	\$ 299,439	\$ 299,439	\$ 1,171,360	\$ 598,878	\$ 1,770,238	
72	Client Subsidies	\$ 14,070	\$ 13,848	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 35,118	\$ 7,200	\$ 42,318	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 1,226				\$ -	\$ -	\$ 1,226	\$ -	\$ 1,226	
74	One-Time Transfer from other HSH Fund Budgets	\$ (64,055)		\$ -		\$ -	\$ -	\$ (64,055)	\$ -	\$ (64,055)	
75	One-Time Adjustment to Actuals	\$ -	\$ (64,191)	\$ -		\$ -	\$ -	\$ (64,191)	\$ -	\$ (64,191)	
82						\$ -	\$ -	\$ -	\$ -	\$ -	
83											
84	TOTAL OTHER EXPENSES	\$ 236,520	\$ 236,860	\$ 303,039	\$ 303,039	\$ 303,039	\$ 303,039	\$ 1,079,458	\$ 606,078	\$ 1,685,536	
85											
86	Capital Expenses										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	HSH #3								Template last modified	11/4/2019	



	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 42 of 52		Page 42 of 52	
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	9/1/2023									
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.									
5	<b>Program</b>	Master Lease Hotels (HSH Fund Hotels)									
6	<b>FSP Contract ID#</b>	1000017241									
7	<b>Budget Name</b>	Elk				EXTENSION YEAR EXTENSION YEAR					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 130,146	\$ 130,146	\$ 156,764	\$ 156,764	\$ 156,764	\$ 156,764	\$ 573,820	\$ 313,528	\$ 887,348	
14	Office Supplies, Postage	\$ 5,141	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 17,831	\$ 8,460	\$ 26,291	
15	Building Maintenance Supplies and Repair	\$ 61,161	\$ 87,665	\$ 147,600	\$ 147,600	\$ 147,600	\$ 147,600	\$ 444,026	\$ 295,200	\$ 739,226	
16	Insurance	\$ 25,799	\$ 25,751	\$ 23,692	\$ 23,692	\$ 23,692	\$ 23,692	\$ 98,934	\$ 47,384	\$ 146,318	
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 5,160	\$ 5,160	\$ 5,160	\$ 5,160	\$ 17,820	\$ 10,320	\$ 28,140	
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000	
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	<u>Consultants/Temp Staffing</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Property Manager	\$ 30,000	\$ 30,000	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 92,600	\$ 32,600	\$ 125,200	
44	Temp Desk Clerks	\$ 25,000	\$ 50,000	\$ 112,050	\$ 112,050	\$ 112,050	\$ 112,050	\$ 299,100	\$ 224,100	\$ 523,200	
45	Temp Janitors	\$ 10,000	\$ 10,000	\$ 33,500	\$ 33,500	\$ 33,500	\$ 33,500	\$ 87,000	\$ 67,000	\$ 154,000	
46	Temp Maintenance Worker		\$ 332	\$ 500	\$ 500	\$ 500	\$ 500	\$ 1,332	\$ 1,000	\$ 2,332	
47			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	<u>Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67											
68	TOTAL OPERATING EXPENSES	\$ 305,997	\$ 356,874	\$ 514,796	\$ 514,796	\$ 514,796	\$ 514,796	\$ 1,692,463	\$ 1,029,592	\$ 2,722,055	
69											
70	<u>Other Expenses (not subject to indirect cost %)</u>										
71	Rental of Property	\$ 483,022	\$ 483,022	\$ 503,894	\$ 503,894	\$ 503,894	\$ 503,894	\$ 1,973,832	\$ 1,007,788	\$ 2,981,620	
72	Client Subsidies	\$ 78,730	\$ 65,470	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 151,400	\$ 7,200	\$ 158,600	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,453			\$ -	\$ -	\$ -	\$ 12,453	\$ -	\$ 12,453	
74	One-Time Transfer from Support Services	\$ 15,105	\$ 76,000		\$ -	\$ -	\$ -	\$ 91,105	\$ -	\$ 91,105	
75	One-Time Transfer from Other HSH Fund Budgets	\$ 103,601		\$ 21,000	\$ -	\$ -	\$ -	\$ 124,601	\$ -	\$ 124,601	
76	One-Time Adjustment to Actuals		\$ (244)		\$ -	\$ -	\$ -	\$ (244)	\$ -	\$ (244)	
77					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83											
84	TOTAL OTHER EXPENSES	\$ 692,911	\$ 624,248	\$ 528,494	\$ 507,494	\$ 507,494	\$ 507,494	\$ 2,353,147	\$ 1,014,988	\$ 3,368,135	
85											
86	<u>Capital Expenses</u>										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	<b>HSH #3</b>										

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 43 of 52	Page 43 of 52	
2	<b>SALARY &amp; BENEFIT DETAIL</b>													
3	Document Date	9/1/2023												
4	Provider Name	Tenderloin Housing Clinic Inc.												
5	Program	Master Lease Hotels (HSH Fund Hotels)												
6	FSP Contract ID#	1000017241												
7	Budget Name	Graystone											EXTENSION YEAR	EXTENSION YEAR
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
10		Current	Current	Current					Current	New	New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 53,560	\$ 55,167	\$ 54,374	\$ 76,433	1.00	71%	0.71	\$ 54,374	\$ 54,374	\$ 54,374	\$ 217,475	\$ 108,748	\$ 326,224
13	Desk Clerk	\$ 188,709	\$ 179,766	\$ 238,587	\$ 53,570	5.00	89%	4.45	\$ 238,587	\$ 238,587	\$ 238,587	\$ 845,650	\$ 477,175	\$ 1,322,824
14	Janitor	\$ 22,695	\$ 52,170	\$ 53,755	\$ 50,543	1.50	71%	1.06	\$ 53,755	\$ 53,755	\$ 53,755	\$ 182,375	\$ 107,510	\$ 289,886
15	Maintenance Worker	\$ 45,598	\$ 50,349	\$ 54,938	\$ 54,938	1.00	100%	1.00	\$ 54,938	\$ 54,938	\$ 54,938	\$ 205,823	\$ 109,876	\$ 315,699
16					\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17					\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ 310,562	\$ 337,452	\$ 401,655	TOTAL SALARIES				\$ 401,655	\$ 401,655	\$ 401,655	\$ 1,451,323	\$ 803,309	\$ 2,254,633
56					TOTAL FTE		7.23							
57		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%			
58		\$ 113,355	\$ 123,170	\$ 144,596	EMPLOYEE FRINGE BENEFITS				\$ 144,596	\$ 144,596	\$ 144,596	\$ 525,716	\$ 289,191	\$ 814,908
59		\$ 423,917	\$ 460,622	\$ 546,250	TOTAL SALARIES & BENEFITS				\$ 546,250	\$ 546,250	\$ 546,250	\$ 1,977,040	\$ 1,092,501	\$ 3,069,540
60														
61														
62														



	A	B	E	H	K	P	S	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 44 of 52		Page 44 of 52	
2	OPERATING DETAIL										
3	Document Date	9/1/2023									
4	Provider Name	Tenderloin Housing Clinic Inc.									
5	Program	Master Lease Hotels (HSH Fund Hotels)									
6	F\$P Contract ID#	1000017241									
7	Budget Name	Graystone				EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 105,597	\$ 120,211	\$ 146,082	\$ 146,082	\$ 146,082	\$ 146,082	\$ 517,972	\$ 292,164	\$ 810,136	
14	Office Supplies, Postage	\$ 4,976	\$ 4,976	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 17,952	\$ 8,000	\$ 25,952	
15	Building Maintenance Supplies and Repair	\$ 90,354	\$ 107,171	\$ 114,832	\$ 114,832	\$ 114,832	\$ 114,832	\$ 427,189	\$ 229,664	\$ 656,853	
16	Insurance	\$ 21,479	\$ 21,479	\$ 20,136	\$ 20,136	\$ 20,136	\$ 20,136	\$ 83,230	\$ 40,272	\$ 123,502	
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,380	\$ 16,260	\$ 8,760	\$ 25,020	
18	Elevator	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000	\$ 50,000	\$ 150,000	
21		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants/Temp Staffing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Desk Clerks	\$ 13,300	\$ 30,000	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800	\$ 122,900	\$ 79,600	\$ 202,500	
44	Temp Janitors	\$ 18,000	\$ 5,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 83,000	\$ 60,000	\$ 143,000	
45	Temp Property Manager	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 120,000	
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 282,456	\$ 317,587	\$ 414,230	\$ 414,230	\$ 414,230	\$ 414,230	\$ 1,428,503	\$ 828,460	\$ 2,256,963	
69											
70	Other Expenses (not subject to indirect cost %)										
71	Rental of Property	\$ 407,661	\$ 407,662	\$ 426,084	\$ 426,084	\$ 426,084	\$ 426,084	\$ 1,667,491	\$ 852,168	\$ 2,519,659	
72	Client Subsidies	\$ 51,792	\$ 51,792	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 110,784	\$ 7,200	\$ 117,984	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,590			\$ -	\$ -	\$ -	\$ 12,590	\$ -	\$ 12,590	
74	One-Time Transfer from Other HSH Fund Budgets	\$ 76,035		\$ 39,000	\$ -	\$ -	\$ -	\$ 115,035	\$ -	\$ 115,035	
75	One-Time Adjustment to Actuals		\$ (55,672)	\$ -	\$ -	\$ -	\$ -	\$ (55,672)	\$ -	\$ (55,672)	
83											
84	TOTAL OTHER EXPENSES	\$ 548,078	\$ 403,782	\$ 468,684	\$ 429,684	\$ 429,684	\$ 429,684	\$ 1,850,228	\$ 859,368	\$ 2,709,596	
85											
86	Capital Expenses										
87					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	HSH #3								Template last modified	11/4/2019	

	A	F	M	T	W	X	Y	Z	AA	AJ	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 45 of 52	Page 45 of 52		
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	Document Date	9/1/2023													
4	Provider Name	Tenderloin Housing Clinic Inc.													
5	Program	Master Lease Hotels (HSH Fund Hotels)													
6	FSP Contract ID#	1000017241													
7	Budget Name	Pierre			EXTENSION YEAR						EXTENSION YEAR				
8		Year 1	Year 2	Year 3	Year 4				Year 5	Year 6	All Years				
9	POSITION TITLE	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
10		Current	Current	Current					Current	New	New	Current	Amendment	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Supportive Housing Property Manager	\$ 56,389	\$ 56,389	\$ 78,279	\$ 78,279	1.00	100%	1.00	\$ 78,279	\$ 78,279	\$ 78,279	\$ 269,336	\$ 156,558	\$ 425,894	
13	Desk Clerk	\$ 187,652	\$ 213,324	\$ 222,974	\$ 50,771	5.00	88%	4.39	\$ 222,974	\$ 222,974	\$ 222,974	\$ 846,923	\$ 445,947	\$ 1,292,871	
14	Janitor	\$ 32,808	\$ 56,852	\$ 71,548	\$ 55,051	1.50	87%	1.30	\$ 71,548	\$ 71,548	\$ 71,548	\$ 232,755	\$ 143,095	\$ 375,851	
15	Maintenance Worker	\$ 44,617	\$ 49,070	\$ 59,766	\$ 59,766	1.00	100%	1.00	\$ 59,766	\$ 59,766	\$ 59,766	\$ 213,219	\$ 119,532	\$ 332,751	
54									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 321,465	\$ 375,636	\$ 432,566	TOTAL SALARIES				\$ 432,566	\$ 432,566	\$ 432,566	\$ 1,562,234	\$ 865,132	\$ 2,427,366	
56					TOTAL FTE				7.69						
57		36.50%	36.50%	36.00%	FRINGE BENEFIT RATE				36.00%	36.00%	36.00%				
58		\$ 117,335	\$ 137,107	\$ 155,724	EMPLOYEE FRINGE BENEFITS				\$ 155,724	\$ 155,724	\$ 155,724	\$ 565,890	\$ 311,448	\$ 877,337	
59		\$ 438,800	\$ 512,743	\$ 588,290	TOTAL SALARIES & BENEFITS				\$ 588,290	\$ 588,290	\$ 588,290	\$ 2,128,123	\$ 1,176,580	\$ 3,304,703	
60															
61															
62															

	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 46 of 52		Page 46 of 52	
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	9/1/2023									
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.									
5	<b>Program</b>	Master Lease Hotels (HSH Fund Hotels)									
6	<b>F&amp;P Contract ID#</b>	1000017241									
7	<b>Budget Name</b>	Pierre				EXTENSION YEAR EXTENSION YEAR					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 143,433	\$ 166,356	\$ 227,786	\$ 227,786	\$ 227,786	\$ 227,786	\$ 765,361	\$ 455,572	\$ 1,220,933	
14	Office Supplies, Postage	\$ 6,622	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 19,312	\$ 8,460	\$ 27,772	
15	Building Maintenance Supplies and Repair	\$ 76,482	\$ 104,697	\$ 117,202	\$ 117,202	\$ 117,202	\$ 117,202	\$ 415,583	\$ 234,404	\$ 649,987	
16	Insurance	\$ 24,934	\$ 25,455	\$ 23,419	\$ 23,419	\$ 23,419	\$ 23,419	\$ 97,227	\$ 46,838	\$ 144,065	
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 17,580	\$ 10,080	\$ 27,660	
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000	
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	<u>Consultants/Temp Staffing</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Desk Clerks	\$ 16,400	\$ 1,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 101,400	\$ 84,000	\$ 185,400	
44	Temp Janitors	\$ 9,600	\$ 5,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 44,600	\$ 30,000	\$ 74,600	
45	Temp Maintenance Workers	\$ 5,100	\$ 1,000		\$ -	\$ -	\$ -	\$ 6,100	\$ -	\$ 6,100	
46			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	<u>Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 301,321	\$ 326,488	\$ 449,677	\$ 449,677	\$ 449,677	\$ 449,677	\$ 1,527,163	\$ 899,354	\$ 2,426,517	
69											
70	<u>Other Expenses (not subject to indirect cost %)</u>										
71	Rental of Property	\$ 484,839	\$ 484,838	\$ 505,666	\$ 505,666	\$ 505,666	\$ 505,666	\$ 1,981,009	\$ 1,011,332	\$ 2,992,341	
72	Client Subsidies	\$ 65,751	\$ 64,264	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 137,215	\$ 7,200	\$ 144,415	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 13,255			\$ -	\$ -	\$ -	\$ 13,255	\$ -	\$ 13,255	
74	One-Time Transfer from Support Services	\$ 1,520			\$ -	\$ -	\$ -	\$ 1,520	\$ -	\$ 1,520	
75	One-Time Transfer from Other HSH Fund Budgets	\$ 95,928		\$ 80,550	\$ -	\$ -	\$ -	\$ 176,478	\$ -	\$ 176,478	
76	One-Time Adjustment to Actuals		\$ (107,141)	\$ -	\$ -	\$ -	\$ -	\$ (107,141)	\$ -	\$ (107,141)	
84	<b>TOTAL OTHER EXPENSES</b>	\$ 661,293	\$ 441,961	\$ 589,816	\$ 509,266	\$ 509,266	\$ 509,266	\$ 2,202,336	\$ 1,018,532	\$ 3,220,868	
85											
86	<u>Capital Expenses</u>										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	<b>HSH #3</b>								Template last modified	11/4/2019	



	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 47 of 52		Page 47 of 52	
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	9/1/2023									
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.									
5	<b>Program</b>	Master Lease Hotels (HSH Fund Hotels)									
6	<b>F\$P Contract ID#</b>	1000017241									
7	<b>Budget Name</b>	<b>Royan</b>				<b>EXTENSION YEAR EXTENSION YEAR</b>					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 130,977	\$ 130,977	\$ 189,782	\$ 189,782	\$ 189,782	\$ 189,782	\$ 641,518	\$ 379,564	\$ 1,021,082	
14	Office Supplies, Postage	\$ 2,405	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 13,505	\$ 7,400	\$ 20,905	
15	Building Maintenance Supplies and Repair	\$ 56,868	\$ 67,150	\$ 82,976	\$ 82,976	\$ 82,976	\$ 82,976	\$ 289,970	\$ 165,952	\$ 455,922	
16	Insurance	\$ 20,040	\$ 20,407	\$ 18,769	\$ 18,769	\$ 18,769	\$ 18,769	\$ 77,985	\$ 37,538	\$ 115,523	
17	Client Engagement	\$ 3,500	\$ 3,500	\$ 4,080	\$ 4,080	\$ 4,080	\$ 4,080	\$ 15,160	\$ 8,160	\$ 23,320	
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000	
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	<u>Consultants/Temp Staffing</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Desk Clerks	\$ 35,000	\$ 12,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 107,000	\$ 60,000	\$ 167,000	
44	Temp Janitors	\$ 3,700	\$ 6,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 25,700	\$ 16,000	\$ 41,700	
45	Temp Property Manager		\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 200,000	
46			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	<u>Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67											
68	TOTAL OPERATING EXPENSES	\$ 267,490	\$ 258,734	\$ 402,307	\$ 402,307	\$ 402,307	\$ 402,307	\$ 1,330,838	\$ 804,614	\$ 2,135,452	
69											
70	<u>Other Expenses (not subject to indirect cost %)</u>										
71	Rental of Property	\$ 381,071	\$ 381,070	\$ 398,391	\$ 398,391	\$ 398,391	\$ 398,391	\$ 1,558,923	\$ 796,782	\$ 2,355,705	
72	Client Subsidies	\$ 51,543	\$ 35,091	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 93,834	\$ 7,200	\$ 101,034	
73	One-Time CODB (Non-Leasing)	\$ 13,832				\$ -	\$ -	\$ 13,832	\$ -	\$ 13,832	
74	One-Time Transfer from Other HSH Fund Budgets	\$ 80,844		\$ (120,000)		\$ -	\$ -	\$ (39,156)	\$ -	\$ (39,156)	
75	One-Time Adjustment to Actuals		\$ (70,675)	\$ -	\$ -	\$ -	\$ -	\$ (70,675)	\$ -	\$ (70,675)	
83											
84	TOTAL OTHER EXPENSES	\$ 527,289	\$ 345,486	\$ 281,991	\$ 401,991	\$ 401,991	\$ 401,991	\$ 1,556,757	\$ 803,982	\$ 2,360,739	
85											
86	<u>Capital Expenses</u>										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	<b>HSH #3</b>										



	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 50 of 52		Page 50 of 52	
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	9/1/2023									
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.									
5	<b>Program</b>	Master Lease Hotels (HSH Fund Hotels)									
6	<b>FSP Contract ID#</b>	1000017241									
7	<b>Budget Name</b>	<b>Union</b>				<b>EXTENSION YEAFEXTENSION YEAF</b>					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026	
11		Current	Current	Current	Current	New	New	Current	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 128,700	\$ 120,058	\$ 124,340	\$ 124,340	\$ 124,340	\$ 124,340	\$ 497,438	\$ 248,680	\$ 746,118	
14	Office Supplies, Postage	\$ 2,517	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 13,017	\$ 7,000	\$ 20,017	
15	Building Maintenance Supplies and Repair	\$ 39,676	\$ 50,208	\$ 80,425	\$ 80,425	\$ 80,425	\$ 80,425	\$ 250,734	\$ 160,850	\$ 411,584	
16	Insurance	\$ 17,736	\$ 18,033	\$ 16,581	\$ 16,581	\$ 16,581	\$ 16,581	\$ 68,931	\$ 33,162	\$ 102,093	
17	Client Engagement	\$ 2,500	\$ 2,500	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 12,200	\$ 7,200	\$ 19,400	
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000	\$ 30,000	\$ 90,000	
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	<u>Consultants/Temp Staffing</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Desk Clerks	\$ 4,700	\$ 4,700	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 25,400	\$ 16,000	\$ 41,400	
44	Temp Janitors	\$ 2,400	\$ 500	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 26,900	\$ 24,000	\$ 50,900	
45			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	<u>Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 213,229	\$ 214,499	\$ 263,446	\$ 263,446	\$ 263,446	\$ 263,446	\$ 954,620	\$ 526,892	\$ 1,481,512	
69											
70	<u>Other Expenses (not subject to indirect cost %)</u>										
71	Rental of Property	\$ 339,331	\$ 339,331	\$ 354,078	\$ 354,078	\$ 354,078	\$ 354,078	\$ 1,386,818	\$ 708,156	\$ 2,094,974	
72	HSH assigned Client Subsidies	\$ 24,378	\$ 22,639	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 54,217	\$ 7,200	\$ 61,417	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,706				\$ -	\$ -	\$ 12,706	\$ -	\$ 12,706	
74	One-Time Transfer from Support Services	\$ 35,000	\$ 95,000			\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000	
75	One-Time Transfer from Other HSH Fund Budgets	\$ 77,830		\$ 50,440		\$ -	\$ -	\$ 128,270	\$ -	\$ 128,270	
76	One-Time Adjustment to Actuals		\$ (600)	\$ -	\$ -	\$ -	\$ -	\$ (600)	\$ -	\$ (600)	
83											
84	TOTAL OTHER EXPENSES	\$ 489,244	\$ 456,370	\$ 408,118	\$ 357,678	\$ 357,678	\$ 357,678	\$ 1,711,410	\$ 715,356	\$ 2,426,766	
85											
86	<u>Capital Expenses</u>										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	<b>HSH #3</b>								Template last modified	11/4/2019	





	A	B	E	H	M	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 52 of 52		Page 52 of 52
2	<b>OPERATING DETAIL</b>									
3	Document Date	9/1/2023								
4	Provider Name	Tenderloin Housing Clinic Inc.								
5	Program	Master Lease Hotels								
6	FSP Contract ID#	1000017241								
7	Budget Name	<b>One-Time Capital</b>								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2026	7/1/2020 - 6/30/2026
11		Current	Current	Current	New	New	New	Current	Amendment	New
12	<u>One-Time Capital Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
56	All Star Hotel - Floor repair	\$ -	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ 21,000	\$ 21,000
57	All Star Hotel - Community shower rooms	\$ -	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000
58	Boyd Hotel - DVR System	\$ -	\$ -	\$ -	\$ 18,332	\$ -	\$ -	\$ -	\$ 18,332	\$ 18,332
59	Boyd Hotel - Floor repair	\$ -	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ 26,000	\$ 26,000
60	Boyd Hotel - Community shower rooms	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 85,000	\$ 85,000
61	Caldrake Hotel - Security cameras	\$ -	\$ -	\$ -	\$ 9,556	\$ -	\$ -	\$ -	\$ 9,556	\$ 9,556
62	Caldrake Hotel - Lighting repair	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500
63	Caldrake Hotel - Community shower rooms	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000	\$ 48,000
64	Edgeworth Hotel - Security cameras	\$ -	\$ -	\$ -	\$ 8,492	\$ -	\$ -	\$ -	\$ 8,492	\$ 8,492
65	Edgeworth Hotel - Floor repair	\$ -	\$ -	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ 57,000	\$ 57,000
66	Elk Hotel - Security cameras	\$ -	\$ -	\$ -	\$ 8,863	\$ -	\$ -	\$ -	\$ 8,863	\$ 8,863
67	Elk Hotel - Floor repair	\$ -	\$ -	\$ -	\$ 6,500	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500
68	Graystone Hotel - Floor repair	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500	\$ 12,500
69	Graystone Hotel - Community shower rooms	\$ -	\$ -	\$ -	\$ 64,000	\$ -	\$ -	\$ -	\$ 64,000	\$ 64,000
70	Hartland Hotel - Community shower rooms	\$ -	\$ -	\$ -	\$ 7,200	\$ -	\$ -	\$ -	\$ 7,200	\$ 7,200
71	Jefferson Hotel - DVR System	\$ -	\$ -	\$ -	\$ 14,034	\$ -	\$ -	\$ -	\$ 14,034	\$ 14,034
72	Jefferson Hotel - Security cameras	\$ -	\$ -	\$ -	\$ 15,653	\$ -	\$ -	\$ -	\$ 15,653	\$ 15,653
73	Jefferson Hotel - Bathrooms reparation	\$ -	\$ -	\$ -	\$ 217,500	\$ -	\$ -	\$ -	\$ 217,500	\$ 217,500
74	Mayfair Hotel - Lighting repair	\$ -	\$ -	\$ -	\$ 18,600	\$ -	\$ -	\$ -	\$ 18,600	\$ 18,600
75	Mayfair Hotel - Floor repair	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ 28,000	\$ 28,000
76	Pierre Hotel - Security cameras	\$ -	\$ -	\$ -	\$ 16,790	\$ -	\$ -	\$ -	\$ 16,790	\$ 16,790
77	Raman Hotel - DVR System	\$ -	\$ -	\$ -	\$ 17,222	\$ -	\$ -	\$ -	\$ 17,222	\$ 17,222
78	Raman Hotel - Floor repair	\$ -	\$ -	\$ -	\$ 25,250	\$ -	\$ -	\$ -	\$ 25,250	\$ 25,250
79	Royan Hotel - Electrical system	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
80	Royan Hotel - DVR System	\$ -	\$ -	\$ -	\$ 17,037	\$ -	\$ -	\$ -	\$ 17,037	\$ 17,037
81	Royan Hotel - Community shower rooms	\$ -	\$ -	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ 72,000	\$ 72,000
82	Seneca Hotel - DVR System	\$ -	\$ -	\$ -	\$ 22,784	\$ -	\$ -	\$ -	\$ 22,784	\$ 22,784
83	Union Hotel - Floor and painting	\$ -	\$ -	\$ -	\$ 6,200	\$ -	\$ -	\$ -	\$ 6,200	\$ 6,200
84	Union Hotel - Bathrooms reparation	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
85	Vincent - Floor repair	\$ -	\$ -	\$ -	\$ 8,500	\$ -	\$ -	\$ -	\$ 8,500	\$ 8,500
86	Vincent - Lighting repair	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ 10,500	\$ 10,500
87	Vincent - Replace door	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500	\$ 12,500
88	Vincent - Security cameras	\$ -	\$ -	\$ -	\$ 8,254	\$ -	\$ -	\$ -	\$ 8,254	\$ 8,254
89										
90	<b>Total General Fund Expenditures</b>	\$ -	\$ 946,156	\$ -	\$ 963,767	\$ -	\$ -	\$ 946,156	\$ 963,767	\$ 1,909,923
91		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92	HHIP: Elk Hotel - Elevator repair	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500	\$ 12,500
93	HHIP:Jefferson Hotel - ADA Accessibility	\$ -	\$ -	\$ -	\$ 13,200	\$ -	\$ -	\$ -	\$ 13,200	\$ 13,200
94	HHIP: Pierre Hotel - ADA Accessibility	\$ -	\$ -	\$ -	\$ 13,200	\$ -	\$ -	\$ -	\$ 13,200	\$ 13,200
95	HHIP: Union Hotel - ADA Accessibility	\$ -	\$ -	\$ -	\$ 13,200	\$ -	\$ -	\$ -	\$ 13,200	\$ 13,200
96	HHIP: Seneca Hotel - Elevator repair	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000
97		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
98	<b>Total HHIP Expenditures</b>	\$ -	\$ -	\$ -	\$ 68,100	\$ -	\$ -	\$ -	\$ 68,100	\$ 68,100
99										
100	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ 946,156	\$ -	\$ 1,031,867	\$ -	\$ -	\$ 946,156	\$ 1,031,867	\$ 1,978,023
129	HS# #3							Template last modified	11/4/2019	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

Number Served

Appendix B, Budget

<b>Document Date</b>	9/1/2023		
<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
<b>Current Term</b>	7/1/2020	6/30/2024	4
<b>Amended Term</b>	7/1/2020	6/30/2026	6

	Housing Site	Funding Category	Address	Zip Code	Total # Units (on 7/1/23)
1	All Star	HSH Fund	2791 16th St.	94103	83
2	Boyd	HSH Fund	41 Jones St.	94102	79
3	Caldrake	HSH Fund	1541 California St.	94109	48
4	Edgeworth	General Fund	770 O'Farrell St.	94109	42
5	Elk	HSH Fund	670 Eddy St.	94109	86
6	Graystone	HSH Fund	66 Geary St.	94108	71
7	Hartland	General Fund	909 Geary St.	94109	134
8	Jefferson	General Fund	440 Eddy St.	94109	107
9	Mayfair	General Fund	626 Polk St.	94102	53
10	Mission	General Fund	520 S. Van Ness Ave.	94110	238
11	Pierre	HSH Fund	540 Jones St.	94102	84
12	Raman	General Fund	1011 Howard St.	94103	82
13	Royan	HSH Fund	405 Valencia St.	94103	67
14	Seneca	General Fund	34 6th St.	94103	198
15	Union	HSH Fund	811 Geary Blvd.	94109	59
16	Vincent	General Fund	459 Turk St.	94102	98
	<b>Total</b>				<b>1529</b>

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**  
**Appendix B, Budget**

Approved Subcontractors

<b>Document Date</b>	9/1/2023		
<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
<b>Current Term</b>	7/1/2020	6/30/2024	4
<b>Amended Term</b>	7/1/2020	6/30/2026	6

<b>Permitted Subcontractors</b>	
1	None.

## Appendix C, Method of Payment

- I. Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. Timelines: Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

<b>Billing Month/Date</b>	<b>Service Begin Date</b>	<b>Service End Date</b>
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

**B. Invoicing System:**

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
  4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
  2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
  3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund & HSH Fund & Prop C & HHIP	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p>

General Fund & HSH Fund & Prop C & HHIP	
Type	Instructions and Examples of Documentation
	Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

**III. Advances or Prepayments:** Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10<sup>th</sup> per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

**IV. Timely Submission of Reports and Compliance:** If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.



### Appendix D, Interests in Other City Grants

City Department or Commission	Program Name	Agreement Term	Grant Amount (Not-to-Exceed)
Department of Homelessness and Supportive Housing	Supportive Services Modified Payment Program (MPP)	July 1, 2021 - June 30, 2024	\$3,124,249
Department of Homelessness and Supportive Housing	Property Management, Support Services and Master Leasing at Garland Hotel	April 1, 2022 - June 30, 2024	\$6,940,524
Department of Homelessness and Supportive Housing	Continuum of Care (CoC) Rental Assistance at Garland Hotel	September 1, 2022 - September 30, 2025	\$8,894,939
Department of Homelessness and Supportive Housing	Property Management, Support Services and Master Leasing at Crown, National & Winton Hotels	July 1, 2021 - June 30, 2026	\$34,326,248
Department of Homelessness and Supportive Housing	Continuum of Care (CoC) Rental Assistance at Crown, Winton and National Hotels	December 1, 2022 - September 30, 2025	\$8,864,747
Department of Homelessness and Supportive Housing	Property Management, Support Services and Master Leasing at Abigail Hotel	January 1, 2021 - February 29, 2024	\$7,045,244
Department of Building Inspection	Central City SRO Collaborative	July 1, 2023 - June 30, 2024 (in negotiations)	\$619,680
Department of Building Inspection	Code Enforcement Outreach Program (CEOP) Outreach	July 1, 2023 - June 30, 2024 (in negotiations)	\$526,927
Adult Probation Department	Transitional Housing program	July 1, 2023 - June 30, 2024	\$8,706,081
Mayor's Office of Housing and Community Development	Right to Counsel	July 1, 2023 - June 30, 2024 (in negotiations)	\$1,599,380
Mayor's Office of Housing and Community Development	Right to Counsel Expansion	July 1, 2022 - June 30, 2024 (in negotiations)	\$425,000