

**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
PROVIDENCE FOUNDATION OF SAN FRANCISCO**

THIS AMENDMENT of the **January 1, 2021** Grant Agreement (the "Agreement") is dated as of **January 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **PROVIDENCE FOUNDATION OF SAN FRANCISCO** ("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, Ordinance No. 61-19 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, 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 **January 1, 2022** between Grantee and City; and
- (b) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

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

2.1 ARTICLE 3 TERM Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2020** and expire on **December 31, 2021**, 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:

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **September 1, 2020** and expire on **June 30, 2023** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS Section

5.1 Maximum Amount 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 **Three Million Nine Hundred Thirty Two Thousand Seventy Eight Dollars (\$3,932,078)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Fifty Five Thousand Three Hundred Forty Six Dollars (\$655,346)** 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.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Four Hundred Ninety Seven Thousand Five Hundred Nineteen Dollars (\$9,497,519)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million Nine Hundred Ten Thousand Seven Hundred Forty Three Dollars (\$3,910,743)** 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.

2.3 Section 16.24 Contractor Vaccination Policy is hereby added to this agreement:

16.24 Contractor Vaccination Policy. Contractor shall comply with 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 issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. The requirements stated in the Emergency Declaration and Contractor Vaccination Policy are material terms and conditions of this Agreement, which include but are not limited to, the following:

- (a) Contractor shall identify its Covered Employees who are or will be performing Work or Services under this Agreement, and shall inform them of the COVID-19 vaccination requirements stated in the City’s Contractor Vaccination Policy and the Emergency Declaration.
- (b) Contractor shall maintain a list of its Covered Employees by name and position, which list shall not include the employees’ vaccination status. Contractor shall update the list as needed to show all current Covered Employees, and Contractor shall provide that list to the City on request.
- (c) Contractor shall be responsible for determining the vaccination status of any Covered Employees working for their subcontractors under this Agreement. Contractor shall ensure that its covered subcontractors submit required information to the Contractor respecting their compliance with the Contractor Vaccination Policy.

- (d) Contractor previously submitted to the City the Attestation Form confirming its compliance with the Contractor Vaccination Policy, including Attachment A thereto respecting any medical or religious vaccination exemptions granted to their Covered Employees. Contractor will submit an updated Attachment A if Contractor assigns a new Covered Employee to work on the contract who is eligible for an exemption under the Vaccination Policy.
- (e) Contractor shall coordinate with the City to confirm that the City can safely accommodate at its worksite any Covered Employee for whom the Contractor has granted a medical or religious vaccination exemption, which may include ensuring that exempt employees who are accommodated comply with any required health and safety protocols.

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

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

- Appendix A, Services to be Provided (dated January 1, 2022)
- Appendix B, Budget (dated January 1, 2022)
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grants

2.5 Section 17.10 Survival of Terms of the Agreement is hereby deleted and replaced with the following:

17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

- | | |
|--------------|--|
| Section 4.3 | Ownership of Results. |
| Section 6.4 | Financial Statements. |
| Section 6.5 | Books and Records. |
| Section 6.6 | Inspection and Audit. |
| Section 6.7 | Submitting False Claims. |
| Article 7 | Taxes. |
| Article 8 | Representations and Warranties. |
| Article 9 | Indemnification and General Liability. |
| Section 10.4 | Required Post-Expiration Coverage. |

Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

- 2.6 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by Appendix A, Services to be Provided, (dated January 1, 2022) for the period of September 1, 2020 to June 30, 2023.
- 2.7 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget**, (dated January 1, 2022), for the period of September 1, 2020 to June 30, 2023.
- 2.8 **Appendix E, Permitted Subcontractors** is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated January 1, 2022), for the period of September 1, 2020 to June 30, 2023.
- 2.9 **Appendix F, FEMA Emergency and Exigency Grants Requirements** of the Agreement is hereby deleted in its entirety.

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

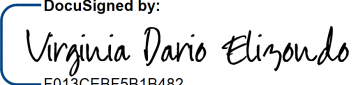
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**PROVIDENCE FOUNDATION OF SAN
FRANCISCO**

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
424F62E180A94B1...
Patricia Doyle
Executive Director
City Supplier Number: 0000012776

Approved as to Form:
David Chiu

By: 
F013CEBF5B1B482...
Virginia Dario Elizondo
Deputy City Attorney

**Appendix A, Services to be Provided
by
Providence Foundation of San Francisco
Oasis**

I. Purpose of Grant

The purpose of the grant is to provide time-limited and as needed temporary shelter and support services to the served population.

II. Served Population

Grantee shall serve families consisting of at least one adult age 18 or older and at least one minor child under 18. A family may also include pregnant persons under certain circumstances. Participants may also include those who meet the California Department of Social Services (CDSS) definition of homelessness and who are receiving CalWORKs benefits.

III. Referral and Prioritization

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

IV. Description of Services

Grantee shall provide time-limited operations and services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the site(s), in accordance with Department of Public Health (DPH) requirements and guidelines to the number of units listed in Appendix B.

1. Participant Support: Grantee shall provide participant supports, including, but not limited to:
 - a. Participant intake, including completion of forms and acknowledgement of the Participant Agreement/Site Rules, bed assignment, and orientation to the site;
 - b. Operations, such as entry and exits, mail, phone, and technology coordination;
 - c. Wellness checks and connection to care for anyone demonstrating symptoms of physical or behavioral health needs;
 - d. Health screening, including temperature checks in accordance with DPH requirements;
 - e. Coordination of supportive service providers (e.g. In-Home Supportive Services, behavioral health, harm reduction, nursing/medical, other wellness support, Problem Solving, housing navigation; and benefits linkage);
 - f. Care Coordination, including assisting participants who are not enrolled in public benefits to connect with the City's roving application assistance team/Assisting participants in obtaining and maintaining public benefits, including post-public benefits application support to complete the public benefits enrollment process;
 - g. Maintenance and distribution of operational and participant supplies;
 - h. Reasonable accommodations, transfers, and other supports; and

- i. Exit planning, including, but not limited to communication and coordination with outside service providers to support in a participant's transition to a more permanent setting.
2. Program Support: Grantee shall provide programmatic support, including, but not limited to:
 - a. Onboarding and orienting onsite staff (e.g. Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures;
 - b. Hiring and supervision of onsite staff and any subcontractors; and
 - c. Data entry and reporting.
3. Building Operations: Grantee shall maintain the agreement with the landlord.
 - a. Grantee shall maintain pest-free facilities and systems in full compliance with requirements of the agreement with the landlord and in accordance with DPH requirements and guidelines to maintain the health and safety of participants and staff and ensure that smoke/carbon monoxide detectors, fire exits, smoking and animal relief areas, pest control, access to hygiene are in working condition.
 - b. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for participants, partner agencies and on-site staff.
 - c. Laundry: Grantee shall provide laundry services.
 - d. Janitorial/Facilities: Grantee shall provide janitorial services that meet or exceed the DPH requirements and standards.
 - e. Furnishings and Participant Supplies: Grantee shall maintain and provide furnishings (e.g. towels/linens) and supplies (e.g. menstrual and oral hygiene products; soap) for participants.
 - f. Personal Protective Equipment (PPE): Grantee shall also be responsible for monitoring PPE utilization and supply of PPE, and for placing restocking orders from HSH.
 - g. Biohazard Cleaning: Grantee shall ensure that units receive deep cleaning when a room or unit that is housing a COVID-19 positive participant turns over; when a participant becomes symptomatic; or in the event of a death on site.
 - h. Meals: Grantee shall provide three meals per day to participants in accordance with all Shelter Standards of Care requirements.

V. Location and Time of Services

Grantee shall provide services at the Oasis Inn, located at 900 Franklin Street, 24 hours per day, seven days per week.

VI. Service Requirements

- A. Certifications: Grantee shall ensure that staff is trained by a certified provider all elements of CPR, First Aid and AED immediately upon the date of hire. Copies of CPR/FA/AED certification shall be maintained at Grantee facility and shall be provided upon request of HSH designee.

- B. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 5. Assistance with conflict de-escalation and crisis management.
- C. Health Standards and Use of PPE:
1. Grantee shall ensure that all onsite staff and participants use appropriate PPE at all times in accordance with the most up to date DPH requirements.
 2. Grantee shall ensure all DPH requirements and guidelines are followed by onsite staff and participants (e.g. screening, distancing, isolation and quarantine).
- D. Interpretation and Translation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- E. Feedback, Complaint and Follow-up Policies
1. Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:
 2. A complaint process, including a written complaint policy informing guests how to report complaints and request repairs/services; and
 3. A written quarterly survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback (Satisfaction Survey) and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- F. Communications, Trainings and Meetings: Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:
1. Compliance with all Shelter and Resource Center Standards of Care;
 2. Regular communication to HSH about the implementation of the program;
 3. Attendance of HSH meetings and trainings, as required;

4. Adherence to the HSH Shelter Grievance Policy¹, including the processes regarding denials of service. Grantee shall comply with this policy when warnings or denials of service for shelter rule infractions are given to guests. Grantee staff must receive Shelter Grievance Training provided by HSH and past post-training test before they may issue a denial of service or warnings;
5. Adherence to the HSH Cold/Wet Weather Policy;
6. Adherence to the TB Infection Control Guidelines issued by DPH and HSH. Grantee shall provide mandatory enforcement of TB screening rules for shelter residents; and
7. Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff or guests and when Child Protective Services removes a child. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident. Grantee shall submit prompt written reports to HSH within 24 hours regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. Additionally, Grantee shall contact the HSH Program Manager, as listed in CARBON, within two hours of any death.

G. Data Standards:

1. Any records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (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 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, Grantee shall submit the monthly, quarterly and/or annual metrics into either the HSH CARBON database, via secure email, or through uploads to an FTP site. The City will provide clear instructions to all Grantee regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, the City, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with applicable privacy requirements. Grantee shall take all appropriate measure to protect and maintain the confidentiality of personally identifying information about participants, as well as the site name and address, and any other confidential information about the program or the City's emergency response.

¹ HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>

- H. Record Keeping, Documentation, and Files: Grantee shall maintain Occupancy Logs; participant files, and other documentation in accordance with City requirements and instructions.

- I. Dietary and Food Safety: Grantee shall meet the following meal dietary requirements:
 - 1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by DPH Registered Dietician (RD) annually to meet the established many pattern, portion sizes and vegetarian and religious/diet accommodations;
 - 2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
 - 3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
 - 4. Grantee shall ensure that at least one person responsible for food service has a valid Food Safety Certification.

- J. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
 - 1. Working with the neighborhood to ensure that neighboring concerns about the building are heard and addressed;
 - 2. Working closely with HSH and other relevant agencies to ensure that neighborhood concerns are addressed; and
 - 3. Actively discouraging loitering in the area surrounding the building.

VII. Service Objectives

- A. Grantee shall maintain an average unit utilization rate of at least 90 percent at any time.

- B. Grantee shall offer case management services to 100 percent of participants.

VIII. Outcome Objectives

- A. A minimum of 80 percent of guests exiting the program who have stayed in the program for 30 days or more will move into permanent housing such as rental by client with subsidy, shared housing, market rate housing, transitional housing or a residential treatment program; and

- B. One hundred percent of guests will receive housing advocacy support, including gathering and uploading of vital documents document readiness, notifying households of housing opportunities and assistance with housing applications as needed.

- C. Eighty percent of participants who participated in the Client Satisfaction Survey will rate services as “Excellent” or “Good”. Grantee shall use the following standardized question: “How would you rate the [name of program] Program overall?” The options should be “Excellent”, “Good”, “Fair” and “Poor”.

IX. Reporting Requirements

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 - B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
 - C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year, including completion and submission of the Annual Shelter Report.
- D. Grantee shall provide Ad Hoc reports as required by the Department.
- E. Grantee shall submit monthly Grievance Statistics and Incident Reports by email to the assigned HSH Program Manager by the 15th of the month for each preceding month.
- F. Grantee shall provide the CalWORKS Housing Subsidy Program (CWHSP) State Data report monthly through the Launchpad data system by the 10th of the month. Grantee shall provide monthly employment status in the State data report.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following: participant files, review of the Grantee’s administrative records, staff training documentation, postings, program policies and procedures, 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 Compliance and Contract Monitoring: Grantee is subject to fiscal monitoring, such as, but not limited to, the following: 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 will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandums of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	G	H	I	J	K	L	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	1/1/2022												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	9/1/2020	12/31/2021	2										
6	Amended Term	9/1/2020	6/30/2023	3										
7	Provider Name	Providence Foundation of San Francisco												
8	Program	Oasis Hotel												
9	FSP Contract ID#	1000020746												
10	Action (select)	Amendment												
11	Effective Date	7/1/2021												
12	Budget Names	General Fund - Temporary Shelter Hotel, Work Order - HSA, One-Time General Fund Carryforward, Prop C												
13		Current	New											
14	Term Budget	\$ 3,369,836	\$ 5,586,776											
15	Contingency	\$ 562,242	\$ 3,910,743	70%										
16	Not-To-Exceed	\$ 3,932,078	\$ 9,497,519		EXTENSION YEAR									
17					Year 1	Year 2			Year 3			All Years		
18					9/1/2020 - 8/31/2021	9/1/2021- 12/31/2021	9/1/2021- 6/30/2022	9/1/2021- 6/30/2022	7/1/2022- 6/30/2023	7/1/2022- 6/30/2023	7/1/2022- 6/30/2023	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023
19	Expenditures				New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
20	Salaries & Benefits	\$ 670,303	\$ 750,174	\$ 943,644	\$ 1,693,817	\$ -	\$ -	\$ -	\$ 1,420,476	\$ 943,644	\$ 2,364,120			
21	Operating Expense	\$ 901,405	\$ 358,157	\$ 278,229	\$ 636,386	\$ -	\$ -	\$ -	\$ 1,259,562	\$ 278,229	\$ 1,537,791			
22	Subtotal	\$ 1,571,707	\$ 1,108,331	\$ 1,221,873	\$ 2,330,204	\$ -	\$ -	\$ -	\$ 2,680,038	\$ 1,221,873	\$ 3,901,911			
23	Indirect Percentage													
24	Indirect Cost (Line 21 X Line 22)	\$ 235,756	\$ 165,970	\$ 183,281	\$ 349,251	\$ -	\$ -	\$ -	\$ 401,726	\$ 183,281	\$ 585,007			
25	Other Expenses (Not subject to indirect %)	\$ (130,404)	\$ 934,671	\$ 811,786	\$ 1,746,457	\$ -	\$ -	\$ -	\$ 804,267	\$ 811,786	\$ 1,616,053			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	HSA Work Order 7/1-12/31/20 in separate agreement	\$ (416,940)												
29	Total Expenditures	\$ 1,260,119	\$ 2,208,972	\$ 2,216,939	\$ 4,425,912	\$ -	\$ -	\$ -	\$ 3,469,092	\$ 2,216,939	\$ 5,686,031			
30														
31	HSR Revenues (select)													
32	General Fund - Ongoing	\$ 736,824	\$ 1,212,537	\$ -	\$ 1,212,537	\$ -	\$ -	\$ -	\$ 1,949,361	\$ -	\$ 1,949,361			
33	General Fund - CODB	\$ -	\$ 36,376	\$ -	\$ 36,376	\$ -	\$ -	\$ -	\$ 36,376	\$ -	\$ 36,376			
34	Prop C - One-time COVID-19 Bonus Pay	\$ 7,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,100	\$ -	\$ 7,100			
35	Work Order (HSA)	\$ 416,940	\$ 416,940	\$ 416,940	\$ 833,880	\$ -	\$ -	\$ -	\$ 833,880	\$ 416,940	\$ 1,250,820			
36	General Fund - One-Time Carryforward	\$ -	\$ 543,119	\$ -	\$ 543,119	\$ -	\$ -	\$ -	\$ 543,119	\$ -	\$ 543,119			
37	Prop C	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
41	Total HSR Revenues	\$ 1,160,864	\$ 2,208,972	\$ 2,216,940	\$ 4,425,912	\$ -	\$ -	\$ -	\$ 3,369,836	\$ 2,216,940	\$ 5,586,776			
42	Other Revenues (to offset Total Expenditures & Reduce HSR Revenues)													
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44	Private Match	\$ 99,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,255	\$ -	\$ 99,255			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48	Total Other Revenues	\$ 99,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,255	\$ -	\$ 99,255			
49														
50	Total HSR + Other Revenues	\$ 1,260,119	\$ 2,208,972	\$ 2,216,940	\$ 4,425,912	\$ -	\$ -	\$ -	\$ 3,469,091	\$ 2,216,940	\$ 5,686,031			
51	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
53	Total Adjusted Salary FTE (All Budgets)	8.14			26.11				0.00					
54														
55	Prepared by	Latasha Bellamy												
56	Phone	2096433777												
57	Email	latasha.bellamy@sfgov.org												

	A	B	C	D	G	H	I	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
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7	Provider Name	Providence Foundation of San Francisco									
8	Program	Oasis Hotel									
9	FSP Contract ID#	1000020746									
10	Action (select)	Amendment									
11	Effective Date	7/1/2021									
12	Budget Name	General Fund - Temporary Shelter Hotel									
13		Current	New								
14	Term Budget	\$ 1,992,837	\$ 1,992,837								
15	Contingency	\$ 562,242	\$ 3,910,743	70%							
16	Not-To-Exceed	\$ 3,932,078	\$ 9,497,519		Year 1	Year 2			All Years		
17		9/1/2020 - 8/31/2021	9/1/2021- 12/31/2021	9/1/2021- 6/30/2022	9/1/2021- 6/30/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023			
18		New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures										
20	Salaries & Benefits	\$ 570,555	\$ 650,426	\$ -	\$ 650,426	\$ 1,220,980	\$ -	\$ 1,220,980			
21	Operating Expense	\$ 859,131	\$ 315,883	\$ -	\$ 315,883	\$ 1,175,014	\$ -	\$ 1,175,014			
22	Subtotal	\$ 1,429,685	\$ 966,309	\$ -	\$ 966,309	\$ 2,395,994	\$ -	\$ 2,395,994			
23	Indirect Percentage	15.00%	15%		15%						
24	Indirect Cost (Line 21 X Line 22)	\$ 214,453	\$ 144,667	\$ -	\$ 144,667	\$ 359,120	\$ -	\$ 359,120			
25	Other Expenses (Not subject to indirect %)	\$ (384,019)	\$ 137,937	\$ -	\$ 137,937	\$ (246,082)	\$ -	\$ (246,082)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	HSA Work Order 7/1-12/31/20 in Separate Agreement	\$ (416,940)	\$ -	\$ -	\$ -						
29	Total Expenditures	\$ 843,179	\$ 1,248,913.06	\$ -	\$ 1,248,913.06	\$ 2,092,092.19	\$ -	\$ 2,092,092.19			
30											
31	HSH Revenues (select)										
32	General Fund - Ongoing	\$ 736,824	\$ 1,212,537	\$ -	\$ 1,212,537	\$ 1,949,361	\$ -	\$ 1,949,361			
33	General Fund - CODB	\$ -	\$ 36,376	\$ -	\$ 36,376	\$ 36,376	\$ -	\$ 36,376			
34	Prop C - One-time COVID-19 Bonus Pay	\$ 7,100		\$ -	\$ -	\$ 7,100	\$ -	\$ 7,100			
35	Work Order (HSA)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
36	General Fund - One-Time Carryforward	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
37	Prop C	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
40		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
41	Total HSH Revenues	\$ 743,924.00	\$ 1,248,913.00	\$ -	\$ 1,248,913.00	\$ 1,992,837.00	\$ -	\$ 1,992,837.00			
42	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
43		\$ -			\$ -	\$ -	\$ -	\$ -			
44	Private Match	\$ 99,255			\$ -	\$ 99,255	\$ -	\$ 99,255			
45		\$ -			\$ -	\$ -	\$ -	\$ -			
46		\$ -			\$ -	\$ -	\$ -	\$ -			
47		\$ -			\$ -	\$ -	\$ -	\$ -			
48	Total Other Revenues	\$ 99,255.00	\$ -	\$ -	\$ -	\$ 99,255.00	\$ -	\$ 99,255.00			
49											
50	Total HSH + Other Revenues	\$ 843,179.00	\$ 1,248,913.00	\$ -	\$ 1,248,913.00	\$ 2,092,092.00	\$ -	\$ 2,092,092.00			
51	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			
53											
54	Prepared by										
55	Phone										
56	Email										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	BT	BU	BV		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date	1/1/2022																		
4	Provider Name	Providence Foundation of San Francisco																		
5	Program	Oasis Hotel																		
6	FSP Contract ID#	1000020746																		
7	Budget Name	General Fund -																		
8		Year 1						Year 2						All Years						
9	POSITION TITLE	Agency Totals		For HSH Funded Program		9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	Agency Totals		For HSH Funded Program		9/1/2021-12/31/2021	9/1/2021-6/30/2022	9/1/2021-6/30/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023		
10		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New							
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	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	Change	Budgeted Salary		
12	Monitor 1, 2, 3	\$ 152,880	6.40	31%	2.01	\$ 235,183	\$ -	\$ 235,183	\$ 50,960	1.20	22%	0.26	\$ 13,475	\$ -	\$ 13,475	\$ 248,658	\$ -	\$ 248,658		
13	Monitor 2	\$ -				\$ -	\$ -	\$ -	\$ 50,960	3.20	50%	1.60	\$ 81,536	\$ -	\$ 81,536	\$ 81,536	\$ -	\$ 81,536		
14	Monitor 3	\$ -				\$ -	\$ -	\$ -	\$ 50,960	3.60	50%	1.80	\$ 91,728	\$ -	\$ 91,728	\$ 91,728	\$ -	\$ 91,728		
15	Lead Monitor	\$ 52,000	2.00	83%	1.67	\$ 86,667	\$ -	\$ 86,667	\$ 52,000	4.00	50%	2.00	\$ 104,000	\$ -	\$ 104,000	\$ 190,667	\$ -	\$ 190,667		
16	Supervisor	\$ 57,375	1.00	100%	1.00	\$ 57,375	\$ -	\$ 57,375	\$ 56,160	2.00	50%	1.00	\$ 56,160	\$ -	\$ 56,160	\$ 113,535	\$ -	\$ 113,535		
17	Program Director	\$ 66,560	1.00	21%	0.21	\$ 13,742	\$ -	\$ 13,742	\$ 76,960	1.00	13%	0.13	\$ 9,833	\$ -	\$ 9,833	\$ 23,575	\$ -	\$ 23,575		
18	Van Driver	\$ 50,960	0.30	83%	0.25	\$ 12,740	\$ -	\$ 12,740	\$ 50,960	0.30	50%	0.15	\$ 7,644	\$ -	\$ 7,644	\$ 20,384	\$ -	\$ 20,384		
19	Case Manager	\$ 49,920	0.18			\$ -	\$ -	\$ -	\$ 52,000	1.50	34%	0.51	\$ 26,520	\$ -	\$ 26,520	\$ 26,520	\$ -	\$ 26,520		
20	Tutor	\$ 45,760	0.13	100%	0.13	\$ 5,808	\$ -	\$ 5,808	\$ 45,760	0.50	50%	0.25	\$ 11,440	\$ -	\$ 11,440	\$ 17,248	\$ -	\$ 17,248		
21	Program Coordinator	\$ 50,960	0.25	99%	0.25	\$ 12,569	\$ -	\$ 12,569	\$ 50,960	0.25	50%	0.13	\$ 6,370	\$ -	\$ 6,370	\$ 18,939	\$ -	\$ 18,939		
22	Program Assistant	\$ 45,760	0.17	100%	0.17	\$ 7,744	\$ -	\$ 7,744	\$ 45,760	0.75	75%	0.56	\$ 25,740	\$ -	\$ 25,740	\$ 33,484	\$ -	\$ 33,484		
23	Site Manager					\$ -	\$ -	\$ -	\$ 58,240	1.00	50%	0.50	\$ 29,120	\$ -	\$ 29,120	\$ 29,120	\$ -	\$ 29,120		
24	Janitor					\$ -	\$ -	\$ -	\$ 19,800	3.00	50%	1.50	\$ 29,700	\$ -	\$ 29,700	\$ 29,700	\$ -	\$ 29,700		
51						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
52						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
53						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
54						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
55		TOTAL SALARIES					\$ 431,828	\$ -	\$ 431,828	TOTAL SALARIES					\$ 493,266	\$ -	\$ 493,266	\$ 925,094	\$ -	\$ 925,094
56		TOTAL FTE					5.67			TOTAL FTE					10.39					
57		FRINGE BENEFIT RATE					32%		32%	FRINGE BENEFIT RATE					31.86%		31.86%			
58		EMPLOYEE FRINGE BENEFITS					\$ 138,727	\$ -	\$ 138,727	EMPLOYEE FRINGE BENEFITS					\$ 157,160	\$ -	\$ 157,160	\$ 295,887	\$ -	\$ 295,887
59		TOTAL SALARIES & BENEFITS					\$ 570,555	\$ -	\$ 570,555	TOTAL SALARIES & BENEFITS					\$ 650,426	\$ -	\$ 650,426	\$ 1,220,980	\$ -	\$ 1,220,980
60																				
61																				
62																				

	A	D	E	F	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date							
4	Provider Name							
5	Program							
6	FSP Contract ID#							
7	Budget Name							
8								
9		Year 1	Year 2			All Years		
10		9/1/2020 - 8/31/2021	9/1/2021- 12/31/2021	9/1/2021- 6/30/2022	9/1/2021- 6/30/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023
11		New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 312,356		\$ -	\$ -	\$ 312,356	\$ -	\$ 312,356
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
15	Office Supplies, Postage	\$ 6,250	\$ 4,750	\$ -	\$ 4,750	\$ 11,000	\$ -	\$ 11,000
16	Building Maintenance Supplies and Repair	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
17	Printing and Reproduction	\$ 4,167	\$ 2,500	\$ -	\$ 2,500	\$ 6,667	\$ -	\$ 6,667
18	Insurance	\$ 8,333	\$ 22,000	\$ -	\$ 22,000	\$ 30,333	\$ -	\$ 30,333
19	Staff Training	\$ 5,833	\$ 10,000	\$ -	\$ 10,000	\$ 15,833	\$ -	\$ 15,833
20	Staff Travel(Local & Out of Town)	\$ 1,667	\$ 400	\$ -	\$ 400	\$ 2,067	\$ -	\$ 2,067
21	Rental of Equipment	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
22	Cleaning/Janitorial Supplies	\$ 38,333	\$ 37,568	\$ -	\$ 37,568	\$ 75,901	\$ -	\$ 75,901
23	Cable/Internet	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
24	Fire/Security Monitoring Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Linen Laundry	\$ 20,833	\$ 21,000	\$ -	\$ 21,000	\$ 41,833	\$ -	\$ 41,833
26	Client Supplemental Food	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Client Supplies (hygiene, etc)	\$ 13,333	\$ 18,000	\$ -	\$ 18,000	\$ 31,333	\$ -	\$ 31,333
28	Client Transportation	\$ 1,667	\$ 1,000	\$ -	\$ 1,000	\$ 2,667	\$ -	\$ 2,667
29	Food/Other supplies	\$ 101,749	\$ 109,665	\$ -	\$ 109,665	\$ 211,415	\$ -	\$ 211,415
30	Telecommunications	\$ 6,667	\$ 9,000	\$ -	\$ 9,000	\$ 15,667	\$ -	\$ 15,667
31	Additional Room Placeholder (do not invoice until allocated)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Rental & Utilities (Program Office Site)	\$ 37,943	\$ 18,000	\$ -	\$ 18,000	\$ 55,943	\$ -	\$ 55,943
33	Relocation Costs	\$ 250,000		\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
34				\$ -		\$ -	\$ -	\$ -
35				\$ -		\$ -	\$ -	\$ -
36				\$ -		\$ -	\$ -	\$ -
37				\$ -		\$ -	\$ -	\$ -
38				\$ -		\$ -	\$ -	\$ -
39				\$ -		\$ -	\$ -	\$ -
40				\$ -		\$ -	\$ -	\$ -
41				\$ -		\$ -	\$ -	\$ -
42	Consultants			\$ -		\$ -	\$ -	\$ -
43	IT Support/HR Support/Trainer	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 30,000	\$ -	\$ 30,000
44				\$ -		\$ -	\$ -	\$ -
45				\$ -		\$ -	\$ -	\$ -
46				\$ -		\$ -	\$ -	\$ -
47				\$ -		\$ -	\$ -	\$ -
48				\$ -		\$ -	\$ -	\$ -
49				\$ -		\$ -	\$ -	\$ -
50				\$ -		\$ -	\$ -	\$ -
51				\$ -		\$ -	\$ -	\$ -
52				\$ -		\$ -	\$ -	\$ -
53				\$ -		\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)			\$ -		\$ -	\$ -	\$ -
55	Safety and Deescalation Staff (3 people, 24/7)	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 50,000	\$ -	\$ 50,000
56		\$ -		\$ -		\$ -	\$ -	\$ -
57				\$ -		\$ -	\$ -	\$ -
58				\$ -		\$ -	\$ -	\$ -
59				\$ -		\$ -	\$ -	\$ -
60				\$ -		\$ -	\$ -	\$ -
61				\$ -		\$ -	\$ -	\$ -
62				\$ -		\$ -	\$ -	\$ -
63				\$ -		\$ -	\$ -	\$ -
64				\$ -		\$ -	\$ -	\$ -
65				\$ -		\$ -	\$ -	\$ -
66				\$ -		\$ -	\$ -	\$ -
67				\$ -		\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 859,131	\$ 315,883	\$ -	\$ 315,883	\$ 1,175,014	\$ -	\$ 1,175,014
69								
70	Other Expenses (not subject to indirect cost %)							
71	One-Time Prop C Bonus Pay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	FY21-22 COB Placeholder (Do Not Invoice)	\$ 7,100	\$ 36,376	\$ -	\$ 36,376	\$ 43,476	\$ -	\$ 43,476
73	General Fund Unused CF FY20/21	\$ (543,119)	\$ -	\$ -	\$ -	\$ (543,119)	\$ -	\$ (543,119)
74	Safety and Deescalation Staff (3 people, 24/7)	\$ 152,000	\$ 101,561	\$ -	\$ 101,561	\$ 253,561	\$ -	\$ 253,561
75				\$ -		\$ -	\$ -	\$ -
76				\$ -		\$ -	\$ -	\$ -
77				\$ -		\$ -	\$ -	\$ -
78				\$ -		\$ -	\$ -	\$ -
79				\$ -		\$ -	\$ -	\$ -
80				\$ -		\$ -	\$ -	\$ -
81				\$ -		\$ -	\$ -	\$ -
82				\$ -		\$ -	\$ -	\$ -
83				\$ -		\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ (384,019)	\$ 137,937	\$ -	\$ 137,937	\$ (246,082)	\$ -	\$ (246,082)
85								
86	Capital Expenses							
87				\$ -		\$ -	\$ -	\$ -
88				\$ -		\$ -	\$ -	\$ -
89				\$ -		\$ -	\$ -	\$ -
90				\$ -		\$ -	\$ -	\$ -
91				\$ -		\$ -	\$ -	\$ -
92				\$ -		\$ -	\$ -	\$ -
93				\$ -		\$ -	\$ -	\$ -
94				\$ -		\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	HSH #3							

	A	B	C	D	E	F	G	H	I	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	1/1/2022											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	9/1/2020	12/31/2021	2									
6	Amended Term	9/1/2020	6/30/2023	3									
7	Provider Name	Providence Foundation of San Francisco											
8	Program	Oasis Hotel											
9	FSP Contract ID#	1000020746											
10	Action (select)	Amendment											
11	Effective Date	7/1/2021											
12	Budget Name	Work Order - HSA											
13		Current	New										
14	Term Budget	\$ 833,880	\$ 1,250,820										
15	Contingency	\$ 562,242	\$ 3,910,743	70%									
16	Not-To-Exceed	\$ 3,932,078	\$ 9,497,519		Year 1			Year 2			All Years		
17		9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023			
18		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures												
20	Salaries & Benefits	\$ 99,748	\$ -	\$ 99,748	\$ 99,748	\$ 88,959	\$ 188,707	\$ 199,496	\$ 88,959	\$ 288,455			
21	Operating Expense	\$ 42,274	\$ -	\$ 42,274	\$ 42,274	\$ 42,274	\$ 84,548	\$ 84,548	\$ 42,274	\$ 126,822			
22	Subtotal	\$ 142,022	\$ -	\$ 142,022	\$ 142,022	\$ 131,233	\$ 273,255	\$ 284,044	\$ 131,233	\$ 415,277			
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 21,303	\$ -	\$ 21,303	\$ 21,303	\$ 19,685	\$ 40,988	\$ 42,607	\$ 19,685	\$ 62,292			
25	Other Expenses (Not subject to indirect %)	\$ 253,615	\$ -	\$ 253,615	\$ 253,615	\$ 266,022	\$ 519,637	\$ 507,230	\$ 266,022	\$ 773,252			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 416,940	\$ -	\$ 416,940	\$ 416,940	\$ 416,940	\$ 833,880	\$ 833,881	\$ 416,940	\$ 1,250,820			
29													
30	HSH Revenues (select)												
31	General Fund - Ongoing			\$ -			\$ -	\$ -	\$ -	\$ -			
32	General Fund - CODB			\$ -			\$ -	\$ -	\$ -	\$ -			
33	Prop C - One-time COVID-19 Bonus Pay			\$ -			\$ -	\$ -	\$ -	\$ -			
34	Work Order (HSA)	\$ 416,940		\$ 416,940	\$ 416,940	\$ 416,940	\$ 833,880	\$ 833,880	\$ 416,940	\$ 1,250,820			
35	General Fund - One-Time Carryforward			\$ -			\$ -	\$ -	\$ -	\$ -			
36	Prop C			\$ -			\$ -	\$ -	\$ -	\$ -			
37				\$ -			\$ -	\$ -	\$ -	\$ -			
38				\$ -			\$ -	\$ -	\$ -	\$ -			
39				\$ -			\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 416,940	\$ -	\$ 416,940	\$ 416,940	\$ 416,940	\$ 833,880	\$ 833,880	\$ 416,940	\$ 1,250,820			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
42				\$ -			\$ -	\$ -	\$ -	\$ -			
43	Private Match			\$ -			\$ -	\$ -	\$ -	\$ -			
44				\$ -			\$ -	\$ -	\$ -	\$ -			
45				\$ -			\$ -	\$ -	\$ -	\$ -			
46				\$ -			\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48													
49	Total HSH + Other Revenues	\$ 416,940	\$ -	\$ 416,940	\$ 416,940	\$ 416,940	\$ 833,880	\$ 833,880	\$ 416,940	\$ 1,250,820			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52													
53	Prepared by												
54	Phone												
55	Email												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	BT	BU	BV							
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								
2	SALARY & BENEFIT DETAIL																								
3	Document Date	1/1/2022																							
4	Provider Name	Providence Foundation of San Francisco																							
5	Program	Oasis Hotel																							
6	FSP Contract ID#	1000020746																							
7	Budget Name	Work Order - H																							
8		Year 1						Year 2						All Years											
9	POSITION TITLE	Agency Totals		For HSH Funded Program		9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	Agency Totals		For HSH Funded Program		9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023							
10						Current/Actuals	Amendment	New					Current/Actuals	Amendment	New	Current/Actuals	Modification	New							
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	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	Change	Budgeted Salary							
12	Monitor	\$ 32,040	2.50	85%	2.12	\$ 68,060	\$ -	\$ 68,060	\$ 50,960	2.50	100%	2.50	\$ 68,060	\$ 59,340	\$ 127,400	\$ 136,120	\$ 59,340	\$ 195,460							
13	Case Manager	\$ 41,600	1.00	30%	0.30	\$ 12,480	\$ -	\$ 12,480	\$ 41,600	1.00	60%	0.60	\$ 12,480	\$ 12,480	\$ 24,960	\$ 24,960	\$ 12,480	\$ 37,440							
14	Program Director	\$ 76,960	1.00	4%	0.04	\$ 3,250	\$ -	\$ 3,250	\$ 76,960	1.00	8%	0.08	\$ 3,250	\$ 2,907	\$ 6,157	\$ 6,500	\$ 2,907	\$ 9,407							
15						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
54						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
55		TOTAL SALARIES						\$ 83,790	\$ -	\$ 83,790	TOTAL SALARIES						\$ 83,790	\$ 74,727	\$ 158,517	\$ 167,580	\$ 74,727	\$ 242,307			
56		TOTAL FTE		2.47	TOTAL FTE						3.18	TOTAL FTE						3.18	TOTAL FTE						3.18
57		FRINGE BENEFIT RATE		19.05%	FRINGE BENEFIT RATE						19.05%	FRINGE BENEFIT RATE						19.05%	FRINGE BENEFIT RATE						19.05%
58		EMPLOYEE FRINGE BENEFITS		\$ 15,958	\$ -	\$ 15,958	EMPLOYEE FRINGE BENEFITS						\$ 15,958	\$ 14,232	\$ 30,190	\$ 31,916	\$ 14,232	\$ 46,148							
59		TOTAL SALARIES & BENEFITS		\$ 99,748	\$ -	\$ 99,748	TOTAL SALARIES & BENEFITS						\$ 99,748	\$ 88,959	\$ 188,707	\$ 199,496	\$ 88,959	\$ 288,455							
60																									
61																									
62																									

	A	D	E	F	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date							
4	Provider Name							
5	Program							
6	FSP Contract ID#							
7	Budget Name							
8								
9		Year 1	Year 2			All Years		
10		9/1/2020 - 8/31/2021	9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023	
11		New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel(Local & Out of Town)	\$ 600	\$ 600	\$ 600	\$ 1,200	\$ 1,200	\$ 600	\$ 1,800
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Contingency for Hotel Emergency	\$ 7,200	\$ 7,200	\$ 7,200	\$ 14,400	\$ 14,400	\$ 7,200	\$ 21,600
23	Client Needs (Food/Transportation/Dishes/Clothing)	\$ 34,474	\$ 34,474	\$ 34,474	\$ 68,948	\$ 68,948	\$ 34,474	\$ 103,422
24			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67	TOTAL OPERATING EXPENSES	\$ 42,274	\$ 42,274	\$ 42,274	\$ 84,548	\$ 84,548	\$ 42,274	\$ 126,822
69								
70	Other Expenses (not subject to indirect cost %)							
71	Hotel Stays	\$ 253,615	\$ 253,615	\$ 266,022	\$ 519,637	\$ 507,230	\$ 266,022	\$ 773,252
72			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
77			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
79			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
82			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83	TOTAL OTHER EXPENSES	\$ 253,615	\$ 253,615	\$ 266,022	\$ 519,637	\$ 507,230	\$ 266,022	\$ 773,252
85								
86	Capital Expenses							
87			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	HSH #3						Template last modified	9/1/2021

	A	B	C	D	H	I	J	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	1/1/2022						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	9/1/2020	12/31/2021	2				
6	Amended Term	9/1/2020	6/30/2023	3				
7	Provider Name	Providence Foundation of San Francisco						
8	Program	Oasis Hotel						
9	FSP Contract ID#	1000020746						
10	Action (select)	Amendment						
11	Effective Date	7/1/2021						
12	Budget Name	One-Time General Fund Carryforward						
13		Current	New					
14	Term Budget	\$ 543,119	\$ 543,119					
15	Contingency	\$ 562,242	\$ 3,910,743	70%				
16	Not-To-Exceed	\$ 3,932,078	\$ 9,497,519		Year 2			All Years
17					9/1/2021-12/31/2021	9/1/2021-6/30/2022	9/1/2021-6/30/2022	9/1/2020-6/30/2023
18					Current/Actuals	Amendment	New	New
19	Expenditures							
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Indirect Percentage	0.00%		0.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Other Expenses (Not subject to indirect %)	\$ 543,119	\$ -	\$ 543,119	\$ 543,119	\$ -	\$ 543,119	\$ 543,119
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)		\$ -		\$ -		\$ -	\$ -
28	Total Expenditures	\$ 543,119	\$ -	\$ 543,119	\$ 543,119	\$ -	\$ 543,119	\$ 543,119
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing			\$ -	\$ -	\$ -	\$ -	\$ -
32	General Fund - CODB			\$ -	\$ -	\$ -	\$ -	\$ -
33	Prop C - One-time COVID-19 Bonus Pay			\$ -	\$ -	\$ -	\$ -	\$ -
34	Work Order (HSA)			\$ -	\$ -	\$ -	\$ -	\$ -
35	General Fund - One-Time Carryforward	\$ 543,119		\$ 543,119	\$ 543,119	\$ -	\$ 543,119	\$ 543,119
36	Prop C			\$ -	\$ -	\$ -	\$ -	\$ -
37				\$ -	\$ -	\$ -	\$ -	\$ -
38				\$ -	\$ -	\$ -	\$ -	\$ -
39				\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ 543,119	\$ -	\$ 543,119	\$ 543,119	\$ -	\$ 543,119	\$ 543,119
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
42				\$ -	\$ -	\$ -	\$ -	\$ -
43	Private Match			\$ -	\$ -	\$ -	\$ -	\$ -
44				\$ -	\$ -	\$ -	\$ -	\$ -
45				\$ -	\$ -	\$ -	\$ -	\$ -
46				\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48								
49	Total HSH + Other Revenues	\$ 543,119	\$ -	\$ 543,119	\$ 543,119	\$ -	\$ 543,119	\$ 543,119
50	Rev-Exp (Budget Match Check)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
52								
53	Prepared by							
54	Phone							
55	Email							

	A	E	F	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date						
4	Provider Name						
5	Program						
6	FSP Contract ID#						
7	Budget Name						
8							
9	Year 2			All Years			
10	9/1/2021-12/31/2021	9/1/2021-6/30/2022	9/1/2021-6/30/2022	9/1/2020-12/31/2021	9/1/2020-6/30/2023	9/1/2020-6/30/2023	
11	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
12	Operating Expenses						
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants						
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)						
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69							
70	Other Expenses (not subject to indirect cost %)						
71	Relocation Costs	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000
72	Rental Property	\$ 293,119	\$ -	\$ 293,119	\$ 293,119	\$ -	\$ 293,119
73		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
77		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
79		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
82		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ 543,119	\$ -	\$ 543,119	\$ 543,119	\$ -	\$ 543,119
85							
86	Capital Expenses						
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	HS# #3				Template last modified	9/1/2021	

	A	B	C	D	H	I	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	1/1/2022								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	9/1/2020	12/31/2021	2						
6	Amended Term	9/1/2020	6/30/2022	2						
7	Provider Name	Providence Foundation of San Francisco								
8	Program	Oasis Hotel								
9	FSP Contract ID#	1000020746								
10	Action (select)	Amendment								
11	Effective Date	7/1/2021								
12	Budget Name	Prop C								
13		Current	New							
14	Term Budget	\$ -	\$ 1,800,000							
15	Contingency	\$ 562,242	\$ 3,910,743	70%						
16	Not-To-Exceed	\$ 3,932,078	\$ 9,497,519		Year 2			All Years		
17		1/1/2021-6/30/2022	1/1/2021-6/30/2022	1/1/2021-6/30/2022	9/1/2020-12/31/2021	9/1/2020-6/30/2022	9/1/2020-6/30/2022			
18		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures									
20	Salaries & Benefits	\$ -	\$ 854,685	\$ 854,685	\$ -	\$ 854,685	\$ 854,685			
21	Operating Expense	\$ -	\$ 235,955	\$ 235,955	\$ -	\$ 235,955	\$ 235,955			
22	Subtotal	\$ -	\$ 1,090,640	\$ 1,090,640	\$ -	\$ 1,090,640	\$ 1,090,640			
23	Indirect Percentage	0.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 163,596	\$ 163,596	\$ -	\$ 163,596	\$ 163,596			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 545,764	\$ 545,764	\$ -	\$ 545,764	\$ 545,764			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000			
29										
30	HSH Revenues (select)									
31	General Fund - Ongoing		\$ -	\$ -	\$ -	\$ -	\$ -			
32	General Fund - CODB		\$ -	\$ -	\$ -	\$ -	\$ -			
33	Prop C - One-time COVID-19 Bonus Pay		\$ -	\$ -	\$ -	\$ -	\$ -			
34	Work Order (HSA)		\$ -	\$ -	\$ -	\$ -	\$ -			
35	General Fund - One-Time Carryforward		\$ -	\$ -	\$ -	\$ -	\$ -			
36	Prop C		\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000			
37			\$ -	\$ -	\$ -	\$ -	\$ -			
38			\$ -	\$ -	\$ -	\$ -	\$ -			
39			\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)									
42			\$ -	\$ -	\$ -	\$ -	\$ -			
43	Private Match		\$ -	\$ -	\$ -	\$ -	\$ -			
44			\$ -	\$ -	\$ -	\$ -	\$ -			
45			\$ -	\$ -	\$ -	\$ -	\$ -			
46			\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48										
49	Total HSH + Other Revenues	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52										
53	Prepared by	Latasha Bellamy								
54	Phone									
55	Email	latasha.bellamy@sfgov.org								

	A	E	F	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date						
4	Provider Name						
5	Program						
6	FSP Contract ID#						
7	Budget Name						
8							
9	Year 2			All Years			
10	1/1/2021-6/30/2022	1/1/2021-6/30/2022	1/1/2021-6/30/2022	9/1/2020-12/31/2021	9/1/2020-6/30/2022	9/1/2020-6/30/2022	
11	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Operating Expenses						
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
15	Office Supplies, Postage	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
16	Building Maintenance Supplies and Repair	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
17	Printing and Reproduction	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
18	Insurance	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
19	Staff Training	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
20	Staff Travel(Local & Out of Town)	\$ 955	\$ 955	\$ -	\$ 955	\$ 955	\$ 955
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Linen Laundry	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
23	Food/Other Supplies	\$ 97,000	\$ 97,000	\$ -	\$ 97,000	\$ 97,000	\$ 97,000
24	Client Supplies (hygiene, etc)	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ 9,000
25	Client Transportation	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
26	Rental & Utilities (Program Office Site)	\$ 17,000	\$ 17,000	\$ -	\$ 17,000	\$ 17,000	\$ 17,000
27	Cable/Internet	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
28	Cleaning & Janitorial	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
29	Telecommunications	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ 9,000
30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	IT Support/HR Support	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ 9,000
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Safety and Deescalation Staff (3 people, 24/7)	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ 235,955	\$ 235,955	\$ -	\$ 235,955	\$ 235,955
69							
70	Other Expenses (not subject to indirect cost %)						
71	Safety and Deescalation Staff (3 people, 24/7)	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	\$ 95,000	\$ 95,000
72	Oasis Room Rental	\$ 450,764	\$ 450,764	\$ -	\$ 450,764	\$ 450,764	\$ 450,764
73		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
77		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
79		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
82		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ -	\$ 545,764	\$ 545,764	\$ -	\$ 545,764	\$ 545,764
85							
86	Capital Expenses						
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	HS# #3				Template last modified	9/1/2021	

	A	I	J	K	L	M	N	O	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date										
4	Provider Name										
5	Program										
6	FSP Contract ID#										
7	Budget Name										
8		Year 2						All Years			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021-6/30/2022	1/1/2021-6/30/2022	1/1/2021-6/30/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2022	9/1/2020 - 6/30/2022
10						Current/Actuals	Amendment	New	Current/Actuals	Modification	New
11		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	Change	Budgeted Salary
12	Monitor 1	\$ 50,960	4.00	50%	2.00		\$ 101,920	\$ 101,920	\$ -	\$ 101,920	\$ 101,920
13	Monitor 2	\$ 50,960	4.00	50%	2.00		\$ 101,920	\$ 101,920	\$ -	\$ 101,920	\$ 101,920
14	Monitor 3	\$ 50,960	4.00	50%	2.00		\$ 101,920	\$ 101,920	\$ -	\$ 101,920	\$ 101,920
15	Lead Monitor	\$ 54,080	3.75	47%	1.75		\$ 94,640	\$ 94,640	\$ -	\$ 94,640	\$ 94,640
16	Supervisor	\$ 57,200	1.00	50%	0.50		\$ 28,600	\$ 28,600	\$ -	\$ 28,600	\$ 28,600
17	Program Director	\$ 78,000	1.00	30%	0.30		\$ 23,400	\$ 23,400	\$ -	\$ 23,400	\$ 23,400
18	Van Driver	\$ 49,920	1.00	13%	0.13		\$ 6,240	\$ 6,240	\$ -	\$ 6,240	\$ 6,240
19	Case Manager	\$ 53,040	2.00	50%	1.00		\$ 53,040	\$ 53,040	\$ -	\$ 53,040	\$ 53,040
20	Tutor	\$ 45,760	1.00	55%	0.55		\$ 25,350	\$ 25,350	\$ -	\$ 25,350	\$ 25,350
21	Program Assistant	\$ 45,760	1.00	56%	0.56		\$ 25,740	\$ 25,740	\$ -	\$ 25,740	\$ 25,740
22	Program Coordinator	\$ 55,640	1.00	50%	0.50		\$ 27,820	\$ 27,820	\$ -	\$ 27,820	\$ 27,820
23	Site Manager	\$ 60,320	1.00	25%	0.25		\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
24	Janitor/Housekeeping	\$ 41,600	2.00	50%	1.00		\$ 41,600	\$ 41,600	\$ -	\$ 41,600	\$ 41,600
25							\$ -	\$ -	\$ -	\$ -	\$ -
26							\$ -	\$ -	\$ -	\$ -	\$ -
27							\$ -	\$ -	\$ -	\$ -	\$ -
28							\$ -	\$ -	\$ -	\$ -	\$ -
29							\$ -	\$ -	\$ -	\$ -	\$ -
30							\$ -	\$ -	\$ -	\$ -	\$ -
31							\$ -	\$ -	\$ -	\$ -	\$ -
32							\$ -	\$ -	\$ -	\$ -	\$ -
33							\$ -	\$ -	\$ -	\$ -	\$ -
34							\$ -	\$ -	\$ -	\$ -	\$ -
35							\$ -	\$ -	\$ -	\$ -	\$ -
36							\$ -	\$ -	\$ -	\$ -	\$ -
37							\$ -	\$ -	\$ -	\$ -	\$ -
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39							\$ -	\$ -	\$ -	\$ -	\$ -
40							\$ -	\$ -	\$ -	\$ -	\$ -
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42							\$ -	\$ -	\$ -	\$ -	\$ -
43							\$ -	\$ -	\$ -	\$ -	\$ -
44							\$ -	\$ -	\$ -	\$ -	\$ -
45							\$ -	\$ -	\$ -	\$ -	\$ -
46							\$ -	\$ -	\$ -	\$ -	\$ -
47							\$ -	\$ -	\$ -	\$ -	\$ -
48							\$ -	\$ -	\$ -	\$ -	\$ -
49							\$ -	\$ -	\$ -	\$ -	\$ -
50							\$ -	\$ -	\$ -	\$ -	\$ -
51							\$ -	\$ -	\$ -	\$ -	\$ -
52							\$ -	\$ -	\$ -	\$ -	\$ -
53							\$ -	\$ -	\$ -	\$ -	\$ -
54							\$ -	\$ -	\$ -	\$ -	\$ -
55		TOTAL SALARIES		\$ -	\$ 647,190	\$ 647,190	\$ -	\$ 647,190	\$ 647,190	\$ 647,190	
56		TOTAL FTE		12.54							
57		FRINGE BENEFIT RATE		32.06%		32.06%					
58		EMPLOYEE FRINGE BENEFITS		\$ -	\$ 207,495	\$ 207,495	\$ -	\$ 207,495	\$ 207,495	\$ 207,495	
59		TOTAL SALARIES & BENEFITS		\$ -	\$ 854,685	\$ 854,685	\$ -	\$ 854,685	\$ 854,685	\$ 854,685	
60											
61											
62											

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2021		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	9/1/2020	12/31/2021	2
6	Amended Term	9/1/2020	6/30/2023	3
7				
8	Approved Subcontractors			
10	A1 Security			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2021											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	9/1/2020	12/31/2021	2									
6	Amended Term	9/1/2020	6/30/2023	3									
7					Year 1	Year 2	Year 3						
8	Service Component				9/1/2020 - 8/31/2021	9/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023						
10	Participant Support				59	59	TBD						
11	Program Support				59	59							
12	Building Operations				59	59							
13													
14													
15													
16													
17													
18													

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** 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	
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 includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,</p>

General Fund	
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.

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund 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 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

**Subgrantees must also list their interests in other City Grants

City Department or Commission	Date of Grant	Amount of Grant
First Friendship Family Shelter	7/01/20-06/30/21	\$878,031.00
Homeless Storage Site	7/01/20-6/30/21	\$161,136.00
Shelter In Place	8/01/20-6/30/21	\$8,876,714
Emergency Solutions Grants	7/01/20-6/30/25	\$312,500