

File No. 220453

Committee Item No. 13

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee Date May 25, 2022

Board of Supervisors Meeting Date _____

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Completed by: Brent Jalipa Date May 20, 2022

Completed by: Brent Jalipa Date _____

1 [Grant Agreement Amendment - Tenderloin Housing Clinic - Master Lease Hotels - Not to
2 Exceed \$132,903,851]

3 **Resolution approving the first amendment to the grant agreement between the**
4 **Tenderloin Housing Clinic and the Department of Homelessness and Supportive**
5 **Housing (HSH) for master lease stewardship, property management, and support**
6 **services in Permanent Supportive Housing; extending the grant term by four months**
7 **for a total term of July 1, 2020, through June 30, 2024; and increasing the agreement**
8 **amount by \$43,503,365 for a total amount not to exceed \$132,903,851; and to authorize**
9 **HSH to enter into amendments or modifications to the grant that do not materially**
10 **increase the obligations or liabilities to the City and are necessary to effectuate the**
11 **purposes of the grant or this Resolution.**

12
13 WHEREAS, The mission of the Department of Homelessness and Supportive Housing
14 (“HSH”) is to prevent homelessness when possible and make homelessness rare, brief, and
15 one-time in the City and County of San Francisco (“the City”) through the provision of
16 coordinated, compassionate, and high-quality services; and

17 WHEREAS, Permanent Supportive Housing is the most effective evidence-based
18 solution to chronic homelessness; and

19 WHEREAS, HSH entered into a grant agreement (“Agreement”) in 2020 for the term
20 July 1, 2020, through February 29, 2024, in an amount not to exceed \$89,400,486 with
21 Tenderloin Housing Clinic to provide master lease stewardship, property management, and
22 support services in Permanent Supportive Housing at 16 sites for over 1,500 formerly
23 homeless adults; and

1 WHEREAS, The Agreement was approved by the Board of Supervisors in Resolution
2 No. 321-20, a copy of which is on file with the Clerk of the Board of Supervisors in File No.
3 200705; and

4 WHEREAS, The proposed first amendment (“Amendment”) to the Agreement would
5 extend the Agreement for Tenderloin Housing Clinic to continue to provide these services by
6 four months to June 30, 2024, and increase the not to exceed amount by \$43,503,365 for a
7 total amount not to exceed \$132,903,851; and

8 WHEREAS, A copy of the Amendment is on file with the Clerk of the Board of
9 Supervisors in File No. 220453, substantially in final form, with all material terms and
10 conditions included, and only remains to be executed by the parties upon approval of this
11 Resolution; and

12 WHEREAS, The Amendment requires Board of Supervisors approval under Section
13 9.118 of the Charter; now, therefore, be it

14 RESOLVED, That the Board of Supervisors hereby approves the Amendment to
15 extend the term from July 1, 2020, through February 29, 2024, to July 1, 2020, through June
16 30, 2024, and to increase the not to exceed amount by \$43,503,365 for a total amount not to
17 exceed \$132,903,851; and, be it

18 FURTHER RESOLVED, That the Board of Supervisors authorizes HSH to enter into
19 any amendments or modifications to the Amendment, prior to its final execution by all parties,
20 that HSH determines, in consultation with the City Attorney, are in the best interest of the City,
21 do not otherwise materially increase the obligations or liabilities of the City, are necessary or
22 advisable to effectuate the purposes of the grant, and are in compliance with all applicable
23 laws; and, be it

24 FURTHER RESOLVED, That within 30 days of the Amendment being executed by all
25 parties, HSH shall submit to the Clerk of the Board of Supervisors a completely executed copy

1 for inclusion in File No. 220453; this requirement and obligation resides with HSH, and is for
2 the purposes of having a complete file only, and in no manner affects the validity of the
3 approved agreement.

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Recommended:

/s/ _____

Shireen McSpadden
Executive Director, HSH

Item 13 File 22-0453	Department: Homelessness and Supportive Housing
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EXECUTIVE SUMMARY

Legislative Objectives

- The proposed resolution would approve the first amendment to the grant agreement between the City and Tenderloin Housing Clinic. The amendment (1) increases the grant agreement by \$43,503,365 for a new total not-to-exceed amount of \$132,903,851 and (2) extends the term of the grant by four months through June 30, 2024.

Key Points

- Tenderloin Housing Clinic provides property management, support services, and lease services for 16 supportive housing properties, totaling 1,544 units. Tenderloin Housing Clinic enters into private leases with the landlord. Building operations and services are funded by this grant agreement and by tenant rents, which are capped at 30 percent of tenant income.

Fiscal Impact

- City funding is increasing in the proposed amendment to cover a decrease in tenants rents resulting from a recently enacted rent cap of 30 percent of tenant income. In addition, annual spending on the contract in the original agreement was \$21.8 million but is now approximately \$31 million, due to increases master lease costs. Based on the actual and budgeted spending in the proposed grant agreement, the existing contract authority may not be sufficient to fully fund FY 2022-23 costs.
- The contingency amount of \$13,846,607 is 19.4 percent of remaining spending. HSH plans to increase case managers and fund additional capital improvements that are not yet reflected in the grant agreement budget.

Policy Consideration

- The proposed amendment budget includes \$109,600 for capital expenditures in FY 2021-22. HSH has identified \$836,556 in additional capital needs across 14 sites.
- By the time this agreement expires in 2024, 10 years will have passed since a competitive solicitation. HSH reports it is planning to re-procure its entire housing portfolio as solicitation authorities expire, though the process for selecting new master lease providers is complicated by the fact the buildings are privately owned and leased to Tenderloin Housing Clinic. HSH should report to the Board on its plan for continuing these services with Tenderloin Housing Clinic or switching providers after this agreement expires.
- Due to COVID-19, HSH did not provide an onsite program monitoring report for FY 2020-21 and FY 2021-22, though it is expected in the Fall 2022. HSH completed a desk audit in April 2021 and has been receiving monthly reports regarding vacancies, move-outs, and intakes through April 2022, which show an 89 percent occupancy rate across all sites.

Recommendations

1. Request the 2022 program monitoring report and updated grant budget be submitted to the Board of Supervisors and included in the legislative file for this item.
2. Approve the proposed resolution.

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

Procurement

Tenderloin Housing Clinic, a nonprofit organization, was initially selected to provide support services and rental assistance through a 2015 Notice of Funding Availability issued by the Human Services Agency. HSH selected Tenderloin Housing Clinic to continue providing services under Chapter 21B of the Administrative Code, which was unanimously approved by the Board of Supervisors in 2019 to allow HSH to award service contracts without a competitive process to expeditiously address homelessness crisis. This code section sunsets in March 2024. According to the preliminary results from the 2022 Point in Time Count, the unsheltered population has decreased by 15 percent since 2019, from 5,180 to 4,397

Current Agreement

The current grant agreement was retroactively approved by the Board on July 23, 2020 (File 20-0705) for a term of July 1, 2020 through February 29, 2024 with a total not-to-exceed amount of \$89,400,486. The grant agreement includes service and outcome objectives for both the support services and property management services provided by Tenderloin Housing Clinic.

For service objectives, Tenderloin Housing Clinic shall:

- Obtain feedback on the type and quality of services from at least 50 percent of tenants.
- Actively outreach to 95 percent of tenants once every 30 days.
- Contact every tenant at least three times during their first 60 days following housing placement.
- Develop service plans for 100 percent of tenants
- Follow-up at least annually to ensure tenants are receiving and maintaining mainstream benefits.
- Create and maintain files for 100 percent of tenants regardless of services type in HSH’s ONE System and maintain hard copies of eligibility verification documentation.

For outcome objectives, Tenderloin Housing Clinic shall meet the following targets:

- 90 percent of households remain housed for at least 12 months, move to other permanent housing, or will exit the program in good standing.
- 75 percent of all households that show housing instability remain in housing.

- 80 percent of those responding to the annual survey will report being satisfied or very satisfied with program services.
- An average unit turnover rate of seven days.
- Report vacancies in a timely fashion to HSH.
- 97 percent occupancy rate.

The original agreement also requested monthly, quarterly, and annual reports from Tenderloin Housing Clinic to HSH.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the first amendment to the grant agreement between the Tenderloin Housing Clinic and HSH for master lease stewardship, property management, and supportive services in 16 permanent supportive housing buildings. The amendment: (1) increases the grant agreement by \$43,503,365 for a new total not-to-exceed amount of \$132,903,851 and (2) extends the term of the grant by four months through June 30, 2024.

Grant Agreement Services

Tenderloin Housing Clinic provides property management, support services, and lease services for 16 supportive housing properties, totaling 1,544 units. These supportive housing units serve formerly homeless and income eligible adults ages 18 or older without dependents under the age of 18. Exhibit 1 below lists the 16 buildings Tenderloin Housing Clinic oversees under this grant agreement. Some buildings in this agreement are funded by the HSH Fund, or what was formerly referred to as the Care Not Cash program. The Care Not Cash program was approved by San Francisco voters in 2002 and transfers some of the City's General Fund cash assistance to unhoused individuals into supportive housing. Care Not Cash specifically funds housing for individuals receiving support through the County Adult Assistance Program (CAAP), for which only low-income adults are eligible. The buildings supported through the HSH fund are denoted in Exhibit 1 below. General Fund properties provide housing for families or tenants not eligible for CAAP. Tenants in both programs pay 30 percent of their income as rent and the agreement funds the cost of building operations and supportive services, discussed below. The number of sites managed by Tenderloin Housing Clinic is not changing in the proposed amendment.

Exhibit 1: Tenderloin Housing Clinic Property Locations and Units Served

Program Site	Category	No. Units
All Star Hotel: 2791 16th Street	HSH Fund	84
Boyd Hotel: 41 Jones Street	HSH Fund	79
Caldrake Hotel: 1541 California Street	HSH Fund	49
Edgeworth Hotel: 770 O'Farrell Street	General Fund	43
Elk Hotel: 670 Eddy Street	HSH Fund	86
Graystone Hotel: 66 Geary Street	HSH Fund	73
Hartland Hotel: 909 Geary Street	General Fund	132
Jefferson Hotel: 440 Eddy Street	General Fund	108
Mayfair Hotel: 626 Polk Street	General Fund	54
Mission Hotel: 520 S Van Ness Avenue	General Fund	244
Pierre Hotel: 540 Jones Street	HSH Fund	85
Raman Hotel: 1011 Howard Street	General Fund	84
Royan Hotel: 405 Valencia Street	HSH Fund	68
Seneca Hotel: 34 Sixth Street	General Fund	197
Union Hotel: 811 Geary	HSH Fund	60
Vincent Hotel: 459 Turk Street	General Fund	98
Total Units		1,544

Source: Grant Agreement First Amendment, Appendix A

Support Services

The grant agreement includes voluntary support services that Tenderloin Housing Clinic must make available to all tenants. These services must include but are not limited to: (1) Outreach to tenants about available services; (2) Intake and assessment in coordination with property management; (3) Case management, including referral to resources to ensure they are food secure and can live independently; (4) Housing stability support to help tenants stay securely housed; (5) Facilitate communication and coordination with property management; (6) Wellness and emergency safety checks; (7) Support groups, social events, and organized activities; and (8) Exit planning if a tenant is moving out.

Property Management and Lease Services

Property management services include: (1) Selecting program applicants; (2) Executing tenant leases; (3) Re-certifying tenant income annually; (4) Collecting rent and other housing-related payments; (5) Enforcing leases, which includes providing written notices and working to prevent evictions; (6) Payments for building services (i.e. utilities); (7) Building Maintenance, which includes maintaining the facilities in "sanitary and operable condition" and providing janitorial services in common areas, garbage removal, pest control, facility maintenance and repair, building security, and preparing units for mov-in and move-out; (8) Coordinating with supportive services to prevent tenant housing loss; (9) Wellness checks and emergency safety checks; (10) Front desk coverage 24 hours a day, seven days a week; and (11) Exit planning, which requires

alerting support services staff when tenants give notice to leave and maintaining a forwarding address when possible.

In addition, Tenderloin Housing Clinic is responsible for maintaining stewardship of the master lease and coordinating with the property's owner on regular maintenance; and, coordinating and conducting regular assess management meetings to address ongoing capital needs, property owner's obligations, changes to the approved sublease and any other issues related to the master lease.

Performance Monitoring

The proposed grant agreement includes service and outcome objectives similar to those in the initial agreement described above. The FY 2020-21 annual report submitted by Tenderloin Housing Clinic to HSH indicates that Tenderloin Housing Clinic is meeting some of the objectives, including helping at least 90 percent of tenants maintain their housing through the year and meeting the anonymous survey feedback targets.

In the most recent desk audit from April 2021, Tenderloin Housing Clinic verified compliance with required policies and record keeping requirements for FY 2018-19 and FY 2019-20. According to data submitted by Tenderloin Housing Clinic, the average occupancy rate across all buildings was 89 percent as of April 2022.

However, Tenderloin Housing Clinic did not meet all service requirements in FY 2020-21. In particular, case manager engagement with tenants during the pandemic was limited and on-site activities were minimized. In addition, tenant service plans were not consistently updated. HSH states that THC plans to resume those activities in FY 2022-23.

No On-Site Monitoring for FY 2020-21 & FY 2021-22

Due to the COVID-19 pandemic, HSH suspended program monitoring in accordance with a citywide policy first issued by the Controller on August 6, 2020 and conducted monitoring via desk audits, which review program data submitted by providers. HSH staff report that onsite program monitoring will begin in July 2022 and go through the Fall 2022. HSH plans on conducting in person site visits annually going forward.

Proposed Performance Changes

The proposed agreement modifies and consolidates some of the objectives to refine performance targets, including updating the average turnover of units from seven to 21 days on average (consistent with the pending Tides/DISH contract amendment File 22-0452). In addition, the proposed amendment requires a case management ratio of 1 staff to 25 units, which is not required under the current agreement. According to HSH, this ratio reflects funding HSH has proposed as part of the FY 2022-24 budget process to bring Tenderloin Housing Clinic sites (and other legacy supportive housing sites) up to this staffing level.

FISCAL IMPACT

As shown in Exhibit 2 below, the proposed amendment increases the not-to-exceed amount by \$43,503,365 from \$89,400,486 to \$132,903,851, an increase of 49 percent. A contingency of \$13,846,607 is also included, which is approximately 12 percent of City funding of \$119,057,244. The not-to-exceed amount is lower than proposed expenditures because the other revenues received from tenant rental income and building income offset total expenditures, reducing the HSH supported revenues funding this agreement.

Exhibit 2: Fiscal Impact of Proposed Resolution

	Original Agreement (7/1/20-2/29/24)	Proposed First Amendment (7/1/20-6/30/24)	Changes from Original to Proposed First Amendment
Expenditures			
Salaries & Benefits	\$53,388,822	\$55,784,518	\$2,395,696
Operating Expenses	17,965,777	26,346,284	8,380,507
Indirect Cost (11.5%)	8,205,779	9,445,042	1,239,263
Other Expenses	33,385,049	52,429,924	19,044,875
Capital Expenditures		109,600	109,600
<i>Total Expenditures</i>	<i>\$112,945,427</i>	<i>\$144,115,369</i>	<i>\$31,169,942</i>
Revenues			
City Funds ¹	79,821,864	119,057,244	39,235,380
Other Revenues ²	33,123,563	25,058,125	(8,065,438)
<i>Total Revenues</i>	<i>\$112,945,427</i>	<i>\$144,115,369</i>	<i>\$31,169,942</i>
Not-to-Exceed Agreement Amount			
Agreement Funding Sources (HSH Revenues)	79,821,864	119,057,244	39,235,380
Contingency	9,578,622	13,846,607	4,267,985
Total Not-to-Exceed Amount	\$89,400,486	\$132,903,851	\$43,503,365

¹City Funds consist of General Fund, HSH Fund (Care Not Cash program), Proposition C tenant rent relief and one-time bonus pay, and other General Fund supplements and transfers.

²Other Revenues consists of tenant income and building income from laundry.

Changes to Budget

Other revenues, which consist primarily of tenant rents, are decreasing in the proposed amendment. City funding is increasing in the proposed amendment to cover these revenue losses resulting from implementing the Board's ordinance to limit tenant rent to 30 percent of tenant

income (File 20-1185). In addition, annual spending on the contract in the original agreement was \$21.8 million but is now approximately \$31 million, due to increases master lease costs.¹

Actual Spending

Between July 2020 and the end of March 2022, Tenderloin Housing Clinic spent \$47,633,389 of the funds from HSH provided under this agreement. This represents 53 percent of the original agreement's not-to-exceed amount of \$89,400,486 at approximately 45 percent of the way through the original grant period. Based on the actual and budgeted spending in the proposed grant agreement, the existing contract authority may not be sufficient to fully fund costs in FY 2022-23.²

Contingency

The contingency amount of \$13,846,607 is 19.4 percent of remaining spending (total City spending of \$119,057,244 minus actual spending of \$47,633,389). The contingency is higher than the 12 to 15 percent we typically see on contracts because HSH plans to increase case managers and fund additional capital improvements that are not yet reflected in the grant agreement budget.

Sources of City Funding

Funding for this grant agreement is primarily supported through the General Fund and the "HSH Fund," which is funding transfer from the General Fund supported CAAP program to permanent supportive housing through Care Not Cash. Of total \$119.1 million in City funding, \$70.5 million is General Fund, \$14.7 million is Proposition C funding, and \$33.9 million is Care Not Cash funding. In addition, the proposed amendment includes a \$13.9 million contingency for a total not to exceed amount of \$132.9 million.

POLICY CONSIDERATION

Capital Improvement Needs

The proposed amendment budget includes \$109,600 for capital expenditures in FY 2021-22 but does not include additional funding for other repairs and upgrades HSH reports that it has reached out to its contracted providers that operate master lease supportive housing sites to submit information on building improvement needs. Through this process, HSH worked with

¹ Tenderloin Housing Clinic enters into private leases with the landlord of the property. HSH and the City Attorney's Office reviews these third-party agreements but do not directly negotiate the lease. The Human Services Agency entered into most of these leases after Care Not Cash was passed in 2002. Those leases have a built-in escalator (typically 2% to 6% and tied to the City's Rent Board rates). Many of the lease have expired in recent years, giving landlords the opportunity to renegotiate the lease costs, which are generally based on a cost per unit. For example, the Mission hotel unit costs have increased from \$427 per unit per month to \$687 base rate of per unit per month plus annual escalation.

² Actual spending was \$47.7 million March 2022 and monthly spending of \$2.6 million is budgeted in the proposed grant amendment. Total spending through FY 2022-23 is \$88.6 million.

Tenderloin Housing Clinic and identified projects totaling \$836,556 across 14 sites to move forward with immediate funding. These projects include improvements to electrical work, flooring, carpeting, bathroom upgrades and ventilation, and door replacements. HSH reports that this funding will be added to the grant budget from contingency once the overall contract authority increase is approved by the Board. However, not including anticipated capital need costs in the proposed budget amendment does not provide a complete picture of what this contract will fund in future years. HSH also reports it requested additional funding as part of the FY 2022-23 budget process for master lease capital needs and that it is working with other City departments, including the Department of Building Inspection, Department of Public Health, Mayors Office of Housing and Community Development, and City Attorney's Office, to increase transparency around permanent supportive housing buildings with code violations and partner to address these violations as they arise. We recommend that HSH update the budget to reflect the capital expenditures anticipated and report back to the Board with additional detail on its plans to monitor and respond to capital need requests going forward.

Procurement

Tenderloin Housing Clinic was initially chosen to provide these services under a 2015 solicitation issued by HSA. They were selected by HSH to continue providing these services under Chapter 21B of the Administrative Code, which allowed HSH to award service contracts without a competitive process due to the homelessness crisis. This agreement terminates on June 30, 2024, and Chapter 21B of the Administrative Code sunsets in March 2024. HSH reports it is planning to re-procure its entire housing portfolio as solicitation authorities expire. We note that the competitive process for selecting new master lease providers is complicated by the fact the buildings are privately owned and leased (in this case to Tenderloin Housing Clinic), which is then funded by the City. HSH should report to the Board on its plan for continuing these services with Tenderloin Housing Clinic or switching providers after this agreement expires.

Program Monitoring

In our August 2020 performance audit, we found that the Department did not sufficiently monitor provider contracts to ensure the delivery of service goals, and we recommended that the HSH Executive Director ensure that all contracts included specific performance metrics and that those metrics be monitored at least annually. During the pandemic, monitoring has been limited.

HSH completed a desk audit in April 2021 and has been receiving monthly reports regarding vacancies, move-outs, and intakes through April 2022, which show an 89 percent occupancy rate across all sites. As noted above, due to COVID-19, HSH did not conduct on-site monitoring of this program in FY 2020-21 and FY 2021-22. Onsite program monitoring will begin in July 2022 and go through the Fall 2022. HSH plans on conducting in person site visits annually going forward. We recommend that the pending 2022 program monitoring report, which will include on-site

assessments of programming, be submitted to the Board of Supervisors once it is complete and included in the legislative file for this item.

RECOMMENDATIONS

1. Request the 2022 program monitoring report and updated grant budget be submitted to the Board of Supervisors and included in the legislative file for this item.
2. Approve the proposed resolution.

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

**FIRST 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 **June 1, 2022** 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 by Resolution 321-20 on July 23, 2020, and approved this Amendment under San Francisco Charter Section 9.118 by Resolution **<insert Resolution number>** on **<Month Date, Year>** to extend the grant term by four months and increase the grant amount; 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.

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 **February 29, 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, 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.

2.2 Section 4.2 Grantee's Personnel of the Agreement is hereby deleted and replaced in its entirety to read as follows:

4.2 Grantee's Personnel.

- (a) **Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

(b) **Grantor Vaccination Policy.**

- (1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at:

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:
 - A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and
 - B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

2.3 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 **Eighty Nine Million Four Hundred Thousand Four Hundred Eighty Six Dollars (\$89,400,486)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Million Five Hundred**

Seventy Eight Thousand Six Hundred Twenty Two Dollars (\$9,578,622) 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. 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 **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. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

2.4 **ARTICLE 10 INSURANCE** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (d) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and County of San Francisco and its officers, agents and employees.

(b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and Additional Insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as Additional Insureds.

2.5 Section 13.3 Subcontracting of the Agreement is hereby deleted and replaced in its entirety to read as follows:

13.3 Subcontracting. If Appendix B, Budget, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix B, Budget, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget, without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

2.6 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is deleted and replaced by the following:

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
440 Turk Street
San Francisco, CA 94102

hshcontracts@sfgov.org

If to Grantee: Tenderloin Housing Clinic, Inc.
126 Hyde Street
San Francisco, CA 94102
Attn: Randy Shaw, Executive Director
Randy@thclinic.org

Any notice of default must be sent by registered mail.

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

15.3 Change of Address. Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

2.7 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 June 1, 2022)
Appendix B, Budget (dated June 1, 2022)
Appendix C, Method of Payment (June 1, 2022)
Appendix D, Interests in Other City Grants (dated June 1, 2022)

2.8 Appendix A, Services to be Provided, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated June 1, 2022), for the period of July 1, 2020 to June 30, 2024.

2.9 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated June 1, 2022), for the period of July 1, 2020 to June 30, 2024.

2.10 Appendix C, Method of Payment, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated June 1, 2022).

2.11 Appendix E, Permitted Subgrantees, of the Agreement is hereby deleted.

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: _____
Virginia Dario Elizondo
Deputy City Attorney

Appendix A, Services to be Provided
by
Tenderloin Housing Clinic
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 support tenants in retaining their housing; or moving 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.

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) 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.

Tenants must be County Adult Assistance Program (CAAP) recipients at the time of placement into an HSH Fund (formerly known as Care Not Cash) unit.

IV. Description of Services

Grantee shall serve tenants of at least 1,544 units at housing sites listed in **Section V. Location and Time of Services**. Services shall include, but are not limited to, the following:

A. Support Services

Support Services are voluntary and shall be available to all tenants in the service location(s). 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.

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 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

Grantee shall provide Property Management services including, but not limited to, the following:

1. Tenant Selection and Intake:

Grantee shall adhere to Housing First principles and follow the processes agreed upon by Grantee, HSH, housing subsidy administrators, funding regulations, 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 House Rules 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 deposits) made by tenants.
 - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - b. For tenants paying a portion of their income towards rent, 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 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.
 - b. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 - c. 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.

C. Stewardship of the Master Lease:

- 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 in San Francisco, CA at the location(s) listed below.

Housing Site	Funding Category	Address	Zip Code	# of Tenant Units
1. All Star Hotel	HSH Fund	2791 16 th St.	94103	84
2. Boyd Hotel	HSH Fund	41 Jones St.	94102	79
3. Caldroke Hotel*	HSH Fund	1541 California St.	94109	49
4. Edgeworth Hotel*	General Fund	770 O'Farrell St.	94109	43
5. Elk Hotel	HSH Fund	670 Eddy St.	94109	86
6. Graystone Hotel	HSH Fund	66 Geary St.	94108	73
7. Hartland Hotel	General Fund	909 Geary St.	94109	132
8. Jefferson Hotel	General Fund	440 Eddy St.	94109	108
9. Mayfair Hotel*	General Fund	626 Polk St.	94102	54
10. Mission Hotel	General Fund	520 S. Van Ness Ave.	94110	244
11. Pierre Hotel	HSH Fund	540 Jones St.	94102	85
12. Raman Hotel	General Fund	1011 Howard St.	94103	84
13. Royan Hotel	HSH Fund	405 Valencia St.	94103	68
14. Seneca Hotel	General Fund	34 6 th St.	94103	197
15. Union Hotel	HSH Fund	811 Geary Blvd.	94109	60
16. Vincent Hotel	General Fund	459 Turk St.	94102	98
TOTAL UNITS				1,544

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

Grantee shall provide Support Services during business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best meet the needs of tenants.

Grantee shall provide Property Management 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 1:25 ratio of case management staff to units.
- 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. 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), the Department of Public Health (DPH), or another City agency.

- D. 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.
- E. 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.
- F. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow HSH overdose prevention policy. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- G. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed.
- H. 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 a tenant's housing stability.
- I. 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 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.
- J. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and 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 the served population with survey completion if the written format presents any problem.
- K. 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.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site team to formalize collaboration and roles and responsibilities.
- M. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and published HSH policies/procedures.
- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- 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 the Grantee attend all appropriate neighborhood meetings.
- P. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.

1. Grantee shall maintain program enrollment, eligibility and inspection documentation, annual status updates, and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain a program roster of all current tenants in the ONE System.
3. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress reports as described in the Service Description and Service Requirements. This shall also include signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
4. Grantee shall track receipt and completion of maintenance work orders.

Q. Data Standards:

1. Records entered into the HSH Homeless Management Information System (HMIS) ONE System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. 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.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into 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.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

VII. Service Objectives

On an annual basis, Grantee shall achieve the following Service Objectives:

A. Support Services

1. Grantee shall engage with at least 95 percent of tenants once every 30 days. Engagement may include direct outreach to tenants and attendance at community events.
2. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.

3. Grantee shall offer assessment to 100 percent of tenants within 90 days of move-in and annually thereafter for primary medical care, mental health, and substance use treatment needs, and to maximize their income and assist in applying for benefits for which they are eligible.
4. Grantee shall review existing Service Plans with tenants at least once every six months and update as appropriate.
5. Grantee shall administer an annual written anonymous equity focused survey of tenants 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

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 working days, on average.
2. Grantee shall report vacancies the HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe.
3. Grantee shall maintain an occupancy rate of at least 97 percent.

VIII. Outcome Objectives

On an annual basis, Grantee shall meet the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 75 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, eighty percent of tenants will be satisfied or very satisfied with program services.

X. 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. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 1. The occupancy rate; and
 2. The number of new placements.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:

1. The number and percentage of households 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 households Grantee outreached to complete a benefits assessment within 60 days of move-in;
 3. The number of lease/program rule violations issued for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
 4. The average number of days to turn over units.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The number of program exits;
 3. The number 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 6 months and updated as appropriate; and
 4. The number and percentage of households 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 services.
- E. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- F. Grantee shall submit Facility Inventory data to HSH during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program.
- G. Grantee shall provide information for an annual report on tenant enrollment in public benefits per the Administrative Code - Permanent Supportive Housing - Rent Contribution Standard (<https://sfgov.legistar.com/View.ashx?M=F&ID=9074560&GUID=FDA1BCF9-1096-42C8-AD19-9143A348AC07>), as instructed by HSH.
- H. Grantee shall participate, as required 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 any Grantee response will become part of the official report.

- I. 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.

IX. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting Service and Outcome Objectives.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														Summary
2	Appendix B, Budget														Page 1/2 of 51
3	Document Date	6/1/2022													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2020	2/29/2024	3yrs 8mo											
6	Amended Term	7/1/2020	6/30/2024	4											
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	5/15/2022													
12	Budget Names	Master Lease Hotels - General Fund & HSH Fund Budgets; One-Time Prop C Bonus Pay													
13		Current	New												
14	Term Budget	\$ 89,400,486	\$ 119,057,244												
15	Contingency	\$ -	\$ 13,846,607	15%											
16	Not-To-Exceed	\$ 89,400,486	\$ 132,903,851		Year 1	Year 2	Year 3		Year 4			All Years			
17		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024			
18		Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New			
19	Expenditures - General Fund														
20	Salaries & Benefits	\$ 7,931,269	\$ 8,414,048	\$ 8,451,444	\$ 181,917	\$ 8,633,361	\$ -	\$ 8,633,361	\$ 8,633,361	\$ 24,796,761	\$ 8,815,279	\$ 33,612,040			
21	Operating Expense	\$ 3,776,460	\$ 4,127,561	\$ 4,128,311	\$ -	\$ 4,128,311	\$ -	\$ 4,128,311	\$ 4,128,311	\$ 12,032,332	\$ 4,128,311	\$ 16,160,644			
22	Subtotal	\$ 11,707,730	\$ 12,541,609	\$ 12,579,755	\$ 181,917	\$ 12,761,672	\$ -	\$ 12,761,672	\$ 12,761,672	\$ 36,829,094	\$ 12,943,590	\$ 49,772,684			
23	Indirect Percentage	11.50%	11.50%	11.50%		11.50%		11.50%		11.50%					
24	Indirect Cost	\$ 1,346,389	\$ 1,442,285	\$ 1,446,672	\$ 20,921	\$ 1,467,592	\$ -	\$ 1,467,592	\$ 1,467,592	\$ 4,235,346	\$ 1,488,513	\$ 5,723,859			
25	Other Expenses (Not subject to indirect %)	\$ 9,352,532	\$ 8,720,440	\$ 8,660,372	\$ -	\$ 8,660,372	\$ 1,168,561	\$ 7,491,811	\$ 8,660,372	\$ 27,901,905	\$ 7,491,811	\$ 35,393,716			
26	Capital Expenditure	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ 28,000			
28	Total Expenditures - General Fund	\$ 22,406,650	\$ 22,732,334	\$ 22,686,799	\$ 202,838	\$ 22,889,637	\$ 1,168,561	\$ 21,721,076	\$ 22,889,637	\$ 68,994,344	\$ 21,923,914	\$ 90,918,258			
29	Expenditures - HSH Fund														
31	Salaries & Benefits	\$ 5,308,116	\$ 5,565,761	\$ 5,588,603	\$ 60,698	\$ 5,649,300	\$ -	\$ 5,649,300	\$ 5,649,300	\$ 16,462,480	\$ 5,709,998	\$176,084,658			
32	Operating Expense	\$ 2,346,230	\$ 2,612,833	\$ 2,613,289	\$ -	\$ 2,613,289	\$ -	\$ 2,613,289	\$ 2,613,289	\$ 7,572,352	\$ 2,613,289	\$ 7,572,352			
33	Subtotal	\$ 7,654,347	\$ 8,178,594	\$ 8,201,891	\$ 60,698	\$ 8,262,589	\$ -	\$ 8,262,589	\$ 8,262,589	\$ 24,034,832	\$ 8,323,287	\$ 24,095,529			
34	Indirect Percentage	11.50%	11.50%	11.50%		11.50%		11.50%		11.50%					
35	Indirect Cost	\$ 880,250	\$ 940,538	\$ 943,217	\$ 6,980	\$ 950,198	\$ -	\$ 950,198	\$ 950,198	\$ 2,764,006	\$ 957,178	\$ 3,721,184			
36	Other Expenses (Not subject to indirect %)	\$ 3,935,798	\$ 3,696,263	\$ 3,659,631	\$ -	\$ 3,659,631	\$ -	\$ 3,659,631	\$ 3,659,631	\$ 11,291,692	\$ 3,659,631	\$ 14,951,322			
37	Capital Expenditure	\$ -	\$ 81,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,600	\$ -	\$ 81,600			
39	Total Expenditures - HSH Fund	\$ 12,470,395	\$ 12,896,995	\$ 12,804,739	\$ 67,678	\$ 12,872,417	\$ -	\$ 12,872,417	\$ 12,872,417	\$ 38,172,129	\$ 12,940,095	\$ 51,112,224			
41	Expenditures - One-Time Prop C Bonus Pay														
42	Other Expenses (Not subject to indirect %)	\$ 1,305,859	\$ 682,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,988,613	\$ -	\$ 1,988,613			
43	Total Expenditures - One-Time Prop C Bonus Pay	\$ 1,305,859	\$ 682,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,988,613	\$ -	\$ 1,988,613			
45	Expenditures - Operating Reserve														
46	General Fund - One-Time CODB (FY 2020-21 Leasing)	\$ -	\$ 96,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,273	\$ -	\$ 96,273			
47	Total Expenditures - Operating Reserve	\$ -	\$ 96,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,273	\$ -	\$ 96,273			
49	Total Expenditures - Master Lease Hotels														
50	Salaries & Benefits	\$ 13,239,386	\$ 13,979,809	\$ 14,040,046	\$ 242,615	\$ 14,282,661	\$ -	\$ 14,282,661	\$ 14,282,661	\$ 41,259,241	\$ 14,525,277	\$ 55,784,518			
51	Operating Expense	\$ 6,122,691	\$ 6,740,393	\$ 6,741,600	\$ -	\$ 6,741,600	\$ -	\$ 6,741,600	\$ 6,741,600	\$ 19,604,684	\$ 6,741,600	\$ 26,346,284			
52	Subtotal	\$ 19,362,077	\$ 20,720,203	\$ 20,781,646	\$ 242,615	\$ 21,024,261	\$ -	\$ 21,024,261	\$ 21,024,261	\$ 60,863,926	\$ 21,266,877	\$ 82,130,802			
53	Indirect Percentage	11.50%	11.50%	11.50%		11.50%		11.50%		11.50%					
54	Indirect Cost	\$ 2,226,639	\$ 2,382,823	\$ 2,389,889	\$ 27,901	\$ 2,417,790	\$ -	\$ 2,417,790	\$ 2,417,790	\$ 6,999,351	\$ 2,445,691	\$ 9,445,042			
55	Other Expenses (Not subject to indirect %)	\$ 14,594,188	\$ 13,195,730	\$ 12,320,003	\$ -	\$ 12,320,003	\$ 1,168,561	\$ 11,151,442	\$ 12,320,003	\$ 41,278,482	\$ 11,151,442	\$ 52,429,924			
56	Capital Expenditure	\$ -	\$ 109,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,600	\$ -	\$ 109,600			

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3	Document Date	6/1/2022											Page 5/6 of 51
4	Contract Term	Begin Date	End Date	Duration (Years)									
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6	Amended Term	7/1/2020	6/30/2024	4									
7	Provider Name	Tenderloin Housing Clinic Inc.											
8	Program	Master Lease Hotels (HSF Fund)											
9	FSP Contract ID#	1000017241											
10	Action (select)	Amendment											
11	Effective Date	5/15/2022											
12	Budget Names	Allstar, Boyd, Caldrake, Elk, Graystone, Pierre, Royan, Union, HSH Fund - Money Management, HSH Fund - Property Management (General), HSH Fund - Support Services											
13		Current	New										
14	Term Budget	\$ 25,236,583	\$ 33,933,141										
16		\$ -		Year 1	Year 2	Year 3		Year 4	All Years				
17		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024		
18		Current	Current	Current	Amendment	New	New	New	Current	Amendment	New		
19	Expenditures - Allstar												
20	Salaries & Benefits	\$ 511,386	\$ 552,864	\$ 552,864	\$ -	\$ 552,864	\$ 552,864	\$ 1,617,113	\$ 552,864	\$ 2,169,977			
21	Operating Expense	\$ 190,339	\$ 215,131	\$ 215,131	\$ -	\$ 215,131	\$ 215,131	\$ 620,601	\$ 215,131	\$ 835,731			
22	Subtotal	\$ 701,725	\$ 767,994	\$ 767,994	\$ -	\$ 767,994	\$ 767,994	\$ 2,237,714	\$ 767,994	\$ 3,005,708			
23	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
24	Indirect Cost (Line 22 X Line 23)	\$ 80,698	\$ 88,319	\$ 88,319	\$ -	\$ 88,319	\$ 88,319	\$ 257,337	\$ 88,319	\$ 345,656			
25	Other Expenses (Not subject to indirect %)	\$ 677,283	\$ 502,447	\$ 502,447	\$ -	\$ 502,447	\$ 502,447	\$ 1,682,177	\$ 502,447	\$ 2,184,624			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures - Allstar	\$ 1,459,707	\$ 1,358,761	\$ 1,358,761	\$ -	\$ 1,358,761	\$ 1,358,761	\$ 4,177,228	\$ 1,358,761	\$ 5,535,989			
29	Expenditures - Boyd												
31	Salaries & Benefits	\$ 510,166	\$ 535,843	\$ 535,843	\$ -	\$ 535,843	\$ 535,843	\$ 1,581,853	\$ 535,843	\$ 2,117,696			
32	Operating Expense	\$ 269,410	\$ 296,281	\$ 296,281	\$ -	\$ 296,281	\$ 296,281	\$ 861,972	\$ 296,281	\$ 1,158,252			
33	Subtotal	\$ 779,576	\$ 832,124	\$ 832,124	\$ -	\$ 832,124	\$ 832,124	\$ 2,443,824	\$ 832,124	\$ 3,275,949			
34	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
35	Indirect Cost (Line 33 X Line 34)	\$ 89,651	\$ 95,694	\$ 95,694	\$ -	\$ 95,694	\$ 95,694	\$ 281,040	\$ 95,694	\$ 376,734			
36	Other Expenses (Not subject to indirect %)	\$ 455,773	\$ 509,070	\$ 509,070	\$ -	\$ 509,070	\$ 509,070	\$ 1,473,913	\$ 509,070	\$ 1,982,983			
37	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39	Total Expenditures - Boyd	\$ 1,325,000	\$ 1,436,889	\$ 1,436,889	\$ -	\$ 1,436,889	\$ 1,436,889	\$ 4,198,777	\$ 1,436,889	\$ 5,635,665			
40	Expenditures - Caldrake												
42	Salaries & Benefits	\$ 113,991	\$ 123,098	\$ 123,098	\$ -	\$ 123,098	\$ 123,098	\$ 360,187	\$ 123,098	\$ 483,285			
43	Operating Expense	\$ 140,231	\$ 150,541	\$ 150,541	\$ -	\$ 150,541	\$ 150,541	\$ 441,312	\$ 150,541	\$ 591,853			
44	Subtotal	\$ 254,222	\$ 273,639	\$ 273,639	\$ -	\$ 273,639	\$ 273,639	\$ 801,499	\$ 273,639	\$ 1,075,138			
45	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
46	Indirect Cost (Line 44 X Line 45)	\$ 29,236	\$ 31,468	\$ 31,468	\$ -	\$ 31,468	\$ 31,468	\$ 92,172	\$ 31,468	\$ 123,641			
47	Other Expenses (Not subject to indirect %)	\$ 236,520	\$ 301,051	\$ 301,051	\$ -	\$ 301,051	\$ 301,051	\$ 838,622	\$ 301,051	\$ 1,139,673			
48	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
50	Total Expenditures - Caldrake	\$ 519,977	\$ 606,158	\$ 606,158	\$ -	\$ 606,158	\$ 606,158	\$ 1,732,294	\$ 606,158	\$ 2,338,452			
51	Expenditures - Elk												
53	Salaries & Benefits	\$ 408,162	\$ 384,708	\$ 384,708	\$ -	\$ 384,708	\$ 384,708	\$ 1,177,579	\$ 384,708	\$ 1,562,287			
54	Operating Expense	\$ 305,997	\$ 356,874	\$ 356,874	\$ -	\$ 356,874	\$ 356,874	\$ 1,019,745	\$ 356,874	\$ 1,376,619			
55	Subtotal	\$ 714,159	\$ 741,582	\$ 741,582	\$ -	\$ 741,582	\$ 741,582	\$ 2,197,323	\$ 741,582	\$ 2,938,905			
56	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
57	Indirect Cost (Line 55 X Line 56)	\$ 82,128	\$ 85,282	\$ 85,282	\$ -	\$ 85,282	\$ 85,282	\$ 252,692	\$ 85,282	\$ 337,974			
58	Other Expenses (Not subject to indirect %)	\$ 692,911	\$ 548,492	\$ 548,492	\$ -	\$ 548,492	\$ 548,492	\$ 1,789,895	\$ 548,492	\$ 2,338,387			
59	Capital Expenditure	\$ -	\$ 81,600	\$ -	\$ -	\$ -	\$ -	\$ 81,600	\$ -	\$ 81,600			
61	Total Expenditures - Elk	\$ 1,489,199	\$ 1,456,956	\$ 1,375,356	\$ -	\$ 1,375,356	\$ 1,375,356	\$ 4,321,510	\$ 1,375,356	\$ 5,696,866			
62	Expenditures - Graystone												
64	Salaries & Benefits	\$ 423,917	\$ 460,622	\$ 460,622	\$ -	\$ 460,622	\$ 460,622	\$ 1,345,161	\$ 460,622	\$ 1,805,783			
65	Operating Expense	\$ 282,456	\$ 317,587	\$ 317,587	\$ -	\$ 317,587	\$ 317,587	\$ 917,631	\$ 317,587	\$ 1,235,218			
66	Subtotal	\$ 706,373	\$ 778,209	\$ 778,209	\$ -	\$ 778,209	\$ 778,209	\$ 2,262,792	\$ 778,209	\$ 3,041,001			
67	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
68	Indirect Cost (Line 67 X Line 68)	\$ 81,233	\$ 89,494	\$ 89,494	\$ -	\$ 89,494	\$ 89,494	\$ 260,221	\$ 89,494	\$ 349,715			
69	Other Expenses (Not subject to indirect %)	\$ 548,078	\$ 459,454	\$ 459,454	\$ -	\$ 459,454	\$ 459,454	\$ 1,466,986	\$ 459,454	\$ 1,926,440			
70	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
72	Total Expenditures - Graystone	\$ 1,335,684	\$ 1,327,157	\$ 1,327,157	\$ -	\$ 1,327,157	\$ 1,327,157	\$ 3,989,999	\$ 1,327,157	\$ 5,317,156			
73	Expenditures - Pierre												
75	Salaries & Benefits	\$ 438,800	\$ 512,743	\$ 512,743	\$ -	\$ 512,743	\$ 512,743	\$ 1,464,286	\$ 512,743	\$ 1,977,029			
76	Operating Expense	\$ 301,321	\$ 326,488	\$ 326,488	\$ -	\$ 326,488	\$ 326,488	\$ 954,297	\$ 326,488	\$ 1,280,785			
77	Subtotal	\$ 740,121	\$ 839,231	\$ 839,231	\$ -	\$ 839,231	\$ 839,231	\$ 2,418,583	\$ 839,231	\$ 3,257,814			
78	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
79	Indirect Cost (Line 77 X Line 78)	\$ 85,114	\$ 96,512	\$ 96,512	\$ -	\$ 96,512	\$ 96,512	\$ 278,137	\$ 96,512	\$ 374,649			
80	Other Expenses (Not subject to indirect %)	\$ 661,293	\$ 549,102	\$ 549,102	\$ -	\$ 549,102	\$ 549,102	\$ 1,759,497	\$ 549,102	\$ 2,308,599			
81	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
83	Total Expenditures - Pierre	\$ 1,486,528	\$ 1,484,844	\$ 1,484,844	\$ -	\$ 1,484,844	\$ 1,484,844	\$ 4,456,217	\$ 1,484,844	\$ 5,941,062			
84	Expenditures - Royan												
86	Salaries & Benefits	\$ 448,356	\$ 505,073	\$ 505,073	\$ -	\$ 505,073	\$ 505,073	\$ 1,458,508	\$ 505,073	\$ 1,963,575			
87	Operating Expense	\$ 267,490	\$ 258,734	\$ 258,734	\$ -	\$ 258,734	\$ 258,734	\$ 784,958	\$ 258,734	\$ 1,043,692			
88	Subtotal	\$ 715,846	\$ 763,807	\$ 763,807	\$ -	\$ 763,807	\$ 763,807	\$ 2,243,466	\$ 763,807	\$ 3,007,267			
89	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
90	Indirect Cost (Line 88 X Line 89)	\$ 82,322	\$ 87,838	\$ 87,838	\$ -	\$ 87,838	\$ 87,838	\$ 257,998	\$ 87,838	\$ 345,836			
91	Other Expenses (Not subject to indirect %)	\$ 527,289	\$ 416,161	\$ 416,161	\$ -	\$ 416,161	\$ 416,161	\$ 1,359,611	\$ 416,161	\$ 1,775,772			
92	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
94	Total Expenditures - Royan	\$ 1,325,458	\$ 1,267,806	\$ 1,267,806	\$ -	\$ 1,267,806	\$ 1,267,806	\$ 3,861,069	\$ 1,267,806	\$ 5,128,875			

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12	Budget Names	Allstar, Boyd, Caldrake, Elk, Graystone, Pierre, Royan, Union, HSH Fund - Money Management, HSH Fund - Property Management (General), HSH Fund - Support Services											
13		Current	New										
14	Term Budget	\$ 25,236,583	\$ 33,933,141										
96	Expenditures - Union												
97	Salaries & Benefits	\$ 453,904	\$ 489,503	\$ 489,503	\$ -	\$ 489,503	\$ 489,503	\$ 1,432,910	\$ 489,503	\$ 1,922,412			
98	Operating Expense	\$ 213,229	\$ 214,499	\$ 214,499	\$ -	\$ 214,499	\$ 214,499	\$ 642,227	\$ 214,499	\$ 856,726			
99	Subtotal	\$ 667,133	\$ 704,002	\$ 704,002	\$ -	\$ 704,002	\$ 704,002	\$ 2,075,137	\$ 704,002	\$ 2,779,138			
100	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
101	Indirect Cost (Line 99 X Line 100)	\$ 76,720	\$ 80,960	\$ 80,960	\$ -	\$ 80,960	\$ 80,960	\$ 238,641	\$ 80,960	\$ 319,601			
102	Other Expenses (Not subject to indirect %)	\$ 489,244	\$ 361,970	\$ 361,970	\$ -	\$ 361,970	\$ 361,970	\$ 1,213,184	\$ 361,970	\$ 1,575,154			
103	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
105	Total Expenditures - Union	\$ 1,233,098	\$ 1,146,932	\$ 1,146,932	\$ -	\$ 1,146,932	\$ 1,146,932	\$ 3,526,961	\$ 1,146,932	\$ 4,673,893			
106													
107	Expenditures - MLMPP (HSH Fund)												
108	Salaries & Benefits	\$ 136,217	\$ 136,414	\$ 135,402	\$ -	\$ 135,402	\$ 135,402	\$ 408,032	\$ 135,402	\$ 543,435			
109	Operating Expense	\$ 21,830	\$ 22,273	\$ 22,273	\$ -	\$ 22,273	\$ 22,273	\$ 66,376	\$ 22,273	\$ 88,649			
110	Subtotal	\$ 158,047	\$ 158,686	\$ 157,675	\$ -	\$ 157,675	\$ 157,675	\$ 474,408	\$ 157,675	\$ 632,083			
111	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
112	Indirect Cost (Line 110 X Line 111)	\$ 18,175	\$ 18,249	\$ 18,133	\$ -	\$ 18,133	\$ 18,133	\$ 54,557	\$ 18,133	\$ 72,690			
113	Other Expenses (Not subject to indirect %)	\$ (8,027)	\$ 6,067	\$ 6,067	\$ -	\$ 6,067	\$ 6,067	\$ 4,107	\$ 6,067	\$ 10,174			
114	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
116	Total Expenditures - MLMPP (HSH Fund)	\$ 168,195	\$ 183,002	\$ 181,874	\$ -	\$ 181,874	\$ 181,874	\$ 533,072	\$ 181,874	\$ 714,947			
117													
118	Expenditures - Prop Mgmt (HSH Fund)												
119	Salaries & Benefits	\$ 874,828	\$ 914,159	\$ 938,012	\$ -	\$ 938,012	\$ 938,012	\$ 2,726,999	\$ 938,012	\$ 3,665,011			
120	Operating Expense	\$ 203,734	\$ 307,372	\$ 307,828	\$ -	\$ 307,828	\$ 307,828	\$ 818,934	\$ 307,828	\$ 1,126,763			
121	Subtotal	\$ 1,078,561	\$ 1,221,531	\$ 1,245,840	\$ -	\$ 1,245,840	\$ 1,245,840	\$ 3,545,933	\$ 1,245,840	\$ 4,791,773			
122	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
123	Indirect Cost (Line 121 X Line 122)	\$ 124,035	\$ 140,476.11	\$ 143,272	\$ -	\$ 143,272	\$ 143,272	\$ 407,782	\$ 143,272	\$ 551,054			
124	Other Expenses (Not subject to indirect %)	\$ 34,078	\$ 42,449	\$ -	\$ -	\$ -	\$ -	\$ 76,527	\$ -	\$ 76,527			
125	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
127	Total Expenditures - Prop Mgmt (HSH Fund)	\$ 1,236,674	\$ 1,404,456	\$ 1,389,112	\$ -	\$ 1,389,112	\$ 1,389,112	\$ 4,030,242	\$ 1,389,112	\$ 5,419,354			
128													
129	Expenditures - Supp Svcs (HSH Fund)												
130	Salaries & Benefits	\$ 988,389	\$ 950,735	\$ 950,735	\$ 60,698	\$ 1,011,432	\$ 1,011,432	\$ 2,889,858	\$ 1,072,130	\$ 3,961,988			
131	Operating Expense	\$ 150,194	\$ 147,053	\$ 147,053	\$ -	\$ 147,053	\$ 147,053	\$ 444,301	\$ 147,053	\$ 591,354			
132	Subtotal	\$ 1,138,583	\$ 1,097,788	\$ 1,097,788	\$ 60,698	\$ 1,158,486	\$ 1,158,486	\$ 3,334,159	\$ 1,219,183	\$ 4,553,342			
133	Indirect Percentage	11.50%	11.50%	11.50%		11.50%	11.50%						
134	Indirect Cost (Line 132 X Line 133)	\$ 130,937	\$ 126,246	\$ 126,246	\$ 6,980	\$ 133,226	\$ 133,226	\$ 383,428	\$ 140,206	\$ 523,634			
135	Other Expenses (Not subject to indirect %)	\$ (378,645)	\$ -	\$ 5,817	\$ -	\$ 5,817	\$ 5,817	\$ (372,828)	\$ 5,817	\$ (367,011)			
136	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
138	Total Expenditures - Supp Svcs (HSH Fund)	\$ 890,875	\$ 1,224,034	\$ 1,229,850	\$ 67,678	\$ 1,297,528	\$ 1,297,528	\$ 3,344,759	\$ 1,365,206	\$ 4,709,965			
139													
140	Total Expenditures - ALL HSH Fund												
141	Salaries & Benefits	\$ 5,308,116	\$ 5,565,761	\$ 5,588,603	\$ 60,698	\$ 5,649,300	\$ 5,649,300	\$ 16,462,480	\$ 5,709,998	\$ 22,172,478			
142	Operating Expense	\$ 2,346,230	\$ 2,612,833	\$ 2,613,289	\$ -	\$ 2,613,289	\$ 2,613,289	\$ 7,572,352	\$ 2,613,289	\$ 10,185,641			
143	Subtotal	\$ 7,654,347	\$ 8,178,594	\$ 8,201,891	\$ 60,698	\$ 8,262,589	\$ 8,262,589	\$ 24,034,832	\$ 8,323,287	\$ 32,358,118			
144	Indirect Percentage	11.50%	11.50%	\$ 0		\$ 0	11.50%						
145	Indirect Cost	\$ 880,250	\$ 940,538	\$ 943,217	\$ 6,980	\$ 950,198	\$ 950,198	\$ 2,764,006	\$ 957,178	\$ 3,721,184			
146	Other Expenses (Not subject to indirect %)	\$ 3,935,798	\$ 3,696,263	\$ 3,659,631	\$ -	\$ 3,659,631	\$ 3,659,631	\$ 11,291,692	\$ 3,659,631	\$ 14,951,322			
147	Capital Expenditure	\$ -	\$ 81,600	\$ -	\$ -	\$ -	\$ -	\$ 81,600	\$ -	\$ 81,600			
149	Total Expenditures - TOTAL ALL HSH Fund	\$ 12,470,395	\$ 12,896,995	\$ 12,804,739	\$ 67,678	\$ 12,872,417	\$ 12,872,417	\$ 38,172,129	\$ 12,940,095	\$ 51,112,224			
150													
151	HSH Revenues (select)												
153	HSH Fund - Ongoing	\$ 8,579,885	\$ 7,960,140	\$ 8,696,558	\$ -	\$ 8,696,558	\$ 8,696,558	\$ 25,236,583	\$ 8,696,558	\$ 33,933,141			
156	General Fund - One-Time	\$ 159,237	\$ 92,256	\$ -	\$ -	\$ -	\$ -	\$ 251,493	\$ -	\$ 251,493			
157	General Fund - MCO Adjustment	\$ 15,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,745	\$ -	\$ 15,745			
158	Prop C - Ongoing #30RightNow Rent Relief	\$ -	\$ 1,604,039	\$ 1,604,039	\$ -	\$ 1,604,039	\$ 1,604,039	\$ 3,208,078	\$ 1,604,039	\$ 4,812,117			
159	General Fund - HSH Fund Supplement	\$ 89,535	\$ 1,261,086	\$ 524,668	\$ 67,678	\$ 592,346	\$ 592,346	\$ 1,875,289	\$ 660,024	\$ 2,535,313			
160	General Fund - One-Time Transfer	\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,500	\$ -	\$ 42,500			
161	Total HSH Revenues	\$ 8,886,902	\$ 10,917,521	\$ 10,825,265	\$ 67,678	\$ 10,892,943	\$ 10,892,943	\$ 30,629,688	\$ 10,960,621	\$ 41,590,308			
162	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
163	Allstar - Rental Income	\$ 464,727	\$ 229,500	\$ 229,500	\$ -	\$ 229,500	\$ 229,500	\$ 923,727	\$ 229,500	\$ 1,153,227			
164	Allstar - Laundry Income	\$ 321	\$ 321	\$ 321	\$ -	\$ 321	\$ 321	\$ 963	\$ 321	\$ 1,284			
165	Boyd - Rental Income	\$ 436,080	\$ 218,700	\$ 218,700	\$ -	\$ 218,700	\$ 218,700	\$ 873,480	\$ 218,700	\$ 1,092,180			
166	Boyd - Laundry Income	\$ 53	\$ 53	\$ 53	\$ -	\$ 53	\$ 53	\$ 159	\$ 53	\$ 212			
167	Caldrake - Rental Income	\$ 256,558	\$ 135,000	\$ 135,000	\$ -	\$ 135,000	\$ 135,000	\$ 526,558	\$ 135,000	\$ 661,558			
168	PM - FY 19-20 Refund from Temp Staff - Floating Janitors consultant	\$ 1,902	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,902	\$ -	\$ 1,902			
169	PM - Allocation of costs to other contracts	\$ 371,884	\$ 371,883	\$ 371,884	\$ -	\$ 371,884	\$ 371,884	\$ 1,115,651	\$ 371,884	\$ 1,487,534			
170	Elk - Rental Income	\$ 455,400	\$ 237,600	\$ 237,600	\$ -	\$ 237,600	\$ 237,600	\$ 930,600	\$ 237,600	\$ 1,168,200			
171	Graystone - Rental Income	\$ 416,100	\$ 197,100	\$ 197,100	\$ -	\$ 197,100	\$ 197,100	\$ 810,300	\$ 197,100	\$ 1,007,400			
172	Graystone - Laundry Income	\$ 2,368	\$ 2,368	\$ 2,368	\$ -	\$ 2,368	\$ 2,368	\$ 7,104	\$ 2,368	\$ 9,472			
173	Pierre - Rental Income	\$ 447,450	\$ 234,900	\$ 234,900	\$ -	\$ 234,900	\$ 234,900	\$ 917,250	\$ 234,900	\$ 1,152,150			
174	Pierre - Laundry Income	\$ 545	\$ 545	\$ 545	\$ -	\$ 545	\$ 545	\$ 1,635	\$ 545	\$ 2,180			
175	Royan - Rental Income	\$ 387,600	\$ 186,300	\$ 186,300	\$ -	\$ 186,300	\$ 186,300	\$ 760,200	\$ 186,300	\$ 946,500			
176	Union - Rental Income	\$ 342,000	\$ 164,700	\$ 164,700	\$ -	\$ 164,700	\$ 164,700	\$ 671,400	\$ 164,700	\$ 836,100			
177	Union - Laundry Income	\$ 504	\$ 504	\$ 504	\$ -	\$ 504	\$ 504	\$ 1,512	\$ 504	\$ 2,016			
184	Total Other Revenues	\$ 3,583,493	\$ 1,979,474	\$ 1,979,475	\$ -	\$ 1,979,475	\$ 1,979,475	\$ 7,542,441	\$ 1,979,475	\$ 9,521,916			
185													
186	Total HSH + Other Revenues	\$ 12,470,395	\$ 12,896,995	\$ 12,804,740	\$ 67,678	\$ 12,872,417	\$ 12,872,417	\$ 38,172,129	\$ 12,940,095	\$ 51,112,224			
189	Total Adjusted Salary FTE (All Budgets)	84.63		86.29		86.29							

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 7 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	F\$P Contract ID#	1000017241										
7	Budget Name	General Fund - Money Management										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	Housing Services Director	\$ 15,382	\$ 99,000	1.00	16%	0.16	\$ 15,395	\$ 15,395	\$ 15,395	\$ 46,171	\$ 15,395	\$ 61,566
13	Housing Services Mgr	\$ 9,591	\$ 61,574	1.00	16%	0.16	\$ 9,575	\$ 9,575	\$ 9,575	\$ 28,741	\$ 9,575	\$ 38,316
14	Housing Counselor	\$ 34,413	\$ 49,276	5.00	16%	0.78	\$ 38,312	\$ 38,312	\$ 38,312	\$ 111,037	\$ 38,312	\$ 149,349
15	Rental Acct. Manager	\$ 13,720	\$ 90,618	1.00	16%	0.16	\$ 14,091	\$ 14,091	\$ 14,091	\$ 41,902	\$ 14,091	\$ 55,993
16	Lead Rental Acct. Associate	\$ 8,697	\$ 60,640	1.00	16%	0.16	\$ 9,430	\$ 9,430	\$ 9,430	\$ 27,557	\$ 9,430	\$ 36,987
17	Rental Acct. Associate	\$ 22,002	\$ 50,226	3.00	16%	0.47	\$ 23,431	\$ 23,431	\$ 23,431	\$ 68,864	\$ 23,431	\$ 92,295
18	Rep Payee Manager	\$ 8,864	\$ 58,700	1.00	15%	0.15	\$ 8,913	\$ 8,913	\$ 8,913	\$ 26,690	\$ 8,913	\$ 35,603
19	Rep Payee	\$ 26,242	\$ 44,777	5.00	13%	0.63	\$ 28,283	\$ 28,283	\$ 28,283	\$ 82,808	\$ 28,283	\$ 111,091
20	SalesForce Administrator	\$ 10,056	\$ 63,400	1.00	2%	0.02	\$ 1,219	\$ -	\$ -	\$ 11,275	\$ -	\$ 11,275
21	Admin Assist	\$ 7,899	\$ 55,283	1.00	16%	0.16	\$ 8,597	\$ 8,597	\$ 8,597	\$ 25,093	\$ 8,597	\$ 33,690
22	Program Office Coordinator	\$ 7,344	\$ 46,300	1.00	16%	0.16	\$ 7,200	\$ 7,200	\$ 7,200	\$ 21,744	\$ 7,200	\$ 28,944
53									\$ -	\$ -	\$ -	\$ -
54		\$ 164,209	TOTAL SALARIES				\$ 164,446	\$ 163,227	\$ 163,227	\$ 491,881	\$ 163,227	\$ 655,108
55			TOTAL FTE		2.980							
56		36.50%	FRINGE BENEFIT RATE		36.50%		36.50%	36.50%	36.50%			
57		\$ 59,936	EMPLOYEE FRINGE BENEFITS				\$ 60,023	\$ 59,578	\$ 59,578	\$ 179,537	\$ 59,578	\$ 239,114
58		\$ 224,145	TOTAL SALARIES & BENEFITS				\$ 224,468	\$ 222,804	\$ 222,804	\$ 671,418	\$ 222,804	\$ 894,222
59												
60												
61												

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 8 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	General Fund - Money Management						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 4,690	\$ 5,288	\$ 5,288	\$ 5,288	\$ 15,266	\$ 5,288	\$ 20,554
14	Office Supplies, security for housing	\$ 4,523	\$ 4,653	\$ 4,653	\$ 4,653	\$ 13,830	\$ 4,653	\$ 18,484
15	Maintenance & Repairs	\$ 3,295	\$ 3,295	\$ 3,295	\$ 3,295	\$ 9,885	\$ 3,295	\$ 13,181
16	Printing & Postings	\$ 3,705	\$ 3,705	\$ 3,705	\$ 3,705	\$ 11,115	\$ 3,705	\$ 14,819
17	Insurance	\$ 327	\$ 327	\$ 327	\$ 327	\$ 981	\$ 327	\$ 1,307
18	Training	\$ 159	\$ 159	\$ 159	\$ 159	\$ 476	\$ 159	\$ 634
19	Travel	\$ 16	\$ 16	\$ 16	\$ 16	\$ 48	\$ 16	\$ 63
20	Bank Charges	\$ 10,292	\$ 10,292	\$ 10,292	\$ 10,292	\$ 30,876	\$ 10,292	\$ 41,168
21					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>				\$ -	\$ -	\$ -	\$ -
43	Temp Rep Payee	\$ 8,915	\$ 8,915	\$ 8,915	\$ 8,915	\$ 26,744	\$ 8,915	\$ 35,659
68	TOTAL OPERATING EXPENSES	\$ 35,922	\$ 36,649	\$ 36,649	\$ 36,649	\$ 109,221	\$ 36,649	\$ 145,870
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Office Rent	\$ 9,983	\$ 9,983	\$ 9,983	\$ 9,983	\$ 29,949	\$ 9,983	\$ 39,932
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)
84	TOTAL OTHER EXPENSES	\$ (13,208)	\$ 9,983	\$ 9,983	\$ 9,983	\$ 6,758	\$ 9,983	\$ 16,741
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	6/1/2022								
4	Provider Name	Tenderloin Housing Clinic Inc.								
5	Program	Master Lease Hotels (HSH Fund)								
6	FSP Contract ID#	1000017241								
7	Budget Name	HSH Fund - Money Management								
8		Year 1	Year 2			Year 3	Year 4			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	
10		Current				Current	Current	New		
11		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	
12	Housing Services Director	\$ 9,348	\$ 99,000	1.00	9%	0.095	\$ 9,356	\$ 9,356	\$ 9,356	
13	Housing Services Mgr	\$ 5,829	\$ 61,574	1.00	9%	0.095	\$ 5,819	\$ 5,819	\$ 5,819	
14	Housing Counselor	\$ 20,913	\$ 49,276	5.00	9%	0.473	\$ 23,283	\$ 23,283	\$ 23,283	
15	Rental Acct. Manager	\$ 8,338	\$ 90,618	1.00	9%	0.095	\$ 8,563	\$ 8,563	\$ 8,563	
16	Lead Rental Acct. Associate	\$ 5,285	\$ 60,640	1.00	9%	0.095	\$ 5,731	\$ 5,731	\$ 5,731	
17	Client Acct. Associate	\$ 13,371	\$ 50,226	3.00	9%	0.284	\$ 14,239	\$ 14,239	\$ 14,239	
18	Rep Payee Manager	\$ 5,387	\$ 58,700	1.00	9%	0.092	\$ 5,417	\$ 5,417	\$ 5,417	
19	Rep Payee	\$ 15,948	\$ 44,777	5.00	8%	0.384	\$ 17,188	\$ 17,188	\$ 17,188	
20	SalesForce Administrator	\$ 6,111	\$ 63,400	1.00	1%	0.012	\$ 741	\$ -	\$ -	
21	Admin Assist	\$ 4,800	\$ 55,283	1.00	9%	0.095	\$ 5,224	\$ 5,224	\$ 5,224	
22	Program Office Coordinator	\$ 4,463	\$ 46,300	1.00	9%	0.095	\$ 4,375	\$ 4,375	\$ 4,375	
23							\$ -	\$ -	\$ -	
54								\$ -	\$ -	
55		\$ 99,793	TOTAL SALARIES				\$ 99,937	\$ 99,196	\$ 99,196	
56			TOTAL FTE		1.81					
57		36.50%	FRINGE BENEFIT RATE				36.50%	36.50%	36.50%	
58		\$ 36,424	EMPLOYEE FRINGE BENEFITS				\$ 36,477	\$ 36,206	\$ 36,206	
59		\$ 136,217	TOTAL SALARIES & BENEFITS				\$ 136,414	\$ 135,402	\$ 135,402	
60										
61										
62										

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1			Page 9 of 51
2			
3			
4			
5			
6			
7			
8	All Years		
9	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10	Current	Amendment	New
11	Budgeted Salary	Change	Budgeted Salary
12	\$ 28,060	\$ 9,356	\$ 37,416
13	\$ 17,467	\$ 5,819	\$ 23,286
14	\$ 67,479	\$ 23,283	\$ 90,762
15	\$ 25,465	\$ 8,563	\$ 34,028
16	\$ 16,747	\$ 5,731	\$ 22,478
17	\$ 41,849	\$ 14,239	\$ 56,088
18	\$ 16,220	\$ 5,417	\$ 21,636
19	\$ 50,324	\$ 17,188	\$ 67,512
20	\$ 6,852	\$ -	\$ 6,852
21	\$ 15,249	\$ 5,224	\$ 20,473
22	\$ 13,214	\$ 4,375	\$ 17,589
23	\$ -	\$ -	\$ -
54	\$ -	\$ -	\$ -
55	\$ 298,925	\$ 99,196	\$ 398,121
56			
57			
58	\$ 109,108	\$ 36,206	\$ 145,314
59	\$ 408,032	\$ 135,402	\$ 543,435
60			
61			
62			

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 10 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	HSH Fund - Money Management						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 2,850	\$ 3,214	\$ 3,214	\$ 3,214	\$ 9,278	\$ 3,214	\$ 12,492
14	Office Supplies, security for housing	\$ 2,749	\$ 2,828	\$ 2,828	\$ 2,828	\$ 8,405	\$ 2,828	\$ 11,233
15	Maintenance & Repairs	\$ 2,003	\$ 2,003	\$ 2,003	\$ 2,003	\$ 6,008	\$ 2,003	\$ 8,010
16	Printing & Postings	\$ 2,252	\$ 2,252	\$ 2,252	\$ 2,252	\$ 6,755	\$ 2,252	\$ 9,006
17	Insurance	\$ 199	\$ 199	\$ 199	\$ 199	\$ 596	\$ 199	\$ 795
18	Training	\$ 96	\$ 96	\$ 96	\$ 96	\$ 289	\$ 96	\$ 386
19	Travel	\$ 10	\$ 10	\$ 10	\$ 10	\$ 29	\$ 10	\$ 39
20	Bank Charges	\$ 6,255	\$ 6,255	\$ 6,255	\$ 6,255	\$ 18,764	\$ 6,255	\$ 25,018
21					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>				\$ -	\$ -	\$ -	\$ -
43	Temporary Staff - Representative Payees	\$ 5,418	\$ 5,418	\$ 5,418	\$ 5,418	\$ 16,253	\$ 5,418	\$ 21,671
68	TOTAL OPERATING EXPENSES	\$ 21,830	\$ 22,273	\$ 22,273	\$ 22,273	\$ 66,376	\$ 22,273	\$ 88,649
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Office Rent	\$ 6,067	\$ 6,067	\$ 6,067	\$ 6,067	\$ 18,201	\$ 6,067	\$ 24,268
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	\$ (19,500)			\$ -	\$ (19,500)	\$ -	\$ (19,500)
74	One-Time Transfer from other HSH Fund Budgets	\$ 120			\$ -	\$ 120	\$ -	\$ 120
84	TOTAL OTHER EXPENSES	\$ (8,027)	\$ 6,067	\$ 6,067	\$ 6,067	\$ 4,107	\$ 6,067	\$ 10,174
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 11 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	General Fund - Property Management (General)										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	Director of Programs	\$ 75,884	\$ 125,660	1.00	62%	0.62	\$ 78,161	\$ 78,161	\$ 78,161	\$ 232,205	\$ 78,161	\$ 310,366
13	Director of Supportive Housing	\$ 56,578	\$ 116,699	1.00	50%	0.50	\$ 58,335	\$ 58,335	\$ 58,335	\$ 173,248	\$ 58,335	\$ 231,584
14	Director of Business Operations	\$ -	\$ 100,000	1.00	0%	0.00	\$ 479	\$ 479	\$ 479	\$ 958	\$ 479	\$ 1,437
15	Director of Facilities	\$ 50,754	\$ 112,880	1.00	48%	0.48	\$ 54,525	\$ 54,525	\$ 54,525	\$ 159,804	\$ 54,525	\$ 214,329
16	Associate Director - Operations	\$ 48,629	\$ 80,528	1.00	62%	0.62	\$ 50,088	\$ 50,088	\$ 50,088	\$ 148,806	\$ 50,088	\$ 198,894
17	Lead Assoc Director - Supportive Housing	\$ 55,036	\$ 90,822	1.00	62%	0.62	\$ 56,687	\$ 56,687	\$ 56,687	\$ 168,410	\$ 56,687	\$ 225,096
18	Associate Directors - Supportive Housing	\$ 167,282	\$ 80,522	3.47	64%	2.23	\$ 179,371	\$ 179,371	\$ 179,371	\$ 526,023	\$ 179,371	\$ 705,394
19	Associate Director - Facilities	\$ 47,371	\$ 86,606	1.00			\$ -	\$ -	\$ -	\$ 47,371	\$ -	\$ 47,371
20	Facilities Manager	\$ 112,318	\$ 69,253	2.84	73%	2.09	\$ 144,514	\$ 128,208	\$ 128,208	\$ 385,040	\$ 128,208	\$ 513,248
21	Manager Janitor Department	\$ 40,288	\$ 66,715	1.00	43%	0.43	\$ 28,729	\$ -	\$ -	\$ 69,017	\$ -	\$ 69,017
22	Manager Desk Clerk Department	\$ 38,440	\$ 63,654	1.00	62%	0.62	\$ 39,593	\$ 39,593	\$ 39,593	\$ 117,625	\$ 39,593	\$ 157,218
23	Desk Clk Dept Assistant	\$ -	\$ 40,950	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Property Mgmt Admin Manager	\$ 32,204	\$ 53,328	1.00	62%	0.62	\$ 33,170	\$ 33,170	\$ 33,170	\$ 98,544	\$ 33,170	\$ 131,715
25	Admin. Assistant	\$ 50,901	\$ 40,701	2.00	57%	1.13	\$ 46,076	\$ 46,076	\$ 46,076	\$ 143,053	\$ 46,076	\$ 189,129
26	Floating Janitors	\$ 113,672	\$ 36,177	5.62	63%	3.53	\$ 127,629	\$ 127,629	\$ 127,629	\$ 368,930	\$ 127,629	\$ 496,560
27	Floating Maintenance Workers	\$ 112,151	\$ 43,444	4.00	62%	2.49	\$ 108,088	\$ 108,088	\$ 108,088	\$ 328,328	\$ 108,088	\$ 436,416
28	Staff THC Attorney-Leases	\$ -	\$ 92,391	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Staff Eviction Attorney	\$ 11,643	\$ 82,400	1.00	23%	0.23	\$ 19,355	\$ 19,355	\$ 19,355	\$ 50,353	\$ 19,355	\$ 69,709
30	Supervising Eviction Lawyer	\$ 43,660	\$ 95,585	1.00	47%	0.47	\$ 45,242	\$ 45,242	\$ 45,242	\$ 134,144	\$ 45,242	\$ 179,387
31	Senior Facilities Manager		\$ 92,834	1.00	19%	0.19	\$ 17,767	\$ 57,743	\$ 57,743	\$ 75,510	\$ 57,743	\$ 133,252
32	Facilities Operations Manager		\$ 78,200	1.00	19%	0.19	\$ 14,966	\$ 48,640	\$ 48,640	\$ 63,607	\$ 48,640	\$ 112,247
35		\$ -							\$ -	\$ -	\$ -	\$ -
55		\$ 1,056,810	TOTAL SALARIES				\$ 1,102,776	\$ 1,131,391	\$ 1,131,391	\$ 3,290,977	\$ 1,131,391	\$ 4,422,368
56			TOTAL FTE				17.08					
57		36.50%	FRINGE BENEFIT RATE				36.50%	36.50%	36.50%			
58		\$ 385,736	EMPLOYEE FRINGE BENEFITS				\$ 402,513	\$ 412,958	\$ 412,958	\$ 1,201,207	\$ 412,958	\$ 1,614,164
59		\$ 1,442,546	TOTAL SALARIES & BENEFITS				\$ 1,505,289	\$ 1,544,348	\$ 1,544,348	\$ 4,492,183	\$ 1,544,348	\$ 6,036,532
60												
61												

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 12 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	F\$P Contract ID#	1000017241						
7	Budget Name	General Fund - Property Management (General)						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 22,683	\$ 21,447	\$ 21,447	\$ 21,447	\$ 65,577	\$ 21,447	\$ 87,024
14	Office Supplies /Software	\$ 18,563	\$ 28,006	\$ 28,006	\$ 28,006	\$ 74,576	\$ 28,006	\$ 102,582
15	Building Maintenance/Pest Control	\$ 102,965	\$ 173,956	\$ 174,707	\$ 174,707	\$ 451,627	\$ 174,707	\$ 626,334
16	Printing and Reproduction	\$ 44,309	\$ 42,958	\$ 42,958	\$ 42,958	\$ 130,225	\$ 42,958	\$ 173,183
17	Insurance	\$ 369	\$ 423	\$ 423	\$ 423	\$ 1,215	\$ 423	\$ 1,638
18	Training	\$ 12,440	\$ 12,440	\$ 12,440	\$ 12,440	\$ 37,320	\$ 12,440	\$ 49,760
19	Travel	\$ 684	\$ 622	\$ 622	\$ 622	\$ 1,928	\$ 622	\$ 2,550
20	Peer Group consultant	\$ 4,478	\$ 4,478	\$ 4,478	\$ 4,478	\$ 13,435	\$ 4,478	\$ 17,914
21	Legal Fees	\$ 64,591	\$ 100,123	\$ 100,123	\$ 100,123	\$ 264,837	\$ 100,123	\$ 364,960
22	Tenant Screening	\$ 1,962	\$ 1,962	\$ 1,962	\$ 1,962	\$ 5,886	\$ 1,962	\$ 7,848
23	Program Equipment (Beds, Mattresses, etc.)	\$ -	\$ 51,482	\$ 51,482	\$ 51,482	\$ 102,965	\$ 51,482	\$ 154,447
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants / Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Attorney	\$ 43,540	\$ 43,540	\$ 43,540	\$ 43,540	\$ 130,620	\$ 43,540	\$ 174,160
44	Temp Admin Assistant	\$ 6,220	\$ 6,220	\$ 6,220	\$ 6,220	\$ 18,660	\$ 6,220	\$ 24,880
45	Temp Floating Janitor	\$ 12,440	\$ 12,440	\$ 12,440	\$ 12,440	\$ 37,320	\$ 12,440	\$ 49,760
61								
62	TOTAL OPERATING EXPENSES	\$ 335,244	\$ 500,098	\$ 500,849	\$ 500,849	\$ 1,336,191	\$ 500,849	\$ 1,837,039
63								
64	Other Expenses (not subject to indirect cost %)							
65	Office Rent	\$ 58,991	\$ 52,316	\$ -	\$ -	\$ 111,307	\$ -	\$ 111,307
66	Temp Floating Janitor (credit from Fy 19-20 refund)	\$ 3,131		\$ -	\$ -	\$ 3,131	\$ -	\$ 3,131
67	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 41,117		\$ -	\$ -	\$ 41,117	\$ -	\$ 41,117
68	One-Transfer to Other GF Budgets	\$ (52,250)		\$ -	\$ -	\$ (52,250)	\$ -	\$ (52,250)
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)	\$ -	\$ -	\$ -	\$ (1,905)	\$ -	\$ (1,905)
78	TOTAL OTHER EXPENSES	\$ 49,083	\$ 69,851	\$ -	\$ -	\$ 118,934	\$ -	\$ 118,934
79								
80	Capital Expenses							
81				\$ -	\$ -	\$ -	\$ -	\$ -
89	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	HS#3						Template last modified	11/4/2019

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 13 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	HSH Fund - Property Management (General)										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	Director of Programs	\$ 46,116	\$ 125,660	1.00	38%	0.38	\$ 47,499	\$ 47,499	\$ 47,499	\$ 141,115	\$ 47,499	\$ 188,614
13	Director of Supportive Housing	\$ 34,383	\$ 116,699	1.00	30%	0.30	\$ 35,463	\$ 35,463	\$ 35,463	\$ 105,310	\$ 35,463	\$ 140,774
14	Director of Business Operations	\$ -	\$ 100,000	1.00	0%	0.00	\$ 291	\$ 291	\$ 291	\$ 582	\$ 291	\$ 873
15	Director of Facilities	\$ 30,844	\$ 112,880	1.00	29%	0.29	\$ 33,136	\$ 33,136	\$ 33,136	\$ 97,116	\$ 33,136	\$ 130,252
16	Associate Director - Operations	\$ 29,553	\$ 80,528	1.00	38%	0.38	\$ 30,439	\$ 30,439	\$ 30,439	\$ 90,432	\$ 30,439	\$ 120,871
17	Lead Assoc Director - Supportive Housing	\$ 33,446	\$ 90,822	1.00	38%	0.38	\$ 34,450	\$ 34,450	\$ 34,450	\$ 102,345	\$ 34,450	\$ 136,795
18	Associate Directors - Supportive Housing	\$ 101,660	\$ 80,522	3.47	39%	1.35	\$ 109,007	\$ 109,007	\$ 109,007	\$ 319,673	\$ 109,007	\$ 428,680
19	Associate Director - Facilities	\$ 28,788	\$ 86,606	1.00			\$ -	\$ -	\$ -	\$ 28,788	\$ -	\$ 28,788
20	Facilities Manager	\$ 68,257	\$ 69,253	2.84	44%	1.26	\$ 87,349	\$ 77,525	\$ 77,525	\$ 233,132	\$ 77,525	\$ 310,656
21	Manager Janitor Department	\$ 24,484	\$ 66,715	1.00	26%	0.26	\$ 17,459	\$ -	\$ -	\$ 41,943	\$ -	\$ 41,943
22	Manager Desk Clerk Department	\$ 23,360	\$ 63,654	1.00	38%	0.38	\$ 24,061	\$ 24,061	\$ 24,061	\$ 71,483	\$ 24,061	\$ 95,544
23	Desk Clk Dept Assistant	\$ -	\$ 40,950	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Property Mgmt Admin Manager	\$ 19,571	\$ 53,328	1.00	38%	0.38	\$ 20,158	\$ 20,158	\$ 20,158	\$ 59,887	\$ 20,158	\$ 80,045
25	Admin. Assistant	\$ 30,934	\$ 40,701	2.00	34%	0.69	\$ 28,001	\$ 28,001	\$ 28,001	\$ 86,936	\$ 28,001	\$ 114,937
26	Floating Janitors	\$ 67,738	\$ 36,177	5.38	40%	2.14	\$ 77,563	\$ 77,563	\$ 77,563	\$ 222,863	\$ 77,563	\$ 300,426
27	Floating Maintance Workers	\$ 68,156	\$ 43,444	4.00	38%	1.51	\$ 65,687	\$ 65,687	\$ 65,687	\$ 199,531	\$ 65,687	\$ 265,218
28	Staff THC Attorney-Leases	\$ -	\$ 92,391	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Staff Eviction Attorney	\$ 7,075	\$ 82,400	1.00	14%	0.14	\$ 11,763	\$ 11,763	\$ 11,763	\$ 30,601	\$ 11,763	\$ 42,363
30	Supervising Eviction Lawyer	\$ 26,533	\$ 95,585	1.00	29%	0.29	\$ 27,495	\$ 27,495	\$ 27,495	\$ 81,522	\$ 27,495	\$ 109,016
31	Senior Facilities Manager		\$ 92,834	1.00	12%	0.12	\$ 10,797	\$ 35,091	\$ 35,091	\$ 45,889	\$ 35,091	\$ 80,980
32	Facilities Operations Manager		\$ 78,200	1.00	12%	0.12	\$ 9,095	\$ 29,560	\$ 29,560	\$ 38,655	\$ 29,560	\$ 68,214
33			\$ -						\$ -	\$ -	\$ -	\$ -
54			\$ -						\$ -	\$ -	\$ -	\$ -
55		\$ 640,899	TOTAL SALARIES				\$ 669,714	\$ 687,188	\$ 687,188	\$ 1,997,801	\$ 687,188	\$ 2,684,990
56			TOTAL FTE				10.38					
57		36.50%	FRINGE BENEFIT RATE				36.50%	36.50%	36.50%			
58		\$ 233,928	EMPLOYEE FRINGE BENEFITS				\$ 244,445	\$ 250,824	\$ 250,824	\$ 729,197	\$ 250,824	\$ 980,021
59		\$ 874,828	TOTAL SALARIES & BENEFITS				\$ 914,159	\$ 938,012	\$ 938,012	\$ 2,726,999	\$ 938,012	\$ 3,665,011
60												
61												
62												

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								Page 14 of 51
2	OPERATING DETAIL								
3	Document Date	6/1/2022							
4	Provider Name	Tenderloin Housing Clinic Inc.							
5	Program	Master Lease Hotels (HSH Fund)							
6	F\$P Contract ID#	1000017241							
7	Budget Name	HSH Fund - Property Management (General)							
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	
11		Current	Current	Current	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities	\$ 13,785	\$ 13,034	\$ 13,034	\$ 13,034	\$ 39,853	\$ 13,034	\$ 52,887	
14	Office Supplies /Software	\$ 11,281	\$ 17,020	\$ 17,020	\$ 17,020	\$ 45,321	\$ 17,020	\$ 62,341	
15	Building Maintenance/Pest Control	\$ 62,573	\$ 109,170	\$ 109,626	\$ 109,626	\$ 281,369	\$ 109,626	\$ 390,994	
16	Printing and Reproduction	\$ 26,928	\$ 26,107	\$ 26,107	\$ 26,107	\$ 79,141	\$ 26,107	\$ 105,247	
17	Insurance	\$ 224	\$ 257	\$ 257	\$ 257	\$ 738	\$ 257	\$ 995	
18	Training	\$ 7,560	\$ 7,560	\$ 7,560	\$ 7,560	\$ 22,680	\$ 7,560	\$ 30,240	
19	Travel	\$ 416	\$ 378	\$ 378	\$ 378	\$ 1,172	\$ 378	\$ 1,550	
20	Peer Group consultant	\$ 2,722	\$ 2,722	\$ 2,722	\$ 2,722	\$ 8,165	\$ 2,722	\$ 10,886	
21	Legal Fees	\$ 39,253	\$ 60,847	\$ 60,847	\$ 60,847	\$ 160,946	\$ 60,847	\$ 221,792	
22	Tenant Screening	\$ 1,192	\$ 1,192	\$ 1,192	\$ 1,192	\$ 3,577	\$ 1,192	\$ 4,770	
23	Program Equipment (Beds, Mattresses, etc.)		\$ 31,287	\$ 31,287	\$ 31,287	\$ 62,573	\$ 31,287	\$ 93,860	
24					\$ -	\$ -	\$ -	\$ -	
42	Consultants/Subcontractors				\$ -	\$ -	\$ -	\$ -	
43	Temp Attorney	\$ 26,460	\$ 26,460	\$ 26,460	\$ 26,460	\$ 79,380	\$ 26,460	\$ 105,840	
44	Temp Admin Assistant	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 11,340	\$ 3,780	\$ 15,120	
45	Temp Floating Janitor	\$ 7,560	\$ 7,560	\$ 7,560	\$ 7,560	\$ 22,680	\$ 7,560	\$ 30,240	
68	TOTAL OPERATING EXPENSES	\$ 203,734	\$ 307,372	\$ 307,828	\$ 307,828	\$ 818,934	\$ 307,828	\$ 1,126,763	
69									
70	Other Expenses (not subject to indirect cost %)								
71	Office Rent	\$ 35,850	\$ 31,794	\$ -	\$ -	\$ 67,644	\$ -	\$ 67,644	
72	Temp Floating Janitor (credit from FY 19-20 refund)	\$ 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)				\$ (28,468)	\$ -	\$ (28,468)	
76	One-Time Deep Clean of Hotels		\$ 6,161			\$ 6,161	\$ -	\$ 6,161	
77	One-Time Turnover Assistance		\$ 4,494			\$ 4,494	\$ -	\$ 4,494	
84	TOTAL OTHER EXPENSES	\$ 34,078	\$ 42,449	\$ -	\$ -	\$ 76,527	\$ -	\$ 76,527	
85									
86	Capital Expenses								
87					\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	HSH #3						Template last modified	11/4/2019	

	A	F	I	J	K	L	M	P	Q	R	S	T	U	V	AC	BT	BU	BV			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		Page 15 of 51		
2	SALARY & BENEFIT DETAIL																				
3	Document Date	6/1/2022																			
4	Provider Name	Tenderloin Housing Clinic Inc.																			
5	Program	Master Lease Hotels (General Fund)																			
6	FSP Contract ID#	1000017241																			
7	Budget Name	General Fund - Support Services																			
8		Year 1					Year 2					Year 3					Year 4		All Years		
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals			For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024		
10		Current						Current					Current	Amendment	New	New	Current	Amendment	New		
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
12	Support Services Director	\$ 45,080	\$ 97,464	1.00	48%	0.48	\$ 46,373	\$ 97,464	1.00	48%	0.48	\$ 46,373	\$ -	\$ 46,373	\$ 46,373	\$ 137,827	\$ 46,373	\$ 184,200			
13	Associate Director - Support Services	\$ 40,543	\$ 72,047	1.00	56%	0.56	\$ 40,636	\$ 72,047	1.00	56%	0.56	\$ 40,636	\$ -	\$ 40,636	\$ 40,636	\$ 121,815	\$ 40,636	\$ 162,452			
14	Support Services Manager	\$ 212,069	\$ 65,621	8.00	45%	3.63	\$ 238,040	\$ 65,621	8.00	45%	3.63	\$ 238,040	\$ -	\$ 238,040	\$ 238,040	\$ 688,149	\$ 238,040	\$ 926,189			
15	Admin Assistant	\$ 8,350	\$ 44,688	1.00	4%	0.04	\$ 1,937	\$ 44,688	1.00	4%	0.04	\$ 1,937	\$ -	\$ 1,937	\$ 1,937	\$ 12,224	\$ 1,937	\$ 14,161			
16	Case Manager	\$ 885,458	\$ 45,704	36.50	58%	21.17	\$ 967,529	\$ 52,000	36.50	58%	21.17	\$ 967,529	\$ 133,273	\$ 1,100,802	\$ 1,100,802	\$ 2,820,516	\$ 1,234,075	\$ 4,054,591			
20		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
55		\$ 1,191,499	TOTAL SALARIES			\$ 1,294,516	TOTAL SALARIES			\$ 1,294,516	\$ 133,273	\$ 1,427,789	\$ 1,427,789	\$ 3,780,531	\$ 1,561,061	\$ 5,341,592					
56			TOTAL FTE			25.88	TOTAL FTE			25.88											
57		36.50%	FRINGE BENEFIT RATE			36.50%	FRINGE BENEFIT RATE			36.50%			36.50%	36.50%							
58		\$ 434,897	EMPLOYEE FRINGE BENEFITS			\$ 472,498	EMPLOYEE FRINGE BENEFITS			\$ 472,498	\$ 48,645	\$ 521,143	\$ 521,143	\$ 1,379,894	\$ 569,787	\$ 1,949,681					
59		\$ 1,626,397	TOTAL SALARIES & BENEFITS			\$ 1,767,014	TOTAL SALARIES & BENEFITS			\$ 1,767,014	\$ 181,917	\$ 1,948,931	\$ 1,948,931	\$ 5,160,425	\$ 2,130,849	\$ 7,291,273					
60																					
61																					
62																					

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 16 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	F\$P Contract ID#	1000017241						
7	Budget Name	General Fund - Support Services						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 3,160	\$ 3,421	\$ 3,421	\$ 3,421	\$ 10,002	\$ 3,421	\$ 13,423
14	Maintenance	\$ 6,220	\$ 6,220	\$ 6,220	\$ 6,220	\$ 18,660	\$ 6,220	\$ 24,880
15	Office Supplies	\$ 21,544	\$ 18,660	\$ 18,660	\$ 18,660	\$ 58,864	\$ 18,660	\$ 77,524
16	Printing / Recruiting	\$ 9,641	\$ 12,440	\$ 12,440	\$ 12,440	\$ 34,521	\$ 12,440	\$ 46,961
17	Insurance	\$ 75	\$ -	\$ -	\$ -	\$ 75	\$ -	\$ 75
18	Training	\$ 9,330	\$ 9,330	\$ 9,330	\$ 9,330	\$ 27,990	\$ 9,330	\$ 37,320
19	Travel	\$ 1,244	\$ 1,244	\$ 1,244	\$ 1,244	\$ 3,732	\$ 1,244	\$ 4,976
20	Welcome Kits	\$ 9,330	\$ 9,330	\$ 9,330	\$ 9,330	\$ 27,990	\$ 9,330	\$ 37,320
22					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>				\$ -	\$ -	\$ -	\$ -
43	Temp Case Managers	\$ 176,600	\$ 176,600	\$ 176,600	\$ 176,600	\$ 529,800	\$ 176,600	\$ 706,400
44	Temp - Admin	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 40,000
68	TOTAL OPERATING EXPENSES	\$ 247,144	\$ 247,245	\$ 247,245	\$ 247,245	\$ 741,634	\$ 247,245	\$ 988,879
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 62,670			\$ -	\$ 62,670	\$ -	\$ 62,670
72	Less FY 2020-21 CODB Adjustment for non-ongoing	\$ (2,094)			\$ -	\$ (2,094)	\$ -	\$ (2,094)
73	One-Time Transfer to Hartland PM	\$ (4,100)			\$ -	\$ (4,100)	\$ -	\$ (4,100)
74	One-Time Transfer to other GF budgets	\$ (337,850)			\$ -	\$ (337,850)	\$ -	\$ (337,850)
75	One-Time Adjustment to Actuals	\$ (20)			\$ -	\$ (20)	\$ -	\$ (20)
76	Office Rent			\$ 9,783	\$ 9,783	\$ 9,783	\$ 9,783.20	\$ 19,566
84	TOTAL OTHER EXPENSES	\$ (281,394)	\$ -	\$ 9,783	\$ 9,783	\$ (271,611)	\$ 9,783	\$ (261,828)
85								
86	<u>Capital Expenses</u>							
94								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

	A	F	I	J	K	L	M	P	Q	R	S	T	U	V	AC	BT	BU	BV				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		Page 17 of 51			
2	SALARY & BENEFIT DETAIL																					
3	Document Date	6/1/2022																				
4	Provider Name	Tenderloin Housing Clinic Inc.																				
5	Program	Master Lease Hotels (HSH Fund)																				
6	FSP Contract ID#	1000017241																				
7	Budget Name	HSH Fund - Support Services																				
8		Year 1					Year 2					Year 3					Year 4		All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals			For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals			For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024		
10		Current						Current						Current		New	New	Current	Amendment	New		
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
12	Support Services Director	\$ 27,396	\$ 97,464	1.00	29%	0.29	\$ 28,182	\$ 97,464	1.00	29%	0.29	\$ 28,182	\$ -	\$ 28,182	\$ 28,182	\$ 83,760	\$ 28,182	\$ 28,182	\$ 28,182	\$ 83,760	\$ 28,182	\$ 111,942
13	Associate Director - Support Services	\$ 24,638	\$ 72,047	1.00	34%	0.34	\$ 24,695	\$ 72,047	1.00	34%	0.34	\$ 24,695	\$ -	\$ 24,695	\$ 24,695	\$ 74,029	\$ 24,695	\$ 24,695	\$ 24,695	\$ 74,029	\$ 24,695	\$ 98,725
14	Support Services Manager	\$ 128,878	\$ 65,621	8.00	28%	2.20	\$ 144,661	\$ 65,621	8.00	28%	2.20	\$ 144,661	\$ -	\$ 144,661	\$ 144,661	\$ 418,199	\$ 144,661	\$ 144,661	\$ 144,661	\$ 418,199	\$ 144,661	\$ 562,860
15	Admin Assistant	\$ 5,074	\$ 44,688	1.00	4%	0.04	\$ 1,966	\$ 44,688	1.00	4%	0.04	\$ 1,966	\$ -	\$ 1,966	\$ 1,966	\$ 9,007	\$ 1,966	\$ 1,966	\$ 1,966	\$ 9,007	\$ 1,966	\$ 10,973
16	Case Managers	\$ 538,108	\$ 47,730	36.50	29%	10.41	\$ 497,004	\$ 52,000	36.50	29%	10.41	\$ 497,004	\$ 44,467	\$ 541,472	\$ 541,472	\$ 1,532,117	\$ 541,472	\$ 541,472	\$ 1,532,117	\$ 541,472	\$ 1,532,117	\$ 2,118,056
54		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ 724,094	TOTAL SALARIES			\$ 696,509	TOTAL SALARIES			\$ 696,509	\$ 44,467	\$ 740,976	\$ 740,976	\$ 2,117,112	\$ 785,443	\$ 2,902,555						
56		36.50%	TOTAL FTE			13.29	TOTAL FTE			13.29												
57			FRINGE BENEFIT RATE			36.50%	FRINGE BENEFIT RATE			36.50%												
58		\$ 264,294	EMPLOYEE FRINGE BENEFITS			\$ 254,226	EMPLOYEE FRINGE BENEFITS			\$ 254,226	\$ 16,231	\$ 270,456	\$ 270,456	\$ 772,746	\$ 286,687	\$ 1,059,433						
59		\$ 988,389	TOTAL SALARIES & BENEFITS			\$ 950,735	TOTAL SALARIES & BENEFITS			\$ 950,735	\$ 60,698	\$ 1,011,432	\$ 1,011,432	\$ 2,889,858	\$ 1,072,130	\$ 3,961,988						
60																						
61																						
62																						

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 18 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	F\$P Contract ID#	1000017241						
7	Budget Name	HSH Fund - Support Services						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 1,920	\$ 2,079	\$ 2,079	\$ 2,079	\$ 6,078	\$ 2,079	\$ 8,157
14	Maintenance	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 11,340	\$ 3,780	\$ 15,120
15	Office Supplies	\$ 13,093	\$ 13,093	\$ 13,093	\$ 13,093	\$ 39,278	\$ 13,093	\$ 52,371
16	Printing / Recruiting	\$ 5,859	\$ 7,560	\$ 7,560	\$ 7,560	\$ 20,979	\$ 7,560	\$ 28,539
17	Insurance	\$ 46	\$ 46	\$ 46	\$ 46	\$ 137	\$ 46	\$ 183
18	Training	\$ 5,670	\$ 5,670	\$ 5,670	\$ 5,670	\$ 17,010	\$ 5,670	\$ 22,680
19	Travel	\$ 756	\$ 756	\$ 756	\$ 756	\$ 2,268	\$ 756	\$ 3,024
20	Welcome Kits	\$ 5,670	\$ 5,670	\$ 5,670	\$ 5,670	\$ 17,010	\$ 5,670	\$ 22,680
22			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temporary Staff - Case Managers	\$ 103,400	\$ 103,400	\$ 103,400	\$ 103,400	\$ 310,200	\$ 103,400	\$ 413,600
44	Temporary Staff - Admin	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000	\$ 5,000	\$ 25,000
68	TOTAL OPERATING EXPENSES	\$ 150,194	\$ 147,053	\$ 147,053	\$ 147,053	\$ 444,301	\$ 147,053	\$ 591,354
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 38,086			\$ -	\$ 38,086	\$ -	\$ 38,086
72	Less FY 2020-21 CODB Adjustment for non-ongoing	\$ (1,446)			\$ -	\$ (1,446)	\$ -	\$ (1,446)
73	One-Time Transfer to HSH Fund Hotels	\$ (113,740)			\$ -	\$ (113,740)	\$ -	\$ (113,740)
74	One-Time Transfer to other HSH Fund budgets	\$ (301,545)			\$ -	\$ (301,545)	\$ -	\$ (301,545)
75	Office Rent			\$ 5,817	\$ 5,817	\$ 5,817	\$ 5,817	\$ 11,634
84	TOTAL OTHER EXPENSES	\$ (378,645)	\$ -	\$ 5,817	\$ 5,817	\$ (372,828)	\$ 5,817	\$ (367,011)
85								
86	<u>Capital Expenses</u>							
94								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3						Template last modified	11/4/2019

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 19 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Edgeworth										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	\$ 56,274	1.00	50%	0.50	\$ 28,137	\$ 28,137	\$ 28,137	\$ 82,796	\$ 28,137	\$ 110,934
13	Desk Clerk	\$ 76,786	\$ 36,355	2.12	100%	2.13	\$ 77,328	\$ 77,328	\$ 77,328	\$ 231,442	\$ 77,328	\$ 308,770
14	Janitor	\$ 34,157	\$ 36,354	1.00	80%	0.80	\$ 29,028	\$ 29,028	\$ 29,028	\$ 92,213	\$ 29,028	\$ 121,241
15	Maintenance Worker	\$ 22,799	\$ 46,966	1.00	50%	0.50	\$ 23,483	\$ 23,483	\$ 23,483	\$ 69,765	\$ 23,483	\$ 93,248
16			\$ -						\$ -	\$ -	\$ -	\$ -
55		\$ 160,264	TOTAL SALARIES				\$ 157,976	\$ 157,976	\$ 157,976	\$ 476,216	\$ 157,976	\$ 634,192
56			TOTAL FTE		3.93							
57		36.50%	FRINGE BENEFIT RATE			36.50%	36.50%	36.50%				
58		\$ 58,496	EMPLOYEE FRINGE BENEFITS			\$ 57,661	\$ 57,661	\$ 57,661	\$ 173,819	\$ 57,661	\$ 231,480	
59		\$ 218,760	TOTAL SALARIES & BENEFITS			\$ 215,637	\$ 215,637	\$ 215,637	\$ 650,035	\$ 215,637	\$ 865,673	

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 20 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	F\$P Contract ID#	1000017241						
7	Budget Name	Edgeworth						
8								
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 97,411	\$ 97,411	\$ 97,411	\$ 97,411	\$ 292,233	\$ 97,411	\$ 389,644
14	Office Supplies, Postage	\$ 2,168	\$ 2,168	\$ 2,168	\$ 2,168	\$ 6,504	\$ 2,168	\$ 8,672
15	Building Maintenance Supplies and Repair	\$ 60,494	\$ 71,627	\$ 71,627	\$ 71,627	\$ 203,748	\$ 71,627	\$ 275,375
16	Insurance	\$ 13,485	\$ 13,056	\$ 13,056	\$ 13,056	\$ 39,597	\$ 13,056	\$ 52,653
17	Client Engagement	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 5,700	\$ 1,900	\$ 7,600
18					\$ -	\$ -	\$ -	\$ -
38	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -
39	Temp Desk Clerks	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
40	Temp Janitors		\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 10,000	\$ 30,000
62					\$ -	\$ -	\$ -	\$ -
63								
64	TOTAL OPERATING EXPENSES	\$ 176,458	\$ 196,162	\$ 196,162	\$ 196,162	\$ 568,782	\$ 196,162	\$ 764,944
65								
66	<u>Other Expenses (not subject to indirect cost %)</u>							
67	Rental of Property	\$ 253,592	\$ 253,592	\$ 253,592	\$ 253,592	\$ 760,776	\$ 253,592	\$ 1,014,368
68	HSH assigned Client Subsidies	\$ 14,511	\$ 14,511	\$ 14,511	\$ 14,511	\$ 43,533	\$ 14,511	\$ 58,044
69	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 6,820	\$ -		\$ -	\$ 6,820	\$ -	\$ 6,820
70	One-Time Transfer from SS MPP contract	\$ 10,000			\$ -	\$ 10,000	\$ -	\$ 10,000
71	One-Time Transfer from other GF budgets	\$ 4,320			\$ -	\$ 4,320	\$ -	\$ 4,320
72	One-Time Adjustment to Actuals	\$ (1)	\$ -		\$ -	\$ (1)	\$ -	\$ (1)
79								
80	TOTAL OTHER EXPENSES	\$ 289,242	\$ 268,103	\$ 268,103	\$ 268,103	\$ 825,448	\$ 268,103	\$ 1,093,551
81								
82	<u>Capital Expenses</u>							
83					\$ -	\$ -	\$ -	\$ -
91	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93	HSH #3					Template last modified		11/4/2019

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 21 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Hartland										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	Budgeted Salary	Change
12	Supportive Housing Property Manager	\$ 54,500	\$ 56,135	1.00	97%	0.97	\$ 54,670	\$ 54,670	\$ 54,670	\$ 163,840	\$ 54,670	\$ 218,509
13	Supp Hsg Senior Assistant Property Manager	\$ 47,250	\$ 53,215	1.00	59%	0.59	\$ 31,237	\$ 31,237	\$ 31,237	\$ 109,724	\$ 31,237	\$ 140,961
14	Desk Clerk	\$ 198,201	\$ 36,320	6.00	83%	4.99	\$ 181,287	\$ 181,287	\$ 181,287	\$ 560,775	\$ 181,287	\$ 742,062
15	Janitor	\$ 103,532	\$ 36,354	3.00	87%	2.60	\$ 94,411	\$ 94,411	\$ 94,411	\$ 292,354	\$ 94,411	\$ 386,765
16	Maintenance Worker	\$ 43,400	\$ 56,255	1.00	100%	1.00	\$ 56,255	\$ 56,255	\$ 56,255	\$ 155,910	\$ 56,255	\$ 212,165
17			\$ -						\$ -	\$ -	\$ -	\$ -
55		\$ 446,884	TOTAL SALARIES				\$ 417,860	\$ 417,860	\$ 417,860	\$ 1,282,603	\$ 417,860	\$ 1,700,463
56			TOTAL FTE		10.15							
57		36.50%	FRINGE BENEFIT RATE		36.50%		36.50%	36.50%	36.50%			
58		\$ 163,113	EMPLOYEE FRINGE BENEFITS		\$ 152,519		\$ 152,519	\$ 152,519	\$ 468,150	\$ 152,519	\$ 620,669	
59		\$ 609,997	TOTAL SALARIES & BENEFITS		\$ 570,379		\$ 570,379	\$ 570,379	\$ 1,750,754	\$ 570,379	\$ 2,321,132	
60												

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 22 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	F\$P Contract ID#	1000017241						
7	Budget Name	Hartland						
8								
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 247,199	\$ 287,997	\$ 287,997	\$ 287,997	\$ 823,193	\$ 287,997	\$ 1,111,190
14	Office Supplies, Postage	\$ 16,068	\$ 12,000	\$ 12,000	\$ 12,000	\$ 40,068	\$ 12,000	\$ 52,068
15	Building Maintenance Supplies and Repair	\$ 96,597	\$ 107,421	\$ 107,421	\$ 107,421	\$ 311,439	\$ 107,421	\$ 418,860
16	Insurance	\$ 40,120	\$ 40,660	\$ 40,660	\$ 40,660	\$ 121,440	\$ 40,660	\$ 162,100
17	Client Engagement	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 14,400	\$ 4,800	\$ 19,200
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	Temp Desk Clerks	\$ 25,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 145,000	\$ 60,000	\$ 205,000
40	Temp Janitors	\$ 5,200	\$ 20,000	\$ 20,000	\$ 20,000	\$ 45,200	\$ 20,000	\$ 65,200
41	Temp Maintenance Workers	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
42	Temp Prop Mgr		\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 2,000	\$ 6,000
43	Temp Assist Prop Mgr		\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ 30,000	\$ 90,000
64	TOTAL OPERATING EXPENSES	\$ 452,984	\$ 579,878	\$ 579,878	\$ 579,878	\$ 1,612,740	\$ 579,878	\$ 2,192,618
65								
66	<u>Other Expenses (not subject to indirect cost %)</u>							
67	Rental of Property	\$ 1,293,379	\$ 1,293,379	\$ 1,293,379	\$ 1,293,379	\$ 3,880,137	\$ 1,293,379	\$ 5,173,516
68	HSH assigned Client Subsidies	\$ 47,762	\$ 33,428	\$ 33,428	\$ 33,428	\$ 114,618	\$ 33,428	\$ 148,046
69	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 13,971			\$ -	\$ 13,971	\$ -	\$ 13,971
70	One-Time Transfer from other GF budgets	\$ 6,430			\$ -	\$ 6,430	\$ -	\$ 6,430
71	One-Time Transfer from Operating Reserve	\$ 187,000			\$ -	\$ 187,000	\$ -	\$ 187,000
72	One-Time Adjustment to Actuals	\$ (1)			\$ -	\$ (1)	\$ -	\$ (1)
80	TOTAL OTHER EXPENSES	\$ 1,548,541	\$ 1,326,807	\$ 1,326,807	\$ 1,326,807	\$ 4,202,155	\$ 1,326,807	\$ 5,528,962
81								
82	<u>Capital Expenses</u>							
83					\$ -	\$ -	\$ -	\$ -
91	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93	HSH #3						Template last modified	11/4/2019

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 23 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Jefferson										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	1.00	100%	1.00	\$ 56,135	\$ 56,135	\$ 56,135	\$ 169,693	\$ 56,135	\$ 225,828
13	Supp Hsg Senior Assistant Property Manager	\$ 34,016	\$ 53,215	1.00	59%	0.59	\$ 31,237	\$ 31,237	\$ 31,237	\$ 96,490	\$ 31,237	\$ 127,727
14	Desk Clerk	\$ 221,338	\$ 39,607	6.00	94%	5.63	\$ 222,992	\$ 222,992	\$ 222,992	\$ 667,322	\$ 222,992	\$ 890,314
15	Janitor	\$ 100,264	\$ 38,781	3.00	97%	2.92	\$ 113,412	\$ 113,412	\$ 113,412	\$ 327,087	\$ 113,412	\$ 440,499
16	Maintenance Worker	\$ 66,095	\$ 69,587	1.00	100%	1.00	\$ 69,587	\$ 69,587	\$ 69,587	\$ 205,269	\$ 69,587	\$ 274,856
17			\$ -						\$ -	\$ -	\$ -	\$ -
55		\$ 479,135	TOTAL SALARIES				\$ 493,363	\$ 493,363	\$ 493,363	\$ 1,465,860	\$ 493,363	\$ 1,959,223
56			TOTAL FTE		11.14							
57		36.50%	FRINGE BENEFIT RATE			36.50%	36.50%	36.50%				
58		\$ 174,884	EMPLOYEE FRINGE BENEFITS			\$ 180,077	\$ 180,077	\$ 180,077	\$ 535,039	\$ 180,077	\$ 715,116	
59		\$ 654,020	TOTAL SALARIES & BENEFITS			\$ 673,440	\$ 673,440	\$ 673,440	\$ 2,000,900	\$ 673,440	\$ 2,674,339	
60												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 24 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	F\$P Contract ID#	1000017241						
7	Budget Name	Jefferson						
8								
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 173,035	\$ 170,964	\$ 170,964	\$ 170,964	\$ 514,963	\$ 170,964	\$ 685,927
14	Office Supplies, Postage	\$ 7,803	\$ 7,803	\$ 7,803	\$ 7,803	\$ 23,409	\$ 7,803	\$ 31,212
15	Building Maintenance Supplies and Repair	\$ 100,268	\$ 127,323	\$ 127,323	\$ 127,323	\$ 354,914	\$ 127,323	\$ 482,237
16	Insurance	\$ 31,890	\$ 32,342	\$ 32,342	\$ 32,342	\$ 96,574	\$ 32,342	\$ 128,916
17	Client Engagement	\$ 4,100	\$ 4,100	\$ 4,100	\$ 4,100	\$ 12,300	\$ 4,100	\$ 16,400
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Temp Senior Assistant Prop Manager	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 80,000	\$ 30,000	\$ 110,000
43	Temp Desk Clerks	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000	\$ 20,000	\$ 80,000
44	Temp Janitors	\$ 7,700	\$ 4,000	\$ 4,000	\$ 4,000	\$ 15,700	\$ 4,000	\$ 19,700
45	Temp Maintenance Workers	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
68	TOTAL OPERATING EXPENSES	\$ 381,796	\$ 411,532	\$ 411,532	\$ 411,532	\$ 1,204,860	\$ 411,532	\$ 1,616,392
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 881,869	\$ 881,869	\$ 881,869	\$ 881,869	\$ 2,645,607	\$ 881,869	\$ 3,527,476
72	HSH assigned Client Subsidies	\$ 82,665	\$ 69,137	\$ 69,137	\$ 69,137	\$ 220,939	\$ 69,137	\$ 290,076
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			\$ -	\$ 109,000	\$ -	\$ 109,000
75	Laundry Expenses	\$ -	\$ 448	\$ 448	\$ 448	\$ 896	\$ 448	\$ 1,344
76	One-Time Adjustment to Actuals	\$ (1,114)			\$ -	\$ (1,114)	\$ -	\$ (1,114)
84	TOTAL OTHER EXPENSES	\$ 1,091,679	\$ 951,454	\$ 951,454	\$ 951,454	\$ 2,994,587	\$ 951,454	\$ 3,946,041
85								
86	<u>Capital Expenses</u>							
87				\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 25 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Mayfair										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	Budgeted Salary	Change
12	Supportive Housing Property Manager	\$ 52,515	\$ 54,090	1.00	100%	1.00	\$ 54,090	\$ 54,090	\$ 54,090	\$ 160,696	\$ 54,090	\$ 214,786
13	Desk Clerk	\$ 192,667	\$ 40,978	5.00	100%	5.00	\$ 203,425	\$ 203,425	\$ 203,425	\$ 599,516	\$ 203,425	\$ 802,941
14	Janitor	\$ 36,963	\$ 39,581	1.00	100%	1.00	\$ 35,994	\$ 35,994	\$ 35,994	\$ 108,951	\$ 35,994	\$ 144,945
15	Maintenance Worker	\$ 45,598	\$ 46,966	1.00	100%	1.00	\$ 46,966	\$ 46,966	\$ 46,966	\$ 139,530	\$ 46,966	\$ 186,496
16			\$ -						\$ -	\$ -	\$ -	\$ -
54									\$ -	\$ -	\$ -	\$ -
55		\$ 327,742	TOTAL SALARIES				\$ 340,475	\$ 340,475	\$ 340,475	\$ 1,008,693	\$ 340,475	\$ 1,349,169
56			TOTAL FTE		8.00							
57		36.50%	FRINGE BENEFIT RATE		36.50%	36.50%	36.50%					
58		\$ 119,626	EMPLOYEE FRINGE BENEFITS		\$ 124,274	\$ 124,274	\$ 124,274	\$ 368,173	\$ 124,274	\$ 492,447		
59		\$ 447,369	TOTAL SALARIES & BENEFITS		\$ 464,749	\$ 464,749	\$ 464,749	\$ 1,376,866	\$ 464,749	\$ 1,841,615		
60												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 26 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Mayfair						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 129,529	\$ 129,529	\$ 129,529	\$ 129,529	\$ 388,587	\$ 129,529	\$ 518,116
14	Office Supplies, Postage	\$ 1,651	\$ 1,800	\$ 1,800	\$ 1,800	\$ 5,251	\$ 1,800	\$ 7,051
15	Building Maintenance Supplies and Repair	\$ 67,722	\$ 85,111	\$ 85,111	\$ 85,111	\$ 237,944	\$ 85,111	\$ 323,055
16	Insurance	\$ 16,174	\$ 16,443	\$ 16,443	\$ 16,443	\$ 49,060	\$ 16,443	\$ 65,503
17	Client Engagement	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 6,750	\$ 2,250	\$ 9,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 8,400	\$ 2,000	\$ 2,000	\$ 2,000	\$ 12,400	\$ 2,000	\$ 14,400
44	Temp Janitors	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 12,000	\$ 5,000	\$ 17,000
68	TOTAL OPERATING EXPENSES	\$ 242,726	\$ 257,133	\$ 257,133	\$ 257,133	\$ 756,992	\$ 257,133	\$ 1,014,125
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 546,435	\$ 546,435	\$ 546,435	\$ 546,435	\$ 1,639,305	\$ 546,435	\$ 2,185,740
72	HSH assigned Client Subsidies	\$ 3,401	\$ 2,673	\$ 2,673	\$ 2,673	\$ 8,747	\$ 2,673	\$ 11,420
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 10,012			\$ -	\$ 10,012	\$ -	\$ 10,012
74	One-Time Transfer from Other GF Budgets	\$ 24,225			\$ -	\$ 24,225	\$ -	\$ 24,225
75	One-Time Adjustment to Actuals	\$ (2)			\$ -	\$ (2)	\$ -	\$ (2)
84	TOTAL OTHER EXPENSES	\$ 584,071	\$ 549,108	\$ 549,108	\$ 549,108	\$ 1,682,287	\$ 549,108	\$ 2,231,395
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 27 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Mission										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	1.00	100%	1.00	\$ 72,100	\$ 72,100	\$ 72,100	\$ 184,896	\$ 72,100	\$ 256,996
13	Supp Hsg Senior Assistant Property Manager	\$ 57,878	\$ 63,287	1.00	100%	1.00	\$ 63,287	\$ 63,287	\$ 63,287	\$ 184,452	\$ 63,287	\$ 247,739
14	Supp Hsg Assistant Property Manager	\$ 31,698	\$ 49,180	1.00	100%	1.00	\$ 49,180	\$ 49,180	\$ 49,180	\$ 130,058	\$ 49,180	\$ 179,238
15	Desk Clerk	\$ 243,147	\$ 36,785	7.00	99%	6.96	\$ 256,032	\$ 256,032	\$ 256,032	\$ 755,210	\$ 256,032	\$ 1,011,242
16	Janitor	\$ 137,896	\$ 37,617	4.00	98%	3.90	\$ 146,806	\$ 146,806	\$ 146,806	\$ 431,508	\$ 146,806	\$ 578,314
17	Maintenance Worker	\$ 103,476	\$ 53,291	2.00	100%	2.00	\$ 106,580	\$ 106,580	\$ 106,580	\$ 316,637	\$ 106,580	\$ 423,217
18			\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ 614,790	TOTAL SALARIES				\$ 693,985	\$ 693,985	\$ 693,985	\$ 2,002,760	\$ 693,985	\$ 2,696,745
56			TOTAL FTE				15.86					
57		36.50%	FRINGE BENEFIT RATE				36.50%	36.50%	36.50%			
58		\$ 224,398	EMPLOYEE FRINGE BENEFITS				\$ 253,305	\$ 253,305	\$ 253,305	\$ 731,008	\$ 253,305	\$ 984,312
59		\$ 839,189	TOTAL SALARIES & BENEFITS				\$ 947,290	\$ 947,290	\$ 947,290	\$ 2,733,768	\$ 947,290	\$ 3,681,058

	A	B	E	H	K	L	M	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										Page 28 of 51
2	OPERATING DETAIL										
3	Document Date	6/1/2022									
4	Provider Name	Tenderloin Housing Clinic Inc.									
5	Program	Master Lease Hotels (General Fund)									
6	F\$P Contract ID#	1000017241									
7	Budget Name	Mission									
9		Year 1	Year 2	Year 3	Year 4			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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	
11		Current	Current	Current	Current	Amendment	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 264,413	\$ 288,980	\$ 288,980	\$ -	\$ 288,980	\$ 288,980	\$ 842,373	\$ 288,980	\$ 1,131,353	
14	Office Supplies, Postage	\$ 8,317	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ 11,000	\$ 30,317	\$ 11,000	\$ 41,317	
15	Building Maintenance Supplies and Repair	\$ 164,675	\$ 183,127	\$ 183,127	\$ -	\$ 183,127	\$ 183,127	\$ 530,929	\$ 183,127	\$ 714,056	
16	Insurance	\$ 70,879	\$ 72,443	\$ 72,443	\$ -	\$ 72,443	\$ 72,443	\$ 215,765	\$ 72,443	\$ 288,208	
17	Travel	\$ 480	\$ 480	\$ 480	\$ -	\$ 480	\$ 480	\$ 1,440	\$ 480	\$ 1,920	
18	Client Engagement	\$ 6,900	\$ 6,900	\$ 6,900	\$ -	\$ 6,900	\$ 6,900	\$ 20,700	\$ 6,900	\$ 27,600	
19	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000	
25				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants/Subcontractors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 12,000	\$ 2,000	\$ 14,000	
46	Temp Janitors	\$ 12,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 22,000	\$ 5,000	\$ 27,000	
47	Temp Sr Assist Prop Manager			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 610,664	\$ 584,930	\$ 584,930	\$ -	\$ 584,930	\$ 584,930	\$ 1,780,524	\$ 584,930	\$ 2,365,454	
69											
70	Other Expenses (not subject to indirect cost %)										
71	Rental of Property	\$ 2,092,266	\$ 2,109,110	\$ 2,109,110	\$ 1,168,561	\$ 940,549	\$ 2,109,110	\$ 7,479,047	\$ 940,549	\$ 8,419,596	
72	HSH assigned Client Subsidies	\$ 129,982	\$ 123,512	\$ 123,512	\$ -	\$ 123,512	\$ 123,512	\$ 377,006	\$ 123,512	\$ 500,518	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,422				\$ -	\$ -	\$ 12,422	\$ -	\$ 12,422	
74	One-Time Transfer from SSMPP contract	\$ 134,000				\$ -	\$ -	\$ 134,000	\$ -	\$ 134,000	
75	One-Time Adjustment to Actuals	\$ (2,815)				\$ -	\$ -	\$ (2,815)	\$ -	\$ (2,815)	
84	TOTAL OTHER EXPENSES	\$ 2,365,855	\$ 2,232,622	\$ 2,232,622	\$ 1,168,561	\$ 1,064,061	\$ 2,232,622	\$ 7,999,660	\$ 1,064,061	\$ 9,063,721	
85											
86	Capital Expenses										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	HSH #3										

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 29 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Raman										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	Budgeted Salary	Change
12	Supportive Housing Property Manager	\$ 56,135	\$ 62,969	1.00	100%	1.00	\$ 62,969	\$ 62,969	\$ 62,969	\$ 182,073	\$ 62,969	\$ 245,042
13	Desk Clerk	\$ 227,430	\$ 38,830	6.10	99%	6.04	\$ 234,466	\$ 234,466	\$ 234,466	\$ 696,363	\$ 234,466	\$ 930,829
14	Janitor	\$ 64,786	\$ 36,355	2.00	92%	1.84	\$ 66,995	\$ 66,995	\$ 66,995	\$ 198,775	\$ 66,995	\$ 265,770
15	Maintenance Worker	\$ 51,710	\$ 56,657	1.00	100%	1.00	\$ 56,657	\$ 56,657	\$ 56,657	\$ 165,024	\$ 56,657	\$ 221,681
54									\$ -	\$ -	\$ -	\$ -
55		\$ 400,061	TOTAL SALARIES				\$ 421,087	\$ 421,087	\$ 421,087	\$ 1,242,235	\$ 421,087	\$ 1,663,322
56			TOTAL FTE		9.88							
57		36.50%	FRINGE BENEFIT RATE		36.50%	36.50%	36.50%					
58		\$ 146,022	EMPLOYEE FRINGE BENEFITS		\$ 153,697	\$ 153,697	\$ 153,697	\$ 453,416	\$ 153,697	\$ 607,113		
59		\$ 546,083	TOTAL SALARIES & BENEFITS		\$ 574,784	\$ 574,784	\$ 574,784	\$ 1,695,651	\$ 574,784	\$ 2,270,435		
60												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 30 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Raman						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 121,409	\$ 139,671	\$ 139,671	\$ 139,671	\$ 400,751	\$ 139,671	\$ 540,422
14	Office Supplies, Postage	\$ 4,493	\$ 5,500	\$ 5,500	\$ 5,500	\$ 15,493	\$ 5,500	\$ 20,993
15	Building Maintenance Supplies and Repair	\$ 83,705	\$ 118,360	\$ 118,360	\$ 118,360	\$ 320,424	\$ 118,360	\$ 438,784
16	Insurance	\$ 24,646	\$ 25,153	\$ 25,153	\$ 25,153	\$ 74,952	\$ 25,153	\$ 100,105
17	Client Engagement	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 11,100	\$ 3,700	\$ 14,800
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 22,500	\$ 7,500	\$ 30,000
44	Temp Janitors	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800	\$ 23,400	\$ 7,800	\$ 31,200
45	Temp Maintenance Workers	\$ 4,500	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 4,500
68	TOTAL OPERATING EXPENSES	\$ 272,753	\$ 322,684	\$ 322,684	\$ 322,684	\$ 918,120	\$ 322,684	\$ 1,240,804
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 466,087	\$ 466,087	\$ 466,087	\$ 466,087	\$ 1,398,261	\$ 466,087	\$ 1,864,348
72	HSH assigned Client Subsidies	\$ 2,620	\$ 2,620	\$ 2,620	\$ 2,620	\$ 7,860	\$ 2,620	\$ 10,480
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 18,182			\$ -	\$ 18,182	\$ -	\$ 18,182
74	One-Time Transfer from Other GF Budgets	\$ 74,300			\$ -	\$ 74,300	\$ -	\$ 74,300
75	One-Time Adjustment to Actuals	\$ (29)			\$ -	\$ (29)	\$ -	\$ (29)
84	TOTAL OTHER EXPENSES	\$ 561,160	\$ 468,707	\$ 468,707	\$ 468,707	\$ 1,498,574	\$ 468,707	\$ 1,967,281
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 31 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Seneca										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current			% FTE funded by this budget	Adjusted Budgeted FTE	Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE			Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 66,156	\$ 68,141	1.00	100%	1.00	\$ 68,141	\$ 68,141	\$ 68,141	\$ 202,438	\$ 68,141	\$ 270,579
13	Supp Hsg Senior Assistant Property Manager	\$ 52,000	\$ 56,859	1.00	100%	1.00	\$ 56,859	\$ 56,859	\$ 56,859	\$ 165,718	\$ 56,859	\$ 222,577
14	Supp Hsg Assistant Property Manager	\$ 45,000	\$ 49,205	1.00	85%	0.85	\$ 41,947	\$ 41,947	\$ 41,947	\$ 269,206	\$ 41,947	\$ 311,152
15	Desk Clerk	\$ 185,313	\$ 36,724	7.00	83%	5.80	\$ 213,109	\$ 213,109	\$ 213,109	\$ 553,008	\$ 213,109	\$ 766,117
16	Janitor	\$ 126,790	\$ 38,331	4.00	98%	3.90	\$ 149,662	\$ 149,662	\$ 149,662	\$ 393,824	\$ 149,662	\$ 543,486
17	Maintenance Worker	\$ 94,500	\$ 48,668	2.00	100%	2.00	\$ 97,335	\$ 97,335	\$ 97,335	\$ 194,670	\$ 97,335	\$ 292,005
54									\$ -	\$ -	\$ -	\$ -
55		\$ 569,759	TOTAL SALARIES				\$ 627,053	\$ 627,053	\$ 627,053	\$ 1,778,864	\$ 627,053	\$ 2,405,917
56			TOTAL FTE		14.56							
57		36.50%	FRINGE BENEFIT RATE		36.50%		36.50%	36.50%	36.50%			
58		\$ 207,962	EMPLOYEE FRINGE BENEFITS		\$ 228,874		\$ 228,874	\$ 228,874	\$ 228,874	\$ 665,710	\$ 228,874	\$ 894,585
59		\$ 777,721	TOTAL SALARIES & BENEFITS		\$ 855,927		\$ 855,927	\$ 855,927	\$ 855,927	\$ 2,489,574	\$ 855,927	\$ 3,345,501
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 32 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Seneca						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 272,430	\$ 280,826	\$ 280,826	\$ 280,826	\$ 834,082	\$ 280,826	\$ 1,114,908
14	Office Supplies, Postage	\$ 9,544	\$ 12,000	\$ 12,000	\$ 12,000	\$ 33,544	\$ 12,000	\$ 45,544
15	Building Maintenance Supplies and Repair	\$ 151,141	\$ 168,077	\$ 168,077	\$ 168,077	\$ 487,295	\$ 168,077	\$ 655,372
16	Insurance	\$ 58,432	\$ 58,432	\$ 58,432	\$ 58,432	\$ 175,296	\$ 58,432	\$ 233,728
17	Client Engagement	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	\$ 17,700	\$ 5,900	\$ 23,600
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	<u>Consultants / Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Temp Desk Clerks	\$ 90,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 210,000	\$ 60,000	\$ 270,000
43	Temp Janitors	\$ 30,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 40,000	\$ 5,000	\$ 45,000
44	Temp Assistant Prop Mgr		\$ 9,908	\$ 9,908	\$ 9,908	\$ 19,816	\$ 9,908	\$ 29,723
67	TOTAL OPERATING EXPENSES	\$ 632,447	\$ 615,143	\$ 615,143	\$ 615,143	\$ 1,862,733	\$ 615,143	\$ 2,477,875
68								
69	<u>Other Expenses (not subject to indirect cost %)</u>							
70	Rental of Property	\$ 1,765,144	\$ 1,765,144	\$ 1,765,144	\$ 1,765,144	\$ 5,295,432	\$ 1,765,144	\$ 7,060,576
71	HSH assigned Client Subsidies	\$ 135,826	\$ 123,487	\$ 123,487	\$ 123,487	\$ 382,800	\$ 123,487	\$ 506,287
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			\$ -	\$ 200,000	\$ -	\$ 200,000
74	Seneca Laundry Expenses		\$ 109	\$ 109	\$ 109	\$ 218	\$ 109	\$ 327
75	One-Time Adjustment to Actuals	\$ (1,599)			\$ -	\$ (1,599)	\$ -	\$ (1,599)
83	TOTAL OTHER EXPENSES	\$ 2,118,711	\$ 1,888,740	\$ 1,888,740	\$ 1,888,740	\$ 5,896,191	\$ 1,888,740	\$ 7,784,931
84								
85	<u>Capital Expenses</u>							
86		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96	HSH #3					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 33 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Vincent										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	\$ 54,500	\$ 57,819	1.00	100%	1.00	\$ 57,819	\$ 57,819	\$ 57,819	\$ 170,138	\$ 57,819	\$ 227,957
13	Supp Hsg Senior Assistant Property Manager	\$ 19,265	\$ 48,668	1.00	90%	0.90	\$ 44,016	\$ 44,016	\$ 44,016	\$ 107,297	\$ 44,016	\$ 151,313
14	Desk Clerk	\$ 211,979	\$ 37,069	7.00	88%	6.13	\$ 227,248	\$ 227,248	\$ 227,248	\$ 666,475	\$ 227,248	\$ 893,722
15	Janitor	\$ 64,673	\$ 36,355	2.00	98%	1.96	\$ 71,171	\$ 71,171	\$ 71,171	\$ 207,014	\$ 71,171	\$ 278,184
16	Maintenance Worker	\$ 48,883	\$ 50,349	1.00	100%	1.00	\$ 50,349	\$ 50,349	\$ 50,349	\$ 149,581	\$ 50,349	\$ 199,930
55		\$ 399,300	TOTAL SALARIES				\$ 450,602	\$ 450,602	\$ 450,602	\$ 1,300,504	\$ 450,602	\$ 1,751,106
56			TOTAL FTE		10.99							
57		36.50%	FRINGE BENEFIT RATE			36.50%	36.50%	36.50%				
58		\$ 145,744	EMPLOYEE FRINGE BENEFITS			\$ 164,470	\$ 164,470	\$ 164,470	\$ 474,684	\$ 164,470	\$ 639,154	
59		\$ 545,044	TOTAL SALARIES & BENEFITS			\$ 615,072	\$ 615,072	\$ 615,072	\$ 1,775,188	\$ 615,072	\$ 2,390,260	
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 34 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (General Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Vincent						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 160,032	\$ 171,753	\$ 171,753	\$ 171,753	\$ 503,538	\$ 171,753	\$ 675,291
14	Office Supplies, Postage	\$ 5,120	\$ 7,500	\$ 7,500	\$ 7,500	\$ 20,120	\$ 7,500	\$ 27,620
15	Building Maintenance Supplies and Repair	\$ 80,512	\$ 105,891	\$ 105,891	\$ 105,891	\$ 292,294	\$ 105,891	\$ 398,185
16	Insurance	\$ 29,658	\$ 29,713	\$ 29,713	\$ 29,713	\$ 89,084	\$ 29,713	\$ 118,797
17	Client Engagement	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 11,400	\$ 3,800	\$ 15,200
18	Elevator	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000	\$ 5,000	\$ 20,000
20				\$ -	\$ -	\$ -	\$ -	\$ -
41	<u>Consultants/Subcontractors</u>			\$ -	\$ -	\$ -	\$ -	\$ -
42	Temp Senior Assistant Prop Manager	\$ 38,200	\$ 6,350	\$ 6,350	\$ 6,350	\$ 50,900	\$ 6,350	\$ 57,250
43	Temp Desk Clerks	\$ 60,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 148,000	\$ 44,000	\$ 192,000
44	Temp Janitors	\$ 6,000	\$ 2,100	\$ 2,100	\$ 2,100	\$ 10,200	\$ 2,100	\$ 12,300
67	TOTAL OPERATING EXPENSES	\$ 388,322	\$ 376,107	\$ 376,107	\$ 376,107	\$ 1,140,536	\$ 376,107	\$ 1,516,643
68								
69	<u>Other Expenses (not subject to indirect cost %)</u>							
70	Rental of Property	\$ 911,901	\$ 911,901	\$ 911,901	\$ 911,901	\$ 2,735,703	\$ 911,901	\$ 3,647,604
71	HSH assigned Client Subsidies	\$ 50,173	\$ 43,164	\$ 43,164	\$ 43,164	\$ 136,501	\$ 43,164	\$ 179,665
72	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 16,907			\$ -	\$ 16,907	\$ -	\$ 16,907
73	One-Time Transfer from Operating Reserve	\$ 52,000			\$ -	\$ 52,000	\$ -	\$ 52,000
74	One-Time Transfer from other GF budgets	\$ 7,815			\$ -	\$ 7,815	\$ -	\$ 7,815
75	One-Time Adjustment to Actuals	\$ (4)			\$ -	\$ (4)	\$ -	\$ (4)
83	TOTAL OTHER EXPENSES	\$ 1,038,792	\$ 955,065	\$ 955,065	\$ 955,065	\$ 2,948,922	\$ 955,065	\$ 3,903,987
84								
85	<u>Capital Expenses</u>							
86	Upgrades: 4 showers		\$ 28,000		\$ -	\$ 28,000	\$ -	\$ 28,000
94	TOTAL CAPITAL EXPENSES	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000	\$ -	\$ 28,000
96	HSH #3						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 35 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Allstar										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	1.00	100%	1.00	\$ 62,380	\$ 62,380	\$ 62,380	\$ 179,543	\$ 62,380	\$ 241,923
13	Desk Clerk	\$ 229,949	\$ 40,858	6.00	94%	5.64	\$ 230,494	\$ 230,494	\$ 230,494	\$ 690,937	\$ 230,494	\$ 921,431
14	Janitor	\$ 37,570	\$ 41,036	1.50	95%	1.42	\$ 58,244	\$ 58,244	\$ 58,244	\$ 154,058	\$ 58,244	\$ 212,302
15	Maintenance Worker	\$ 52,340	\$ 53,910	1.00	100%	1.00	\$ 53,910	\$ 53,910	\$ 53,910	\$ 160,160	\$ 53,910	\$ 214,071
54									\$ -	\$ -	\$ -	\$ -
55		\$ 374,642	TOTAL SALARIES				\$ 405,028	\$ 405,028	\$ 405,028	\$ 1,184,698	\$ 405,028	\$ 1,589,727
56			TOTAL FTE		9.06							
57		36.50%	FRINGE BENEFIT RATE			36.50%	36.50%	36.50%				
58		\$ 136,744	EMPLOYEE FRINGE BENEFITS		\$ 147,835	\$ 147,835	\$ 147,835	\$ 432,415	\$ 147,835	\$ 580,250		
59		\$ 511,386	TOTAL SALARIES & BENEFITS		\$ 552,864	\$ 552,864	\$ 552,864	\$ 1,617,113	\$ 552,864	\$ 2,169,977		
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 36 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Allstar						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 82,738	\$ 80,990	\$ 80,990	\$ 80,990	\$ 244,718	\$ 80,990	\$ 325,708
14	Office Supplies, Postage	\$ 2,061	\$ 4,230	\$ 4,230	\$ 4,230	\$ 10,521	\$ 4,230	\$ 14,751
15	Building Maintenance Supplies and Repair	\$ 62,840	\$ 77,788	\$ 77,788	\$ 77,788	\$ 218,416	\$ 77,788	\$ 296,203
16	Insurance	\$ 24,935	\$ 25,158	\$ 25,158	\$ 25,158	\$ 75,251	\$ 25,158	\$ 100,409
17	Travel	\$ 115	\$ 115	\$ 115	\$ 115	\$ 345	\$ 115	\$ 460
18	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
19					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -
44	Temp Desk Clerks	\$ 10,800	\$ 20,000	\$ 20,000	\$ 20,000	\$ 50,800	\$ 20,000	\$ 70,800
45	Temp Janitor	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100	\$ 9,300	\$ 3,100	\$ 12,400
68	TOTAL OPERATING EXPENSES	\$ 190,339	\$ 215,131	\$ 215,131	\$ 215,131	\$ 620,601	\$ 215,131	\$ 835,731
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 440,734	\$ 440,733	\$ 440,733	\$ 440,733	\$ 1,322,200	\$ 440,733	\$ 1,762,933
72	HSH assigned Client Subsidies	\$ 65,788	\$ 61,714	\$ 61,714	\$ 61,714	\$ 189,216	\$ 61,714	\$ 250,930
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 11,495			\$ -	\$ 11,495	\$ -	\$ 11,495
74	One-Time Transfer from Support Services	\$ 62,115			\$ -	\$ 62,115	\$ -	\$ 62,115
75	One-Time Transfer from Other HSH Fund Budgets	\$ 54,652			\$ -	\$ 54,652	\$ -	\$ 54,652
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
84	TOTAL OTHER EXPENSES	\$ 677,283	\$ 502,447	\$ 502,447	\$ 502,447	\$ 1,682,177	\$ 502,447	\$ 2,184,624
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 37 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Boyd										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	\$ 62,800	\$ 64,684	1.00	100%	1.00	\$ 64,684	\$ 64,684	\$ 64,684	\$ 192,168	\$ 64,684	\$ 256,852
13	Desk Clerk	\$ 215,967	\$ 36,993	6.00	99%	5.94	\$ 219,762	\$ 219,762	\$ 219,762	\$ 655,491	\$ 219,762	\$ 875,253
14	Janitor	\$ 50,262	\$ 36,355	2.00	82%	1.63	\$ 59,359	\$ 59,359	\$ 59,359	\$ 168,981	\$ 59,359	\$ 228,340
15	Maintenance Worker	\$ 44,719	\$ 48,754	1.00	100%	1.00	\$ 48,754	\$ 48,754	\$ 48,754	\$ 142,227	\$ 48,754	\$ 190,981
16		\$ -							\$ -	\$ -	\$ -	\$ -
55		\$ 373,748	TOTAL SALARIES				\$ 392,559	\$ 392,559	\$ 392,559	\$ 1,158,867	\$ 392,559	\$ 1,551,426
56			TOTAL FTE		9.57							
57		36.50%	FRINGE BENEFIT RATE		36.50%		36.50%	36.50%	36.50%			
58		\$ 136,418	EMPLOYEE FRINGE BENEFITS		\$ 143,284		\$ 143,284	\$ 143,284	\$ 143,284	\$ 422,986	\$ 143,284	\$ 566,270
59		\$ 510,166	TOTAL SALARIES & BENEFITS		\$ 535,843		\$ 535,843	\$ 535,843	\$ 535,843	\$ 1,581,853	\$ 535,843	\$ 2,117,696
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 38 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Boyd						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 118,357	\$ 118,357	\$ 118,357	\$ 118,357	\$ 355,071	\$ 118,357	\$ 473,428
14	Office Supplies, Postage	\$ 3,476	\$ 4,000	\$ 4,000	\$ 4,000	\$ 11,476	\$ 4,000	\$ 15,476
15	Building Maintenance Supplies and Repair	\$ 89,672	\$ 107,783	\$ 107,783	\$ 107,783	\$ 305,238	\$ 107,783	\$ 413,020
16	Insurance	\$ 24,755	\$ 24,391	\$ 24,391	\$ 24,391	\$ 73,537	\$ 24,391	\$ 97,928
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 10,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 16,000	\$ 3,000	\$ 19,000
44	Temp Janitors	\$ 3,200	\$ 20,000	\$ 20,000	\$ 20,000	\$ 43,200	\$ 20,000	\$ 63,200
45	Temp Maintenance Workers	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
68	TOTAL OPERATING EXPENSES	\$ 269,410	\$ 296,281	\$ 296,281	\$ 296,281	\$ 861,972	\$ 296,281	\$ 1,158,252
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 449,473	\$ 449,473	\$ 449,473	\$ 449,473	\$ 1,348,419	\$ 449,473	\$ 1,797,892
72	HSH assigned Client Subsidies	\$ 66,905	\$ 59,597	\$ 59,597	\$ 59,597	\$ 186,099	\$ 59,597	\$ 245,696
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 14,837			\$ -	\$ 14,837	\$ -	\$ 14,837
74	One-Time Transfer to Other HSH Budgets	\$ (79,000)			\$ -	\$ (79,000)	\$ -	\$ (79,000)
75	One-Time Transfer from other HSH Budgets	\$ 3,558			\$ -	\$ 3,558	\$ -	\$ 3,558
84	TOTAL OTHER EXPENSES	\$ 455,773	\$ 509,070	\$ 509,070	\$ 509,070	\$ 1,473,913	\$ 509,070	\$ 1,982,983
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 39 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Caldrake										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current			% FTE funded by this budget	Adjusted Budgeted FTE	Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE			Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 26,522	\$ 56,274.00	1.00	50%	0.50	\$ 28,137	\$ 28,137	\$ 28,137	\$ 82,796	\$ 28,137	\$ 110,933
13	Janitor	\$ 34,738	\$ 39,624.00	1.00	99%	0.99	\$ 39,111	\$ 39,111	\$ 39,111	\$ 112,961	\$ 39,111	\$ 152,072
14	Maintenance Worker	\$ 22,250	\$ 46,966.00	1.00	49%	0.49	\$ 22,934	\$ 22,934	\$ 22,934	\$ 68,117	\$ 22,934	\$ 91,050
54									\$ -	\$ -	\$ -	\$ -
55		\$ 83,510	TOTAL SALARIES				\$ 90,182	\$ 90,182	\$ 90,182	\$ 263,873	\$ 90,182	\$ 354,055
56			TOTAL FTE		1.98							
57		36.50%	FRINGE BENEFIT RATE		36.50%		36.50%	36.50%	36.50%			
58		\$ 30,481	EMPLOYEE FRINGE BENEFITS		\$ 32,916		\$ 32,916	\$ 32,916	\$ 32,916	\$ 96,314	\$ 32,916	\$ 129,230
59		\$ 113,991	TOTAL SALARIES & BENEFITS		\$ 123,098		\$ 123,098	\$ 123,098	\$ 123,098	\$ 360,187	\$ 123,098	\$ 483,285
60												
61												
62												

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 40 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Caldrake						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 72,966	\$ 72,966	\$ 72,966	\$ 72,966	\$ 218,898	\$ 72,966	\$ 291,864
14	Office Supplies, Postage	\$ 1,777	\$ 1,777	\$ 1,777	\$ 1,777	\$ 5,331	\$ 1,777	\$ 7,108
15	Building Maintenance Supplies and Repair	\$ 47,097	\$ 57,500	\$ 57,500	\$ 57,500	\$ 162,096	\$ 57,500	\$ 219,596
16	Insurance	\$ 14,841	\$ 14,748	\$ 14,748	\$ 14,748	\$ 44,337	\$ 14,748	\$ 59,085
17	Client Engagement	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 6,300	\$ 2,100	\$ 8,400
18					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -
43	Temp Janitor	\$ 700	\$ 700	\$ 700	\$ 700	\$ 2,100	\$ 700	\$ 2,800
44	Temp Maintenance Worker	\$ 750	\$ 750	\$ 750	\$ 750	\$ 2,250	\$ 750	\$ 3,000
45	Temp Property Manager				\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 140,231	\$ 150,541	\$ 150,541	\$ 150,541	\$ 441,312	\$ 150,541	\$ 591,853
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 285,279	\$ 287,203	\$ 287,203	\$ 287,203	\$ 859,685	\$ 287,203	\$ 1,146,888
72	HSH assigned Client Subsidies	\$ 14,070	\$ 13,848	\$ 13,848	\$ 13,848	\$ 41,766	\$ 13,848	\$ 55,614
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 1,226			\$ -	\$ 1,226	\$ -	\$ 1,226
74	One-Time Transfer to other HSH Fund Budgets	\$ (67,000)			\$ -	\$ (67,000)	\$ -	\$ (67,000)
75	One-Time Transfer from other HSH Fund Budgets	\$ 2,945			\$ -	\$ 2,945	\$ -	\$ 2,945
84	TOTAL OTHER EXPENSES	\$ 236,520	\$ 301,051	\$ 301,051	\$ 301,051	\$ 838,622	\$ 301,051	\$ 1,139,673
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 41 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Elk										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	\$ 30,022	\$ 53,560	1.00	59%	0.59	\$ 31,582	\$ 31,582	\$ 31,582	\$ 93,186	\$ 31,582	\$ 124,768
13	Desk Clerk	\$ 177,194	\$ 38,591	5.00	81%	4.05	\$ 156,327	\$ 156,327	\$ 156,327	\$ 489,847	\$ 156,327	\$ 646,174
14	Janitor	\$ 46,207	\$ 36,355	1.50	87%	1.30	\$ 47,206	\$ 47,206	\$ 47,206	\$ 140,619	\$ 47,206	\$ 187,825
15	Maintenance Worker	\$ 45,598	\$ 46,966	1.00	99%	0.99	\$ 46,723	\$ 46,723	\$ 46,723	\$ 139,043	\$ 46,723	\$ 185,766
24		\$ -							\$ -	\$ -	\$ -	\$ -
55		\$ 299,020	TOTAL SALARIES				\$ 281,837	\$ 281,837	\$ 281,837	\$ 862,695	\$ 281,837	\$ 1,144,532
56			TOTAL FTE		6.93							
57		36.50%	FRINGE BENEFIT RATE			36.50%	36.50%	36.50%				
58		\$ 109,142	EMPLOYEE FRINGE BENEFITS			\$ 102,871	\$ 102,871	\$ 102,871	\$ 314,884	\$ 102,871	\$ 417,754	
59		\$ 408,162	TOTAL SALARIES & BENEFITS			\$ 384,708	\$ 384,708	\$ 384,708	\$ 1,177,579	\$ 384,708	\$ 1,562,287	
60												
61												
62												

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 42 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	F\$P Contract ID#	1000017241						
7	Budget Name	Elk						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 130,146	\$ 130,146	\$ 130,146	\$ 130,146	\$ 390,438	\$ 130,146	\$ 520,584
14	Office Supplies, Postage	\$ 5,141	\$ 4,230	\$ 4,230	\$ 4,230	\$ 13,601	\$ 4,230	\$ 17,831
15	Building Maintenance Supplies and Repair	\$ 61,161	\$ 87,665	\$ 87,665	\$ 87,665	\$ 236,490	\$ 87,665	\$ 324,155
16	Insurance	\$ 25,799	\$ 25,751	\$ 25,751	\$ 25,751	\$ 77,301	\$ 25,751	\$ 103,052
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Property Manager	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 90,000	\$ 30,000	\$ 120,000
44	Temp Desk Clerks	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 125,000	\$ 50,000	\$ 175,000
45	Temp Janitors	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 40,000
46	Temp Maintenance Worker		\$ 332	\$ 332	\$ 332	\$ 665	\$ 332	\$ 997
68	TOTAL OPERATING EXPENSES	\$ 305,997	\$ 356,874	\$ 356,874	\$ 356,874	\$ 1,019,745	\$ 356,874	\$ 1,376,619
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 483,022	\$ 483,022	\$ 483,022	\$ 483,022	\$ 1,449,066	\$ 483,022	\$ 1,932,088
72	HSH assigned Client Subsidies	\$ 78,730	\$ 65,470	\$ 65,470	\$ 65,470	\$ 209,670	\$ 65,470	\$ 275,140
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,453			\$ -	\$ 12,453	\$ -	\$ 12,453
74	One-Time Transfer from Support Services	\$ 15,105			\$ -	\$ 15,105	\$ -	\$ 15,105
75	One-Time Transfer from Other HSH Fund Budgets	\$ 103,601			\$ -	\$ 103,601	\$ -	\$ 103,601
84	TOTAL OTHER EXPENSES	\$ 692,911	\$ 548,492	\$ 548,492	\$ 548,492	\$ 1,789,895	\$ 548,492	\$ 2,338,387
85								
86	<u>Capital Expenses</u>							
87	One-Time Capital Upgrades: 3 Shower Stalls		\$ 21,000		\$ -	\$ 21,000	\$ -	\$ 21,000
88	One-Time Capital Upgrades: 3 Toilet Rooms		\$ 8,000		\$ -	\$ 8,000	\$ -	\$ 8,000
89	One-Time Capital Upgrades: Bathroom Ventilation		\$ 52,600		\$ -	\$ 52,600	\$ -	\$ 52,600
95	TOTAL CAPITAL EXPENSES	\$ -	\$ 81,600	\$ -	\$ -	\$ 81,600	\$ -	\$ 81,600
97	HSH #3						Template last modified	11/4/2019

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 43 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Graystone										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	1.00	100%	1.00	\$ 55,167	\$ 55,167	\$ 55,167	\$ 163,894	\$ 55,167	\$ 219,061
13	Desk Clerk	\$ 188,709	\$ 40,349	5.00	89%	4.46	\$ 179,766	\$ 179,766	\$ 179,766	\$ 548,241	\$ 179,766	\$ 728,007
14	Janitor	\$ 22,695	\$ 36,354	1.50	96%	1.44	\$ 52,170	\$ 52,170	\$ 52,170	\$ 127,035	\$ 52,170	\$ 179,205
15	Maintenance Worker	\$ 45,598	\$ 50,349	1.00	100%	1.00	\$ 50,349	\$ 50,349	\$ 50,349	\$ 146,296	\$ 50,349	\$ 196,645
54									\$ -	\$ -	\$ -	\$ -
55		\$ 310,562	TOTAL SALARIES				\$ 337,452	\$ 337,452	\$ 337,452	\$ 985,466	\$ 337,452	\$ 1,322,918
56			TOTAL FTE		7.89							
57		36.50%	FRINGE BENEFIT RATE			36.50%	36.50%	36.50%				
58		\$ 113,355	EMPLOYEE FRINGE BENEFITS			\$ 123,170	\$ 123,170	\$ 123,170	\$ 359,695	\$ 123,170	\$ 482,865	
59		\$ 423,917	TOTAL SALARIES & BENEFITS			\$ 460,622	\$ 460,622	\$ 460,622	\$ 1,345,161	\$ 460,622	\$ 1,805,783	
60												
61												
62												

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 44 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Graystone						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 105,597	\$ 120,211	\$ 120,211	\$ 120,211	\$ 346,019	\$ 120,211	\$ 466,230
14	Office Supplies, Postage	\$ 4,976	\$ 4,976	\$ 4,976	\$ 4,976	\$ 14,928	\$ 4,976	\$ 19,904
15	Building Maintenance Supplies and Repair	\$ 90,354	\$ 107,171	\$ 107,171	\$ 107,171	\$ 304,697	\$ 107,171	\$ 411,868
16	Insurance	\$ 21,479	\$ 21,479	\$ 21,479	\$ 21,479	\$ 64,437	\$ 21,479	\$ 85,916
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
18	Elevator	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 75,000	\$ 25,000	\$ 100,000
21			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 13,300	\$ 30,000	\$ 30,000	\$ 30,000	\$ 73,300	\$ 30,000	\$ 103,300
44	Temp Janitors	\$ 18,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 28,000	\$ 5,000	\$ 33,000
68	TOTAL OPERATING EXPENSES	\$ 282,456	\$ 317,587	\$ 317,587	\$ 317,587	\$ 917,631	\$ 317,587	\$ 1,235,218
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 407,661	\$ 407,662	\$ 407,662	\$ 407,662	\$ 1,222,985	\$ 407,662	\$ 1,630,647
72	HSH assigned Client Subsidies	\$ 51,792	\$ 51,792	\$ 51,792	\$ 51,792	\$ 155,376	\$ 51,792	\$ 207,168
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			\$ -	\$ 76,035	\$ -	\$ 76,035
83								
84	TOTAL OTHER EXPENSES	\$ 548,078	\$ 459,454	\$ 459,454	\$ 459,454	\$ 1,466,986	\$ 459,454	\$ 1,926,440
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 45 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Pierre										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	Budgeted Salary	Change
12	Supportive Housing Property Manager	\$ 56,389	\$ 56,389	1.00	100%	1.00	\$ 56,389	\$ 56,389	\$ 56,389	\$ 169,167	\$ 56,389	\$ 225,556
13	Desk Clerk	\$ 187,652	\$ 42,811	5.00	100%	4.98	\$ 213,324	\$ 213,324	\$ 213,324	\$ 614,300	\$ 213,324	\$ 827,625
14	Janitor	\$ 32,808	\$ 41,036	1.50	92%	1.39	\$ 56,852	\$ 56,852	\$ 56,852	\$ 146,512	\$ 56,852	\$ 203,364
15	Maintenance Worker	\$ 44,617	\$ 49,803	1.00	99%	0.99	\$ 49,070	\$ 49,070	\$ 49,070	\$ 142,758	\$ 49,070	\$ 191,828
54									\$ -	\$ -	\$ -	\$ -
55		\$ 321,465	TOTAL SALARIES				\$ 375,636	\$ 375,636	\$ 375,636	\$ 1,072,737	\$ 375,636	\$ 1,448,373
56			TOTAL FTE		8.35							
57		36.50%	FRINGE BENEFIT RATE			36.50%	36.50%	36.50%				
58		\$ 117,335	EMPLOYEE FRINGE BENEFITS			\$ 137,107	\$ 137,107	\$ 137,107	\$ 391,549	\$ 137,107	\$ 528,656	
59		\$ 438,800	TOTAL SALARIES & BENEFITS			\$ 512,743	\$ 512,743	\$ 512,743	\$ 1,464,286	\$ 512,743	\$ 1,977,029	
60												
61												
62												

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 46 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Pierre						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 143,433	\$ 166,356	\$ 166,356	\$ 166,356	\$ 476,145	\$ 166,356	\$ 642,501
14	Office Supplies, Postage	\$ 6,622	\$ 4,230	\$ 4,230	\$ 4,230	\$ 15,082	\$ 4,230	\$ 19,312
15	Building Maintenance Supplies and Repair	\$ 76,482	\$ 104,697	\$ 104,697	\$ 104,697	\$ 285,876	\$ 104,697	\$ 390,573
16	Insurance	\$ 24,934	\$ 25,455	\$ 25,455	\$ 25,455	\$ 75,844	\$ 25,455	\$ 101,299
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 16,400	\$ 1,000	\$ 1,000	\$ 1,000	\$ 18,400	\$ 1,000	\$ 19,400
44	Temp Janitors	\$ 9,600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 19,600	\$ 5,000	\$ 24,600
45	Temp Maintenance Workers	\$ 5,100	\$ 1,000	\$ 1,000	\$ 1,000	\$ 7,100	\$ 1,000	\$ 8,100
68	TOTAL OPERATING EXPENSES	\$ 301,321	\$ 326,488	\$ 326,488	\$ 326,488	\$ 954,297	\$ 326,488	\$ 1,280,785
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 484,839	\$ 484,838	\$ 484,838	\$ 484,838	\$ 1,454,515	\$ 484,838	\$ 1,939,353
72	HSH assigned Client Subsidies	\$ 65,751	\$ 64,264	\$ 64,264	\$ 64,264	\$ 194,279	\$ 64,264	\$ 258,543
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			\$ -	\$ 95,928	\$ -	\$ 95,928
84	TOTAL OTHER EXPENSES	\$ 661,293	\$ 549,102	\$ 549,102	\$ 549,102	\$ 1,759,497	\$ 549,102	\$ 2,308,599
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 47 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Royan										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	\$ 57,292	\$ 53,560	1.00	100%	1.00	\$ 53,560	\$ 53,560	\$ 53,560	\$ 164,412	\$ 53,560	\$ 217,972
13	Desk Clerk	\$ 177,609	\$ 39,585	5.10	100%	5.11	\$ 202,209	\$ 202,209	\$ 202,209	\$ 582,026	\$ 202,209	\$ 784,235
14	Janitor	\$ 35,717	\$ 39,581	1.50	92%	1.38	\$ 54,665	\$ 54,665	\$ 54,665	\$ 145,046	\$ 54,665	\$ 199,711
15	Maintenance Worker	\$ 57,848	\$ 59,583	1.00	100%	1.00	\$ 59,583	\$ 59,583	\$ 59,583	\$ 177,015	\$ 59,583	\$ 236,598
54									\$ -	\$ -	\$ -	\$ -
55		\$ 328,466	TOTAL SALARIES				\$ 370,017	\$ 370,017	\$ 370,017	\$ 1,068,500	\$ 370,017	\$ 1,438,516
56			TOTAL FTE		8.49							
57		36.50%	FRINGE BENEFIT RATE				36.50%	36.50%	36.50%			
58		\$ 119,890	EMPLOYEE FRINGE BENEFITS				\$ 135,056	\$ 135,056	\$ 135,056	\$ 390,002	\$ 135,056	\$ 525,058
59		\$ 448,356	TOTAL SALARIES & BENEFITS				\$ 505,073	\$ 505,073	\$ 505,073	\$ 1,458,502	\$ 505,073	\$ 1,963,575
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 47 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Royan						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 130,977	\$ 130,977	\$ 130,977	\$ 130,977	\$ 392,931	\$ 130,977	\$ 523,908
14	Office Supplies, Postage	\$ 2,405	\$ 3,700	\$ 3,700	\$ 3,700	\$ 9,805	\$ 3,700	\$ 13,505
15	Building Maintenance Supplies and Repair	\$ 56,868	\$ 67,150	\$ 67,150	\$ 67,150	\$ 191,168	\$ 67,150	\$ 258,318
16	Insurance	\$ 20,040	\$ 20,407	\$ 20,407	\$ 20,407	\$ 60,854	\$ 20,407	\$ 81,261
17	Client Engagement	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 10,500	\$ 3,500	\$ 14,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 35,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 59,000	\$ 12,000	\$ 71,000
44	Temp Janitors	\$ 3,700	\$ 6,000	\$ 6,000	\$ 6,000	\$ 15,700	\$ 6,000	\$ 21,700
68	TOTAL OPERATING EXPENSES	\$ 267,490	\$ 258,734	\$ 258,734	\$ 258,734	\$ 784,958	\$ 258,734	\$ 1,043,692
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 381,071	\$ 381,070	\$ 381,070	\$ 381,070	\$ 1,143,211	\$ 381,070	\$ 1,524,281
72	HSH assigned Client Subsidies	\$ 51,543	\$ 35,091	\$ 35,091	\$ 35,091	\$ 121,725	\$ 35,091	\$ 156,816
73	One-Time CODB (Non-Leasing)	\$ 13,832			\$ -	\$ 13,832	\$ -	\$ 13,832
74	One-Time Transfer from Other HSH Fund Budgets	\$ 80,844			\$ -	\$ 80,844	\$ -	\$ 80,844
84	TOTAL OTHER EXPENSES	\$ 527,289	\$ 416,161	\$ 416,161	\$ 416,161	\$ 1,359,611	\$ 416,161	\$ 1,775,772
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 49 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Union										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		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	Budgeted Salary	Change
12	Supportive Housing Property Manager	\$ 56,013	\$ 57,693	1.00	100%	1.00	\$ 57,693	\$ 57,693	\$ 57,693	\$ 171,400	\$ 57,693	\$ 229,093
13	Desk Clerk	\$ 186,415	\$ 39,585	5.00	98%	4.91	\$ 194,483	\$ 194,483	\$ 194,483	\$ 575,380	\$ 194,483	\$ 769,863
14	Janitor	\$ 35,487	\$ 38,363	1.50	100%	1.50	\$ 57,476	\$ 57,476	\$ 57,476	\$ 150,438	\$ 57,476	\$ 207,914
15	Maintenance Worker	\$ 54,616	\$ 48,958	1.00	100%	1.00	\$ 48,958	\$ 48,958	\$ 48,958	\$ 152,532	\$ 48,958	\$ 201,490
54									\$ -	\$ -	\$ -	\$ -
55		\$ 332,531	TOTAL SALARIES				\$ 358,610	\$ 358,610	\$ 358,610	\$ 1,049,751	\$ 358,610	\$ 1,408,361
56			TOTAL FTE		8.41							
57		36.50%	FRINGE BENEFIT RATE			36.50%	36.50%	36.50%				
58		\$ 121,374	EMPLOYEE FRINGE BENEFITS			\$ 130,893	\$ 130,893	\$ 130,893	\$ 383,159	\$ 130,893	\$ 514,052	
59		\$ 453,904	TOTAL SALARIES & BENEFITS			\$ 489,503	\$ 489,503	\$ 489,503	\$ 1,432,910	\$ 489,503	\$ 1,922,412	
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							Page 50 of 51
2	OPERATING DETAIL							
3	Document Date	6/1/2022						
4	Provider Name	Tenderloin Housing Clinic Inc.						
5	Program	Master Lease Hotels (HSH Fund)						
6	FSP Contract ID#	1000017241						
7	Budget Name	Union						
9		Year 1	Year 2	Year 3	Year 4	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	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 128,700	\$ 120,058	\$ 120,058	\$ 120,058	\$ 368,816	\$ 120,058	\$ 488,874
14	Office Supplies, Postage	\$ 2,517	\$ 3,500	\$ 3,500	\$ 3,500	\$ 9,517	\$ 3,500	\$ 13,017
15	Building Maintenance Supplies and Repair	\$ 39,676	\$ 50,208	\$ 50,208	\$ 50,208	\$ 140,092	\$ 50,208	\$ 190,300
16	Insurance	\$ 17,736	\$ 18,033	\$ 18,033	\$ 18,033	\$ 53,802	\$ 18,033	\$ 71,835
17	Client Engagement	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 7,500	\$ 2,500	\$ 10,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
21		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700	\$ 14,100	\$ 4,700	\$ 18,800
44	Temp Janitors	\$ 2,400	\$ 500	\$ 500	\$ 500	\$ 3,400	\$ 500	\$ 3,900
68	TOTAL OPERATING EXPENSES	\$ 213,229	\$ 214,499	\$ 214,499	\$ 214,499	\$ 642,227	\$ 214,499	\$ 856,726
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 339,331	\$ 339,331	\$ 339,331	\$ 339,331	\$ 1,017,993	\$ 339,331	\$ 1,357,324
72	HSH assigned Client Subsidies	\$ 24,378	\$ 22,639	\$ 22,639	\$ 22,639	\$ 69,656	\$ 22,639	\$ 92,295
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,706			\$ -	\$ 12,706	\$ -	\$ 12,706
74	One-Time Transfer from Support Services	\$ 35,000			\$ -	\$ 35,000	\$ -	\$ 35,000
75	One-Time Transfer from Other HSH Fund Budgets	\$ 77,830			\$ -	\$ 77,830	\$ -	\$ 77,830
84	TOTAL OTHER EXPENSES	\$ 489,244	\$ 361,970	\$ 361,970	\$ 361,970	\$ 1,213,184	\$ 361,970	\$ 1,575,154
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3						Template last modified	11/4/2019

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
Appendix B, Budget

Document Date	6/1/2022		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2020	2/29/2024	3yrs 8mo
Amended Term	7/1/2020	6/30/2024	4

Permitted Subcontractors	
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.

Billing Month/Date	Service Begin Date	Service End Date
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 in the Permitted Subcontractors Appendix.
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 and Prop C	
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	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,

General Fund, HSH Fund and Prop C	
Type	Instructions and Examples of Documentation
	and documentation for any Operating line items that exceed \$10,000. 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.

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 1/10th 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 be 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	Agreement Term	Grant Amount (Not-to-Exceed)
Department of Homelessness and Supportive Housing; Supportive Service Modified Payment Program	7/1/21 - 6/30/24	\$3,124,249
Department of Homelessness and Supportive Housing; Baldwin House Hotel	7/1/19 - 6/30/22	\$9,999,905
Department of Homelessness and Supportive Housing; CoC Rental Assistance for Baldwin House Hotel	9/1/19 - 8/31/22	\$9,338,682
Department of Homelessness and Supportive Housing; Crown, National & Winton Hotels	7/1/21 - 6/30/23	\$9,990,000
Department of Homelessness and Supportive Housing; CoC Rental Assistance for Crown, National & Winton Hotels	12/1/19 - 11/30/22	\$9,788,192
Department of Homelessness and Supportive Housing; Abigail Hotel	1/1/21 - 2/29/24	\$7,045,244
Department of Building Inspection; Central City SRO Collaborative	7/1/21 - 6/30/22	\$619,680
Department of Building Inspection; Code Enforcement Outreach Program (CEOP) Outreach	7/1/21 - 6/30/22	\$526,925
Adult Probation Department; Housing program	3/1/20 - 2/28/22	\$5,745,022
Mayor's Office of Housing and Community Development; Right to Counsel	7/1/21 - 6/30/22	\$1,525,103
Mayor's Office of Housing and Community Development; Right to Counsel Expansion	7/1/21 - 6/30/22	\$425,000
Mayor's Office of Housing and Community Development; Rental Assistance Outreach, Education & Navigation	6/1/21 - 9/30/22	\$105,000



San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

ethics.commission@sfgov.org . www.sfethics.org

Received On:

File #: 220453

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

1. FILING INFORMATION

TYPE OF FILING	DATE OF ORIGINAL FILING (for amendment only)
Original	
AMENDMENT DESCRIPTION – Explain reason for amendment	

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

NAME OF FILER'S CONTACT	TELEPHONE NUMBER
Angela Calvillo	415-554-5184
FULL DEPARTMENT NAME	EMAIL
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Bryn Miller	978-460-2875
FULL DEPARTMENT NAME	DEPARTMENT CONTACT EMAIL
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org

5. CONTRACTOR	
NAME OF CONTRACTOR Tenderloin Housing Clinic	TELEPHONE NUMBER 415-885-3286
STREET ADDRESS (including City, State and Zip Code) 126 Hyde Street, San Francisco, CA 94102	EMAIL

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 220453
DESCRIPTION OF AMOUNT OF CONTRACT \$132,903,851		
NATURE OF THE CONTRACT (Please describe) Amendment to increase the not-to-exceed amount of the contract with THC to provide master lease stewardship, property management, and support services in 16 PSH sites by \$43,503,365 for a total contract amount not to exceed \$132,903,851.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Shaw	Randy	Other Principal Officer
2	Tang	Wynne	CFO
3	Allen	Tabitha	Other Principal Officer
4	Tiedemann	Chris	Board of Directors
5	Smith	Felecia	Board of Directors
6	Ruiz	Gabriella	Board of Directors
7	Brophy	Ken	Board of Directors
8	Aguilar	Enrique	Board of Directors
9	Pujais	Fernando	Board of Directors
10	Medeiros	Jodie	Board of Directors
11	wilson	Randy	Board of Directors
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9. AFFILIATES AND SUBCONTRACTORS

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#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

10. VERIFICATION

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

<p>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</p> <p>BOS Clerk of the Board</p>	<p>DATE SIGNED</p>
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From: [Paulino, Tom \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Subject: Mayor - Resolution - THC Lease 1st Amendment
Date: Tuesday, April 26, 2022 10:10:33 PM
Attachments: [THC Master Lease Hotels - First Amendment - Resolution - Signed.pdf](#)
[THC Master Lease Hotels - First Amendment - Resolution - Word Doc.docx](#)
[THC Master Lease Hotels - First Amendment - Form 126.pdf](#)
[THC Master Lease Hotels - First Amendment - G-150 with Appendices.pdf](#)

Dear Clerks,

I hope the week is going well!

Please find attached for introduction to the Board of Supervisors **a Resolution approving the first amendment to the grant agreement between the Tenderloin Housing Clinic and the Department of Homelessness and Supportive Housing for master lease stewardship, property management, and support services in Permanent Supportive Housing; extending the grant term by four months for a total term of July 1, 2020, through June 30, 2024; and increasing the agreement amount by \$43,503,365 for a total amount not to exceed \$132,903,851.**

Please let me know if you have any questions.

Cheers,

Tom Paulino

He/Him

Liaison to the Board of Supervisors

Office of the Mayor

City and County of San Francisco