



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC13000254  
PO AMOUNT: \$3,881,996.00

TO: TIDES CENTER  
THE PRESIDIO  
P O BOX 29907  
SAN FRANCISCO

CA 94129-0907

PO PRINT DATE: 04/15/2013

CONTACT: MELISSA L. BRADLEY,  
PHONE : 415-561-6362  
VENDOR ID: 41576

TERMS: NET  
FOB : DEST

ISSUE DATE : 07/01/2012

BPO # : BPHC09000067 <<  
EFF. DATE : 07/01/2008  
EXP. DATE : 06/30/2018

DELIVER TO: 101 GROVE ST. ROOM 112  
SAN FRANCISCO

CA 94102-0000

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE : 4/15/2013  
PHONE: \_\_\_\_\_

ORIGINAL ORDER MUST BE SIGNED TO BE VALID

INVOICE TO: DEPARTMENT OF PUBLIC HEALTH (HCT01)  
1380 HOWARD ST 4TH FLR  
SAN FRANCISCO CA 94103

TERMS:

THIS CONTRACT PURCHASE ORDER AND THE ACCOMPANYING SIGNED CONTRACT  
AUTHORIZE YOU TO BEGIN PERFORMING THE CONTRACT AND INVOICING THE  
CITY. THIS IS SUBJECT TO THE TERMS AND CONDITIONS IN THE CONTRACT. ANY  
TERMS AND CONDITIONS ON THE REVERSE OF THIS DOCUMENT DO NOT APPLY.

YOU MUST INCLUDE THE CONTRACT PURCHASE ORDER NUMBER ON ALL INVOICES.



CONTRACT PURCHASE ORDER RELEASE  
 COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC13000254  
 PO AMOUNT: \$3,881,996.00

ITEM	COMMODITY ID	UOM	TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
1	7440-10 SVC, HUMAN; CAREGIVER	EA	N	1.00	3,311,027.0000	3,311,027.00

PROPERTY MANAGEMENT SERVICES

FY08/09	DPHC09000197	2,915,716	APP A1	GF	7/1/08-6/30/09
	DPHC09000197	201,465	APP A1	HUD	7/1/08-6/30/09
	DPHC09000197	238,350	APP A1	AB2034	7/1/08-6/30/09
	SFGH	55,045	APP A1	FQHC	7/1/08-6/30/09
FY09/10	DPHC10000143	2,755,696	APP A1	GF	7/1/09-6/30/10
	DPHC10000143	139,841	APP A1	GF PROJ	7/1/09-6/30/10
	DPHC10000143	201,465	APP A1	HUD	7/1/09-6/30/10
	DPHC10000143	238,350	APP A1	PROP63	7/1/09-6/30/10
	SFGH	55,045	APP A1	FQHC	7/1/09-6/30/10

2	7440-10 SVC, HUMAN; CAREGIVER	EA	N	1.00	376,170.0000	376,170.00
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PROPERTY MANAGEMENT SERVICES

FY08/09	DPHC09000197	2,915,716	APP A1	GF	7/1/08-6/30/09
	DPHC09000197	201,465	APP A1	HUD	7/1/08-6/30/09
	DPHC09000197	238,350	APP A1	AB2034	7/1/08-6/30/09
	SFGH	55,045	APP A1	FQHC	7/1/08-6/30/09
FY09/10	DPHC10000143	2,755,696	APP A1	GF	7/1/09-6/30/10
	DPHC10000143	139,841	APP A1	GF PROJ	7/1/09-6/30/10
	DPHC10000143	201,465	APP A1	HUD	7/1/09-6/30/10
	DPHC10000143	238,350	APP A1	PROP63	7/1/09-6/30/10
	SFGH	55,045	APP A1	FQHC	7/1/09-6/30/10

3	7400-10 SVC, MED/HLTH; AIDS	EA	N	1.00	194,799.0000	194,799.00
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FY12/13	TO BE ENCUMBERED	55,045	APP A1	FQHC-GF	7/1/12-6/30/13
	TO BE ENCUMBERED	199,207	APP A1	HUD	9/1/12-6/30/13
TOTAL CONTRACT AMOUNT		\$16,239,222			
CONTINGENCY FUNDING		1,132,591			
TOTAL APPROVED AMOUNT		\$17,371,813			

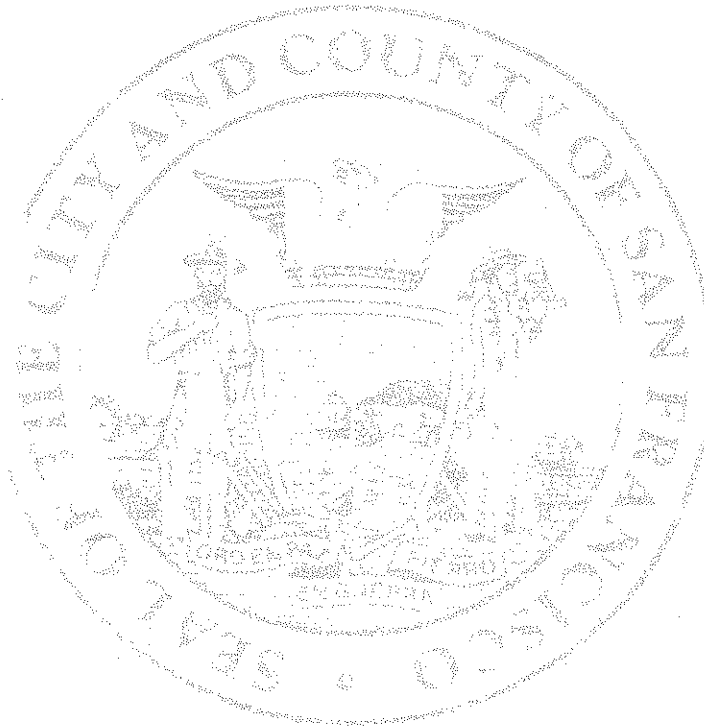
TOTAL ITEMS AMOUNT	\$3,881,996.00
SALES TAX	\$ .00
INVOICE AMOUNT	\$3,881,996.00



CONTRACT PURCHASE ORDER RELEASE  
 COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC13000254  
 PO AMOUNT: \$3,881,996.00

SFX INDEX	SUBOBJ	USERCODE	PROJECT	PRJDTL	GRANT	GRNTDTL	AMOUNT
01	HCHSHHOUSGGF	02799					3,311,027.00
02	HMHMPROP63	02799		PMHS63 1305			376,170.00
03	HCHSHOUSINGR	02799			HCH005 1300		194,799.00
							-----
							3,881,996.00



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

**SECOND Amendment**

This AMENDMENT (this "Amendment") is made as of November 1st, 2012, in San Francisco, California, by and between **TIDES CENTER** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

**RECITALS**

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and  
WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to increase contract fund and extend term to continue to provide Delivering Innovation in Supportive Housing (DISH) – Property Management Services at the Direct Access to housing Sites;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2000-03/04, on February 14, 2004;

NOW THEREFORE, Contractor and the City agree as follows:

**1. Definitions.** The following definitions shall apply to this Amendment:

**a. Agreement.** The term "Agreement" shall mean the Agreement dated July 1, 2008, between Contractor and City as amended by the First Amendment dated July 1, 2010, (BPHC09000067/DPHC09000197/DPHC10000143/DPHC11000429/DPHC12000391/DPHC13000254).

**b. Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

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

**a. Section 02 Term of the Agreement, of the Agreement currently reads as follows:**

Subject to Section 1, the term of this Agreement shall be from July 1, 2008 to June 30, 2013.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/2008 – 06/30/2010	Exercised
Option 2:	07/01/2010 – 06/30/2013	Exercised
Option 3:	07/01/2013 – 06/30/2014	
Option 4:	07/01/2014 – 06/30/2015	
Option 5:	07/01/2015 – 06/30/2016	
Option 6:	07/01/2016 – 06/30/2017	
Option 7:	07/01/2017 – 06/30/2018	

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

Subject to Section 1, the term of this Agreement shall be from July 1, 2008 to June 30, 2018.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:



Option 1:	07/01/2008 – 06/30/2010	Exercised
Option 2:	07/01/2010 – 06/30/2013	Exercised
Option 3:	07/01/2013 – 06/30/2014	Exercised
Option 4:	07/01/2014 – 06/30/2015	Exercised
Option 5:	07/01/2015 – 06/30/2016	Exercised
Option 6:	07/01/2016 – 06/30/2017	Exercised
Option 7:	07/01/2017 – 06/30/2018	Exercised

**b. Section 05 Compensation, of the Agreement currently reads as follows:**

Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Seventeen Million Three Hundred Seventy-One Thousand Eight Hundred Thirteen DOLLARS (\$17,371,813)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

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

Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Forty Million Five Hundred Eight Thousand and Three Hundred Seventeen DOLLARS (\$40,508,317)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

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**The following Appendices are being added to or substituted for the Exhibits and/or Appendices, as indicated, in the "Original Agreement" and any subsequent "Amendments", and are titled to support the period of 07/01/10 – 06/30/18.**

**Delete** Appendix A, Pages 1-6, for the period 07/01/10 – 06/30/13, and **substitute** Appendix A, Pages 1-7, for the period 07/01/10 – 06/30/18.

**Delete** Appendix A-1, Pages 1-6, for the period 07/01/10 - 06/30/13, and **substitute** Appendix A-1, Pages 1-8, for the period 07/01/10 -06/30/18.

**Delete** Appendix B, Pages 1-5, for the period 07/01/10 - 06/30/13, and **substitute** Appendix B, Pages 1-11, for the period 07/01/10 – 06/30/18.

Appendix B-1, Pages 1-3, for the period 07/01/10 - 06/30/11 for reference only.

Appendix B-1a, Pages 1-4, for the period 07/01/10 - 06/30/11 for reference only.

Appendix B-1b, Pages 1-4, for the period 09/01/10 - 06/30/11 for reference only.

Appendix B-1c, Pages 1-8, for the period 07/01/10 - 06/30/11 for reference only.

Appendix B-1d, Pages 1-2, for the period 01/03/11 - 06/30/11 for reference only.

Appendix B-2, Pages 1-6, for the period 07/01/11 - 06/30/12 for reference only.

Appendix B-2a, Pages 1-4, for the period 07/01/11 - 06/30/12 for reference only.

Appendix B-2b, Pages 1-4, for the period 09/01/11 - 06/30/12 for reference only.

Appendix B-2c, Pages 1-9, for the period 07/01/11 - 06/30/12 for reference only.

Appendix B-2d, Pages 1-3, for the period 10/01/11 - 06/30/12 for reference only.

**Delete** Appendix B-3, Pages 1-3, for the period 07/01/12 – 06/30/13, and **substitute** Appendix B-3, Pages 1-4, for the period 07/01/12 – 06/30/13.

**Delete** Appendix B-3a, Pages 1-4, for the period 07/01/12 – 06/30/13, and **substitute** Appendix B-3a, Pages 1-4, for the period 07/01/12 – 06/30/13.

**Delete** Appendix B-3b, Pages 1-4, for the period 09/01/12 – 06/30/13, and **substitute** Appendix B-3b, Pages 1-4, for the period 09/01/12 – 06/30/13.

**Delete** Appendix B-3c, Pages 1-8, for the period 07/01/12 – 06/30/13, and **substitute** Appendix B-3c, Pages 1-6, for the period 07/01/12 – 06/30/13.

**Add** Appendix B-4, Pages 1-4, for the period 07/01/13 – 06/30/14.

**Add** Appendix B-4a, Pages 1-4, for the period 07/01/13 – 06/30/14.

**Add** Appendix B-4b, Pages 1-4, for the period 09/01/13 – 06/30/14.

**Add** Appendix B-4c, Pages 1-6, for the period 07/01/13 – 06/30/14.

**Add** Appendix B-5, Pages 1-4, for the period 07/01/14 – 06/30/15.

**Add** Appendix B-5a, Pages 1-4, for the period 07/01/14 – 06/30/15.

**Add** Appendix B-5b, Pages 1-4, for the period 09/01/14 – 06/30/15.

**Add** Appendix B-5c, Pages 1-6, for the period 07/01/14 – 06/30/15.

**Add** Appendix B-6, Pages 1-4, for the period 07/01/15 – 06/30/16.

**Add** Appendix B-6a, Pages 1-4, for the period 07/01/15 – 06/30/16.

**Add** Appendix B-6b, Pages 1-4, for the period 09/01/15 – 06/30/16.

**Add** Appendix B-6c, Pages 1-6, for the period 07/01/15 – 06/30/16.

**Add** Appendix B-7, Pages 1-4, for the period 07/01/16 – 06/30/17.

**Add** Appendix B-7a, Pages 1-4, for the period 07/01/16 – 06/30/17.

**Add** Appendix B-7b, Pages 1-4, for the period 09/01/16 – 06/30/17.

**Add** Appendix B-7c, Pages 1-6, for the period 07/01/16 – 06/30/17.

**Add** Appendix B-8, Pages 1-4, for the period 07/01/17 – 06/30/18.

**Add** Appendix B-8a, Pages 1-4, for the period 07/01/17 – 06/30/18.

**Add** Appendix B-8b, Pages 1-4, for the period 07/01/17 – 06/30/18.

**Add** Appendix B-8c, Pages 1-6, for the period 09/01/17 – 06/30/18.

**Delete** Appendix F-3, Pages A and B, for the period 07/01/12 – 06/30/13, and **substitute** Appendix F-3, Pages A and B, for the period 07/01/12 – 06/30/13.

**Delete** Appendix F-3a, Pages A and B, for the period 07/01/12 – 06/30/13, and **substitute** Appendix F-3a, Pages A and B, for the period 07/01/12 – 06/30/13.

**Delete** Appendix F-3b, Pages A and B, for the period 09/01/12 – 06/30/13, and **substitute** Appendix F-3b, Pages A and B, for the period 09/01/12 – 06/30/13.

**Delete** Appendix F-3c, Pages A and B, for the period 07/01/12 – 06/30/13, and **substitute** Appendix F-3c, Pages A and B, for the period 07/01/12 – 06/30/13.

**Add** Appendix F-4, for the period 07/01/13 – 06/30/14, Pages A and B.

**Add** Appendix F-4a, for the period 07/01/13 - 06/30/14, Pages A and B.

**Add** Appendix F-4b, for the period 09/01/13 - 06/30/14, Pages A and B.

**Add** Appendix F-4c, for the period 07/01/13 - 06/30/14, Pages A and B.

**Add** Appendix F-5, for the period 07/01/14 – 06/30/15, Pages A and B.

**Add** Appendix F-5a, for the period 07/01/14 - 06/30/15, Pages A and B.

**Add** Appendix F-5b, for the period 09/01/14 - 06/30/15, Pages A and B.

**Add** Appendix F-5c, for the period 07/01/14 - 06/30/15, Pages A and B.

**Add** Appendix F-6, for the period 07/01/15 – 06/30/16, Pages A and B.

**Add** Appendix F-6a, for the period 07/01/15 - 06/30/16, Pages A and B.

**Add** Appendix F-6b, for the period 09/01/15 - 06/30/16, Pages A and B.

**Add** Appendix F-6c, for the period 07/01/15 - 06/30/16, Pages A and B.

**Add** Appendix F-7, for the period 07/01/16 – 06/30/17, Pages A and B.

**Add** Appendix F-7a, for the period 07/01/16 - 06/30/17, Pages A and B.

**Add** Appendix F-7b, for the period 09/01/16 - 06/30/17, Pages A and B.

**Add** Appendix F-7c, for the period 07/01/16 - 06/30/17, Pages A and B.

**Add** Appendix F-8, for the period 07/01/17 – 06/30/18, Pages A and B.

**Add** Appendix F-8a, for the period 07/01/17 - 06/30/18, Pages A and B.

**Add** Appendix F-8b, for the period 09/01/17 - 06/30/18, Pages A and B.

**Add** Appendix F-8c, for the period 07/01/17 - 06/30/18, Pages A and B.

**Delete** Appendix H Certificates of Insurance, and **substitute** Appendix H Certificates of Insurance.

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CITY

CONTRACTOR

Recommended by:

TIDES CENTER

BARBARA A. GARCIA, M.P.A.  
Director of Health

2/25/17  
Date

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

Approved as to Form:

Dennis J. Herrera  
City Attorney

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

By: Aleeta Van Runkle  
Deputy City Attorney

2.29.13  
Date

Melisa Bradley  
Chief Executive Officer  
The Presidio, P.O. Box 29907  
San Francisco, CA 94129-0907

2/19/13  
Date

Approved:

City vendor number: 41576

Jaci Fong  
Acting Director  
Office of Contract  
Administration and Purchaser

4/12/13  
Date

**Appendices**

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: Business Associate Addendumt
- F: Invoice
- G: Dispute Resolution Procedure
- H: Insurance Certificates

**Appendix A**  
**Services to be provided by Contractor**

**1. Terms**

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Margot Antonetty, Contract Administrator for the City, or his / her designee.

B. Reports:

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

C. Evaluation:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

E. Adequate Resources:

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

F. Admission Policy:

Admission policies for the 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 in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

Contractor agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the Services: (1) the name or title of the person or persons authorized to make a determination regarding the grievance; (2) the opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and (3) the right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRECTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

I. Infection Control, Health and Safety:

(1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (<http://www.dir.ca.gov/title8/5193.html>), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.

(2) Contractor must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.

(3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.

(4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.

(5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.

(6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.

(7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.

(8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

J. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services. Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

K. Client Fees and Third Party Revenue:

(1) Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.

(2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service, and for HIV Prevention Services contracts the number of clients (NOC), for any mode of service hereunder, except for taxi scrip, bus tokens, clothing vouchers, and household goods vouchers, which may be

distributed on an as-needed basis, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

N. Quality Assurance:

Contractor agrees to develop and implement a Quality Assurance Plan based on internal standards established by Contractor applicable to the Services as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Assurance Plan.

O. Compliance With Grant Award Notices:

If any portion of funding for this Agreement is provided to the City through federal, state or private foundation awards, Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

**2. Description of Services**

Detailed descriptions of services supporting the period 07/01/10 – 06/30/18 may be found in the following Appendixes:

- |  |  |
|--|--|
| Appendix A, 07/01/2010-06/30/2018, Pages 4-6   | Program Summary  |
| Appendix A-1, 07/01/2010-06/30/2018, Pages 1-8 | Property Management Services at the Direct Access to Housing Sites |

Contractor: Tides Center

Appendix A

Program: Delivering Innovation in Supportive Housing (DISH) – Property Management Services at the Direct Access to Housing Sites

Contract Term: 7/1/2008–6/30/2018

CMS# 6380

Funding Source(s): General Fund, MHSA, GF-FQHC, HUD, DOJ, Rental Income

**SUMMARY**

**Service Provider:** Tides Center  
**Fiscal Agency:** N/A  
**Total Contract Amount:** \$38,339,564  
**Total Program Amount:** \$52,317,554 (includes Rental Income of \$13,977,990)  
**System of Care:** Housing & Urban Health (HUH)  
**Provider Address:** The Presidio, PO Box 29907, San Francisco, CA 94129  
**Provider Phone:** 415.561.6300  
**Provider Fax #:** 415.561.6301  
**Contact Person:** Hui Xie, 415.561.7822      **Email:** [hxie@fides.org](mailto:hxie@fides.org)

**Program Name:** DISH (Delivering Innovation in Supportive Housing)  
 Property Management Services at Direct Access to Housing Sites

**Program Address:** 232 Eddy Street; San Francisco, CA 94102  
**Program Phone:** 415.776.3474  
**Program Fax #:** 415.771.3474  
**Contact Person:** Kirk Larson, Deputy Director, 415.776.3474 x100  
**Email:** [kirk Larson@dishsf.org](mailto:kirk Larson@dishsf.org)

Appendix: Term: Amount: Funding Source(s):	A-1 7/1/10 – 6/30/11		A-1 7/1/11 – 6/30/12	
		\$3,854,391		\$4,048,329
	General Fund	\$3,315,909	General Fund	\$3,370,865
	HUD	\$194,799	HUD	\$194,799
	MHSA/Prop 63	\$238,350	MHSA/Prop 63	\$369,120
	FQHC	\$55,045	FQHC	\$55,045
	DOJ Grant	\$50,288	DOJ Grant	\$58,500
<b>UOS Definition:</b>	<b>UOS</b>		<b>UOS</b>	
Property Management Day	147,496		147,496	
Property Management Services	12		12	
<b>Number of UDC/NOC:</b>	458		458	

Appendix: Term: Amount: Funding Source(s):	A-1 7/1/12 – 6/30/13		A-1 7/1/13 – 6/30/14		A-1 7/1/14 – 6/30/15	
		\$3,937,041		\$3,939,766		\$3,939,766
	General Fund	\$3,311,027	General Fund	\$3,313,420	General Fund	\$3,313,420
	HUD	\$194,799	HUD	\$194,799	HUD	\$194,799
	MHSA/Prop 63	\$376,170	MHSA/Prop 63	\$376,502	MHSA/Prop 63	\$376,502
	FQHC	\$55,045	FQHC	\$55,045	FQHC	\$55,045
<b>UOS Definition:</b>	<b>UOS</b>		<b>UOS</b>		<b>UOS</b>	
Property Management Day	147,496		147,496		147,496	
Property Management Services	12		12		12	
<b>Number of UDC/NOC:</b>	458		458		458	



Appendix:	A-1		A-1		A-1	
Term:	7/1/15 – 6/30/16		7/1/16 – 6/30/17		7/1/17 – 6/30/18	
Amount:	\$3,939,766		\$3,939,766		\$3,939,766	
Funding Source(s):	General Fund	\$3,313,420	General Fund	\$3,313,420	General Fund	\$3,313,420
	HUD	\$194,799	HUD	\$194,799	HUD	\$194,799
	MHSA/Prop 63	\$376,502	MHSA/Prop 63	\$376,502	MHSA/Prop 63	\$376,502
	FQHC	\$55,045	FQHC	\$55,045	FQHC	\$55,045
UOS Definition:	UOS		UOS		UOS	
Property Management Day	147,496		147,496		147,496	
Property Management Services	12		12		12	
Number of UDC/NOC:	458		458		458	

**Target Population:** Chronically homeless (per HUD definition) very low-income residents of the City and County of San Francisco, whose income is less than 30% of area median income, who are struggling with at least one of these specific, disabling conditions: mental illness, HIV/AIDS, substance abuse, physical disabilities, limited experience living independently, and/or extended periods of homelessness due to limited affordable housing for very low-income single adults. All tenants are at least 18 years of age and include lesbian, bisexual, transgender individuals, gay men and people of color.

**Description of Service:** The Tides Center will provide the nonprofit infrastructure and fiscal sponsorship services that will enable Delivering Innovation in Supportive Housing (DISH) staff to focus on providing high-quality property management services. Focusing exclusively on the network of DAH sites, DISH will be infused with the same mission driven goals and practices that drive the provision of clinical and support services in the buildings. Most importantly, management of this entity will provide the leadership and ongoing training and mentoring necessary to motivate personnel to provide respectful and high quality services within a challenging environment. Through excellence in property management, DISH hopes to demonstrate the healing effects of home and stable community, reinforce the self-worth of persons who have not had access to clean and beautiful places to live, and draw upon the diverse art, cultural, and educational presence in San Francisco to engage tenants in healthy and life affirming activities. DISH will demonstrate tangible improvements in many areas including increased tenant satisfaction, increased staff productivity and responsiveness, greater efficiency with rent collection and reporting, improved appearance of buildings and apartment units, increased collaboration between property management, support services, and DPH staff, timely and accurate financial reports, and a more informed and transparent management team.

**Program Sites:**

**DAH Health Clinic** is located in the commercial space of the Windsor Hotel at 234 Eddy Street in the Tenderloin district. DISH provides Property Management Services to the clinic, which includes, but is not limited to, payment of utilities and other bills; janitorial; and maintenance services.

**Windsor Hotel** is located at 238 Eddy Street in the Tenderloin district and offers a total of 91 housing units. The ground floor houses the community lounge and kitchen, offices and bathrooms. There is a large television and seating area in the lobby for residents. Many of the units have accessible bathrooms. The building has five residential floors served by an elevator. The commercial space at 234 Eddy houses the DAH Health Clinic, which serves hundreds of tenants in supportive housing. The Clinic has fifteen rooms used for exams and offices. There is also a waiting area and reception desk.

**Camelot Hotel** is located at 124 Turk Street in the Tenderloin District, a block away from Windsor Hotel and offers a total of 55 housing units. The building has a community kitchen and lounge, as well as office spaces for Property Management and Support Services staff on the ground floor. There are five residential floors with eleven (11) units in each floor served by an elevator. Each residential floor has two (2) toilets and three (3) showers.

**Empress Hotel** is located at 144 Eddy Street and offers 88 units of Single Room Occupancy (SRO) housing. The site is located downtown, close to all means of public transportation, BART, MUNI and busses. On the ground floor, the site features a large lobby where the front desk is located, and a large event room. In addition the ground floor includes a laundry room open to the tenants, offices for Property Management and Support Services, a meeting room and a large, well-lit community room. The building has five residential floors, served by an elevator. Each unit has a built-in closet and is furnished with a bed, a dresser, a bedside table and a lamp. About half of the units have a private bath. In the other units, a bath is shared between 2 units. Several units have wheelchair accessible bathrooms.

**LeNain Hotel** is located at 730 Eddy Street. The LeNain is the first senior housing program created under the Direct Access to Housing Program. The first floor houses the community space, as well as Support Services and Property Management offices. This building provides 86 units of Single Resident Occupancy (SRO) housing to persons 55 years and over. There is a lift serving the first residential floor of the building.

**Pacific Bay Inn** is located at 520 Jones Street and offers 75 units of Single Room Occupancy (SRO) housing. The site is located downtown, close to all means of public transportation, BART, MUNI and busses. On the ground floor, the site

**Contractor:** Tides Center

Appendix A

**Program:** Delivering Innovation in Supportive Housing (DISH) – Property Management Services at the Direct Access to Housing Sites

**Contract Term:** 7/1/2008–6/30/2018

**CMS#** 6380

**Funding Source(s):** General Fund, MHSA, GF-FQHC, HUD, DOJ, Rental Income

features a large lobby where the front desk and General Manager's office is located. There are offices for Support Services and a community kitchen and meeting room for residents on the 2nd floor. The building has six residential floors with 10 to 14 units each, served by an elevator. Each unit has a private bathroom.

**Star Hotel** is located at 2176 Mission Street, a block away from the 16th BART station and accessible to buses on Mission Street and provides 54 housing units. The community space on the ground floor includes bathrooms, a kitchen and a lounge as well as the office of Support Services and Property Management. Each residential floor has 27 units, three (3) toilets and three (3) showers. Each unit is furnished with a bed with drawers underneath, an armoire, a bedside table, a lamp and a sink.

Contractor: Tides Center

Appendix A-1

Program: Delivering Innovation in Supportive Housing (DISH)  
Property Management Services at Direct Access to Housing Sites

Contract Term: 7/1/2008-6/30/2018

CMS: 6380

Funding Sources: General Fund, MHSA, GF-FQHC, HUD, DOJ, Rental income

1. Program Name: Delivering Innovation in Supportive Housing (DISH)  
Property Management Services at Direct Access to Housing sites

Program Address: 232 Eddy Street  
City, State, ZIP: San Francisco, CA 94102  
Telephone: (415) 776-3474 x100  
Facsimile: (415) 771-3474

Direct Access to Housing (DAH) Sites:

**DAH Health Clinic**  
234 Eddy Street (Windsor Hotel commercial space)  
San Francisco, CA 94102  
(415) 353-5095, (415) 292-5048 FAX

**Windsor Hotel**  
238 Eddy Street  
San Francisco, CA 94102  
(415) 345-0210, (415) 885-1600 FAX

**Camelot Hotel**  
124 Turk Street  
San Francisco, CA 94102  
(415) 359-9404, (415) 440-1165 FAX

**Empress Hotel**  
144 Eddy Street  
San Francisco, CA 94102  
(415) 674-8100, (415) 674-9513 FAX

**LeNain Hotel**  
730 Eddy Street  
San Francisco, CA 94109  
(415) 353-5652, (415) 673-1266 FAX

**Pacific Bay Inn**  
520 Jones Street  
San Francisco, CA 94102  
(415) 674-0765, (415) 674-0763 FAX

**Star Hotel**  
2176 Mission Street  
San Francisco, CA 94110  
(415) 503-4143, (415) 252-1085 FAX

2. Nature of Document (select one)  
 New  Renewal  Modification

3. Goal Statement  
The goal of this contract is to provide quality, custom property management services at the DAH Health Clinic, and six (6) Direct Access to Housing sites, resulting in safe, clean, and stable housing for formerly homeless tenants with special needs.

4. Target Population  
The target population is homeless, very low-income residents of the City and County of San Francisco, whose income is less than 30% of area median income, who are struggling with at least one of these specific, disabling conditions: mental illness, HIV/AIDS, substance use, physical disabilities and limited experience living independently. The Empress has more stringent criteria as determined by HUD which mandates that residents must be chronically homeless to be eligible. The clients must be at least 18 years of age and will include lesbian, bisexual, transgender individuals, gay men and people of color. Due to the facilities' specific nature of the services for the property management of the DAH Health Clinic located in the Windsor commercial space, there is no target population.

5. Modalities  
A Unit of Service (UOS) is defined as a *Property Management Day*. A Property Management Day is one day of property management services for one Single Room Occupancy (SRO) unit. The total number of property management days is based on a 10% vacancy rate due to turnover and move-in time. For the Windsor commercial space/Direct Access to Housing Health Clinic, one unit of *Property Management Services* is an average 30 days, or one month, of services which include, but are not limited to, payment of utilities and other bills; janitorial, and maintenance services.

Contractor: Tides Center

Appendix A-1

Program: Delivering Innovation in Supportive Housing (DISH)

Contract Term: 7/1/2008-6/30/2018

Property Management Services at Direct Access to Housing Sites

CMS: 6380

Funding Sources: General Fund, MHSA, GF-FQHC, HUD, DOJ, Rental Income

<b>FY 2010-2011</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients/Rooms</b>	<b>Unduplicated Clients (UDC)</b>
<b>Unit of Service Description by Funding Source</b>			
<b>General Fund</b> — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
<b>HUD</b> — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
<b>MHSA/Prop 63</b> — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
<b>DOJ</b> — Property Management Days	N/A	N/A	N/A
<b>Total Units of Service:</b>	<b>147,496</b>	<b>449</b>	
<b>Total Unduplicated Clients/Rooms:</b>			<b>458</b>

\*The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

<b>Unit of Service Description</b>	<b>Units of Service (UOS)</b>
<b>FQHC — DAH Health Clinic Program</b> 1 unit Property Management Services x 12 months	12

<b>FY 2011-2012</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients/Rooms</b>	<b>Unduplicated Clients (UDC)</b>
<b>Unit of Service Description by Funding Source</b>			
<b>General Fund</b> — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
<b>HUD</b> — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
<b>MHSA/Prop 63</b> — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
<b>DOJ</b> — Property Management Days	N/A	N/A	N/A
<b>Total Units of Service:</b>	<b>147,496</b>	<b>449</b>	
<b>Total Unduplicated Clients/Rooms:</b>			<b>458</b>

\*The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

<b>Unit of Service Description</b>	<b>Units of Service (UOS)</b>
<b>FQHC — DAH Health Clinic Program</b> 1 unit Property Management Services x 12 months	12

<b>FY 2012-2013</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients/Rooms</b>	<b>Unduplicated Clients (UDC)</b>
<b>Unit of Service Description by Funding Source</b>			
<b>General Fund</b> — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
<b>HUD</b> — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
<b>MHSA/Prop 63</b> — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
<b>Total Units of Service:</b>	<b>147,496</b>	<b>449</b>	
<b>Total Unduplicated Clients/Rooms:</b>			<b>458</b>

\*The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

<b>Unit of Service Description</b>	<b>Units of Service (UOS)</b>
<b>FQHC — DAH Health Clinic Program</b> 1 unit Property Management Services x 12 months	12

Contractor: Tides Center

Appendix A-1

Program: Delivering Innovation in Supportive Housing (DISH)

Contract Term: 7/1/2008-6/30/2018

Property Management Services at Direct Access to Housing Sites

CMS: 6380

Funding Sources: General Fund, MHSA, GF-FQHC, HUD, DOJ, Rental Income

<b>FY 2013-2014</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients/Rooms</b>	<b>Unduplicated Clients (UDC)</b>
<b>Unit of Service Description by Funding Source</b>			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
<b>Total Units of Service:</b>	<b>147,496</b>	<b>449</b>	
<b>Total Unduplicated Clients/Rooms:</b>			<b>458</b>

\*The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

<b>Unit of Service Description</b>	<b>Units of Service (UOS)</b>
FQHC — DAH Health Clinic Program 1 unit Property Management Services x 12 months	12

<b>FY 2014-2015</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients/Rooms</b>	<b>Unduplicated Clients (UDC)</b>
<b>Unit of Service Description by Funding Source</b>			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
<b>Total Units of Service:</b>	<b>147,496</b>	<b>449</b>	
<b>Total Unduplicated Clients/Rooms:</b>			<b>458</b>

\*The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

<b>Unit of Service Description</b>	<b>Units of Service (UOS)</b>
FQHC — DAH Health Clinic Program 1 unit Property Management Services x 12 months	12

<b>FY 2015-2016</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients/Rooms</b>	<b>Unduplicated Clients (UDC)</b>
<b>Unit of Service Description by Funding Source</b>			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
<b>Total Units of Service:</b>	<b>147,496</b>	<b>449</b>	
<b>Total Unduplicated Clients/Rooms:</b>			<b>458</b>

\*The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

<b>Unit of Service Description</b>	<b>Units of Service (UOS)</b>
FQHC — DAH Health Clinic Program 1 unit Property Management Services x 12 months	12

<b>FY 2016-2017</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients/Rooms</b>	<b>Unduplicated Clients (UDC)</b>
<b>Unit of Service Description by Funding Source</b>			
General Fund — 6 Properties Management Days	126,801	386	392*

386 units x 365 days - 10% vacancy rate = 126,801			
<b>HUD — Property Management Days</b> 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
<b>MHSA/Prop 63 — Property Management Days</b> 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
<b>Total Units of Service:</b>	<b>147,496</b>	<b>449</b>	
<b>Total Unduplicated Clients/Rooms:</b>			<b>458</b>

\*The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

Unit of Service Description	Units of Service (UOS)
<b>FQHC — DAH Health Clinic Program</b> 1 unit Property Management Services x 12 months	12

<b>FY 2017–2018</b> Unit of Service Description by Funding Source	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
<b>General Fund — 6 Properties Management Days</b> 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
<b>HUD — Property Management Days</b> 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
<b>MHSA/Prop 63 — Property Management Days</b> 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
<b>Total Units of Service:</b>	<b>147,496</b>	<b>449</b>	
<b>Total Unduplicated Clients/Rooms:</b>			<b>458</b>

\*The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

Unit of Service Description	Units of Service (UOS)
<b>FQHC — DAH Health Clinic Program</b> 1 unit Property Management Services x 12 months	12

6. Methodology

A. Outreach, recruitment, promotion, and advertisement

DPH-HUH administers the allocation and application process for the DAH hotels and accepts referrals from community agencies deemed appropriate for referral by the DAH gatekeepers.

B. Admission, enrollment and/or intake criteria and process

In order to apply for housing at a DAH site, the applicant must meet the following eligibility criteria:

- Be a homeless resident of San Francisco, including persons living on the streets, in emergency and/or domestic violence shelters, in abandoned buildings, in hospital or forensic settings, or in transitional psychiatric and/or substance use treatment;  
(All applicants for the Empress have to meet the HUD definition of chronic homelessness, which states that “a chronically homeless person is an unaccompanied homeless individual who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time.”)
- Be at or below 30% of the area median income as determined by HUD;
- Have medical, mental health, and/or substance use issues;
- Pay part of her/his income in rent via a third party rent payment program;
- Be capable of independent living with supportive services in a community setting.

The DAH Placement Manager notifies the appropriate access point when a vacancy occurs. HUH reviews the applications received from access points for eligibility and completeness. If the application is complete and the applicant seems eligible, the packet is forwarded to the Support Services Manager and the General Manager.

Support Service staff retains confidential protected information and conducts a separate interview with the applicant. Property Management staff conducts a background check of the applicant including eviction, credit, and criminal history. The decision for acceptance into the program is based on tenancy issues determined by the property management staff. Applicants are not automatically rejected on the basis of poor rental history or criminal conviction. Clear guidelines are provided by HUH in coordination with support services and property management on reasons for rejecting an application.

HUH returns ineligible and denied applications to the access point. Because of the interview process, a referral to the buildings does not guarantee housing.

**C. Service delivery model, hours of operation, locations of service delivery, frequency and duration of service, strategies for service delivery.**

Property Management services are provided which include rent collection, annual client re-certification, lease management/eviction prevention, tenant move-in and move-out, unit make ready work, maintenance, 24-hour front desk coverage and janitorial services, not only in the unit, but in all public, storage and office areas as well. Tenants are required to sign a lease, but are not required to sign a consent for services agreement due to the nature of the property management services. The Grievance Procedure is reviewed with all tenants at move in and is posted in the lobby to ensure compliance with the DPH standard.

The Tides Center provides infrastructure services and serves as fiscal sponsor for all DISH activities. DISH personnel are all employees of the Tides Center.

**D. Exit criteria and process**

Tenants are eligible to remain in housing permanently. The tenant must adhere to the provisions of the lease agreement to remain eligible for the housing. The property management staff actively collaborates with the onsite supportive services providers to ensure that tenants with housing retention challenges are offered services to increase their ability to comply with the lease. Tenants, who are evicted from the property, surrender their unit or move to a higher level of care work with the support services providers to smoothly transition to a new setting whenever possible.

**E. Program staffing.**

Each site is staffed by a General Manager, an Assistant General Manager, 24 hour desk clerks, and a maintenance worker and janitor. Our maintenance approach is centralized, and our site-based staff is augmented by two Facilities Managers, and the Facilities Director who are supported by the Facilities Office Manager/Project Associate. In addition, there are two Co-Directors responsible for running the organization and supervising all of the properties, a Deputy Director, and an Office Manager/Project Associate. All positions are funded by the contract.

**7. Objectives and Measurements.**

**A. Outcome Objectives**

- 1) During each contract year, an average of 75% of tenants will maintain their housing for more than one year as documented in monthly occupancy reports.

*Method of calculation and documentation: Each month at each of the 6 building sites, DISH generates a Rent Roll Report from an electronic database that lists each tenant and their move in date and an automatic calculation generates the number of tenants housed for more than one year and the percentage of those housed for more than one year. Each month these numbers are entered in to the DISH Contract Objectives Worksheets and reported to DPH.*

- 2) During each contract year, DISH staff will maintain a vacancy rate less than or equal to 8% as documented in monthly occupancy reports.

*Method of calculation and documentation: Each month at each of the 6 building sites, DISH generates a Rent Roll Report from an electronic database that lists each unit in each of the six buildings along with whether or not the unit is occupied. Each month these numbers are entered in to the DISH Contract Objectives*



*Worksheets and reported to DPH. A unit is considered "vacant" if it is unoccupied AND can be made available for a new tenant.<sup>1</sup>*

- 3) During each contract year, DISH will collect an average of 90% or more of the potential monthly rent (the maximum amount of rental income available based on current occupancy) as documented in monthly rent roll reports.

*Method of calculation and documentation: Each month at each of the 6 building sites, DISH generates a Rent Roll Report from an electronic database that lists each tenant's monthly rent amount along with the amount each tenant paid for that month. Each month these numbers are entered in to the DISH Contract Objectives Worksheets and reported to DPH.*

- 4) During each contract year, for all vacancies, the average time between Application Received and Move In will be five weeks as documented in monthly occupancy reports.

*Method of calculation and documentation: DISH uses an electronic database to track all applications from the time DPH sends an application to one of the 6 sites to the time that an applicant moves in to the building. Each month these numbers are entered in to the DISH Contract Objectives Worksheets and reported to DPH.*

- 5) The annual eviction rate will be 5% or less as documented in quarterly reports.

*Method of calculation and documentation: DISH tracks all move outs during the year on the Global Tracking Worksheet and the dates of all move outs are also recorded in an electronic database. The reason for move out is also reported and recorded. The calculation for the annual eviction rate is simply the number of total evictions divided by the number of all tenants (current tenants plus all move outs) that occupied a unit during the contract year.*

- 6) By the end of the fiscal year and as documented in the client satisfaction survey summary and analysis, 80% of clients who respond to an anonymous client satisfaction survey will indicate that they are either "satisfied" or "very satisfied" with program services.

*Method of calculation and documentation: The survey will be completed and the results compiled and reported by February 1st of each year.*

#### **B. Process Objectives**

- 1) All work orders will be completed in a timely manner and on the following schedule as documented in quarterly reports:
  - Emergency Health and Safety work orders will be completed within 24 hours or there will be a plan in place within 24 hours to complete the work order as soon as possible.
  - Routine Maintenance work orders will be completed, on average, within 2 weeks.

*Method of calculation and documentation: Each of the 6 building sites track all work orders, entering the information from the paper copies generated into an electronic worksheet. DISH compiles all of the work orders at all of the sites quarterly and calculates the amount of time from inception to completion and reports the results to DPH.*

- 2) During each contract year, the DISH Facilities Team will complete all make ready work on vacant units within 35 days, as documented in quarterly maintenance reports.

*Method of calculation and documentation: Each of the 6 building sites track all units from the time that a tenant moves out to the time a unit is "made ready" i.e. made available for a new tenant to move in. DISH*

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<sup>1</sup> At times, and with approval by DPH Housing & Urban Health, significant capital improvement projects may require the need to take units off line, and thus, are not available for occupancy for several weeks or months. As such, these units are not counted as vacant. (These units are identified on the Contract Objectives Worksheet in the notes section.)

*compiles and reports the results for this contract objective quarterly. The Make Ready tracker is updated weekly and the monthly results are entered in the Contract Objectives Worksheet.*

- 3) Each DISH employee will have in place a set of job specific performance goals within 30 days of hire. Each DISH employee will be assessed quantitatively and qualitatively twice annually on their performance as documented in DISH Human Resources files.
- 4) Each DISH employee in each job class will complete at least 20 hours of job specific training during each contract year, as documented in mid year and annual reports.

*Method of calculation and documentation: DISH tracks all training by all staff members via the Master Training Log and reports on this quarterly throughout the contract year.*

- 5) Tides Center will provide timely and accurate accounting services to DISH and all requested financial reports to DPH as well as provide comprehensive Human Resource services to all DISH employees.

### C. Evaluation of Objectives

DISH uses a networked database tool to track most of the data used to evaluate the above described objectives. This tool allows DISH to compile reports that describe rental income by tenant and by building, the length of occupancy of each tenant or an average for the building, number and percentage of vacant units at any one time, length of time between vacancy and move in among other things. The General Manager and Assistant General Manager at each building enter the site specific data into the database and the DISH Central office staff, led by the Deputy Director, monitors the accuracy of the data and compiles reports based on the data. During each contract year, DISH will provide a set of reports for each building and submit these reports to the HUH System of Care Manager each month. These reports will provide the data and evaluation of Outcome Objectives 1-4. DISH will, in addition to the monthly reports, submit one narrative report at the end of each quarter of the contract year with the data and evaluation for Outcome Objective 5-6 and all of the Process Objectives (other than ones where a specific reporting date is mentioned above). The Deputy Director will lead this process and be responsible for compiling, analyzing and submitting the data and evaluation to the HUH System of Care Manager. DISH will use this data to help guide us as we try to achieve all of these important outcomes.

### 8. Continuous Quality Improvement

#### Contract Compliance:

- The Tides Center/DISH will comply with Health Commission, Local, State, Federal and/or funding source policies and requirements such as Harm Reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction
- A DISH TB policy and procedure will address that all on-site staff is tested and cleared for TB prior to employment or placement in compliance with the DPH TB policy. TB status is reviewed upon employment with the program and every 12 months thereafter.
- The Deputy Director will review progress towards contract objectives on a monthly basis and forward reports to DPH indicating our successes and areas for improvement.

#### Tenant Satisfaction:

- DISH staff strives to exceed a minimum goal of 65% tenant participation in Satisfaction Survey completion.
- DISH staff will review annual tenant satisfaction surveys and create a work plan to address findings and report results to tenant community.
- The General Manager will attend Community Meetings monthly seeking input. The Directors will attend the Community Meeting at least two times per year.
- The Tenant Grievance Policy and Procedure will comply with DPH guidelines. Management and staff will be trained on the procedure, and track grievances to assess areas for improvement.
- DISH Directors and Facilities Director will inspect each building on a regular basis to ensure that the highest standard of maintenance and cleanliness is upheld.

#### Staff Training:

- All staff will be oriented and trained at the time of employment and on an on-going basis. Additionally, training and staff development will be incorporated into the daily operating practices of property management.

Documentation of all training and certifications will be permanently retained in each employee's personnel file.

- All staff will receive training on Universal Precautions Standards and TB precautions/treatment.
- All staff will receive annual training on relevant topics such as Harm Reduction, Cultural Competency, De-escalation and Emergency Response.

**Site Audit/Review of client records:**

- Each site will have a quarterly site audit from DISH management staff reviewing adherence with various aspects of DISH policies and procedures.
- Annually, a sample of tenant files will be reviewed by DISH management staff. Repeat problems will be identified and discussed to develop consistent practices.

**Review and updating of written policies and protocols and practices:**

- Written employee policies will be reviewed, updated and approved by the DISH Directors in consultation with the Tides Center. All revisions to employee policies will be communicated to staff via staff meetings, and/or written documentation. Acknowledgement of significant new policies will be signed and dated by staff.
- Operating Policies and Procedures will be reviewed and updated as needed. All revisions to operating policies will be communicated to staff via staff meetings, and/or written documentation.

**Staff supervision and performance review plan:**

- The Directors will conduct regular one-on-one supervision with the General Managers to review rental income, expenditures, policies and procedures, staffing issues, collaboration, challenging tenant situations and other issues of on-site property management of the DAH site.
- The General Manager will conduct regular meetings with staff to review work, desk coverage, policies and procedures, etc. to improve site management, reduce vacancy rates and increase tenant stability.
- The Facilities Director will meet with his crew leaders weekly to review unit turnover rates, work order completion and project management to ensure cost effective and timely completion of building maintenance.
- The Directors will oversee the completion of 90 day, mid-year and annual performance reviews for all staff.

**Appendix B**  
**Calculation of Charges**

**1. Method of Payment**

Contractor shall submit monthly invoices in the format attached in Appendix F, by the fifteenth (15th) working day of each month for reimbursement of the actual costs for Services of the immediately preceding month. All costs associated with the Services shall be reported on the invoice each month. All costs incurred under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

**2. Program Budgets and Final Invoice**

A. Program Budgets supporting the period 07/01/2010-06/30/2018 may be found in the following Appendices:

Appendix B, 07/01/2010-06/30/2018, Pages 3-11	Budget Summary	
Appendix B-1, 07/01/2010-06/30/2011, Pages 1-3	TIDES Center – DISH (FQHC)	
Appendix B-1a, 07/01/2010-06/30/2011, Pages 1-4	TIDES Center – DISH (MHSA/Prop 63)	
Appendix B-1b, 09/01/2010-06/30/2011, Pages 1-4	TIDES Center – DISH (HUD)	
Appendix B-1c, 07/01/2010-06/30/2011, Pages 1-8	TIDES Center – DISH (General Fund)	
Appendix B-1d, 01/03/2011-06/30/2011, Pages 1-2	TIDES Center – DISH (DOJ Grant)	
Appendix B-2, 07/01/2011-06/30/2012, Pages 1-6	TIDES Center – DISH (FQHC)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-2a, 07/01/2011-06/30/2012, Pages 1-4	TIDES Center – DISH (MHSA/Prop 63)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-2b, 07/01/2011-06/30/2012, Pages 1-4	TIDES Center – DISH (HUD)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-2c, 07/01/2011-06/30/2012, Pages 1-9	TIDES Center – DISH (General Fund)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-2d, 10/01/2011-06/30/2012, Pages 1-3	TIDES Center – DISH (DOJ Grant)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-3, 07/01/2012-06/30/2013, Pages 1-4	TIDES Center – DISH (FQHC)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-3a, 07/01/2012-06/30/2013, Pages 1-4	TIDES Center – DISH (MHSA/Prop 63)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-3b, 09/01/2012-06/30/2013, Pages 1-4	TIDES Center – DISH (HUD)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-3c, 07/01/2012-06/30/2013, Pages 1-6	TIDES Center – DISH (GF)	(Incl in 1 <sup>st</sup> Amendment)
Appendix B-4, 07/01/2013-06/30/2014, Pages 1-4	TIDES Center – DISH (FQHC)	
Appendix B-4a, 07/01/2013-06/30/2014, Pages 1-4	TIDES Center – DISH (MHSA/Prop 63)	
Appendix B-4b, 09/01/2013-06/30/2014, Pages 1-4	TIDES Center – DISH (HUD)	
Appendix B-4c, 07/01/2013-06/30/2014, Pages 1-6	TIDES Center – DISH (GF)	
Appendix B-5, 07/01/2014-06/30/2015, Pages 1-4	TIDES Center – DISH (FQHC)	
Appendix B-5a, 07/01/2014-06/30/2015, Pages 1-4	TIDES Center – DISH (MHSA/Prop 63)	
Appendix B-5b, 09/01/2014-06/30/2015, Pages 1-4	TIDES Center – DISH (HUD)	
Appendix B-5c, 07/01/2014-06/30/2015, Pages 1-6	TIDES Center – DISH (GF)	
Appendix B-6, 07/01/2015-06/30/2016, Pages 1-4	TIDES Center – DISH (FQHC)	
Appendix B-6a, 07/01/2015-06/30/2016, Pages 1-4	TIDES Center – DISH (MHSA/Prop 63)	
Appendix B-6b, 09/01/2015-06/30/2016, Pages 1-4	TIDES Center – DISH (HUD)	
Appendix B-6c, 07/01/2015-06/30/2016, Pages 1-6	TIDES Center – DISH (GF)	
Appendix B-7, 07/01/2016-06/30/2017, Pages 1-4	TIDES Center – DISH (FQHC)	
Appendix B-7a, 07/01/2016-06/30/2017, Pages 1-4	TIDES Center – DISH (MHSA/Prop 63)	
Appendix B-7b, 09/01/2016-06/30/2017, Pages 1-4	TIDES Center – DISH (HUD)	
Appendix B-7c, 07/01/2016-06/30/2017, Pages 1-6	TIDES Center – DISH (GF)	
Appendix B-8, 07/01/2017-06/30/2018, Pages 1-4	TIDES Center – DISH (FQHC)	
Appendix B-8a, 07/01/2017-06/30/2018, Pages 1-4	TIDES Center – DISH (MHSA/Prop 63)	
Appendix B-8b, 09/01/2017-06/30/2018, Pages 1-4	TIDES Center – DISH (HUD)	
Appendix B-8c, 07/01/2017-06/30/2018, Pages 1-6	TIDES Center – DISH (GF)	

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$4,600,748 is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

The maximum dollar for each funding source shall be as follows:

Original Agreement	City and County of San Francisco General Fund	\$ 2,675,549	07/01/08 – 06/30/09
Original Agreement	Federal HUD	\$ 201,465	07/01/08 – 06/30/09
Original Agreement	State AB234	\$ 238,350	07/01/08 – 06/30/09
Original Agreement	FQHC (Through SFGH/PC)	\$ 55,045	07/01/08 – 06/30/09
Original Agreement	City and County of San Francisco General Fund	\$ 2,675,549	07/01/09 – 06/30/10

Original Agreement	Federal HUD	\$ 201,465	07/01/09 – 06/30/10
Original Agreement	State AB234	\$ 238,350	07/01/09 – 06/30/10
Original Agreement	FQHC (Through SFGH/PC)	\$ 55,045	07/01/09 – 06/30/10
Internal Contract Revision #1	City and County of San Francisco General Fund	\$ 240,167	07/01/08 – 06/30/09
Internal Contract Revision #2	City and County of San Francisco General Fund	\$ 80,147	07/01/09 – 06/30/10
Internal Contract Revision #2	City and County of San Francisco GF Proj	\$ 139,841	07/01/09 – 06/30/10
1 <sup>st</sup> Amendment	City and County of San Francisco General Fund	\$ 2,659,411	07/01/10 – 06/30/11
1 <sup>st</sup> Amendment	Federal HUD	\$ 199,207	09/01/10 – 06/30/11
1 <sup>st</sup> Amendment	State MHSA/Prop 63	\$ 232,420	07/01/10 – 06/30/11
1 <sup>st</sup> Amendment	FQHC General Fund	\$ 55,045	07/01/10 – 06/30/11
1 <sup>st</sup> Amendment	City and County of San Francisco General Fund	\$ 2,659,411	07/01/11 – 06/30/12
1 <sup>st</sup> Amendment	Federal HUD	\$ 199,207	09/01/11 – 06/30/12
1 <sup>st</sup> Amendment	State MHSA/Prop 63	\$ 232,420	07/01/11 – 06/30/12
1 <sup>st</sup> Amendment	FQHC General Fund	\$ 55,045	07/01/11 – 06/30/12
1 <sup>st</sup> Amendment	City and County of San Francisco General Fund	\$ 2,659,411	07/01/12 – 06/30/13
1 <sup>st</sup> Amendment	Federal HUD	\$ 199,207	09/01/12 – 06/30/13
1 <sup>st</sup> Amendment	State MHSA/Prop 63	\$ 232,420	07/01/12 – 06/30/13
1 <sup>st</sup> Amendment	FQHC General Fund	\$ 55,045	07/01/12 – 06/30/13
Internal Contract Revision #1a	City and County of San Francisco General Fund	\$ 656,498	07/01/10 – 06/30/11
Internal Contract Revision #1a	Federal HUD	-\$ 4,408	09/01/10 – 06/30/11
Internal Contract Revision #1a	State MHSA/Prop 63	\$ 5,930	07/01/10 – 06/30/11
Internal Contract Revision #1a	Federal DOJ	\$ 50,288	01/03/11 – 06/30/11
Internal Contract Revision #3	City and County of San Francisco General Fund	\$ 711,454	07/01/11 – 06/30/12
Internal Contract Revision #3	Federal HUD	-\$ 4,408	09/01/11 – 06/30/12
Internal Contract Revision #3	State MHSA/Prop 63	\$ 136,700	07/01/11 – 06/30/12
Internal Contract Revision #3	Federal DOJ	\$ 58,500	10/01/11 – 06/30/12
Internal Contract Revision #3	City and County of San Francisco General Fund	-\$ 478,963	07/01/12 – 06/30/13
2 <sup>nd</sup> Amendment	City and County of San Francisco General Fund	\$ 1,130,579	07/01/12 – 06/30/13
2 <sup>nd</sup> Amendment	Federal HUD	-\$ 4,408	09/01/12 – 06/30/13
2 <sup>nd</sup> Amendment	State MHSA/Prop 63	\$ 143,750	07/01/12 – 06/30/13
2 <sup>nd</sup> Amendment	City and County of San Francisco General Fund	\$ 3,313,420	07/01/13 – 06/30/14
2 <sup>nd</sup> Amendment	Federal HUD	\$ 194,799	09/01/13 – 06/30/14
2 <sup>nd</sup> Amendment	State MHSA/Prop 63	\$ 376,502	07/01/13 – 06/30/14
2 <sup>nd</sup> Amendment	FQHC General Fund	\$ 55,045	07/01/13 – 06/30/14
2 <sup>nd</sup> Amendment	City and County of San Francisco General Fund	\$ 3,313,420	07/01/14 – 06/30/15
2 <sup>nd</sup> Amendment	Federal HUD	\$ 194,799	09/01/14 – 06/30/15
2 <sup>nd</sup> Amendment	State MHSA/Prop 63	\$ 376,502	07/01/14 – 06/30/15
2 <sup>nd</sup> Amendment	FQHC General Fund	\$ 55,045	07/01/14 – 06/30/15
2 <sup>nd</sup> Amendment	City and County of San Francisco General Fund	\$ 3,313,420	07/01/15 – 06/30/16
2 <sup>nd</sup> Amendment	Federal HUD	\$ 194,799	09/01/15 – 06/30/16
2 <sup>nd</sup> Amendment	State MHSA/Prop 63	\$ 376,502	07/01/15 – 06/30/16
2 <sup>nd</sup> Amendment	FQHC General Fund	\$ 55,045	07/01/15 – 06/30/16
2 <sup>nd</sup> Amendment	City and County of San Francisco General Fund	\$ 3,316,420	07/01/16 – 06/30/17
2 <sup>nd</sup> Amendment	Federal HUD	\$ 194,799	09/01/16 – 06/30/17
2 <sup>nd</sup> Amendment	State MHSA/Prop 63	\$ 376,502	07/01/16 – 06/30/17
2 <sup>nd</sup> Amendment	FQHC General Fund	\$ 55,045	07/01/16 – 06/30/17
2 <sup>nd</sup> Amendment	City and County of San Francisco General Fund	\$ 3,313,420	07/01/17 – 06/30/18
2 <sup>nd</sup> Amendment	Federal HUD	\$ 194,799	09/01/17 – 06/30/18
2 <sup>nd</sup> Amendment	State MHSA/Prop 63	\$ 376,502	07/01/17 – 06/30/18
2 <sup>nd</sup> Amendment	FQHC General Fund	\$ 55,045	07/01/17 – 06/30/18
		\$38,339,564	
	Contingency	\$ 2,168,753	07/01/12 – 06/30/18
		\$40,508,317	

C. Contractor agrees to comply with its Program Budgets of Appendix B in the provision of Services. Changes to the budget that do not increase or reduce the maximum dollar obligation of the City are subject to the provisions of the Department of Public Health Policy/Procedure Regarding Contract Budget Changes. Contractor agrees to comply fully with that policy/procedure.

D. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those costs incurred during the referenced period of performance. If costs are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City.

Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Check one:										Appendix B Page 3		
2	<input type="checkbox"/>	<input type="checkbox"/>	New	<input type="checkbox"/>	<input type="checkbox"/>	Renewal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Modification	Appendix Term: 7/1/10 - 6/30/18			
3	If modification, Effective Date of Mod. 7/1/12 No. of Mod.										CMS: 6380		
4	FISCAL YEAR: 2010-2018 SUBMISSION DATE:										DPH1		
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center										VENDOR ID (DPH USE ONLY):		
6	LEGAL ENTITY CODE: 01629												
7	CONTRACTOR/ PROVIDER NAME: Tides Center												
8	PROGRAM/ PROVIDER NAME: DISH (Delivering Innovation in Supportive Housing)												
9					FY10-11	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	
10			APPENDIX NUMBER (Narrative/ Budget)		A-1/B-1	A-1/B-2	A-1/B-3	A-1/B-4	A-1/B-5	A-1/B-6	A-1/B-7	A-1/B-8	
11			APPENDIX TERM:		7/1/10 - 6/30/11	7/1/11 - 6/30/12	7/1/12 - 6/30/13	7/1/13 - 6/30/14	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/17 - 6/30/18	GRAND TOTAL
12	<b>EXPENSES:</b>												
13			SALARIES & EMPLOYEE BENEFITS		\$ 2,340,336	\$ 2,466,688	\$ 2,478,665	\$ 2,481,483	\$ 2,481,483	\$ 2,481,483	\$ 2,481,483	\$ 2,481,483	\$19,693,107
14			OPERATING EXPENSE		\$ 1,514,054	\$ 1,581,641	\$ 1,458,376	\$ 1,458,282	\$ 1,458,282	\$ 1,458,282	\$ 1,458,282	\$ 1,458,282	\$11,845,484
15			CAPITAL OUTLAY (COST \$5,000 AND OVER)										
16			SUBTOTAL DIRECT COSTS		\$ 3,854,391	\$ 4,048,329	\$ 3,937,041	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$31,538,590
17			INDIRECT COST AMOUNT:										
18			INDIRECT RATE:		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
19			TOTAL EXPENSES:		\$ 3,854,391	\$ 4,048,329	\$ 3,937,041	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$31,538,590
20	<b>REVENUES:</b>												
21	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>												
22			Prop. 63/ MHSA		\$ 238,350	\$ 369,120	\$ 376,170	\$ 376,502	\$ 376,502	\$ 376,502	\$ 376,502	\$ 376,502	\$ 2,866,150
23			SAMSHA Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24			HUD Grant		\$ 194,799	\$ 194,799	\$ 194,799	\$ 194,799	\$ 194,799	\$ 194,799	\$ 194,799	\$ 194,799	\$ 1,558,392
25			DOJ Grant		\$ 50,288	\$ 58,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,788
26			RWPA Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27			HSA Work Order		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28			General Fund		\$ 3,315,909	\$ 3,370,865	\$ 3,311,027	\$ 3,313,420	\$ 3,313,420	\$ 3,313,420	\$ 3,313,420	\$ 3,313,420	\$26,564,901
29			FGHC		\$ 55,045	\$ 55,045	\$ 55,045	\$ 55,045	\$ 55,045	\$ 55,045	\$ 55,045	\$ 55,045	\$ 440,360
30			TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES		\$ 3,854,391	\$ 4,048,329	\$ 3,937,041	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$31,538,591
31	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>												
32			TOTAL HIV PREVENTION SECTION FUNDING SOURCES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>												
34			TOTAL HIV HEALTH SERVICES FUNDING SOURCES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	<b>CHPP FUNDING SOURCES:</b>												
36			TOTAL CHPP FUNDING SOURCES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	<b>MCAH FUNDING SOURCES:</b>												
38			TOTAL MCAH FUNDING SOURCES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39			TOTAL DPH REVENUES		\$ 3,854,391	\$ 4,048,329	\$ 3,937,041	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$ 3,939,766	\$31,538,591
40	<b>OTHER/ NON-DPH REVENUE</b>												
41			Rental Income - GF		\$ 1,303,854	\$ 1,332,605	\$ 1,433,095	\$ 1,433,095	\$ 1,433,095	\$ 1,433,095	\$ 1,433,095	\$ 1,433,095	\$11,235,026
42			Rental Income - HUD		\$ 124,411	\$ 99,890	\$ 92,836	\$ 92,836	\$ 92,836	\$ 92,836	\$ 92,836	\$ 92,836	\$ 781,317
43			Rental Income - MHSA		\$ 122,964	\$ 17,082	\$ 5,179	\$ 5,179	\$ 5,179	\$ 5,179	\$ 5,179	\$ 5,179	\$ 171,120
44			FUND RAISING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45			OTHERS		\$ -	\$ 26,036	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 158,036
46			TOTAL OTHER/ NON-DPH REVENUE		\$ 1,551,229	\$ 1,475,613	\$ 1,553,110	\$ 1,553,110	\$ 1,553,110	\$ 1,553,110	\$ 1,553,110	\$ 1,553,110	\$12,345,501
47			TOTAL REVENUES (DPH AND NON-DPH)		\$ 5,405,620	\$ 5,523,942	\$ 5,490,151	\$ 5,492,876	\$ 5,492,876	\$ 5,492,876	\$ 5,492,876	\$ 5,492,876	\$43,884,092
48	Prepared by: Kirk Larson - (415) 776-3474 x 100												

Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Check one:								<b>Appendix B Page 4</b>				
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification			Appendix Term: 7/1/10 - 6/30/11					
3	If modification, Effective Date of Mod. No. of Mod.						CMS: 6380						
4	FISCAL YEAR: 2010-2011				SUBMISSION DATE:				DPH1				
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center								VENDOR ID (DPH USE ONLY):				
6	LEGAL ENTITY CODE: (CBHS Only)												
7	CONTRACTOR/ PROVIDER NAME: Tides Center												
8	PROGRAM/ PROVIDER NAME: DISH: Delivering Innovation in Supportive Housing												
9			A-1/B-1	A-1/B-1a	A-1/B-1b	A-1/B-1c	A-1/B-1d						
10	APPENDIX NUMBER (Narrative/ Budget)		FQHC	MHSA	HUD	GF	DOJ						
11	APPENDIX TERM:		7/1/10 - 6/30/11	7/1/10 - 6/30/11	9/1/10 - 6/30/11	7/1/10 - 6/30/11	1/3/11 - 6/30/11	FY10-11 TOTALS					
12	<b>EXPENSES:</b>												
13	SALARIES & EMPLOYEE BENEFITS		\$ 30,877	\$ 167,103	\$ 120,170	\$ 2,022,187	\$ -	\$ 2,340,336					
14	OPERATING EXPENSE		\$ 24,168	\$ 71,247	\$ 74,629	\$ 1,293,722	\$ 50,288	\$ 1,514,054					
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)												
16	<b>SUBTOTAL DIRECT COSTS</b>		<b>\$ 55,045</b>	<b>\$ 238,350</b>	<b>\$ 194,799</b>	<b>\$ 3,315,909</b>	<b>\$ 50,288</b>	<b>\$ 3,854,391</b>					
17	INDIRECT COST AMOUNT:		0	0	0	0	0	0					
18	INDIRECT RATE:		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%					
19	<b>TOTAL EXPENSES:</b>		<b>\$ 55,045</b>	<b>\$ 238,350</b>	<b>\$ 194,799</b>	<b>\$ 3,315,909</b>	<b>\$ 50,288</b>	<b>\$ 3,854,391</b>					
20													
21	<b>REVENUES:</b>												
22													
23	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>												
24	Prop. 63/ MHSA			\$ 238,350								\$ 238,350	
25	SAMSHA Grant												
26	HUD Grant (CFDA # 14.235)				\$ 194,799							\$ 194,799	
27	DOJ Grant (CFDA #16.202)						\$ 50,288					\$ 50,288	
28	RWPA Grant												
29	HSA Work Order												
30	General Fund					\$ 3,315,909						\$ 3,315,909	
31	FQHC		\$ 55,045									\$ 55,045	
32													
33	<b>TOTAL HOUSING &amp; URBAN TOTAL HOUSING</b>		<b>\$ 55,045</b>	<b>\$ 238,350</b>	<b>\$ 194,799</b>	<b>\$ 3,315,909</b>	<b>\$ 50,288</b>	<b>\$ 3,854,391</b>					
34													
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>												
40	<b>TOTAL HIV PREVENTION SECTION FUNDING</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>				
41													
42	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>												
50	<b>TOTAL HIV HEALTH SERVICES FUNDING SOU</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>				
51													
52	<b>CHPP FUNDING SOURCES:</b>												
61	<b>TOTAL CHPP FUNDING SOURCES</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>				
62													
63	<b>MCAH FUNDING SOURCES:</b>												
80	<b>TOTAL MCAH FUNDING SOURCES</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>				
81													
82	<b>TOTAL DPH REVENUES</b>		<b>\$ 55,045</b>	<b>\$ 238,350</b>	<b>\$ 194,799</b>	<b>\$ 3,315,909</b>	<b>\$ 50,288</b>	<b>\$ 3,854,391</b>					
83	<b>OTHER/ NON-DPH REVENUE</b>												
84	Rental Income - GF					\$ 1,303,854						\$ 1,303,854	
85	Rental Income - HUD				\$ 124,411							\$ 124,411	
86	Rental Income - MHSA			\$ 122,964								\$ 122,964	
87	FUND RAISING											\$ -	
88	OTHERS											\$ -	
89	<b>TOTAL OTHER/ NON-DPH REVENUE</b>		<b>\$ -</b>	<b>\$ 122,964</b>	<b>\$ 124,411</b>	<b>\$ 1,303,854</b>	<b>\$ -</b>	<b>\$ 1,551,229</b>					
90													
91	<b>TOTAL REVENUES (DPH AND NON-D</b>		<b>\$ 55,045</b>	<b>\$ 361,314</b>	<b>\$ 319,210</b>	<b>\$ 4,619,763</b>	<b>\$ 50,288</b>	<b>\$ 5,405,620</b>					
92	Prepared by: Kirk Larson - (415) 776-3474 x 100												

Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Check one:								<b>Appendix B Page 5</b>			
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification								<b>Appendix Term: 7/1/11 - 6/30/12</b>			
3	If modification, Effective Date of Mod. _____ No. of Mod. _____								<b>CMS: 6380</b>			
4	FISCAL YEAR: 2011-2012      SUBMISSION DATE: _____								<b>DPH1</b>			
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center								VENDOR ID (DPH USE ONLY):			
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: Tides Center											
8	PROGRAM/ PROVIDER NAME: DISH: Delivering Innovation in Supportive Housing											
9					A-1/B-2	A-1/B-2a	A-1/B-2b	A-1/B-2c	A-1/B-2d			
10	APPENDIX NUMBER (Narrative/ Budget)			FQHC	MHSA	HUD	GF	DOJ				
11	APPENDIX TERM:			7/1/11 - 6/30/12	7/1/11 - 6/30/12	9/1/11 - 6/30/12	7/1/11 - 6/30/12	10/1/11 - 6/30/12				FY11-12 TOTALS
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS			\$ 31,696	\$ 280,292	\$ 102,945	\$ 2,051,755	\$ -				\$ 2,466,688
14	OPERATING EXPENSE			\$ 23,349	\$ 88,828	\$ 91,854	\$ 1,319,111	\$ 58,500				\$ 1,581,641
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)											\$ -
16	<b>SUBTOTAL DIRECT COSTS</b>			<b>\$ 55,045</b>	<b>\$ 369,120</b>	<b>\$ 194,799</b>	<b>\$ 3,370,865</b>	<b>\$ 58,500</b>				<b>\$ 4,048,329</b>
17	INDIRECT COST AMOUNT:			0	0	0	0					0
18	INDIRECT RATE:			0.0%	0.0%	0.0%	0.0%					
19	<b>TOTAL EXPENSES:</b>			<b>\$ 55,045</b>	<b>\$ 369,120</b>	<b>\$ 194,799</b>	<b>\$ 3,370,865</b>	<b>\$ 58,500</b>				<b>\$ 4,048,329</b>
20												
21	<b>REVENUES:</b>											
22												
23	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>											
24	Prop. 63/ MHSA				\$ 369,120							\$ 369,120
25	SAMSHA Grant											
26	HUD Grant (CFDA # 14.235)					\$ 194,799						\$ 194,799
27	DOJ Grant (CFDA #16.202)							\$ 58,500				\$ 58,500
28	RWPA Grant											
29	HSA Work Order											
30	General Fund						\$ 3,370,865					\$ 3,370,865
31	FQHC			\$ 55,045								\$ 55,045
32												
33	<b>TOTAL HOUSING &amp; URBAN TOTAL HOUSING</b>			<b>\$ 55,045</b>	<b>\$ 369,120</b>	<b>\$ 194,799</b>	<b>\$ 3,370,865</b>	<b>\$ 58,500</b>				<b>\$ 4,048,329</b>
34												
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>											
40	TOTAL HIV PREVENTION SECTION FUNDING			0	0	0	0					0
41												
42	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>											
50	TOTAL HIV HEALTH SERVICES FUNDING SOU			0	0	0	0					0
51												
52	<b>CHPP FUNDING SOURCES:</b>											
61	TOTAL CHPP FUNDING SOURCES			0	0	0	0					0
62												
63	<b>MCAH FUNDING SOURCES:</b>											
80	TOTAL MCAH FUNDING SOURCES			0	0	0	0					0
81												
82	<b>TOTAL DPH REVENUES</b>			<b>\$ 55,045</b>	<b>\$ 369,120</b>	<b>\$ 194,799</b>	<b>\$ 3,370,865</b>	<b>\$ 58,500</b>				<b>\$ 4,048,329</b>
83	<b>OTHER/ NON-DPH REVENUE</b>											
84	Rental income - GF						\$ 1,332,605					\$ 1,332,605
85	Rental Income - HUD					\$ 99,890						\$ 99,890
86	Rental Income - MHSA				\$ 17,082							\$ 17,082
87	FUND RAISING											\$ -
88	OTHERS						\$ 26,036					\$ 26,036
89	<b>TOTAL OTHER/ NON-DPH REVENUE</b>			<b>\$ -</b>	<b>\$ 17,082</b>	<b>\$ 99,890</b>	<b>\$ 1,358,641</b>	<b>\$ -</b>				<b>\$ 1,475,613</b>
90												
91	<b>TOTAL REVENUES (DPH AND NON-D</b>			<b>\$ 55,045</b>	<b>\$ 386,202</b>	<b>\$ 294,689</b>	<b>\$ 4,729,506</b>	<b>\$ 58,500</b>				<b>\$ 5,523,942</b>
92	Prepared by: Kirk Larson - (415) 776-3474 x 100											



Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

A	B	C	D	E	F	G	H	I	J	K	L	
1	Check one:								Appendix B Page 6			
2	<input type="checkbox"/>	New	<input type="checkbox"/>	Renewal	<input checked="" type="checkbox"/>	Modification	Appendix Term: 7/1/12 - 6/30/13					
3	If modification, Effective Date of Mod. 7/1/12 No. of Mod.								CMS: 6380			
4	FISCAL YEAR: 2012-2013 SUBMISSION DATE								DPH1			
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center								VENDOR ID (DPH USE ONLY)			
6	LEGAL ENTITY CODE: 01629											
7	CONTRACTOR/ PROVIDER NAME: Tides Center											
8	PROGRAM/ PROVIDER NAME: DISH (Delivering Innovation in Supportive Housing)											
9					A-1/E-3	A-1/E-3a	A-1/E-3b	A-1/E-3c				
10	APPENDIX NUMBER (Narrative/ Budget)				FOHC	MHSA	HUD	GF				
11	APPENDIX TERM				7/1/12 - 6/30/13	7/1/12 - 6/30/13	9/1/12 - 6/30/13	7/1/12 - 6/30/13	FY12-13 TOTALS			
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS				\$ 30,200	\$ 290,978	\$ 107,206	\$ 2,050,280	\$ 2,478,665			
14	OPERATING EXPENSE				\$ 24,845	\$ 85,192	\$ 87,592	\$ 1,260,747	\$ 1,458,376			
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)								\$ -			
16	SUBTOTAL DIRECT COSTS				\$ 55,045	\$ 376,170	\$ 194,799	\$ 3,311,027	\$ 3,937,041			
17	INDIRECT COST AMOUNT:				\$ -	\$ -	\$ -	\$ -	\$ -			
18	INDIRECT RATE:				0.0%	0.0%	0.0%	0.0%	0.0%			
19	TOTAL EXPENSES:				\$ 55,045	\$ 376,170	\$ 194,799	\$ 3,311,027	\$ 3,937,041			
20	<b>REVENUES:</b>											
21	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>											
24	Prop. 63/ MHSA					\$ 376,170			\$ 376,170			
25	SAMSHA Grant								\$ -			
26	HUD Grant						\$ 194,799		\$ 194,799			
27	DOJ Grant								\$ -			
28	RWPA Grant								\$ -			
29	HSA Work Order								\$ -			
30	General Func							\$ 3,311,027	\$ 3,311,027			
31	FOHC				\$ 55,045				\$ 55,045			
32									\$ -			
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES				\$ 55,045	\$ 376,170	\$ 194,799	\$ 3,311,027	\$ 3,937,041			
34	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>											
35	TOTAL HIV PREVENTION SECTION FUNDING SOURCES				\$ -	\$ -	\$ -	\$ -	\$ -			
40	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>											
41	TOTAL HIV HEALTH SERVICES FUNDING SOURCES				\$ -	\$ -	\$ -	\$ -	\$ -			
42	<b>CHPP FUNDING SOURCES:</b>											
43	TOTAL CHPP FUNDING SOURCES				\$ -	\$ -	\$ -	\$ -	\$ -			
44	<b>MCAH FUNDING SOURCES:</b>											
45	TOTAL MCAH FUNDING SOURCES				\$ -	\$ -	\$ -	\$ -	\$ -			
46	<b>TOTAL DPH REVENUES</b>											
47	TOTAL DPH REVENUES				\$ 55,045	\$ 376,170	\$ 194,799	\$ 3,311,027	\$ 3,937,041			
48	<b>OTHER/ NON-DPH REVENUE</b>											
49	Rental Income - GF							\$ 1,433,095	\$ 1,433,095			
50	Rental Income - HUD						\$ 92,836		\$ 92,836			
51	Rental Income - MHSA				\$ 5,179				\$ 5,179			
52	FUND RAISING								\$ -			
53	OTHERS							\$ 22,000	\$ 22,000			
54	TOTAL OTHER/ NON-DPH REVENUE				\$ -	\$ 5,179	\$ 92,836	\$ 1,455,095	\$ 1,553,110			
55	TOTAL OTHER/ NON-DPH REVENUE				\$ -	\$ 5,179	\$ 92,836	\$ 1,455,095	\$ 1,553,110			
56	TOTAL REVENUES (DPH AND NON-DPH)				\$ 55,045	\$ 381,349	\$ 287,635	\$ 4,766,122	\$ 5,490,151			
57	Prepared by: Kirk Larson - (415) 776-3474 x 100											

Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

A	B	C	D	E	F	G	H	I	J	K	L	
1	Check one:								Appendix B Page 7 Appendix Term: 7/1/13 - 6/30/14 CMS: 6380			
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification							
3	If modification, Effective Date of Mod: 7/1/12				No. of Mod:							
4	FISCAL YEAR: 2013-2014				SUBMISSION DATE:				DPH1			
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center								VENDOR ID (DPH USE ONLY):			
6	LEGAL ENTITY CODE: 01629											
7	CONTRACTOR/ PROVIDER NAME: Tides Center											
8	PROGRAM PROVIDER NAME: DISH (Delivering Innovation in Supportive Housing)											
9												
10	APPENDIX NUMBER (Narrative/ Budget)			A-1/B-4	A-1/B-4a	A-1/B-4b	A-1/B-4c					
11	APPENDIX TERM:			FQHC	MHSA	HUD	GF					
12				7/1/13 - 6/30/14	7/1/13 - 6/30/14	9/1/13 - 6/30/14	7/1/13 - 6/30/14	FY13-14 TOTALS				
13	EXPENSES											
14	SALARIES & EMPLOYEE BENEFITS			\$ 30,230	\$ 291,269	\$ 107,313	\$ 2,052,671	\$ 2,481,483				
15	OPERATING EXPENSE			\$ 24,815	\$ 85,232	\$ 87,486	\$ 1,260,749	\$ 1,458,282				
16	CAPITAL OUTLAY (COST \$5,000 AND OVER)											
17	SUBTOTAL DIRECT COSTS			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766				
18	INDIRECT COST AMOUNT:			\$ -	\$ -	\$ -	\$ -	\$ -				
19	INDIRECT RATE:			0.0%	0.0%	0.0%	0.0%	0.0%				
20	TOTAL EXPENSES:			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766				
21	REVENUES											
22												
23	HOUSING & URBAN HEALTH (HUH) FUNDING SOURCES:											
24	Prop. 63/ MHSA				\$ 376,502			\$ 376,502				
25	SAMSHA Grant											
26	HUD Grant					\$ 194,799		\$ 194,799				
27	DOJ Grant											
28	RWPA Grant											
29	HSA Work Order											
30	General Fund						\$ 3,313,420	\$ 3,313,420				
31	FQHC			\$ 55,045				\$ 55,045				
32												
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766				
34												
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
36	TOTAL HIV PREVENTION SECTION FUNDING SOURCES											
37				\$ -	\$ -	\$ -	\$ -	\$ -				
38												
39	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:											
40	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
41				\$ -	\$ -	\$ -	\$ -	\$ -				
42												
43	CHPP FUNDING SOURCES:											
44	TOTAL CHPP FUNDING SOURCES											
45				\$ -	\$ -	\$ -	\$ -	\$ -				
46												
47	MCAH FUNDING SOURCES:											
48	TOTAL MCAH FUNDING SOURCES											
49				\$ -	\$ -	\$ -	\$ -	\$ -				
50												
51	TOTAL DPH REVENUES											
52				\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766				
53	OTHER/ NON-OPH REVENUE											
54	Rental Income - GF						\$ 1,433,095	\$ 1,433,095				
55	Rental Income - HUD					\$ 92,836		\$ 92,836				
56	Rental Income - MHSA				\$ 5,179			\$ 5,179				
57	FUND RAISING											
58	OTHERS						\$ 22,000	\$ 22,000				
59	TOTAL OTHER/ NON-OPH REVENUE			\$ -	\$ 5,179	\$ 92,836	\$ 1,455,095	\$ 1,553,110				
60												
61	TOTAL REVENUES (DPH AND NON-OPH)			\$ 55,045	\$ 381,681	\$ 287,635	\$ 4,768,515	\$ 5,492,876				
62												
63	Prepared by: Kirk Larson - (415) 776-3474 x 100											

Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

A	B	C	D	E	F	G	H	I	J	K	L		
1	Check one:								Appendix B Page 8				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification								Appendix Term: 7/1/14 - 6/30/15				
3	# modification, Effective Date of Mod: 7/1/12      No. of Mod:								CMS: 6380				
4	FISCAL YEAR: 2014-2015      SUBMISSION DATE:								DPH1				
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center								VENDOR ID (DPH USE ONLY)				
6	LEGAL ENTITY CODE: 01629												
7	CONTRACTOR/ PROVIDER NAME: Tides Center												
8	PROGRAM PROVIDER NAME: DISH (Delivering innovation in Supportive Housing)												
9									A-1/B-5	A-1/B-5a	A-1/B-5b	A-1/B-5c	
10	APPENDIX NUMBER (Narrative/Budget)								FQHC	MHSA	HUD	GF	
11	APPENDIX TERM:								7/1/14 - 6/30/15	7/1/14 - 6/30/15	9/1/14 - 6/30/15	7/1/14 - 6/30/15	FY14-15 TOTALS
12	<b>EXPENSES:</b>												
13	SALARIES & EMPLOYEE BENEFITS								\$ 30,230	\$ 291,269	\$ 107,313	\$ 2,052,671	\$ 2,481,483
14	OPERATING EXPENSE								\$ 24,815	\$ 85,232	\$ 67,486	\$ 1,260,749	\$ 1,458,282
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)												\$ -
16	SUBTOTAL DIRECT COSTS								\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766
17	INDIRECT COST AMOUNT:								\$ -	\$ -	\$ -	\$ -	\$ -
18	INDIRECT RATE:								0.0%	0.0%	0.0%	0.0%	0.0%
19	<b>TOTAL EXPENSES:</b>								\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766
20													
21	<b>REVENUES:</b>												
22	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>												
24	Prop. 63/ MHSA									\$ 376,502			\$ 376,502
25	SAMSHA Grant												\$ -
26	HUD Grant										\$ 194,799		\$ 194,799
27	DOI Grant												\$ -
28	RWPA Grant												\$ -
29	HSA Work Order												\$ -
30	General Fund											\$ 3,313,420	\$ 3,313,420
31	FOHC								\$ 55,045				\$ 55,045
32													\$ -
33	<b>TOTAL HOUSING &amp; URBAN HEALTH FUNDING SOURCES</b>								\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766
34													
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>												
40	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES</b>								\$ -	\$ -	\$ -	\$ -	\$ -
41													
42	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>												
50	<b>TOTAL HIV HEALTH SERVICES FUNDING SOURCES</b>								\$ -	\$ -	\$ -	\$ -	\$ -
51													
52	<b>CHPP FUNDING SOURCES:</b>												
61	<b>TOTAL CHPP FUNDING SOURCES</b>								\$ -	\$ -	\$ -	\$ -	\$ -
62													
63	<b>MCAH FUNDING SOURCES:</b>												
80	<b>TOTAL MCAH FUNDING SOURCES</b>								\$ -	\$ -	\$ -	\$ -	\$ -
81													
82	<b>TOTAL DPH REVENUES</b>								\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766
83	<b>OTHER/ NON-DPH REVENUE</b>												
84	Rental Income - GF											\$ 1,433,095	\$ 1,433,095
85	Rental Income - HUD										\$ 92,836		\$ 92,836
86	Rental Income - MHSA									\$ 5,179			\$ 5,179
87	FUND RAISING												\$ -
88	OTHERS											\$ 22,000	\$ 22,000
89	<b>TOTAL OTHER/ NON-DPH REVENUE</b>								\$ -	\$ 5,179	\$ 92,836	\$ 1,455,095	\$ 1,553,110
90													
91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>								\$ 55,045	\$ 381,681	\$ 287,635	\$ 4,768,515	\$ 5,492,876
92	Prepared by: Kirk Larson - (415) 776-3474 x 100												

Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

A	B	C	D	E	F	G	H	I	J	K	L	
1	Check one:								Appendix B Page 9 Appendix Term: 7/1/15 - 6/30/16 CMS: 6380			
2	New		Renewal		<input checked="" type="checkbox"/> Modification							
3	If modification, Effective Date of Mod: 7/1/12				No. of Mod:							
4	FISCAL YEAR: 2015-2016				SUBMISSION DATE:				DPH1			
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center								VENDOR ID (DPH USE ONLY)			
6	LEGAL ENTITY CODE: 01629											
7	CONTRACTOR/ PROVIDER NAME: Tides Center											
8	PROGRAM PROVIDER NAME: DISH (Delivering Innovation in Supportive Housing)											
9												
10	APPENDIX NUMBER (Narrative/Budget)		A-1/B-6	A-1/B-6a	A-1/B-6b	A-1/B-6c						
11	APPENDIX TERM:		FQHC	MHSA	HUD	GF					FY15-16	
12			7/1/15 - 6/30/16	7/1/15 - 6/30/16	9/1/15 - 6/30/16	7/1/15 - 6/30/16					TOTALS	
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS		\$ 30,230	\$ 291,269	\$ 107,313	\$ 2,052,671					\$ 2,481,483	
14	OPERATING EXPENSE		\$ 24,815	\$ 85,232	\$ 87,486	\$ 1,260,749					\$ 1,458,282	
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)										\$	
16	SUBTOTAL DIRECT COSTS		\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420					\$ 3,939,766	
17	INDIRECT COST AMOUNT:		\$ -	\$ -	\$ -	\$ -					\$ -	
18	INDIRECT RATE:		0.0%	0.0%	0.0%	0.0%					0.0%	
19	TOTAL EXPENSES:		\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420					\$ 3,939,766	
20												
21	<b>REVENUES:</b>											
22												
23	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>											
24	Prop. 63/ MHSA			\$ 376,502							\$ 376,502	
25	SAMSHA Grant										\$ -	
26	HUD Grant				\$ 194,799						\$ 194,799	
27	DOJ Grant										\$ -	
28	RWPA Grant										\$ -	
29	HSA Work Order										\$ -	
30	General Fund					\$ 3,313,420					\$ 3,313,420	
31	FQHC		\$ 55,045								\$ 55,045	
32											\$ -	
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES		\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420					\$ 3,939,766	
34												
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>											
36												
37												
38												
39												
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES											
41												
42	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>											
43												
44												
45												
46												
47												
48												
49												
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
51												
52	<b>CHPP FUNDING SOURCES:</b>											
53												
54												
55												
56												
57												
58												
59												
60	<b>MCAH FUNDING SOURCES:</b>											
61												
62												
63												
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65												
66												
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69												
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76												
77												
78												
79												
80												
81												
82	TOTAL DPH REVENUES											
83	OTHER/ NON-DPH REVENUE											
84	Rental Income - GF					\$ 1,433,095					\$ 1,433,095	
85	Rental Income - HUD				\$ 92,836						\$ 92,836	
86	Rental Income - MHSA			\$ 5,179							\$ 5,179	
87	FUND RAISING										\$ -	
88	OTHERS					\$ 22,000					\$ 22,000	
89	TOTAL OTHER/ NON-DPH REVENUE		\$ -	\$ 5,179	\$ 92,836	\$ 1,433,095					\$ 1,531,110	
90												
91	TOTAL REVENUES (DPH AND NON-DPH)		\$ 55,045	\$ 381,681	\$ 287,635	\$ 4,746,515					\$ 5,092,876	
92	Prepared by: Kirk Larson - (415) 776-3474 x 100											

Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

A	B	C	D	E	F	G	H	I	J	K	L	
1	Check one:								Appendix B Page 10 Appendix Term: 7/1/16 - 6/30/17 CMS: 6380			
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification											
3	If modification Effective Date of Mod: 7/1/12    No. of Mod:											
4	FISCAL YEAR: 2016-2017    SUBMISSION DATE:								DPH:			
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center								VENDOR ID: (DPH USE ONLY):			
6	LEGAL ENTITY CODE: 01626											
7	CONTRACTOR/ PROVIDER NAME: Tides Center											
8	PROGRAM PROVIDER NAME: DISH (Delivering Innovation in Supportive Housing)											
9												
10	APPENDIX NUMBER (Narrative/ Budget)			A-1/B-7	A-1/B-7a	A-1/B-7b	A-1/B-7c					
				FQHC	MHSA	HUD	GF					
11	APPENDIX TERM:			7/1/16 - 6/30/17	7/1/16 - 6/30/17	9/1/16 - 6/30/17	7/1/16 - 6/30/17	FY16-17 TOTALS				
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS			\$ 30,230	\$ 291,269	\$ 107,313	\$ 2,052,671	\$ 2,481,483				
14	OPERATING EXPENSE			\$ 24,815	\$ 85,232	\$ 87,486	\$ 1,260,749	\$ 1,458,282				
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)							\$ -				
16	SUBTOTAL DIRECT COSTS			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766				
17	INDIRECT COST AMOUNT:			\$ -	\$ -	\$ -	\$ -	\$ -				
18	INDIRECT RATE:			0.0%	0.0%	0.0%	0.0%	0.0%				
19	TOTAL EXPENSES:			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766				
20	<b>REVENUES:</b>											
21	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>											
22												
23	Prop. 63/ MHSA				\$ 376,502			\$ 376,502				
24	SAMSHA Grant							\$ -				
25	HUD Grant					\$ 194,799		\$ 194,799				
26	DOJ Grant							\$ -				
27	RWPA Grant							\$ -				
28	HSA Work Order							\$ -				
29	General Fund						\$ 3,313,420	\$ 3,313,420				
30	FQHC			\$ 55,045				\$ 55,045				
31								\$ -				
32	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766				
33												
34	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>											
35												
36	TOTAL HIV PREVENTION SECTION FUNDING SOURCES			\$ -	\$ -	\$ -	\$ -	\$ -				
37												
38	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>											
39												
40	TOTAL HIV HEALTH SERVICES FUNDING SOURCES			\$ -	\$ -	\$ -	\$ -	\$ -				
41												
42	<b>CHPP FUNDING SOURCES:</b>											
43												
44	TOTAL CHPP FUNDING SOURCES			\$ -	\$ -	\$ -	\$ -	\$ -				
45												
46	<b>MCAH FUNDING SOURCES:</b>											
47												
48	TOTAL MCAH FUNDING SOURCES			\$ -	\$ -	\$ -	\$ -	\$ -				
49												
50	TOTAL DPH REVENUES			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420	\$ 3,939,766				
51	<b>OTHER/ NON-DPH REVENUE</b>											
52												
53	Rental Income - GF						\$ 1,433,095	\$ 1,433,095				
54	Rental Income - HUD					\$ 92,836		\$ 92,836				
55	Rental Income - MHSA				\$ 5,179			\$ 5,179				
56	FUND RAISING							\$ -				
57	OTHERS						\$ 22,000	\$ 22,000				
58	TOTAL OTHER/ NON-DPH REVENUE			\$ -	\$ 5,179	\$ 92,836	\$ 1,455,095	\$ 1,553,110				
59												
60	TOTAL REVENUES (DPH AND NON-DPH)			\$ 55,045	\$ 381,681	\$ 287,635	\$ 4,768,515	\$ 5,492,876				
61												
62	Prepared by: Kirk Larson - (415) 776-3474 x 100											

Department of Public Health Contract Budget Summary by Program  
(HUH, HPS, HHS, CHPP AND MCAH)

A	B	C	D	E	F	G	H	I	J	K	L	
1	Check one:								Appendix B Page 11			
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification			Appendix Term: 7/1/17 - 6/30/18				
3	If modification, Effective Date of Mod: 7/1/17				No. of Mod.				CMS: 6380			
4	FISCAL YEAR: 2017-2018		SUBMISSION DATE:								DPH1	
5	LEGAL ENTITY/ ORGANIZATION NAME: Tides Center								VENDOR ID (DPH USE ONLY):			
6	LEGAL ENTITY CODE: 01625											
7	CONTRACTOR/ PROVIDER NAME: Tides Center											
8	PROGRAM/ PROVIDER NAME: DISH (Delivering Innovation In Supportive Housing)											
9												
10	APPENDIX NUMBER (Narrative/ Budget)			A-1/E-8	A-1/E-8a	A-1/E-8b	A-1/E-8c					GRAND TOTAL ALL APPENDICES
11	APPENDIX TERM:			FQHC	MHSA	HUD	GF					\$
12				7/1/17 - 6/30/18	7/1/17 - 6/30/18	9/1/17 - 6/30/18	7/1/17 - 6/30/18				FY 17-18 TOTALS	
13	<b>EXPENSES</b>											
14	SALARIES & EMPLOYEE BENEFITS			\$ 30,230	\$ 291,289	\$ 107,313	\$ 2,052,671			\$ 2,481,483	\$19,693,107	
15	OPERATING EXPENSE			\$ 24,815	\$ 85,232	\$ 87,486	\$ 1,260,749			\$ 1,458,282	\$11,845,484	
16	CAPITAL OUTLAY (COST \$5,000 AND OVER)									\$ -		
17	SUBTOTAL DIRECT COSTS			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420			\$ 3,939,766	\$31,538,591	
18	INDIRECT COST AMOUNT:			\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	
19	INDIRECT RATE:			0.0%	0.0%	0.0%	0.0%			0.0%		
20	TOTAL EXPENSES:			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420			\$ 3,939,766	\$31,538,591	
21	<b>REVENUES</b>											
22												
23	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>											
24	Prop. 63/ MHSA				\$ 376,502					\$ 376,502	\$ 2,866,150	
25	SAMSHA Grant									\$ -		
26	HUD Grant:					\$ 194,799				\$ 194,799	\$ 1,558,392	
27	DOJ Grant:									\$ -	\$ 108,788	
28	RWPA Grant									\$ -		
29	HSA Work Order									\$ -		
30	General Fund						\$ 3,313,420			\$ 3,313,420	\$26,564,901	
31	FQHC			\$ 55,045						\$ 55,045	\$ 440,360	
32										\$ -		
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES			\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420			\$ 3,939,766	\$31,538,591	
34												
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>											
36	TOTAL HIV PREVENTION SECTION FUNDING SOURCES											
37												
38	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>											
39	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
40												
41												
42	<b>CHPP FUNDING SOURCES:</b>											
43	TOTAL CHPP FUNDING SOURCES											
44												
45	<b>MCAH FUNDING SOURCES:</b>											
46	TOTAL MCAH FUNDING SOURCES											
47												
48	<b>TOTAL DPH REVENUES</b>											
49				\$ 55,045	\$ 376,502	\$ 194,799	\$ 3,313,420			\$ 3,939,766	\$31,538,591	
50	<b>OTHER/ NON-DPH REVENUE</b>											
51	Rental Income - GF						\$ 1,433,095			\$ 1,433,095	\$11,235,028	
52	Rental Income - HUD					\$ 92,836				\$ 92,836	\$ 781,317	
53	Rental Income - MHSA				\$ 5,179					\$ 5,179	\$ 171,120	
54	FUND RAISING									\$ -		
55	OTHERS						\$ 22,000			\$ 22,000	\$ 158,036	
56	TOTAL OTHER/ NON-DPH REVENUE			\$ -	\$ 5,179	\$ 92,836	\$ 1,455,095			\$ 1,553,110	\$12,345,501	
57										\$ -		
58	TOTAL REVENUES (DPH AND NON-DPH)			\$ 55,045	\$ 381,681	\$ 287,635	\$ 4,768,515			\$ 5,492,876	\$43,884,092	
59												
60	Prepared by: Kirk Larson - (415) 776-3474 x 100											



## BUDGET JUSTIFICATION

Tides Center - DISH (FQHC)

### Salaries and Benefits

#### Janitor

Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.

*Minimum Qualifications:* 1 year or more in janitorial work required.

Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.

Annual Salary \$20,000 x .80 FTE = \$16,000

#### Facilities Manager

Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.

*Minimum Qualifications:* 5 years or more in skilled maintenance work required.

Experience with personnel management and staff training required.

Experience with customer service provision or client relations preferred.

Annual Salary \$ 27,500 x .20 FTE = \$5,500

#### Maintenance Worker

Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.

*Minimum Qualifications:* 2 years or more in skilled maintenance work required.

Experience with customer service provision or client relations preferred.

Annual Salary \$ 18,917 x .10 FTE = \$1,892

#### **Total Salaries**

**\$23,392**

\$23,392 =

**\$7,485**

*Tides Center's fringe benefits rate of 35.2% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.5%, life & disability insurance @ .6%, health/dental/vision coverage @ 12.8%, and 2.5% defined contribution. Also included here is a \$50 per employee payroll processing fee charged to Tides by the payroll service provider.*

#### **TOTAL SALARIES & BENEFITS**

**\$30,877**



**Operating Expenses**

<b>Occupancy:</b>		
<u>Gas and Electric:</u>		
Monthly gas and electric service at HUH clinic		
	Current average monthly expense \$614.58 X 12 months	\$7,375
<u>Water and Sewer:</u>		
Monthly water and sewer utility costs at HUH Clinic		
	Current monthly expenses plus 13% scheduled SFPUC increase \$103 x 12 months	\$1,233
<u>Building/Unit Repair &amp; Replacement:</u>		
The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs.		
	Annual repair allowance =	\$4,328
<u>Trash Removal:</u>		
Monthly trash removal.		
	\$434 monthly trash removal x 12=	\$5,208
<b>Total Occupancy:</b>		<b>\$18,144</b>
<b>Materials and Supplies:</b>		
<u>Community Building and Eviction Prevention:</u>		
Support for HUH clinic supervisor to cover expenses related to the provision of services at the clinic.		
	Annual Allowance =	\$2,400
<b>Total Materials and Supplies:</b>		<b>\$2,400</b>
<u>Other:</u>		
Administrative Fee / Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services.		
	8% of direct costs	\$3,624
<b>Total Other:</b>		<b>\$3,624</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$24,168</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$55,045</b>
<b>INDIRECT COSTS</b>		\$0
<b>TOTAL INDIRECT COSTS</b>		<b>\$0</b>
<b>APPENDIX TOTAL</b>		<b>\$55,045</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH						Appendix B-1a		Page 4
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:		7/1/10 - 6/30/11
3	Funding Source: MHSA/ Prop 63								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	1.00	\$34,329	100%					\$ 34,329
13	Desk Clerk	4.60	\$72,129	100%					\$ 72,129
14	Janitor	1.00	\$20,135	100%					\$ 20,135
23	<b>Total FTE &amp; Total Salaries</b>	<b>6.60</b>	<b>126,593</b>	<b>100%</b>					<b>\$ 126,593</b>
24	Fringe Benefits	32%	40,510	100%					\$ 40,510
25	Total Personnel Expenses		167,103	100%					\$ 167,103
26									
27	Operating Expenses		Expenditure	%					Contract Total
28									
29	Occupancy		\$69,927	100%					\$ 69,927
30	Materials and Supplies		\$1,320	100%					\$ 1,320
31	General Operating								
32	Staff Travel								
33	Consultants / Subcontractors								
34	Other								
35	Repairs and Maintenance Reserve								
36	<b>Total Operating Expenses</b>		<b>\$71,247</b>	<b>100%</b>					<b>\$71,247</b>
37									
38	<b>Total Direct Expenses</b>		<b>238,350</b>	<b>100%</b>					<b>238,350</b>
39	Indirect Expenses								0
40	<b>TOTAL EXPENSES</b>		<b>\$ 238,350</b>	<b>100%</b>					<b>\$238,350</b>
41									
42	Number of Units of Service (UOS) per Service Mode		9,198						9,198
43	Cost Per Unit of Service by Service Mode		\$25.91						
44	Number of Unduplicated Clients (UDC) per Service Mode		31						
45									
46	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

Tides Center - DISH

### Salaries and Benefits

#### General Manager

Under the supervision of the Director, the General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPR in pursuit of excellence.

*Minimum Qualifications: 2 years of managerial or project administration experience required.  
Demonstrated experience in leadership, management, and supervision required.  
Extensive experience with customer service provision or client relations required.  
Experience and eagerness to work in a team environment required.  
Previous property management experience a plus.  
Professional training may substitute for experience.*

Annual Salary \$ 34,329 x 1.00 FTE = \$34,329

#### Desk Clerk

Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.

*Minimum Qualifications: General office experience preferred.  
Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner*

Annual Salary \$ 15,680 x 4.60 FTE = \$72,129

#### Janitor

Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.

*Minimum Qualifications: 1 year or more in janitorial work required.  
Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.*

Annual Salary \$ 20,135 x 1.00 FTE = \$20,135

**Total Salaries**

**\$126,593**

2128.593 = \$40,510

Tides Center's fringe benefits rate of 35.2% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.5%, life & disability insurance @ .6%, health/dental/vision coverage @ 12.8%, and 2.5% defined contribution. Also included here is a \$50 per employee payroll processing fee charged to Tides by the payroll service provider.

**TOTAL SALARIES & BENEFITS** \$167,103

**Operating Expenses**

Occupancy:

Gas and Electric:

Monthly gas and electric service at Camelot Hotel  
 Current average monthly expense \$1,098 x 12 months \$13,174

Water and Sewer:

Monthly water and sewer utility costs at Camelot Hotel  
 Current monthly expenses plus 13% scheduled SFPUC increase \$562 x 12 months \$6,748

Building/Unit Repair & Replacement:

The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.  
 Total costs at Camelot Hotel + allowance for emergencies = \$17,816

Building Supplies:

Includes all maintenance and janitorial supplies for Camelot Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Camelot Hotel.  
 Make Ready work on 15 units @ \$1,112 per unit + \$3,257 for Janitorial supplies \$19,937

Elevator Maintenance:

Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.  
 Monthly Service \$48 x 12 months + Annual Repair allowance \$1,008 = \$1,584

Trash Removal:

Monthly trash removal plus periodic rental of debris boxes.  
 Monthly trash removal \$270 x 12 months + \$438 x 2 debris boxes = \$4,115

Telephone & Cable:

Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for community spaces and maintenance and repair costs for phone  
 Cable TV \$54 x 12 months buildings + Telephone/ internet service \$426 x 12 months + annual repair allowance \$795 = \$ 6,553

**Total Occupancy:** \$69,927

**Materials and Supplies:**

Community Building and Eviction Prevention:  
*DISH sponsored activities for tenants, community meetings etc. and  
other expenses related to building community and preventing eviction.*

Annual allowance = \$ 1,320

**Total Materials and Supplies:** \$1,320

**TOTAL OPERATING EXPENSES** \$71,247

**TOTAL DIRECT COSTS** \$238,350

INDIRECT COSTS

**TOTAL INDIRECT COSTS** \$0

**APPENDIX TOTAL** \$238,350

	A	B	C	D	E	F	G	H	
1	Contractor Name: Tides Center - DISH							Appendix B-1b	Page 1
2	Contract Term: July 1, 2008 - June 30, 2018							Appendix Term:	9/1/10 - 6/30/11
3	Funding Source: HUD Grant								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	0.90	\$19,430	100%					\$ 19,430
12	Assistant General Manager	0.30	\$5,924	100%					\$ 5,924
13	Desk Clerk	2.30	\$49,115	100%					\$ 49,115
14	Janitor	0.90	\$16,569	100%					\$ 16,569
15	Total FTE & Total Salaries	4.40	91,038	100%					\$ 91,038
16	Fringe Benefits	32%	29,132	100%					\$ 29,132
17	Total Personnel Expenses		120,170	100%					\$ 120,170
18									
19	Operating Expenses		Expenditure	%					Contract Total
30	Occupancy		\$68,659	100%					\$68,659
31	Materials and Supplies		\$1,800	100%					\$1,800
32	General Operating		\$4,170	100%					\$4,170
33	Staff Travel								
34	Consultants / Subcontractors								
35	Other								
36	Repairs and Maintenance Reserve								
37									
38									
40	Total Operating Expenses		\$74,629	100%					\$74,629
41									
42	Total Direct Expenses		194,799	100%					194,799
43	Indirect Expenses								0
44	TOTAL EXPENSES		\$ 194,799	100%					\$194,799
45									
46	Number of Units of Service (UOS) per Service Mode		11,497						11,497
47	Cost Per Unit of Service by Service Mode		\$16.94						
48	Number of Unduplicated Clients (UDC) per Service Mode		35						
49									
50	DPH #1A(1)							Rev. 05/2010	

## BUDGET JUSTIFICATION

### Tides Center - DISH (HUD)

#### Salaries and Benefits

##### General Manager

Under the supervision of the Director, the General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence.

*Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.*

Annual Salary \$21,589 x .90 FTE = \$19,430

##### Assistant General Manager

Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.

*Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.*

Annual Salary \$ 19,745 x .30 FTE = \$5,924

##### Desk Clerk

Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.

*Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner*

Annual Salary \$21,354x 2.30 FTE = \$49,115

Janitor

Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.

*Minimum Qualifications:* 1 year or more in janitorial work required.

Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.

Annual Salary \$ 18,410 x .90 FTE = \$16,569

**Total Salaries** **\$91,038**

of \$91,038 = \$29,132

*Tides Center's fringe benefits rate of 35.2% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.5%, life & disability insurance @ .6%, health/dental/vision coverage @ 16%, and 2.5% defined contribution. Also included here is a \$50 per employee payroll processing fee charged to Tides by the payroll service provider.*

**TOTAL SALARIES & BENEFITS** \$120,170

**Operating Expenses**

Occupancy:

Gas and Electric:

*Monthly gas and electric service at Empress Hotel*

*Current average monthly expense \$1,525 X 10 months* \$15,256

Water and Sewer:

*Monthly water and sewer utility costs at Empress Hotel*

*Current monthly expenses plus 13% scheduled SFPUC increase \$1,111 x 10 months* \$11,107

Building/Unit Repair & Replacement:

*The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.*

*Total annual costs + allowance for emergencies =* \$7,812

Building Supplies:

*Includes all maintenance and janitorial supplies for Empress Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Empress Hotel.*

*Make Ready work on 7 units @ \$1,112 per unit + \$698 for Janitorial supplies* \$8,482



Elevator Maintenance:

Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.

Monthly Service \$100 x 10 months+ Repairs \$1,490 = \$2,590

Pest Control:

Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.

Monthly inspections at Empress Hotel \$500 x 10 months + annual allowance for treatments \$1,212 = \$6,212

Trash Removal:

Monthly trash removal plus periodic rental of debris boxes.

\$1,030 x 10 months or monthly trash removal + \$570 x 1 debris box= \$10,870

Telephone & Cable:

Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for Empress Hotel

Cable TV @ \$130 x 10 months + Telephone/ internet service @ \$503 x 10 months = \$6,330

**Total Occupancy: \$68,659**

Materials and Supplies:

Office Supplies:

General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc.

Printing and Duplicating \$152 x 10 months + miscellaneous offices supplies @ \$294 \$ 1,800

**Total Materials and Supplies: \$1,800**

General Operating:

Legal:

Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.

Expected annual costs = \$ 4,170

**Total General Operating: \$4,170**

**TOTAL OPERATING EXPENSES \$74,629**

**TOTAL DIRECT COSTS \$194,799**

INDIRECT COSTS

**TOTAL INDIRECT COSTS \$0**

**APPENDIX TOTAL \$194,799**

	A	B	C	D	E	F	G	H	
1	Contractor Name: Tides Center - DISH							Appendix B-1c	Page 1
2	Contract Term: July 1, 2008 - June 30, 2018							Appendix Term:	7/1/10 - 6/30/11
3	Funding Source: General Fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	4.20	\$172,334	100%					\$ 172,334
12	Assistant General Manager	5.80	\$147,735	100%					\$ 147,735
13	Desk Clerk	20.30	\$444,525	100%					\$ 444,525
14	Janitor	7.30	\$167,121	100%					\$ 167,121
15	Relief Staffing & Adjustments	0.00	\$38,039	100%					\$ 38,039
16	Director	1.80	\$148,008	100%					\$ 148,008
17	Deputy Director	1.00	\$55,990	100%					\$ 55,990
18	Operations Manager	1.00	\$35,938	100%					\$ 35,938
19	Facilities Director	1.00	\$57,711	100%					\$ 57,711
20	Facilities Manager	1.80	\$75,002	100%					\$ 75,002
21	Maintenance Worker	5.90	\$157,259	100%					\$ 157,259
22	Facilities OM/Project Associate	1.00	\$32,298	100%					\$ 32,298
23	<b>Total FTE &amp; Total Salaries</b>	<b>51.10</b>	<b>1,531,960</b>	<b>100%</b>					<b>\$ 1,531,960</b>
24	Fringe Benefits	32%	490,227	100%					\$ 490,227
25	<b>Total Personnel Expenses</b>		<b>2,022,187</b>	<b>100%</b>					<b>\$ 2,022,187</b>
26									
27	Operating Expenses		Expenditure	%					Contract Total
28	Occupancy		\$763,765	100%					\$763,765.23
29	Materials and Supplies		\$101,002	100%					\$101,001.50
30	General Operating		\$91,663	100%					\$91,663.35
31	Staff Travel		\$861	100%					\$861.00
32	Consultants / Subcontractors		\$46,652	100%					\$46,652.07
33	Other		\$289,779	100%					\$289,779.00
34	Repairs and Maintenance Reserve								
35	<b>Total Operating Expenses</b>		<b>\$1,293,722</b>	<b>100%</b>					<b>\$1,293,722.15</b>
36									
37	<b>Total Direct Expenses</b>		<b>3,315,909</b>	<b>100%</b>					<b>3,315,909</b>
38	Indirect Expenses								0
39	<b>TOTAL EXPENSES</b>		<b>\$ 3,315,909</b>	<b>100%</b>					<b>\$3,315,909</b>
40									
41	Number of Units of Service (UOS) per Service Mode		126,801						126,801
42	Cost Per Unit of Service by Service Mode		\$26.15						
43	Number of Unduplicated Clients (UDC) per Service Mode		392						
44									
45	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

Tides Center - DISH (GF)

### Salaries and Benefits

#### General Manager

Under the supervision of the Director, the General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence.

*Minimum Qualifications:* 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.

Annual Salary \$ 41,031 x 4.20 FTE = \$172,334

#### Assistant General Manager

Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.

*Minimum Qualifications:* 2 years of project administration experience preferred. Experience with customer service provision or client relations required.

Annual Salary \$ 25,472 x 5.80 FTE = \$147,736

#### Desk Clerk

Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.

*Minimum Qualifications:* General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.

Annual Salary \$ 21,898 x 20.30 FTE = \$444,525

Janitor

Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.

*Minimum Qualifications:* 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.

Annual Salary \$22,893 x 7.30 FTE = \$167,121

Relief staffing & Adjustments

This line item is intended to cover any necessary site-based relief staffing, including temporary janitors, temporary maintenance workers, contingency desk clerks, as well as any necessary equity adjustments and other staffing issues.

*Minimum Qualifications:* N/A

N/A \$38,039

Director

The Directors are responsible for the leadership of DISH, including implementation of the mission of the DAH and provision of excellent property management service. The Directors oversee site operations, team building and staff professional development, interagency collaboration, program development, vendor relations, policy, infrastructure and information technology. In addition, the Directors will work in collaboration with the Tides Center to provide effective human resources services and financial management and accounting.

*Minimum Qualifications:* College Degree required.  
Extensive Experience with supportive housing and harm reduction required.  
Leadership and personnel management experience required.  
Experience with customer service provision or client relations preferred.

Annual Salary \$ 82,227 x 1.80 FTE = \$148,008

Deputy Director

Under the supervision of a Director, Deputy Director is responsible for budget management, occupancy data collection and reporting, outcome measurement and contract reporting, IT coordination with sites, managing the operations manager and central office, and working with the Directors on a range of projects. Collaborates with site staff on rent payments, delinquencies, and reconciliations.

*Minimum Qualifications:* Administrative and project management experience required.  
College degree or equivalent experience preferred.  
Supervision and start-up experience preferred.  
Experience with customer service provision or client relations preferred

Annual Salary \$ 55,990 x 1.00 FTE = \$55,990

Operations Manager

Under supervision of the Deputy Director, the Operations Manager is responsible for day-to-day smooth operations of the central office, including systems, office machines, supplies, and facilities coordination. Coordinates day-to-day bookkeeping in collaboration with the Tides Center, including payables and receivables. Assists with occupancy data collection and reporting, manages HR coordination with Tides, and manages other projects.

*Minimum Qualifications:* College degree or equivalent experience preferred. One year of administrative and project management experience required. Professional training may substitute for experience. Ease and efficiency with Microsoft Office software suite, including extensive experience with Word and Excel and email management. Experience in creating forms and managing shared electronic folders across a network. Database and basic website experience a plus. Experience with customer service provision or client relations preferred.

Annual Salary \$ 35,938 x 1.00 FTE = \$35,938

Facilities Director

Under the supervision of the Director, the Facilities Director will manage the maintenance team for all buildings. Responsibilities include personnel management, budget oversight, work order planning, proactive coordination of well-maintained buildings, vendor relationships, team coordination with general managers, and on-site maintenance work and training. Manages Assistant Facilities Managers, and Roving Janitors.

*Minimum Qualifications:* 5 years or more in skilled maintenance work required.  
Experience with personnel management and staff training required.  
Experience with customer service provision or client relations preferred.

Annual Salary \$ 57,711 x 1.00 FTE = \$57,711

Facilities Manager

Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.

*Minimum Qualifications:* 5 years or more in skilled maintenance work required.  
Experience with personnel management and staff training required.  
Experience with customer service provision or client relations preferred.

Annual Salary \$ 41,668 x 1.80 FTE = \$75,002

Maintenance Worker

Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.

*Minimum Qualifications:* 2 years or more in skilled maintenance work required.  
Experience with customer service provision or client relations preferred.

Annual Salary \$ 26,654 x 5.90 FTE = \$157,259

Facilities OM/Project Associate

Under the supervision of the Facilities Manager, the Facilities Office Manager/Project Associate will coordinate administrative functions of the Facilities team, including contract and vendor coordination, inventory, bill paying, team scheduling, work orders, and other central administrative functions. This position will also manage various experience required, experience in construction and or maintenance offices a plus. Type 30-40 WPM.

Proficiency with MS Office tools including MS Project Manager; computer literacy with a command of other office software including spreadsheets, word processing and database applications. Excellent verbal and written communication skills.

Annual Salary \$ 32,298 x 1.00 FTE = \$32,298

**Total Salaries** **\$1,531,960**

\$1,535,562 = **\$490,227**

*Tides Center's fringe benefits rate of 35.2% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 6.5%, life & disability insurance @ .6%, health/dental/vision coverage @ 12.8%, and 2.5% defined contribution. Also included here is a \$50 per employee payroll processing fee charged to Tides by the payroll service provider.*

**TOTAL SALARIES & BENEFITS** **\$2,022,187**

**Operating Expenses**

Occupancy:

Rent:

*Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,670/month), and the Star Commercial space (\$1,978), including slight increases during the contract year.*

**Combined monthly rent at 3 locations including rent increases: \$3,354 x 12 months** **\$40,243**

Gas and Electric:

*Monthly gas and electric service at 6 properties, and the Facilities Central office*

**Current average monthly expense at 7 sites \$6,343 x 12 months** **\$76,121**

Water and Sewer:

*Monthly water and sewer utility costs at 6 properties*

**Current monthly expenses at 6 sites plus 13% scheduled SFPUC increase**  
**\$7,427 x 12 months** **\$89,129**

Building/Unit Repair & Replacement:

*The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.*

**Total costs at each of 7 sites (variable) + allowance for emergencies =** **\$142,607**

Building Supplies:

*Includes all maintenance and janitorial supplies for the 6 sites. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites.*

*Make Ready work on 91 units @ \$1,200 per unit + \$3,737 X 6 sites' Janitorial supplies* \$131,627

Elevator Maintenance:

*Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.*

*Monthly Service + Repairs \$4,885 x 5 elevators=* \$24,423

Pest Control:

*Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehap as necessary.*

*Monthly inspections at 6 sites (\$8,936) + Move in inspections for 74 units @ \$70 per + treatments for 62 units @ \$650 per =* \$54,416

Trash Removal:

*Monthly trash removal plus periodic rental of debris boxes.*

*\$8,000 x 6 sites for monthly trash removal + \$676 x 9 debris boxes=* \$60,086

Telephone & Cable:

*Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage*

*Email and document storage \$8,813 + Cable TV \$1,155 X 6 buildings + Telephone service \$6,150 x 8 sites =* \$64,943

Repairs and Maintenance Reserve

*Expenses related to relocation of up to 90 tenants from Windsor Hotel including supplies and services for packing, moving, transferring utility fees and make ready work.*

*\$24,000 for Packing and Moving up to 80 tenants, \$7,500 for utility transfer for up to 80 tenants, \$20,303 for Make Ready work on vacant units, \$8,000 Bed Bug Inspections for all tenants at time of relocation and at time of return, \$20,367 for additional relocation expenses=* \$80,170

**Total Occupancy:** **\$763,765**

Materials and Supplies:

Office Supplies:

*General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc.*

*Printing and Duplicating \$3,520 x 7 sites (6 properties + DISH Central) = \$24,640 + computer and equipment replacement \$9,785 + miscellaneous office supplies \$2,085 x 8 sites (6 properties + DISH Central) + Facilities Central) = \$16,680* \$51,105

Community Building and Eviction Prevention:

*DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.*

*\$1,435 X 6 properties* \$8,613

On Site Services:

Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services etc., pest control support and eviction prevention expenses.

General support for services teams \$1,570 x 6 sites (\$9,420) + community building \$2,000 x 6 sites (\$12,000) + Food Bank programs \$1,554 x 6 sites (\$9,324) + Sharps container service \$579 x 6 sites (\$3,474) + americorps volunteers @ \$7,066 each x 1 = \$41,284

**Total Materials and Supplies:** \$101,002

**General Operating Insurance:**

Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs

Annual Cost of coverage = \$25,120

**Staff Development:**

Trainings, workshops and related expenses for team building, employee professional development and increased quality of service

bi-monthly all staff trainings @ \$1,400 x 6 + management staff trainings @ \$1,400 x 2 + misc. training and development @ \$10,690 = \$21,891

**Credit Reports:**

Background checks (credit history, public records search and criminal) for housing applicants.

55 applicants x \$40 = \$2,187

**Staff Recruiting:**

Open staff position advertising and related costs, background checks on new hires etc.

\$215 x 20 positions = \$4,306

**Legal:**

Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.

\$6,360 annual allowance x 6 sites = \$38,159

**Total General Operating:** \$91,663

**Staff Travel (Local & Out of Town):**

Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.

Annual allowance across DISH = \$861

**Total Staff Travel:** \$861

**Consultants/Subcontractors:**

includes anticipated costs of professional services including IT support, building and design specialists, organizational development, etc.

IT allowance across DISH @ \$8,500 + Office alarm service at DISH Central \$657 + annual allowance across DISH \$16,000 + Windsor Relocation (\$21,495) = \$46,652

**Total Consultants/Subcontractors:** \$46,652

**Other:**

Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services.

8% of direct costs + \$8,000 additional fee for the carrying costs of the lack of an advance at the beginning of the year (July-October) = \$289,779

**Total Other:** \$289,779



<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,293,722</b>
	<hr/>
<b>TOTAL DIRECT COSTS</b>	<b>\$3,315,909</b>
<b>INDIRECT COSTS</b>	
	\$0
<b>TOTAL INDIRECT COSTS</b>	<b>\$0</b>
	<hr/>
<b>APPENDIX TOTAL</b>	<b>\$3,315,909</b>



**BUDGET JUSTIFICATION**  
Tides Center - DISH (DOJ)

**Salaries and Benefits**

**TOTAL SALARIES & BENEFITS** **\$0**

**Operating Expenses**

**Occupancy:**

Building/Unit Repair & Replacement:

*The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs.*

*Annual repair allowance = \$20,000*

Building Supplies:

*furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites.*

**\$21,788**

Telephone & Cable:

*Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage*

**\$3,500**

**Total Occupancy: \$45,288**

**General Operating:**

Legal:

*Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.*

**\$5,000**

**Total General Operating: \$5,000**

**TOTAL OPERATING EXPENSES \$50,288**

**TOTAL DIRECT COSTS \$50,288**

**INDIRECT COSTS**

**TOTAL INDIRECT COSTS \$0**

**APPENDIX TOTAL \$50,288**

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH						Appendix B-2		Page 3
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term: 7/1/11 - 6/30/12		
3	Funding Source: General Fund - FQHC						CMS: 6380		
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>DAH Health Clinic Service Modes</b>								
9	<b>Personnel Expenses</b>		<b>Prop. Mgmt. Services</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>
14	Janitor	0.80	\$ 16,000	100%					\$ 16,000
20	Facilities Manager	0.20	\$ 5,500	100%					\$ 5,500
21	Maintenance Worker	0.10	\$ 1,891	100%					\$ 1,891
23	<b>Total FTE &amp; Total Salaries</b>	<b>1.10</b>	<b>\$ 23,391</b>	<b>100%</b>					<b>\$ 23,391</b>
24	Fringe Benefits	35.5%	\$ 8,305	100%					\$ 8,305
25	<b>Total Personnel Expenses</b>		<b>\$ 31,696</b>	<b>100%</b>					<b>\$ 31,696</b>
26									
27	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>					<b>Contract Total</b>
28									
29	Occupancy		\$ 16,871	100%					\$ 16,871
30	Materials and Supplies		\$ 2,401	100%					\$ 2,401
31	General Operating								\$ -
32	Staff Travel								\$ -
33	Consultants / Subcontractors								\$ -
34	Other		\$ 4,077	100%					\$ 4,077
35	Repairs and Maintenance Reserve								\$ -
36	<b>Total Operating Expenses</b>		<b>\$ 23,349</b>	<b>100%</b>					<b>\$ 23,349</b>
37									
38	<b>Total Direct Expenses</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>
39	Indirect Expenses								\$ -
40	<b>TOTAL EXPENSES</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>
41									
42	<b>Number of Units of Service (UOS) per Service Mode</b>		12						12
43	<b>Cost Per Unit of Service by Service Mode</b>		\$4,587.08						
44	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>		N/A						
45									
46	DPH #1A(1)								Rev. 05/2010

Note: See View/Header to insert contract identification.

FQHC

**BUDGET JUSTIFICATION**  
Tides Center - DISH (FQHC)

**Salaries and Benefits**

General Manager

Under the supervision of the Director, the General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures comp

*Minimum Qualifications:* 2 years of managerial or project administration experience required.

\$0

Assistant General Manager

Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of b

*Minimum Qualifications:* Ability to read, write, type, and follow instructions. Ability to use

Desk Clerk

Under the supervision of the General Manager, the Desk Clerks represents property

*Minimum Qualifications:* General office experience preferred.

\$0

Janitor

Under the supervision of the General Manager and the Facilities Manager, maintains the general

*Minimum Qualifications:* 1 year or more in janitorial work required.

Annual Salary \$20,000 x .8 FTE = \$ 16,000

Relief staffing & Adjustments

This line item is intended to cover any necessary site-based relief staffing, including temporary

*Minimum Qualifications:* N/A

N/A \$

Director

he Directors are responsible for the leadership of DISH, including implementation of the mission

*Minimum Qualifications:* College Degree required.

\$

Deputy Director

Under the supervision of a Director, Deputy Director is responsible for budget management.

*Minimum Qualifications:* Administrative and project management experience required.

\$

Operations Manager

Under supervision of the Deputy Director, the Office Manager/ Project Associate is responsible for

*Minimum Qualifications:* College degree or equivalent experience preferred. One year of

\$ -

Facilities Director

Under the supervision of the Director, the Facilities Director will manage the maintenance team

*Minimum Qualifications:* 5 years or more in skilled maintenance work required.

\$ -

Facilities Manager

Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors

*Minimum Qualifications:* 5 years or more in skilled maintenance work required.

Annual Salary \$ 27,495 x .20 FTE = \$ 5,500

Maintenance Worker

Under the supervision of the Facilities Director and Facilities Managers, performs preventive.

*Minimum Qualifications:* 2 years or more in skilled maintenance work required.

Annual Salary \$ 18,910 x .10 FTE = \$ 1,891

Facilities OM/Project Associate

Under the supervision of the Facilities Manager, the Facilities Office Manager/Project experience required, experience in construction and or maintenance offices a plus.

Annual Salary \$ 30,476 x 1 = \$ -

**Total Salaries**

\$ 23,391

Total Benefits

35.5% \$ 8,305

*Tides Center's fringe benefits rate of 35.5% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.5%, life & disability insurance @ .6%, health/dental/vision coverage @ 16%, and 2.5% defined contribution. Also included here is a \$50 per employee payroll processing fee charged to Tides by the payroll service provider.*

**TOTAL SALARIES & BENEFITS**

\$ 31,696

**Operating Expenses**

Costs assigned to programs should utilize a consistent and rational method for

**Occupancy:**

Rent:

Gas and Electric:

Monthly gas and electric service at HUH clinic

Current average monthly expense \$717 X 12 months \$ 8,600

Water and Sewer:

Monthly water and sewer utility costs at HUH Clinic

Current monthly expenses plus 13% scheduled SFPUC increase \$54.17 x 12 \$ 650

Building/Unit Repair & Replacement:

The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs.

Annual repair allowance = \$ 2,575

Building Supplies:

Elevator Maintenance:

Pest Control:

Trash Removal:

Monthly trash removal.

\$421 monthly trash removal x 12= \$ 5,046

Telephone & Cable:

**Total Occupancy:** \$ 16,871

**Materials and Supplies:**

Office Supplies:

Community Building and Eviction Prevention:

Support for HUH clinic supervisor to cover expenses related to the provision of services at the clinic.

Annual Allowance = \$ 2,401

**Total Materials and Supplies:** \$ 2,401

**General Operating:**

Insurance:

*Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs*

**Staff Development:**

*Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.*

**Credit Reports:**

*Background checks (credit history, public records search and criminal) for housing applicants.*

**Staff Recruiting:**

*Open staff position advertising and related costs, background checks on new hires etc.*

**Legal:**

*Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.*

**Total General Operating:** \_\_\_\_\_

**Staff Travel (Local & Out of Town):**

*Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.*

**Total Staff Travel:** \_\_\_\_\_

**Consultants/Subcontractors:**

*Includes anticipated costs of professional services including IT support, building and design specialists etc.*

**Total Consultants/Subcontractors:** \_\_\_\_\_

**Other:**

*Administrative Fee / Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services.*

8% of direct costs \$ 4,077

**Total Other:** \$ 4,077

**TOTAL OPERATING EXPENSES \$ 23,349**

**CAPITAL EXPENDITURES:** (If needed - A unit valued at \$5,000 or more)

*Brief description of expense*

*Formula to calculate amount of expense*

**Total Capital Expenditures:** \$ -

**TOTAL DIRECT COSTS \$ 55,045**



INDIRECT COSTS

\$ -

TOTAL INDIRECT COSTS

\$ -

APPENDIX TOTAL

\$ 55,045

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: Tides Center - DISH					Appendix B-2a		Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018					Appendix Term: 7/1/11 - 6/30/12				
3	Funding Source: MHSA/ Prop 63					CMS: 6380				
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>Camelot Hotel (MHSA/Prop 63) Service Modes</b>									
9	<b>Personnel Expenses</b>		<b>Prop. Mgmt. Days</b>							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	General Manager	1.00	\$ 49,700	100%					\$ 49,700	
12	Assistant General Manager	1.00	\$ 34,820	100%					\$ 34,820	
13	Desk Clerk	4.60	\$ 86,975	100%					\$ 86,975	
14	Janitor	1.00	\$ 31,540	100%					\$ 31,540	
15	Relief Staffing & Adjustments	0.00	\$ 3,823	100%					\$ 3,823	
23	<b>Total FTE &amp; Total Salaries</b>	<b>7.60</b>	<b>\$ 206,858</b>	<b>100%</b>					<b>\$ 206,858</b>	
24	Fringe Benefits	35.5%	\$ 73,434	100%					\$ 73,434	
25	<b>Total Personnel Expenses</b>		<b>\$ 280,292</b>	<b>100%</b>					<b>\$ 280,292</b>	
26										
27	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>					<b>Contract Total</b>	
28										
29	Occupancy		\$ 82,137	100%					\$ 82,137	
30	Materials and Supplies		\$ 1,912	100%					\$ 1,912	
31	General Operating		\$ 4,779	100%					\$ 4,779	
32	Staff Travel									
33	Consultants / Subcontractors									
34	Other									
35	Repairs and Maintenance Reserve									
36	<b>Total Operating Expenses</b>		<b>\$ 88,828</b>	<b>100%</b>					<b>\$ 88,828</b>	
37										
38	<b>Total Direct Expenses</b>		<b>\$ 369,120</b>	<b>100%</b>					<b>\$ 369,120</b>	
39	<b>Indirect Expenses</b>								<b>\$ -</b>	
40	<b>TOTAL EXPENSES</b>		<b>\$ 369,120</b>	<b>100%</b>					<b>\$ 369,120</b>	
41										
42	<b>Number of Units of Service (UOS) per Service Mode</b>		9,198						9,198	
43	<b>Cost Per Unit of Service by Service Mode</b>		\$40.13							
44	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>		31							
45										
46	DPH #1A(1)								Rev. 05/2010	

## BUDGET JUSTIFICATION

Tides Center - DISH (MHPA)

### Salaries and Benefits

#### General Manager

Under the supervision of the Director, the General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence.

*Minimum Qualifications: 2 years of managerial or project administration experience required.  
Demonstrated experience in leadership, management, and supervision required.  
Extensive experience with customer service provision or client relations required.  
Experience and eagerness to work in a team environment required.  
Previous property management experience a plus.  
Professional training may substitute for experience.*

Annual Salary \$ 49,700 x 1.00 FTE = \$ 49,700

#### Assistant General Manager

Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of b

*Minimum Qualifications: Ability to read, write, type, and follow instructions. Ability to use computers and printers for word processing, email, Internet, and occupancy software. Proficiency with Microsoft Office software suite, including Word and Excel*

Annual Salary \$34,820 x 1.00 FTE = \$ 34,820

#### Desk Clerk

Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.

*Minimum Qualifications: General office experience preferred.  
Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner*

Annual Salary \$ 18,908 x 4.60 FTE = \$ 86,975

Janitor

Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.

*Minimum Qualifications:* 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.

Annual Salary \$ 31,540 x 1.00 FTE = \$ 31,540

Relief staffing & Adjustments

DISH covers desk clerk sick and vacation time at all 6 sites, maintaining 24 hour 7 day a week coverage. This line item is intended to cover any necessary site based relief staffing, including temporary janitors, temporary maintenance workers, fill-in desk clerks, as well as any necessary equity adjustments and other staffing issues. Annual costs are incurred by increasing hours of part-time DISH staff, as needed.

*Minimum Qualifications:* Current part-time employees of DISH \$ 3,823

**Total Salaries** \$ 206,858

Total Benefits 35.5% \$ 73,434

*Tides Center's fringe benefits rate of 35.5% includes the following: payroll taxes (FICA at 7.45% and SUI at 1.5%), workers comp at 8.5%, life & disability insurance @ .6%, health/dental/vision coverage @ 12.8%, and 2.5% defined contribution. Also included here is a \$50 per employee payroll processing fee charged to Tides by the payroll service provider.*

**TOTAL SALARIES & BENEFITS** \$ 280,292

Operating Expenses

Occupancy:

Gas and Electric:

Monthly gas and electric service at Cameiot Hotel  
 Current average monthly expense \$717 x 12 months \$ 8,602

Water and Sewer:

Monthly water and sewer utility costs at Cameiot Hotel  
 Current monthly expenses \$358 x 12 months \$ 4,301

Building/Unit Repair & Replacement:

The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.  
 Total costs at Cameiot Hotel + allowance for emergencies = \$ 7,646

Building Supplies:

Includes all maintenance and janitorial supplies for Cameiot Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Cameiot Hotel.  
 Make Ready work on 19 units @ \$1,750 per unit + \$3,260 for Janitorial supplies \$ 36,510

Elevator Maintenance:

Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.

Monthly Service \$95 x 12 months + Annual Repair allowance \$3,065 = \$ 4,205

Pest Control:

Regular building pest control services

Trash Removal:

Monthly trash removal plus periodic rental of debris boxes.

Monthly trash removal \$657 x 12 months + \$464 x 3 debris boxes = \$ 9,281

Telephone & Cable:

Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for community spaces and maintenance and repair costs for phone

Cable TV \$54 x 12 months buildings + Telephone/ internet service \$862 x 12 months + annual repair allowance \$600 = \$ 11,592

**Total Occupancy** \$ 82,137

Materials and Supplies:

Community Building and Eviction Prevention:

DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.

Annual allowance = \$ 1,912

**Total Materials and Supplies** \$ 1,912

General Operating:

Legal:

Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.

\$ 4,779

**Total General Operating** \$ 4,779

**TOTAL OPERATING EXPENSES** \$ 88,828

**TOTAL DIRECT COSTS** \$ 369,120

**INDIRECT COSTS**

\$ -

**TOTAL INDIRECT COSTS** \$ -

**APPENDIX TOTAL** \$ 369,120

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH						Appendix B-2b		Page 4
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:		9/1/11 - 6/30/12
3	Funding Source: HUD						CMS:		6380
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>Empress Hotel Service Modes</b>								
9	<b>Personnel Expenses</b>		<b>Prop. Mgmt. Days</b>						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	0.90	\$ 20,222	100%					\$ 20,222
12	Assistant General Manager	0.30	\$ 6,416	100%					\$ 6,416
13	Desk Clerk	2.30	\$ 33,371	100%					\$ 33,371
14	Janitor	0.90	\$ 15,965	100%					\$ 15,965
15	<b>Total FTE &amp; Total Salaries</b>	<b>4.40</b>	<b>\$ 75,974</b>	<b>100%</b>					<b>\$ 75,974</b>
16	Fringe Benefits	35.5%	\$ 26,971	100%					\$ 26,971
17	<b>Total Personnel Expenses</b>		<b>\$ 102,945</b>	<b>100%</b>					<b>\$ 102,945</b>
18									
19	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Total</b>
30	Occupancy		\$ 84,393	100%					\$ 84,393
31	Materials and Supplies		\$ 3,604	100%					\$ 3,604
32	General Operating		\$ 3,857	100%					\$ 3,857
33	Staff Travel								\$ -
34	Consultants / Subcontractors								\$ -
35	Other								\$ -
36	Repairs and Maintenance Reserve								\$ -
37									
38									
40	<b>Total Operating Expenses</b>		<b>\$ 91,854</b>	<b>100%</b>					<b>\$ 91,854</b>
41									
42	<b>Total Direct Expenses</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>
43	Indirect Expenses								\$ -
44	<b>TOTAL EXPENSES</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>
45									
46	<b>Number of Units of Service (UOS) per Service Mode</b>		11,497						11,497
47	<b>Cost Per Unit of Service by Service Mode</b>		\$16.94						
48	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>		35						
49									
50	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

Tides Center - DISH (HUD)

### Salaries and Benefits

#### General Manager

Under the supervision of the Director, the General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence.

*Minimum Qualifications: 2 years of managerial or project administration experience required.  
Demonstrated experience in leadership, management, and supervision required.  
Extensive experience with customer service provision or client relations required.  
Experience and eagerness to work in a team environment required.  
Previous property management experience a plus.  
Professional training may substitute for experience.*

Annual Salary \$22,469 x .90 FTE = \$20,222

#### Assistant General Manager

Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.

*Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.*

Annual Salary \$ 21,388 x .30 FTE = \$6,416

#### Desk Clerk

Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.

*Minimum Qualifications: General office experience preferred.  
Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.*

Annual Salary \$14,509 x 2.30 FTE = \$33,371

Janitor

Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.

*Minimum Qualifications:* 1 year or more in janitorial work required.

Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.

Annual Salary \$ 17,739 x .90 FTE = \$15,965

**Total Salaries** \$ 75,974

Total Benefits 35.5% \$ 26,971

Tides Center's fringe benefits rate of 35.5% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.5%, life & disability insurance @ .6%, health/dental/vision coverage @ 16%, and 2.5% defined contribution. Also included here is a \$50 per employee payroll processing fee charged to Tides by the payroll service provider.

**TOTAL SALARIES & BENEFITS** \$ 102,945

**Operating Expenses**

Occupancy:

Gas and Electric:

Monthly gas and electric service at Empress Hotel

Current average monthly expense \$1,983 X 10 months \$ 19,830

Water and Sewer:

Monthly water and sewer utility costs at Empress Hotel

Current monthly expenses \$895.30 x 10 months \$ 8,953

Building/Unit Repair & Replacement

The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.

Total annual costs + allowance for emergencies = \$ 6,082



**Building Supplies:**

Includes all maintenance and janitorial supplies for Empress Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Empress Hotel

Make Ready work on 20 units @ \$1,190 per unit + \$1,319 for Janitorial supplies \$ 25,119

**Elevator Maintenance:**

Based on current costs, this line item includes monthly service fee, inspection, and certification fees, and repairs, for the five buildings with elevators.

Monthly Service \$100 x 10 months+ Repairs \$1,144= \$ 2,144

**Pest Control:**

Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.

Monthly inspections at Empress Hotel \$160 x 10 months + annual allowance for treatments \$1,044 = \$ 2,644

**Trash Removal:**

Monthly trash removal plus periodic rental of debris boxes.

\$950 x 10 months or monthly trash removal + \$621 x 1 debris box= \$ 10,121

**Telephone & Cable:**

Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for Empress Hotel

Cable TV @ \$230 x 10 months + Telephone/ internet service @ \$660 x 10 months + telephone repair allowance \$600 = \$ 9,500

**Total Occupancy:** \$ 84,393

**Materials and Supplies:**

**Office Supplies:**

General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc.

Printing and Duplicating \$320 x 10 months + miscellaneous offices supplies @ \$403.28 \$ 3,604

**Total Materials and Supplies:** \$ 3,604

**General Operating:**

**Legal:**

Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.

Expected annual costs = \$ 3,857

**Total General Operating:** \$ 3,857

**TOTAL OPERATING EXPENSES** \$ 91,854

**TOTAL DIRECT COSTS** \$ 194,799

INDIRECT COSTS

**TOTAL INDIRECT COSTS** \$ -

**APPENDIX TOTAL** \$ 194,799

	A	B	C	D	E	F	G	H	
1	Contractor Name: Tides Center - DISH						Appendix B-2c		Page 3
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term: 7/1/11 - 6/30/12		
3	Funding Source: General Fund						CMS: 6380		
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>General Fund (6 DAH sites) Service Modes</b>								
9	Personnel Expenses		Prop. Mgmt. Days						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	4.20	\$ 167,467	100%					\$ 167,467
12	Assistant General Manager	4.80	\$ 117,178	100%					\$ 117,178
13	Desk Clerk	20.30	\$ 495,685	100%					\$ 495,685
14	Janitor	7.30	\$ 173,105	100%					\$ 173,105
15	Relief Staffing & Adjustments	0.00	\$ 13,066	100%					\$ 13,066
16	Director	1.80	\$ 146,977	100%					\$ 146,977
17	Deputy Director	1.00	\$ 55,600	100%					\$ 55,600
18	Operations Manager	1.00	\$ 35,688	100%					\$ 35,688
19	Facilities Director	1.00	\$ 35,788	100%					\$ 35,788
20	Facilities Manager	1.80	\$ 76,405	100%					\$ 76,405
21	Maintenance Worker	5.90	\$ 170,168	100%					\$ 170,168
22	Facilities OM/Project Associate	1.00	\$ 27,084	100%					\$ 27,084
23	<b>Total FTE &amp; Total Salaries</b>	<b>50.10</b>	<b>\$ 1,514,210</b>	<b>100%</b>					<b>\$ 1,514,210</b>
24	Fringe Benefits	35.5%	\$ 537,544	100%					\$ 537,544
25	Total Personnel Expenses		\$ 2,051,754	100%					\$ 2,051,754
26									
27	Operating Expenses		Expenditure	%					Contract Total
28	Occupancy		\$ 680,873	100%					\$ 680,873
29	Materials and Supplies		\$ 102,030	100%					\$ 102,030
30	General Operating		\$ 101,018	100%					\$ 101,018
31	Staff Travel		\$ 715	100%					\$ 715
32	Consultants / Subcontractors		\$ 127,596	100%					\$ 127,596
33	Other		\$ 306,878	100%					\$ 306,878
34	Repairs and Maintenance Reserve								
35	Total Operating Expenses		\$ 1,319,111	100%					\$ 1,319,111
36									
37	Total Direct Expenses		\$ 3,370,865	100%					3,370,865
38	Indirect Expenses								0
39	TOTAL EXPENSES		\$ 3,370,865	100%					\$3,370,865
40									
41	Number of Units of Service (UOS) per Service Mode		126,801						126,801
42	Cost Per Unit of Service by Service Mode		\$26.58						
43	Number of Unduplicated Clients (UDC) per Service Mode		392						
44									
45	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

Tides Center - DISH (GF)

### Salaries and Benefits

#### General Manager

Under the supervision of the Director, the General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence.

*Minimum Qualifications:* 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.

Annual Salary \$ 39,873 x 4.20 FTE = \$ 167,467

#### Assistant General Manager

Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.

*Minimum Qualifications:* 2 years of project administration experience preferred. Experience with customer service provision or client relations required.

Annual Salary \$ 24,412 x 4.80 FTE = \$ 117,178

#### Desk Clerk

Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.

*Minimum Qualifications:* General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.

Annual Salary \$ 24,418 x 20.30 FTE = \$ 495,685

Janitor

Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.

*Minimum Qualifications:* 1 year or more in janitorial work required.  
Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.

Annual Salary \$ 23,713 x 7.30 FTE = \$ 173,105

Relief staffing & Adjustments

DISH covers desk clerk sick and vacation time at all 6 sites, maintaining 24-hour 7-day a week coverage. This line item is intended to cover any necessary site-based relief staffing, including temporary janitors, temporary maintenance workers, fill-in desk clerks, as well as any necessary equity adjustments and other staffing issues. Annual costs are incurred by increasing hours of part-time DISH staff, as needed.

*Minimum Qualifications:* Current part-time employees of DISH.

N/A \$ 13,066

Director

The Directors are responsible for the leadership of DISH, including implementation of the mission of the DAH and provision of excellent property management service. The Directors oversee site operations, team building and staff professional development, interagency collaboration, program development, vendor relations, policy, infrastructure and information technology. In addition, the Directors will work in collaboration with the Tides Center to provide effective human resources services and financial management and accounting.

*Minimum Qualifications:* College Degree required.  
Extensive Experience with supportive housing and harm reduction required.  
Leadership and personnel management experience required.  
Experience with customer service provision or client relations preferred.

Annual Salary \$ 81,654 x 1.80 FTE = \$ 146,977

Deputy Director

Under the supervision of a Director, Deputy Director is responsible for budget management, occupancy data collection and reporting, outcome measurement and contract reporting, IT coordination with sites, managing the operations manager and central office, and working with the Directors on a range of projects. Collaborates with site staff on rent payments, delinquencies, and reconciliations.

*Minimum Qualifications:* Administrative and project management experience required.  
College degree or equivalent experience preferred.  
Supervision and start-up experience preferred.  
Experience with customer service provision or client relations preferred.

Annual Salary \$ 55,600 x 1.00 FTE = \$ 55,600

### Operations Manager

Under supervision of the Deputy Director, the Operations Manager is responsible for day-to-day smooth operations of the central office, including systems, office machines, supplies, and facilities coordination. Coordinates day-to-day bookkeeping in collaboration with the Tides Center, including payables and receivables. Assists with occupancy data collection and reporting, manages HR coordination with Tides, and manages other projects.

*Minimum Qualifications:* College degree or equivalent experience preferred. One year of administrative and project management experience required. Professional training may substitute for experience. Ease and efficiency with Microsoft Office software suite, including extensive experience with Word and Excel and email management. Experience in creating forms and managing shared electronic folders across a network. Database and basic website experience a plus. Experience with customer service provision or client relations preferred.

Annual Salary \$ 35,688 x 1.00 FTE = \$ 35,688

### Facilities Director

Under the supervision of the Director, the Facilities Director will manage the maintenance team for all buildings. Responsibilities include personnel management, budget oversight, work order planning, proactive coordination of well-maintained buildings, vendor relationships, team coordination with general managers, and on-site maintenance work and training. Manages Assistant Facilities Managers, and Roving Janitors.

*Minimum Qualifications:* 5 years or more in skilled maintenance work required.  
*Experience with personnel management and staff training required.*  
*Experience with customer service provision or client relations preferred*

Annual Salary \$ 35,788 x 1.00 FTE = \$ 35,788

### Facilities Manager

Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.

*Minimum Qualifications:* 5 years or more in skilled maintenance work required.  
*Experience with personnel management and staff training required.*  
*Experience with customer service provision or client relations preferred.*

Annual Salary \$42,447 x 1.80 FTE = \$ 76,405

### Maintenance Worker

Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.

*Minimum Qualifications:* 2 years or more in skilled maintenance work required.  
*Experience with customer service provision or client relations preferred.*

Annual Salary \$ 28,842 x 5.90 FTE = \$ 170,168

Facilities OM/Project Associate

Under the supervision of the Facilities Manager, the Facilities Office Manager/Project Associate will coordinate administrative functions of the Facilities team, including contract and vendor coordination, inventory, bill paying, team scheduling, work orders, and other central administrative functions. This position will also manage various special projects. experience required, experience in construction and or maintenance offices a plus. Type 30-40 WPM.

Proficiency with MS Office tools including MS Project Manager; computer literacy with a command of other office software including spreadsheets, word processing and database applications. Excellent verbal and written communication skills.

	Annual Salary \$ 27,084 x 1.00 FTE = \$	27,084
<b>Total Salaries</b>	<b>\$</b>	<b>1,514,210</b>
<b>Total Benefits</b>	<b>35.5% \$</b>	<b>537,544</b>

*Tides Center's fringe benefits rate of 35.5% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.5%, life & disability insurance @ .6%, health/dental/vision coverage @ 16%, and 2.5% defined contribution. Also included here is a \$50 per employee payroll processing fee charged to Tides by the payroll service provider.*

<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$</b>	<b><u>2,051,754</u></b>
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**Operating Expenses**

Occupancy:

Rent:

*Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,670/month), and the Star Commercial space (\$1,978), including slight increases during the contract year.*

<b>Combined monthly rent at 3 locations including rent increases:</b>	<b>\$3,356 x 12 months</b>	<b>\$ 40,272</b>
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Gas and Electric:

*Monthly gas and electric service at 6 properties, and the Facilities Central office*

<b>Current average monthly expense at 7 sites</b>	<b>\$7,015 x 12 months</b>	<b>\$ 84,180</b>
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Water and Sewer:

*Monthly water and sewer utility costs at 6 properties*

<b>Current monthly expenses at 6 sites</b>	<b>\$5,891.79 x 12 months</b>	<b>\$ 70,701</b>
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Building/Unit Repair & Replacement:

*The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.*

<b>Total costs at each of 7 sites (variable) + allowance for emergencies =</b>	<b>\$</b>	<b>83,939</b>
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**Building Supplies:**

*Includes all maintenance and janitorial supplies for the 6 sites. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites.*

*Make Ready work on 98 units @ \$1,040 per unit + \$3,745 X 6 sites' Janitorial supplies + \$1,006 x 1 for HUH Clinic = \$ 125,396*

**Elevator Maintenance:**

*Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.*

*Monthly Service + Repairs \$4,714 x 5 elevators= \$ 23,570*

**Pest Control:**

*prevention and treatment, and tenant unit treatment and rehab as necessary.*

*Monthly inspections at 6 sites (\$15,490) + Move in Inspections for 76 units @ \$60 per + treatments for 65 units @ \$650 per = \$ 62,300*

**Trash Removal:**

*Monthly trash removal plus periodic rental of debris boxes.*

*\$8,788 x 6 sites for monthly trash removal + \$680.00 x 10 debris boxes= \$ 59,528*

**Telephone & Cable:**

*Budget is based on current expenses, including office telephones for DISH and Services Teams; voicemail for DISH and Services Team, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage*

*Email and document storage \$5,668 + Cable TV \$730 X 6 buildings (\$4,380) + Telephone service \$5,050 x 6 sites (\$40,400) = \$ 50,448*

**Repairs and Maintenance Reserve**

*Expenses related to relocation of up to 90 tenants from Windsor Hotel including supplies and services for packing, moving, transferring utility fees and make ready work. Owner expenses prepaid by DISH and to be reimbursed*

*to 40 tenants, \$15,000 for Make Ready work on vacant units, \$8,000 Bed Bug inspections for all tenants at time of relocation and at time of return, \$18,907 for additional relocation expenses, \$24,132 in pre paid owner expenses to be reimbursed= \$ 80,539*

**Total Occupancy: \$ 680,873**

**Materials and Supplies:**

**Office Supplies:**

*General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc.*

*Printing and Duplicating \$3,520 x 7 sites (6 properties + DISH Central) = \$24,640 + computer and equipment replacement \$5,458 + miscellaneous offices supplies \$2,085 x 6 sites (6 properties + DISH Central + Facilities Central) = \$16,680 \$ 46,778*

**Community Building and Eviction Prevention:**

*DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.*

*\$1,188 X 6 properties \$ 7,128*

On Site Services:

Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services etc., pest control support and eviction prevention expenses.

General support for service delivery expenses (travel, community building \$2,000 x 6 sites (\$12,000) + Food Bank programs \$1,600 x 6 sites (\$9,600) + Sharps container service \$579 x 6 sites (\$3,474) + americorps volunteers @ \$6.850 each x 1=

	\$	48,124
<del>Total Materials and Supplies:</del>	\$	102,030



**General Operating:**  
Insurance

Cost to insure Tides Center for DISH activities, including general liability property, and related insurance costs

Annual Cost of coverage = \$ 24,278

**Staff Development:**

Trainings, workshops and related expenses for team building, employee professional development and increased quality of service delivery.

bi-monthly all staff trainings @ \$1,800 x 6 + management staff trainings @ \$1,800 x 2 + misc. training and development @ \$10,617= \$ 25,017

**Credit Reports:**

Background checks (credit history, public records search and criminal) for housing applicants.

75 applicants x \$56= \$ 4,200

**Staff Recruiting:**

Open staff position advertising and related costs, background checks on new hires etc.

\$63.00 x 85 positions = \$ 5,355

**Legal:**

Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.

\$7,020 annual allowance x 6 sites = \$ 42,168

**Total General Operating:** \$ 101,018

**Staff Travel (Local & Out of Town):**

Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.

Annual allowance across DISH = \$ 715

**Total Staff Travel:** \$ 715

**Consultants/Subcontractors:**

Throughout the year there is need to covering significant, lengthy Facilities staff (Janitors and Maintenance Workers) shortages due to illness, vacations or special projects by using an outside employment agency. This also covers the need for occasional extra administrative support for the Central Office or any of the 6 sites. Also includes anticipated costs of professional services including IT support, building and design specialists, organizational development, etc.

IT allowance across DISH @ \$11,000 + Office alarm service at DISH Central \$657 + annual allowance across DISH \$16,000 + Project Consultant for Capital Improvements @ \$8,212 + \$90,727 Contingency staffing = \$ 127,596

**Total Consultants/Subcontractors:** \$ 127,596

**Other:**

Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of direct costs + \$27,500 additional fee for the carrying costs of the lack of an advance at the beginning of the year (July-October)

\$ 306,878

**Total Other:** \$ 306,878

**TOTAL OPERATING EXPENSES**

\$ 1,319,111

**TOTAL DIRECT COSTS**

\$ 3,370,865

INDIRECT COSTS

TOTAL INDIRECT COSTS	\$	-
APPENDIX TOTAL	\$	3,370,865

Contractor Name: Tides Center - DISH  
 Contract Term: July 1, 2008 - June 30, 2018  
 Funding Source: DOJ Grant

Appendix B-2d: Page 1  
 Appendix Term: 10/1/11 - 6/30/12  
 CMS: 6380

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

		DOJ Service Modes						
Personnel Expenses		Prop. Mgmt. Services						Contract Totals
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
								\$ -
								\$ -
								\$ -
<b>Total FTE &amp; Total Salaries</b>	<b>0.00</b>	\$ -						\$ -
Fringe Benefits	0%	\$ -						\$ -
<b>Total Personnel Expenses</b>		\$ -						\$ -
Operating Expenses		Expenditure	%					Contract Total
Occupancy		\$ 47,000	100%					\$ 47,000
Materials and Supplies		\$ 5,000	100%					\$ 5,000
General Operating								\$ -
Staff Travel								\$ -
Consultants / Subcontractors		\$ 6,500	100%					\$ 6,500
Other								\$ -
								\$ -
<b>Total Operating Expenses</b>		\$ 58,500	100%					\$ 58,500
<b>Total Direct Expenses</b>		\$ 58,500	100%					\$ 58,500
Indirect Expenses								\$ -
<b>TOTAL EXPENSES</b>		\$ 58,500	100%					\$ 58,500
Number of Units of Service (UOS) per Service Mode			N/A					N/A
Cost Per Unit of Service by Service Mode			N/A					
Number of Unduplicated Clients (UDC) per Service Mode			N/A					

**BUDGET JUSTIFICATION**  
Tides Center - DISH (DOJ)

**Salaries and Benefits**

**TOTAL SALARIES & BENEFITS**

\$ -

**Operating Expenses**

**Occupancy:**

**Building/Unit Repair & Replacement:**

*The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs.*

*Annual repair allowance = \$ 17,000*

**Building Supplies:**

*Includes all maintenance and janitorial supplies for the 6 sites. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites.*

\$ 15,000

**Telephone & Cable:**

*Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage*

\$ 15,000

**Total Occupancy:**

\$ 47,000

**Materials and Supplies:**

**Office Supplies:**

*General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc.*

\$ 5,000

**Total Materials and Supplies:**

\$ 5,000

**Consultants/Subcontractors:**

*Includes anticipated costs of professional services including IT support, building and design specialists, organizational development, etc.*

\$ 6,500

**Total Consultants/Subcontractors:**

\$ 6,500

TOTAL OPERATING EXPENSES

\$ 58,500

CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)

Total Capital Expenditures:

\$ -

TOTAL DIRECT COSTS

\$ 58,500

INDIRECT COSTS

TOTAL INDIRECT COSTS

\$ -

\$ -

APPENDIX TOTAL

\$ 58,500

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH			Appendix B-3:			Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018			Appendix Term:			7/1/12 - 6/30/13		
3	Funding Source: IFQHC			CMS:			6380		
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Services						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
14	Janitor	0.20	\$ 6,311	100%					\$ 6,311
20	Facilities Manager	0.13	\$ 7,154	100%					\$ 7,154
21	Maintenance Worker	0.20	\$ 8,627	100%					\$ 8,627
23	<b>Total FTE &amp; Total Salaries</b>	<b>0.53</b>	<b>\$ 22,092</b>	<b>100%</b>					<b>\$ 22,092</b>
24	Fringe Benefits	37%	\$ 8,108	100%					\$ 8,108
25	<b>Total Personnel Expenses</b>		<b>\$ 30,200</b>	<b>100%</b>					<b>\$ 30,200</b>
26									
27	Operating Expenses		Expenditure	%					Contract Total
28									
29	Occupancy		\$ 22,445	100%					\$ 22,445
30	Materials and Supplies		\$ 2,400	100%					\$ 2,400
31	General Operating		\$ -						
32	Staff Travel		\$ -						
33	Consultants / Subcontractors		\$ -						
34	Other		\$ -						\$ -
35	<b>Total Operating Expenses</b>		<b>\$ 24,845</b>	<b>100%</b>					<b>\$ 24,845</b>
36									
37	<b>Total Direct Expenses</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>
38	Indirect Expenses								\$ -
39	<b>TOTAL EXPENSES</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>
40									
41	Number of Units of Service (UOS) per Service Mode		12						12
42	Cost Per Unit of Service by Service Mode		\$4,587.08						
43	Number of Unduplicated Clients (UDC) per Service Mode		N/A						
44									
45	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (FOHC)

<b>Salaries and Benefits</b>	<b>Annual Salary</b>	<b>FTE</b>	<b>% allocation to Funding Source</b>	<b>Amount</b>
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior. Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
	Annual Salary= \$ 31,556	0.20	1.00	\$ 6,311
<b>Facilities Manager</b>				
Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building. Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.				
	Annual Salary= \$ 57,229	0.13	1.00	\$ 7,154
<b>Maintenance Worker</b>				
Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance. Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.				
	Annual Salary= \$ 43,137	0.20	1.00	\$ 8,627
<b>Total FTE &amp; Salaries</b>		<b>0.53</b>		<b>\$ 22,092</b>
<b>Total Benefits</b>		<b>37%</b>		<b>\$ 8,108</b>
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 30,200</b>

<u>Salaries and Benefits</u>	Annual Salary	FTE	% allocation to Funding Source	Amount
<u>Operating Expenses</u>	Monthly Expense	# of months	% allocation to Funding Source	Amount
<u>Occupancy:</u>				
<u>Rent:</u>				
<u>Gas and Electric:</u>				
<i>Monthly gas and electric service at HUH clinic</i>				
<i>Current average monthly expense - \$625</i>	\$ 625.00	12	1.00	\$ 7,500
<u>Water and Sewer:</u>				
<i>Monthly water and sewer utility costs at HUH Clinic</i>				
<i>Average monthly expenses = \$125.00</i>	\$ 125.00	12	1.00	\$ 1,500
<u>Building/Unit Repair &amp; Replacement:</u>				
<i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs.</i>				
<i>Average monthly expenses = \$333.33</i>	\$ 333.33	12	1.00	\$ 4,000
<u>Building Supplies:</u>				
<i>Maintenance and Janitorial supplies necessary for the maintenance of the HUH clinic</i>				
<i>Average monthly expenses - \$328.75</i>	\$ 328.75	12	1.00	\$ 3,945
<u>Elevator Maintenance:</u>				
<u>Pest Control:</u>				
<i>Regular building pest control services including inspections, pest prevention and treatment, and treatment of HUH Clinic</i>				
<i>Average monthly expenses -</i>	\$ 83.33	12	1.00	\$ 1,000
<u>Trash Removal:</u>				
<i>Monthly trash removal.</i>				
<i>\$375 monthly trash removal x 12=</i>	\$ 375.00	12	1.00	\$ 4,500
<u>Telephone &amp; Cable:</u>				
<b>Total Occupancy:</b>				<b>\$ 22,445</b>
<u>Materials and Supplies:</u>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
<i>Support for HUH clinic supervisor to cover expenses related to the provision of services at the clinic.</i>				
<i>Average monthly expenses -</i>	\$ 200.00	12	1.00	\$ 2,400
<b>Total Materials and Supplies:</b>				<b>\$ 2,400</b>
<u>General Operating Insurance:</u>				
<i>Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs.</i>				



	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<u>Staff Development:</u> <i>Trainings, workshops an related expenses for employee professional development and increased quality of service delivery.</i>				
<u>Credit Reports:</u> <i>Background checks (credit history, public records search and criminal) for housing applicants.</i>				
<u>Staff Recruiting:</u> <i>Open staff position advertising and related costs, background checks on new hires etc.</i>				
<u>Legal:</u> <i>Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.</i>				
<b>Total General Operating:</b>				\$ -
<u>Staff Travel (Local &amp; Out of Town):</u> <i>Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.</i>				
<b>Total Staff Travel:</b>				\$ -
<u>Consultants/Subcontractors:</u> <i>Includes anticipated costs of professional services including IT support, building and design specialists etc.</i>				
<b>Total Consultants/Subcontractors:</b>				\$ -
<u>Other:</u> <i>Administrative Fee / Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services.</i>				
				<i>8% of direct costs</i>
<b>Total Other:</b>				\$ -
<b>TOTAL OPERATING EXPENSES</b>				<u>\$ 24,845</u>
<u>CAPITAL EXPENDITURES: (if needed - A unit valued at \$5,000 or more)</u> <i>Brief description of expense</i>				
<i>Formula to calculate amount of expense</i>				
<b>Total Capital Expenditures:</b>				\$ -
<b>TOTAL DIRECT COSTS</b>				<u>\$ 55,045</u>
<b>INDIRECT COSTS</b>	<b>TOTAL INDIRECT COSTS</b>			\$ -
<b>APPENDIX TOTAL</b>				<u>\$ 55,045</u>

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: Tides Center - DISH						Appendix B-3a		Page 1	
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:		7/1/12-6/30/13	
3	Funding Source: MHSA/ Prop 63						CMS:		6380	
4										
5	<b>SFDPH CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Prop. Mgmt. Days							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	General Manager	1.00	\$ 53,772	100%					\$ 53,772	
12	Assistant General Manager	1.00	\$ 37,619	100%					\$ 37,619	
13	Desk Clerk	3.75	\$ 105,904	100%					\$ 105,904	
14	Janitor	0.50	\$ 15,564	100%					\$ 15,564	
15	Total FTE & Total Salaries	6.25	\$ 212,859	100%					\$ 212,859	
16	Fringe Benefits	37%	\$ 78,119	100%					\$ 78,119	
17	Total Personnel Expenses		\$ 290,978	100%					\$ 290,978	
18										
19	Operating Expenses		Expenditure	%					Contract Total	
20	Occupancy		\$ 78,436	100%					\$ 78,436	
21	Materials and Supplies		\$ 1,894	100%					\$ 1,894	
22	General Operating		\$ 4,862	100%					\$ 4,862	
23	Staff Travel		\$ -							
24	Consultants / Subcontractors		\$ -							
25	Other		\$ -						\$ -	
26										
27	Total Operating Expenses		\$ 85,192	100%					\$ 85,192	
28										
29	Total Direct Expenses		\$ 376,170	100%					\$ 376,170	
30	Indirect Expenses		\$ -						\$ -	
31	TOTAL EXPENSES		\$ 376,170	100%					\$ 376,170	
32										
33	Number of Units of Service (UOS) per Service Mode		9,198						9,198	
34	Cost Per Unit of Service by Service Mode		\$40.90							
35	Number of Unduplicated Clients (UDC) per Service Mode		31							
36										
37	DPH #1A(1)								Rev. 05/2010	

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (MHSA)

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<u>General Manager</u>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
	Annual Salary= \$ 54,512	x 1.00	x 0.986	= \$ 53,772
<u>Assistant General Manager</u>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
	Annual Salary= \$ 38,137	x 1.00	x 0.986	= \$ 37,619
<u>Desk Clerk</u>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
	Annual Salary= \$ 28,630	x 3.75	x 0.986	= \$ 105,904
<u>Janitor</u>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
	Annual Salary= \$ 31,556	x 0.50	x 0.986	= \$ 15,564
<b>Total FTE &amp; Salaries</b>		<b>6.25</b>		<b>\$ 212,859</b>
<b>Total Benefits</b>		<b>37%</b>		<b>\$ 78,119</b>
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 290,978</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<u>Rent:</u>				
<u>Gas and Electric:</u>				
Monthly gas and electric service at Camelot Hotel				
Current average monthly expense \$999.99	\$ 999.99	x 12	x 0.986	= \$ 11,837
<u>Water and Sewer:</u>				
Monthly water and sewer utility costs at Camelot Hotel				
Current monthly expenses \$375	\$ 375.00	x 12	x 0.986	= \$ 4,439
<u>Building/Unit Repair &amp; Replacement:</u>				
The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.				
Average monthly expenses = \$666.60	\$ 666.60	x 12	x 0.986	= \$ 7,891
<u>Building Supplies:</u>				
Includes all maintenance and janitorial supplies for Camelot Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Camelot Hotel.				
Average monthly expenses = \$2,193.00	\$ 2,500.00	x 12	x 0.986	= \$ 29,593
<u>Elevator Maintenance:</u>				
Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.				
Average monthly expenses = \$366.75	\$ 366.75	x 12	x 0.986	= \$ 4,341
<u>Pest Control:</u>				
Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.				
Average monthly expenses = \$333.40	\$ 333.40	x 12	x 0.986	= \$ 3,946
<u>Trash Removal:</u>				
Monthly trash removal plus periodic rental of debris boxes.				
Monthly expenses = \$809.10	\$ 809.10	x 12	x 0.986	= \$ 9,577
<u>Telephone &amp; Cable:</u>				
Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for community spaces and maintenance and repair costs for phone systems.				
Average monthly expenses = \$575.50	\$ 575.50	x 12	x 0.986	= \$ 6,812
<b>Total Occupancy:</b>				<b>\$ 78,436</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.				
Average monthly expenses = \$160.00	\$ 160.00	x 12	x 0.986	= \$ 1,894
<u>On Site Services:</u>				
Support Services: Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services etc.				\$ -
<b>Total Materials and Supplies:</b>				<b>\$ 1,894</b>

<b>General Operating:</b>					
<u>Insurance:</u>					
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs.				\$	-
<u>Staff Development:</u>					
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.				\$	-
<u>Credit Reports:</u>					
Background checks (credit history, public records search and criminal) for housing applicants.				\$	-
<u>Staff Recruiting:</u>					
Open staff position advertising and related costs, background checks on new hires etc.				\$	-
<u>Legal:</u>					
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.					
	Estimated monthly expenses = \$410.75	\$	410.75	x	12
				x	0.986
				\$	4,862
<b>Total General Operating:</b>				\$	4,862
<u>Staff Travel (Local &amp; Out of Town):</u>					
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.					
	Annual allowance across DISH =			\$	-
<b>Total Staff Travel:</b>				\$	-
<u>Consultants/Subcontractors:</u>					
includes anticipated costs of professional services including IT support, building and design specialists etc.				\$	-
<b>Total Consultants/Subcontractors:</b>				\$	-
<u>Other:</u>					
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of \$56,817				\$	-
<b>Total Other:</b>				\$	-
<b>TOTAL OPERATING EXPENSES</b>				\$	85,192
<u>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</u>					
Brief description of expense					
	Formula to calculate amount of expense			\$	-
<b>Total Capital Expenditures:</b>				\$	-
<b>TOTAL DIRECT COSTS</b>				\$	376,170
<b>INDIRECT COSTS</b>				\$	-
<b>TOTAL INDIRECT COSTS</b>				\$	-
<b>APPENDIX TOTAL</b>				\$	376,170

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH					Appendix B-3b:		Page 1	
2	Contract Term: July 1, 2008 - June 30, 2018					Appendix Term:		9/1/12 - 6/30/13	
3	Funding Source: HUD Grant					CMS:		6380	
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	General Manager	0.50	\$ 18,459	100%					\$ 18,459
12	Assistant General Manager	0.50	\$ 12,914	100%					\$ 12,914
13	Desk Clerk	1.60	\$ 31,023	100%					\$ 31,023
14	Janitor	0.75	\$ 16,028	100%					\$ 16,028
15	<b>Total FTE &amp; Total Salaries</b>	<b>3.35</b>	<b>\$ 78,424</b>	<b>100%</b>					<b>\$ 78,424</b>
16	Fringe Benefits	37%	\$ 28,782	100%					\$ 28,782
17	<b>Total Personnel Expenses</b>		<b>\$ 107,206</b>	<b>100%</b>					<b>\$ 107,206</b>
18									
19	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
20	Occupancy		\$ 81,067	100%					\$ 81,067
21	Materials and Supplies		\$ 3,166	100%					\$ 3,166
22	General Operating		\$ 3,359	100%					\$ 3,359
23	Staff Travel		\$ -						\$ -
24	Consultants / Subcontractors		\$ -						\$ -
25	Other		\$ -						\$ -
26	<b>Total Operating Expenses</b>		<b>\$ 87,592</b>	<b>100%</b>					<b>\$ 87,592</b>
27									
28	<b>Total Direct Expenses</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>
29	Indirect Expenses		\$ -						\$ -
30	<b>TOTAL EXPENSES</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>
31									
32	Number of Units of Service (UOS) per Service Mode		11,497						11,497
33	Cost Per Unit of Service by Service Mode		\$16.94						
34	Number of Unduplicated Clients (UDC) per Service Mode		35						
35									
36	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (HUD)

Salaries and Benefits	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>General Manager</b>				
<p>The General Manager is responsible for the overall operation of the property and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.</p> <p>Minimum Qualifications: 5 years of managerial or project administration experience required. Demonstrated experience in leadership, management and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.</p>				
Annual Salary=	\$ 54,512	x 0.50	x 0.677	= \$ 18,459
<b>Assistant General Manager</b>				
<p>Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.</p> <p>Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.</p>				
Annual Salary=	\$ 38,137	x 0.50	x 0.677	= \$ 12,914
<b>Desk Clerk</b>				
<p>Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.</p> <p>Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.</p>				
Annual Salary=	\$ 28,630	x 1.60	x 0.677	= \$ 31,023
<b>Janitor</b>				
<p>Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.</p> <p>Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.</p>				
Annual Salary=	\$ 31,556	x 0.75	x 0.677	= \$ 16,028
<b>Total FTE &amp; Salaries</b>		<b>2.60</b>		<b>\$ 78,424</b>
<b>Total Benefits:</b>		<b>37%</b>		<b>\$ 28,781.79</b>
<p>Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life &amp; disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.</p>				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 107,206</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<b>Rent:</b> Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,670/month), and the Star Commercial space (\$1,978), including slight increases during the contract year.	\$ -	x 10	x 0.677	= \$ -
<b>Gas and Electric:</b> Monthly gas and electric service at Empress Hotel Current average monthly expense \$3,000 X 10 months	\$ 3,000	x 10	x 0.677	= \$ 20,317
<b>Water and Sewer:</b> Monthly water and sewer utility costs at Empress Hotel Current monthly expenses \$1,355.24 x 10 months	\$ 1,355	x 10	x 0.677	= \$ 9,178
<b>Building/Unit Repair &amp; Replacement:</b> The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.  Average monthly expenses at Empress are \$920.84	\$ 921	x 10	x 0.677	= \$ 6,236
<b>Building Supplies:</b> includes all maintenance and janitorial supplies for Empress Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Empress Hotel.  Average Monthly expenses = \$3,000	\$ 3,000	x 10	x 0.677	= \$ 20,317
<b>Elevator Maintenance:</b> Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.  Average monthly expenses = \$234.52	\$ 325	x 10	x 0.677	= \$ 2,198
<b>Pest Control:</b> Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.  Average monthly expenses = \$400.29	\$ 400	x 10	x 0.677	= \$ 2,711
<b>Trash Removal:</b> Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$1,531.75	\$ 1,532	x 10	x 0.677	= \$ 10,374
<b>Telephone &amp; Cable:</b> Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for Empress Hotel Average monthly costs average \$1,437.52	\$ 1,438	x 10	x 0.677	= \$ 9,736
<b>Total occupancy:</b>				<u>\$ 81,067</u>
<b>Materials and Supplies:</b>				
<b>Office Supplies:</b> General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc. Average monthly costs average \$467.50	\$ 468	x 10	x 0.677	= \$ 3,166
<b>Community Building and Eviction Prevention:</b> DISH sponsored activities for tenants, community meetings etc.	\$ -	x 10	x 0.677	= \$ -
<b>On Site Services:</b> Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services	\$ -	x 10	x 0.677	= \$ -
<b>Total Materials and Supplies:</b>				<u>\$ 3,166</u>



<b>General Operating:</b>						
<b>Insurance:</b>						
Cost to insure Tides Center for DISH activities including general liability property, and related insurance costs	\$	-	x	10	x	0.677 = \$ -
<b>Staff Development:</b>						
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery	\$	-	x	10	x	0.677 = \$ -
<b>Credit Reports:</b>						
Background checks (credit history, public records search and criminal) for housing applicants	\$	-	x	10	x	0.677 = \$ -
<b>Staff Recruiting:</b>						
Open staff position advertising and related costs, background checks on new hires etc.	\$	-	x	10	x	0.677 = \$ -
<b>Legal:</b>						
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings	\$	-	x	10	x	0.677 = \$ -
Estimated monthly expenses = \$496.00	\$	496	x	10	x	0.677 = \$ 3,359
<b>Total General Operating:</b>						\$ 3,359
<b>Staff Travel (Local &amp; Out of Town):</b>						
	\$	-	x	10	x	0.677 = \$ -
<b>Total Staff Travel:</b>						\$ -
<b>Consultants/Subcontractors:</b>						
	\$	-	x	10	x	0.677 = \$ -
<b>Total Consultants/Subcontractors:</b>						\$ -
<b>Other:</b>						
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services @ 8% of \$184,453	\$	-	x	10	x	0.677 = \$ -
<b>Total Other:</b>						\$ -
<b>TOTAL OPERATING EXPENSES</b>						\$ 87,592
<b>CAPITAL EXPENDITURES: (if needed - A unit valued at \$5,000 or more)</b>						
Brief description of expense	\$	-	x	10	x	0.677 = \$ -
<b>Total Capital Expenditures:</b>						\$ -
<b>TOTAL DIRECT COSTS</b>						\$ 194,799
<b>INDIRECT COSTS</b>						\$ -
<b>TOTAL INDIRECT COSTS</b>						\$ -
<b>APPENDIX TOTAL</b>						\$ 194,799

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH				Appendix B-3c		Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018				Appendix Term: 7/1/12 - 6/30/13				
3	Funding Source: General Fund								
4									
5									
6									
7									
8									
9	Personnel Expenses		SERVICE MODES						
10	Position Titles	FTE	Prop. Mgmt. Days						Contract Totals
11	General Manager	4.50	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
12	Assistant General Manager	4.50	\$ 170,413	100%					\$ 170,413
13	Desk Clerk	21.85	\$ 119,222	100%					\$ 119,222
14	Janitor	8.55	\$ 434,581	100%					\$ 434,581
15	Director	1.80	\$ 187,433	100%					\$ 187,433
16	Deputy Director	1.00	\$ 145,495	100%					\$ 145,495
17	Operations Manager	1.00	\$ 69,143	100%					\$ 69,143
18	Facilities Director	1.00	\$ 35,426	100%					\$ 35,426
19	Facilities Manager	1.87	\$ 56,443	100%					\$ 56,443
20	Maintenance Worker	5.80	\$ 74,346	100%					\$ 74,346
21	Facilities OM/Project Associate	1.00	\$ 173,810	100%					\$ 173,810
22	Total FTE & Total Salaries	52.87	\$ 1,498,060	100%					\$ 1,498,060
23	Fringe Benefits	37%	\$ 552,220	100%					\$ 552,220
24	Total Personnel Expenses		\$ 2,050,280	100%					\$ 2,050,280
25									
26	Operating Expenses		Expenditure	%					Contract Total
27	Occupancy		\$ 587,901	100%					\$ 587,901
28	Materials and Supplies		\$ 102,600	100%					\$ 102,600
29	General Operating		\$ 103,494	100%					\$ 103,494
30	Staff Travel		\$ 834	100%					\$ 834
31	Consultants / Subcontractors		\$ 154,453	100%					\$ 154,453
32	Other		\$ 311,465	100%					\$ 311,465
33	Total Operating Expenses		\$ 1,260,747	100%					\$ 1,260,747
34									
35	Total Direct Expenses		\$ 3,311,027	100%					\$ 3,311,027
36	Indirect Expenses		\$ -						\$ -
37	TOTAL EXPENSES		\$ 3,311,027	100%					\$ 3,311,027
38									
39	Number of Units of Service (UOS) per Service Mode		126,801						126,801
40	Cost Per Unit of Service by Service Mode		\$26.11						
41	Number of Unduplicated Clients (UDC) per Service Mode		392						
42									
43	DPH #1A(1)								Rev. 05/2010

BUDGET JUSTIFICATION						
Tides Center - DISH (GF)						
Salaries and Benefits	Annual Salary	FTE	% allocation to Funding Source	Amount		
<b>General Manager</b>						
The General Manager is responsible for the overall operation of the property and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.						
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.						
Annual Salary= \$ 54,512 x 4.50 x 0.695 = \$ 170,413						
<b>Assistant General Manager</b>						
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.						
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.						
Annual Salary= \$ 38,137 x 4.50 x 0.695 = \$ 119,222						
<b>Desk Clerk</b>						
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.						
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.						
Annual Salary= \$ 28,630 x 21.85 x 0.695 = \$ 434,581						
<b>Janitor</b>						
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.						
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.						
Annual Salary= \$ 31,566 x 8.55 x 0.695 = \$ 187,433						
<b>Director</b>						
The Directors are responsible for the leadership of DISH, including implementation of the mission of DISH and of the DAF, including the provision of excellent property management service. The Directors are responsible for the effectiveness of DISH's 60 employees and the prudent use of its \$5.5 million budget. The Directors oversee all aspects of the organization and its services, including site operations, team building and staff professional development, interagency collaboration, program development, resource development, vendor relations, policy, infrastructure and information technology. The Directors develop and sustain community and business partnerships to maximize and leverage City resources. In addition, the Directors work closely with the Tides Center to provide effective human resources services and financial management and accounting. Members of four person senior leadership team. The Directors report to the DISH Advisory Board.						
Minimum Qualifications: College Degree required. Extensive Experience with supportive housing and harm reduction required. Leadership and personnel management experience required. Experience with customer service provision or client relations preferred.						
Annual Salary= \$ 116,353 x 1.80 x 0.695 = \$ 145,495						

<b>Deputy Director</b>							
The Deputy Director is responsible for the financial and administrative operations of DISH including oversight of DISH's \$5.5 million budget. The Deputy Director orchestrates the development and deployment of annual and long-term financial resources and budget. The Deputy Director also ensures prudent, consistent, accurate and timely processing of income and expenses, including rent collection and vendor payment. Oversight of occupancy data collection and reporting, outcome measurement and contract reporting. Oversees vendor contracts and vendor relations. Develops and implements organization-wide information technology strategy, including managing IT consultant/help desk. The Deputy Director develops and enhances operational and financial policies and procedures. Selection and reporting, outcome measurement and contract reporting. Oversees central administration, delinquencies, and reconciliations. Manages Operations Manager and Facilities Office Manager. Member of four person senior leadership team. Reports to Director.							
Minimum Qualifications: Administrative and project management experience required. College degree or equivalent experience preferred. Supervision and start-up experience preferred. Experience with customer service provision or client relations preferred.							
Annual Salary= \$ 99,529 x 1.00 x 0.695 = \$ 69,143							
<b>Operations Manager</b>							
Under supervision of the Deputy Director, the Operations Manager is responsible for day-to-day smooth operations of the central office, including systems, office machines, supplies, and facilities coordination. Coordinates day-to-day bookkeeping in collaboration with the Tides Center, including payables and receivables. Assists with occupancy data collection and reporting, manages HR coordination with Tides, and manages other projects.							
Minimum Qualifications: College degree or equivalent experience preferred. One year of administrative and project management experience required. Professional training may substitute for experience. Ease and efficiency with Microsoft Office software suite, including extensive experience with Word and Excel and email management. Experience in creating forms and managing shared electronic folders across a network. Database and basic website experience a plus. Experience with customer service provision or client relations preferred.							
Annual Salary= \$ 50,995 x 1.00 x 0.695 = \$ 35,426							
<b>Facilities Director</b>							
The Facilities Director oversees all aspects of facilities planning and operations for all six sites, including managing Facilities team of twenty employees, facilities budget oversight, work order and unit make ready planning and execution, proactive coordination of well-maintained buildings, vendor relationships and consolidation. Oversees all capital projects, coordinating work with building owners, contractors, and consultants. Ensure life safety and emergency response systems are effective and current. Ensures effective and proactive communication with onsite staff as well as professional development and training for all Facilities employees. Manages Facility Managers. Member of four person senior leadership team. Reports to Director.							
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.							
Annual Salary= \$ 81,248 x 1.00 x 0.695 = \$ 56,443							
<b>Facilities Manager</b>							
Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.							
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.							
Annual Salary= \$ 57,229 x 1.87 x 0.695 = \$ 74,346							
<b>Maintenance Worker</b>							
Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.							
Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.							
Annual Salary= \$ 43,137 x 5.80 x 0.695 = \$ 173,810							
<b>Facilities OMP/Project Associate</b>							
Under the supervision of the Facilities Manager, the Facilities Office Manager/Project Associate will coordinate administrative functions of the Facilities team, including contract and vendor coordination, inventory, bill paying, team scheduling, work orders, and other central administrative functions. This position will also manage various special projects.							

Minimum Qualifications: High School Diploma. 3+ years of administration support experience required. experience in construction and or maintenance offices a plus. Type 30-40 WPM. Proficiency with MS Office tools including MS Project Manager; computer literacy with a command of other office software including spreadsheets, word processing and database applications. Excellent verbal and written communication skills.							
Annual Salary:	\$ 45,702	x	1.00	x	0.695	=	\$ 31,749
<b>Total FTE &amp; Salaries</b>			<b>52.87</b>				<b>\$ 1,498,060</b>
<b>Total Benefits</b>			<b>37%</b>				<b>\$ 552,220</b>
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SU) at .15%, workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.							
<b>TOTAL SALARIES &amp; BENEFITS</b>							<b>\$ 2,050,280</b>



<b>Materials and Supplies:</b>							
<b>Office Supplies:</b>	\$	5,846	x	12	x	0.695 = \$ 46,747	
General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc.							
Monthly costs average \$5,847.50 across the 6 building sites and DISH Central Office.							
<b>Community Building and Eviction Prevention:</b>	\$	833	x	12	x	0.695 = \$ 6,947	
DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction. Monthly Costs average \$833.33 across the 6 sites							
<b>On Site Services:</b>	\$	5,627	x	12	x	0.695 = \$ 46,906	
DISH support services: Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, AmeriCorps volunteers that support the delivery of services etc.							
Monthly costs average \$5,627 across the 6 sites							
<b>Total Materials and Supplies:</b>						\$ 102,600	
<b>General Operating:</b>							
<b>Insurance:</b>	\$	3,264	x	12	x	0.695 = \$ 27,214	
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs. Monthly costs average \$3,264							
<b>Staff Development:</b>	\$	2,912	x	12	x	0.695 = \$ 24,273	
Trainings, workshops and related expenses for team building, employee professional development and increased quality of service delivery.							
Monthly costs average \$2,911.67							
<b>Credit Reports:</b>	\$	449	x	12	x	0.695 = \$ 3,744	
Background checks (credit history, public records search and criminal) for housing applicants. Monthly costs across the 6 sites average \$449.00							
<b>Staff Recruiting:</b>	\$	540	x	12	x	0.695 = \$ 4,498	
Open staff position advertising and related costs, background checks on new hires, and other costs related to filling open positions. Also included here is a \$30 per employee payroll processing fee charged to Tides by the payroll service provider. Average monthly costs are \$539.58							
<b>Legal:</b>	\$	5,250	x	12	x	0.695 = \$ 43,766	
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings. Estimated monthly costs of \$5,250							
<b>Total General Operating:</b>						\$ 103,494	
<b>Staff Travel (Local &amp; Out-of-Town):</b>	\$	100	x	12	x	0.695 = \$ 834	
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc. Average monthly costs are \$100							
<b>Total Staff Travel:</b>						\$ 834	
<b>Consultants/Subcontractors:</b>	\$	18,528	x	12	x	0.695 = \$ 154,483	
Costs for hiring temporary employees to cover vacation, sick and other contingencies to ensure 24 hour, 7 day a week desk clerk coverage. Costs for hiring temporary employees on occasion for administrative projects and building maintenance projects. Includes anticipated costs of professional services including IT support, after hours security service at all 6 sites building and design specialists, organizational development, etc.							
Average monthly costs across the 6 sites are \$18,527.50							
<b>Total Consultants/Subcontractors:</b>						\$ 154,453	
<b>Other:</b>	\$	37,362	x	12	x	0.695 = \$ 311,465	
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource and related infrastructure services.							
8% of direct costs for all 4 funding sources + \$45,000 additional fee for the carrying costs of the lack of an advance at the beginning of the year (July-October) Monthly costs are \$37,362.00							
<b>Total Other:</b>						\$ 311,465	
<b>TOTAL OPERATING EXPENSES</b>							\$ 1,260,747
<b>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</b>	\$	-	x	12	x	0.695 = \$ -	
Brief description of expense:							
<b>Total Capital Expenditures:</b>						\$ -	
<b>TOTAL DIRECT COSTS</b>						\$ 3,311,027	
<b>INDIRECT COSTS</b>						\$ -	
<b>TOTAL INDIRECT COSTS:</b>						\$ -	
<b>APPENDIX TOTAL:</b>						\$ 3,311,027	

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH			Appendix B-4			Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018			Appendix Term: 7/1/13 - 6/30/14					
3	Funding Source: FQHC			CMS:			6380		
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Services						Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
14	Janitor	0.20	\$ 6,318	100%					\$ 6,318
20	Facilities Manager	0.13	\$ 7,161	100%					\$ 7,161
21	Maintenance Worker	0.20	\$ 8,636	100%					\$ 8,636
23	<b>Total FTE &amp; Total Salaries</b>	<b>0.53</b>	<b>\$ 22,114</b>	<b>100%</b>					<b>\$ 22,114</b>
24	Fringe Benefits	37%	\$ 8,116	100%					\$ 8,116
25	<b>Total Personnel Expenses</b>		<b>\$ 30,230</b>	<b>100%</b>					<b>\$ 30,230</b>
26									
27	Operating Expenses		Expenditure	%					Contract Total
28									
29	Occupancy		\$ 22,415	100%					\$ 22,415
30	Materials and Supplies		\$ 2,400	100%					\$ 2,400
31	General Operating		\$ -						
32	Staff Travel		\$ -						
33	Consultants / Subcontractors		\$ -						
34	Other		\$ -						\$ -
35	<b>Total Operating Expenses</b>		<b>\$ 24,815</b>	<b>100%</b>					<b>\$ 24,815</b>
36									
37	Total Direct Expenses		\$ 55,045	100%					\$ 55,045
38	Indirect Expenses								\$ -
39	<b>TOTAL EXPENSES</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>
40									
41	Number of Units of Service (UOS) per Service Mode		12						12
42	Cost Per Unit of Service by Service Mode		\$4,587.10						
43	Number of Unduplicated Clients (UDC) per Service Mode		N/A						
44									
45	DPH #1A(1)								Rev. 05/2010



**BUDGET JUSTIFICATION**  
 Tides Center - DISH (FQHC)

<b>Salaries and Benefits</b>	<b>Annual Salary</b>	<b>FTE</b>	<b>% allocation to Funding Source</b>	<b>Amount</b>
<u>Janitor</u> Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.  Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.	Annual Salary = \$ 31,588	0.20	1.00	\$ 6,318
<u>Facilities Manager</u> Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.  Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.	Annual Salary = \$ 57,286	0.13	1.00	\$ 7,161
<u>Maintenance Worker</u> Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.  Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.	Annual Salary = \$ 43,180	0.20	1.00	\$ 8,636
	<b>Total FTE &amp; Salaries</b>	<b>0.53</b>		<b>\$ 22,114</b>
<b>Total Benefits</b> Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.		37%		\$ 8,116
	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 30,230</b>

<u>Salaries and Benefits</u>	<u>Annual Salary</u>	<u>FTE</u>	<u>% allocation to Funding Source</u>	<u>Amount</u>
<u>Operating Expenses</u>	<u>Monthly Expense</u>	<u># of months</u>	<u>% allocation to Funding Source</u>	<u>Amount</u>
<p>Costs assigned to programs should utilize a consistent and rational method for determining the cost allocations for each program. Formulas to calculate program costs may utilize FTE's, square footage or an assigned flat percentage of program's expense in re</p>				
<b>Occupancy:</b>				
<u>Rent:</u>				
<u>Gas and Electric:</u>				
<i>Monthly gas and electric service at HUH clinic:</i>				
	<i>Current average monthly expense = \$625</i>	\$ 625	12	1.00 \$ 7,500
<u>Water and Sewer:</u>				
<i>Monthly water and sewer utility costs at HUH Clinic:</i>				
	<i>Average monthly expenses = \$125.00</i>	\$ 125	12	1.00 \$ 1,500
<u>Building/Unit Repair &amp; Replacement:</u>				
<i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs.</i>				
	<i>Average monthly expenses = \$330.83</i>	\$ 331	12	1.00 \$ 3,970
<u>Building Supplies:</u>				
<i>Maintenance and Janitorial supplies necessary for the maintenance of the HUH clinic</i>				
	<i>Average monthly expenses = \$328.75</i>	\$ 329	12	1.00 \$ 3,945
<u>Elevator Maintenance:</u>				
<u>Pest Control:</u>				
<i>Regular building pest control services including inspections, pest prevention and treatment, and treatment of HUH Clinic</i>				
	<i>Average monthly expenses = \$83</i>	\$ 83	12	1.00 \$ 1,000
<u>Trash Removal:</u>				
<i>Monthly trash removal:</i>				
	<i>\$375 monthly trash removal x 12=</i>	\$ 375	12	1.00 \$ 4,500
<u>Telephone &amp; Cable:</u>				
<b>Total Occupancy</b>				<b>\$ 22,415</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
<i>Support for HUH clinic supervisor to cover expenses related to the provision of services at the clinic.</i>				
	<i>Average monthly expenses = \$200</i>	\$ 200	12	1.00 \$ 2,400
<b>Total Materials and Supplies</b>				<b>\$ 2,400</b>

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Operating:</b>				
<b>Insurance:</b>				
Cost to insure Tides Center for D/SH activities, including general liability, property and related insurance costs				
<b>Staff Development:</b>				
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.				
<b>Credit Reports:</b>				
Background checks (credit history, public records search and criminal) for housing applicants.				
<b>Staff Recruiting:</b>				
Open staff position advertising and related costs, background checks on new hires, etc.				
<b>Legal:</b>				
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.				
<b>Total General Operating:</b>				\$ -
<b>Staff Travel (Local &amp; Out of Town):</b>				
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking, etc.				
<b>Total Staff Travel:</b>				\$ -
<b>Consultants/Subcontractors:</b>				
includes anticipated costs of professional services including IT support, building and design specialists, etc.				
<b>Total Consultants/Subcontractors:</b>				\$ -
<b>Other:</b>				
Administrative Fee / Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services.				
8% of direct costs				
<b>Total Other:</b>				\$ -
<b>TOTAL OPERATING EXPENSES</b>				<b>\$ 24,815</b>
<b>CAPITAL EXPENDITURES: (If needed - Amount valued at \$5,000 or more)</b>				
Brief description of expense				
Formula to calculate amount of expense				
<b>Total Capital Expenditures:</b>				\$ -
<b>TOTAL DIRECT COSTS</b>				<b>\$ 55,045</b>
<b>INDIRECT COSTS</b>				\$ -
<b>TOTAL INDIRECT COSTS</b>				\$ -
<b>APPENDIX TOTAL</b>				<b>\$ 55,045</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH						Appendix B-4a		Page 1
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:		7/1/13-6/30/14
3	Funding Source: MHSA/ Prop 63						CMS:		6380
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	1.00	\$ 53,825	100%					\$ 53,825
12	Assistant General Manager	1.00	\$ 37,657	100%					\$ 37,657
13	Desk Clerk	3.75	\$ 106,010	100%					\$ 106,010
14	Janitor	0.50	\$ 15,579	100%					\$ 15,579
15	<b>Total FTE &amp; Total Salaries</b>	<b>6.25</b>	<b>\$ 213,072</b>	<b>100%</b>					<b>\$ 213,072</b>
16	Fringe Benefits	37%	\$ 78,197	100%					\$ 78,197
17	<b>Total Personnel Expenses</b>		<b>\$ 291,269</b>	<b>100%</b>					<b>\$ 291,269</b>
18									
19	Operating Expenses		Expenditure	%					Contract Total
20	Occupancy		\$ 78,476	100%					\$ 78,476
21	Materials and Supplies		\$ 1,894	100%					\$ 1,894
22	General Operating		\$ 4,862	100%					\$ 4,862
23	Staff Travel		\$ -						\$ -
24	Consultants / Subcontractors		\$ -						\$ -
25	Other		\$ -						\$ -
26									
27	<b>Total Operating Expenses</b>		<b>\$ 85,232</b>	<b>100%</b>					<b>\$ 85,232</b>
28									
29	<b>Total Direct Expenses</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>
30	Indirect Expenses		\$ -						\$ -
31	<b>TOTAL EXPENSES</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>
32									
33	Number of Units of Service (UOS) per Service Mode		9,198						9,198
34	Cost Per Unit of Service by Service Mode		\$40.93						
35	Number of Unduplicated Clients (UDC) per Service Mode		31						
36									
37	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (MHPA)

<u>Salaries and Benefits</u>	<u>Annual Salary</u>	<u>FTE</u>	<u>% allocation to Funding Source</u>	<u>Amount</u>
<b>General Manager</b>				
<p>The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.</p> <p>Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.</p>				
Annual Salary =	\$54,567 x	1.00	x 0.986	= \$ 53,825
<b>Assistant General Manager</b>				
<p>Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.</p> <p>Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.</p>				
Annual Salary =	\$38,175 x	1.00	x 0.986	= \$ 37,657
<b>Desk Clerk</b>				
<p>Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.</p> <p>Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.</p>				
Annual Salary =	\$28,659 x	3.75	x 0.986	= \$ 106,010
<b>Janitor</b>				
<p>Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.</p> <p>Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.</p>				
Annual Salary =	\$31,588 x	0.50	x 0.986	= \$ 15,579
<b>Total FTE &amp; Salaries</b>		<b>6.25</b>		<b>\$ 213,072</b>
<b>Total Benefits</b>		<b>37%</b>		<b>\$ 78,197</b>
<p>Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life &amp; disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.</p>				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 291,269</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<b>Rent:</b>				
<b>Gas and Electric:</b>				
Monthly gas and electric service at Camelot Hotel				
Current average monthly expense \$999.99	\$1,000	x 12	x 0.986	= \$ 11,837
<b>Water and Sewer:</b>				
Monthly water and sewer utility costs at Camelot Hotel				
Current monthly expenses \$375	\$375	x 12	x 0.986	= \$ 4,439
<b>Building/Unit Repair &amp; Replacement:</b>				
The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.				
Average monthly expenses = \$670.00	\$670	x 12	x 0.986	= \$ 7,931
<b>Building Supplies:</b>				
Includes all maintenance and janitorial supplies for Camelot Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Camelot Hotel.				
Average monthly expenses = \$2,193.00	\$2,500	x 12	x 0.986	= \$ 29,593
<b>Elevator Maintenance:</b>				
Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators				
Average monthly expenses = \$366.75	\$367	x 12	x 0.986	= \$ 4,341
<b>Pest Control:</b>				
Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.				
Average monthly expense = \$333.40	\$333	x 12	x 0.986	= \$ 3,946
<b>Trash Removal:</b>				
Monthly trash removal plus periodic rental of debris boxes.				
Monthly expenses = \$809.70	\$809	x 12	x 0.986	= \$ 9,577
<b>Telephone &amp; Cable:</b>				
Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for community spaces and maintenance and repair costs for phone systems.				
Average monthly expenses = \$576.50	\$576	x 12	x 0.986	= \$ 6,812
<b>Total Occupancy:</b>				<b>\$ 78,476</b>
<b>Materials and Supplies:</b>				
<b>Office Supplies:</b>				
<b>Community Building and Eviction Prevention:</b>				
DISH sponsored activities for tenants, community meetings etc, and other expenses related to building community and preventing eviction.				
Average monthly expenses = \$160.00	\$160	x 12	x 0.986	= \$ 1,894
<b>On Site Services:</b>				
Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of				
<b>Total Materials and Supplies:</b>				<b>\$ 1,894</b>

<b>General Operating:</b>						
<b>Insurance:</b>						
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs						\$ -
<b>Staff Development:</b>						
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.						\$ -
<b>Credit Reports:</b>						
Background checks (credit history, public records search and criminal) for housing applicants.						\$ -
<b>Staff Recruiting:</b>						
Open staff position advertising and related costs, background checks on new hires etc.						\$ -
<b>Legal:</b>						
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.						
	Estimated monthly expenses = \$410.75	\$411	x	12	x	0.986
						\$ 4,862
<b>Total General Operating:</b>						<b>\$ 4,862</b>
<b>Staff Travel (Local &amp; Out of Town):</b>						
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.						
	Annual allowance across DISH =					\$ -
<b>Total Staff Travel:</b>						<b>\$ -</b>
<b>Consultants/Subcontractors:</b>						
Includes anticipated costs of professional services including IT support, building and design specialists etc.						\$ -
<b>Total Consultants/Subcontractors:</b>						<b>\$ -</b>
<b>Other:</b>						
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of \$56,817						\$ -
<b>Total Other:</b>						<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>						<b>\$ 85,232</b>
<b>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</b>						
Brief description of expense						
	Formula to calculate amount of expense					\$ -
<b>Total Capital Expenditures:</b>						<b>\$ -</b>
<b>TOTAL DIRECT COSTS</b>						<b>\$ 376,502</b>
<b>INDIRECT COSTS</b>						<b>\$ -</b>
<b>TOTAL INDIRECT COSTS</b>						<b>\$ -</b>
<b>APPENDIX TOTAL</b>						<b>\$ 376,502</b>

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: Tides Center - DISH						Appendix B-4b:	Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:	19/1/13 - 6/30/14		
3	Funding Source: HUD Grant						CMS:	6380		
4										
5	<b>SFDPH CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Prop. Mgmt. Days						Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	General Manager	0.50	\$ 18,477	100%					\$ 18,477	
12	Assistant General Manager	0.50	\$ 12,927	100%					\$ 12,927	
13	Desk Clerk	1.60	\$ 31,054	100%					\$ 31,054	
14	Janitor	0.75	\$ 16,044	100%					\$ 16,044	
15	<b>Total FTE &amp; Total Salaries</b>	<b>3.35</b>	<b>\$ 78,503</b>	<b>100%</b>					<b>\$ 78,503</b>	
16	Fringe Benefits	37%	\$ 28,811	100%					\$ 28,811	
17	<b>Total Personnel Expenses</b>		<b>\$ 107,313</b>	<b>100%</b>					<b>\$ 107,313</b>	
18										
19	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
20	Occupancy		\$ 80,961	100%					\$ 80,961	
21	Materials and Supplies		\$ 3,166	100%					\$ 3,166	
22	General Operating		\$ 3,359	100%					\$ 3,359	
23	Staff Travel		\$ -						\$ -	
24	Consultants / Subcontractors		\$ -						\$ -	
25	Other		\$ -						\$ -	
26	<b>Total Operating Expenses</b>		<b>\$ 87,486</b>	<b>100%</b>					<b>\$ 87,486</b>	
27										
28	<b>Total Direct Expenses</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>	
29	Indirect Expenses		\$ -						\$ -	
30	<b>TOTAL EXPENSES</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>	
31										
32	Number of Units of Service (UOS) per Service Mode		11,497						11,497	
33	Cost Per Unit of Service by Service Mode		\$16.94							
34	Number of Unduplicated Clients (UDC) per Service Mode		35							
35										
36	DPH #1A(1)								Rev. 05/2010	



**BUDGET JUSTIFICATION**  
 Tides Center - DISH (HUD)

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<u>General Manager</u>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
	Annual Salary = \$ 54,567	x 0.50	x 0.677	= \$ 18,477
<u>Assistant General Manager</u>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
	Annual Salary = \$ 38,175	x 0.50	x 0.677	= \$ 12,927
<u>Desk Clerk</u>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
	Annual Salary = \$ 28,659	x 1.60	x 0.677	= \$ 31,054
<u>Janitor</u>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
	Annual Salary = \$ 31,588	x 0.75	x 0.677	= \$ 16,044
<b>Total FTE &amp; Salaries</b>				<b>\$ 78,503</b>
<u>Total Benefits:</u>				\$ 28,811
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 107,313</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<u>Rent:</u> Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,670/month), and the Star Commercial space (\$1,978), including slight increases during the contract year	\$ -	x 10	x 0.677	= \$ -
<u>Gas and Electric:</u> Monthly gas and electric service at Empress Hotel Current average monthly expense \$3,000 x 10 months	\$ 3,000	x 10	x 0.677	= \$ 20,317
<u>Water and Sewer:</u> Monthly water and sewer utility costs at Empress Hotel Current monthly expenses \$1,355.24 x 10 months	\$ 1,355	x 10	x 0.677	= \$ 9,178
<u>Building/Unit Repair &amp; Replacement:</u> The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Average monthly expenses at Empress are \$905.10	\$ 905	x 10	x 0.677	= \$ 6,130
<u>Building Supplies:</u> Includes all maintenance and janitorial supplies for Empress Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Empress Hotel. Average Monthly expenses = \$3,000	\$ 3,000	x 10	x 0.677	= \$ 20,317
<u>Elevator Maintenance:</u> Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Average monthly expenses = \$234.52	\$ 325	x 10	x 0.677	= \$ 2,198
<u>Pest Control:</u> Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Average monthly expenses = \$400.29	\$ 400	x 10	x 0.677	= \$ 2,711
<u>Trash Removal:</u> Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$1,531.75	\$ 1,532	x 10	x 0.677	= \$ 10,374
<u>Telephone &amp; Cable:</u> Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for Empress Hotel Average monthly costs average \$1,437.52	\$ 1,438	x 10	x 0.677	= \$ 9,736
<b>Total Occupancy:</b>				<b>\$ 80,961</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u> General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc. Average monthly costs average \$467.50	\$ 468	x 10	x 0.677	= \$ 3,166
<u>Community Building and Eviction Prevention:</u> DISH sponsored activities for tenants, community meetings etc.	\$ -	x 10	x 0.677	= \$ -
<u>On Site Services:</u> Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services	\$ -	x 10	x 0.677	= \$ -
<b>Total Materials and Supplies:</b>				<b>\$ 3,166</b>

<b>General Operating:</b>							
<b>Insurance:</b>							
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs	\$	-	x	10	x	0.677	= \$ -
<b>Staff Development:</b>							
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.	\$	-	x	10	x	0.677	= \$ -
<b>Credit Reports:</b>							
Background checks (credit history, public records search and criminal) for housing applicants.	\$	-	x	10	x	0.677	= \$ -
<b>Staff Recruiting:</b>							
Open staff position advertising and related costs, background checks on new hires etc.	\$	-	x	10	x	0.677	= \$ -
<b>Legal:</b>							
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.							
Estimated monthly expenses = \$496.00	\$	496	x	10	x	0.677	= \$ 3,359
<b>Total General Operating:</b>							<b>\$ 3,359</b>
<b>Staff Travel (Local &amp; Out of Town):</b>							
	\$	-	x	10	x	0.677	= \$ -
<b>Total Staff Travel:</b>							<b>\$ -</b>
<b>Consultants/Subcontractors:</b>							
	\$	-	x	10	x	0.677	= \$ -
<b>Total Consultants/Subcontractors:</b>							<b>\$ -</b>
<b>Other:</b>							
Administrative Fees/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services 8% of \$184,455.	\$	-	x	10	x	0.677	= \$ -
<b>Total Other:</b>							<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>							<b>\$ 87,486</b>
<b>CAPITAL EXPENDITURES (if needed - A unit valued at \$5,000 or more):</b>							
Brief description of expense							
Formula to calculate amount of expense	\$	-	x	10	x	0.677	= \$ -
<b>Total Capital Expenditures:</b>							<b>\$ -</b>
<b>TOTAL DIRECT COSTS</b>							<b>\$ 194,799</b>
<b>INDIRECT COSTS</b>							<b>\$ -</b>
<b>TOTAL INDIRECT COSTS</b>							<b>\$ -</b>
<b>APPENDIX TOTAL</b>							<b>\$ 194,799</b>

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: Tides Center - DISH						Appendix E-4c		Page 1	
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:		7/1/13 - 6/30/14	
3	Funding Source: General Fund									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Prop. Mgmt. Days							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	General Manager	4.50	\$ 170,583	100%					\$ 170,583	
12	Assistant General Manager	4.50	\$ 119,341	100%					\$ 119,341	
13	Desk Clerk	21.85	\$ 435,015	100%					\$ 435,015	
14	Janitor	8.55	\$ 187,620	100%					\$ 187,620	
15	Director	1.80	\$ 145,640	100%					\$ 145,640	
16	Deputy Director	1.00	\$ 69,212	100%					\$ 69,212	
17	Operations Manager	1.00	\$ 35,462	100%					\$ 35,462	
18	Facilities Director	1.00	\$ 56,499	100%					\$ 56,499	
19	Facilities Manager	1.87	\$ 74,420	100%					\$ 74,420	
20	Maintenance Worker	5.80	\$ 173,984	100%					\$ 173,984	
21	Facilities OM/Project Associate	1.00	\$ 31,781	100%					\$ 31,781	
22	<b>Total FTE &amp; Total Salaries</b>	<b>52.87</b>	<b>\$ 1,499,558</b>	<b>100%</b>					<b>\$ 1,499,558</b>	
23	Fringe Benefits	37%	\$ 553,112	100%					\$ 553,112	
24	<b>Total Personnel Expenses</b>		<b>\$ 2,052,671</b>	<b>100%</b>					<b>\$ 2,052,671</b>	
25										
26	Operating Expenses		Expenditure	%					Contract Total	
27	Occupancy		\$ 587,903	100%					\$ 587,903	
28	Materials and Supplies		\$ 102,600	100%					\$ 102,600	
29	General Operating		\$ 103,494	100%					\$ 103,494	
30	Staff Travel		\$ 834	100%					\$ 834	
31	Consultants / Subcontractors		\$ 154,453	100%					\$ 154,453	
32	Other		\$ 311,465	100%					\$ 311,465	
33	<b>Total Operating Expenses</b>		<b>\$ 1,260,749</b>	<b>100%</b>					<b>\$ 1,260,749</b>	
34										
35	<b>Total Direct Expenses</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>	
36	Indirect Expenses		\$ -						\$ -	
37	<b>TOTAL EXPENSES</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>	
38										
39	Number of Units of Service (UOS) per Service Mode		126,801						126,801	
40	Cost Per Unit of Service by Service Mode		\$26.13							
41	Number of Unduplicated Clients (UDC) per Service Mode		392							
42										
43	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION				
Tides Center - DASH (GF)				
	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Manager</b>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures, and programs that ensure a well-managed, well-maintained building, ensures compliance with all applicable laws and regulations, maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors; Collaborates with onsite support services, providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 3 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
Annual Salary =	\$ 54,567	x 4.50	x 0.695	= \$ 170,583
<b>Assistant General Manager</b>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
Annual Salary =	\$ 38,175	x 4.50	x 0.695	= \$ 119,341
<b>Desk Clerk</b>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
Annual Salary =	\$ 28,659	x 21.85	x 0.695	= \$ 435,015
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
Annual Salary =	\$ 31,588	x 8.55	x 0.695	= \$ 187,620
<b>Director</b>				
The Directors are responsible for the leadership of DASH, including implementation of the mission of DASH and of the DAH, including the provision of excellent property management service. The Directors are responsible for the effectiveness of DASH's 60 employees and the prudent use of its \$5.5 million budget. The Directors oversee all aspects of the organization and its services, including site operations, team building and staff professional development, interagency collaboration, program development, resource development, vendor relations, policy, infrastructure and information technology. The Directors develop and sustain community and business partnerships to maximize and leverage City resources. In addition, the Directors work closely with the Tides Center to provide effective human resources services and financial management and accounting. Members of four person senior leadership team. The Directors report to the DASH Advisory Board.				
Minimum Qualifications: College Degree required. Extensive Experience with supportive housing and harm reduction required. Leadership and personnel management experience required. Experience with customer service provision or client relations preferred.				
Annual Salary =	\$ 116,469	x 1.80	x 0.695	= \$ 145,640



Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 2.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.									
						37%		\$	553,112
<b>TOTAL SALARIES &amp; BENEFITS</b>								\$	<b>2,052,671</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<b>Rent:</b> Office Rent - This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,793/ month), and the Star Commercial space (\$1,035/ mo). Includes eight increases during the contract year.	\$ 4,728	x 12	x 0.695	= \$ 39,416
<b>Gas and Electric:</b> Monthly gas and electric service at 6 properties, and the Facilities Central office (5th fl).	\$ 9,462	x 12	x 0.695	= \$ 78,882
<b>Water and Sewer:</b> Monthly water and sewer utility costs at 6 properties. Current monthly expenses at 6 sites: \$10,274 x 12 months	\$ 10,274	x 12	x 0.695	= \$ 85,644
<b>Building/Unit Repair &amp; Replacement:</b> This line captures expenses for: a) required, periodic inspections; periodic maintenance and repair of building systems (plumbing, electrical, etc.); use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Monthly costs average \$6,192.00 across the 6 sites	\$ 6,192	x 12	x 0.695	= \$ 51,620
<b>Building Supplies:</b> Includes all maintenance and janitorial supplies for the 6 sites. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites. Monthly costs average \$15,904 across the 6 sites	\$ 15,904	x 12	x 0.695	= \$ 132,581
<b>Elevator Maintenance:</b> Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Monthly service plus repairs average \$2,361 across 5 sites	\$ 2,361	x 12	x 0.695	= \$ 19,682
<b>Pest Control:</b> Regular building pest control services including monthly inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Monthly inspections costs average \$7,360 across 6 sites	\$ 7,360	x 12	x 0.695	= \$ 61,358
<b>Trash Removal:</b> Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$7,369 across the 6 sites	\$ 7,369	x 12	x 0.695	= \$ 61,432
<b>Telephone &amp; Cable:</b> Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Teams, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage solutions. Monthly costs average \$5,038 across 6 buildings plus DISH Central Office	\$ 5,038	x 12	x 0.695	= \$ 41,999
<b>Repairs and Maintenance Reserve:</b> Owner expenses prepaid by DISH and to be reimbursed. Estimated monthly expenses of \$1,833.33	\$ 1,833	x 12	x 0.695	= \$ 15,283
<b>Total Occupancy:</b>				\$ 587,903
<b>Materials and Supplies:</b>				
<b>Office Supplies:</b> General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc. Monthly costs average \$5,847.50 across the 6 building sites and DISH Central Office.	\$ 5,848	x 12	x 0.695	= \$ 48,747
<b>Community Building and Eviction Prevention:</b> DISH sponsored activities for tenants, community meetings etc, and other expenses related to building community and preventing eviction. Monthly Costs average \$833.33 across the 6 sites	\$ 833	x 12	x 0.695	= \$ 6,947
<b>On Site Services:</b> DPH Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of Monthly costs average \$5,627 across the 6 sites	\$ 5,627	x 12	x 0.695	= \$ 46,906
<b>Total Materials and Supplies:</b>				\$ 102,600



<b>General Operating:</b>								
<b>Insurance:</b>	\$ 3,264	x	12	x	0.695	=	\$ 27,214	
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs. Monthly costs average \$C 264								
<b>Staff Development:</b>	\$ 2,912	x	12	x	0.695	=	\$ 24,273	
Training, workshops and related expenses for team building, employee professional development and increased quality of service delivery. Monthly costs average \$2,911.57								
<b>Credit Reports:</b>	\$ 449	x	12	x	0.695	=	\$ 3,744	
Background checks (credit history, public records search and criminal) for housing applicants. Monthly costs across the 6 sites average \$449.00								
<b>Staff Recruiting:</b>	\$ 540	x	12	x	0.695	=	\$ 4,498	
Open staff position advertising and related costs, background checks on new hires, and other costs related to filling open positions. Also included here is a \$30 per employee payroll processing fee charged to Tides by the payroll service provider. Average monthly costs are \$539.58								
<b>Legal:</b>	\$ 5,250	x	12	x	0.695	=	\$ 43,766	
Attorney fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings. Estimated monthly costs of \$5,250								
<b>Total General Operating:</b>							\$	103,494
<b>Staff Travel (Local &amp; Out of Town):</b>								
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc. Average monthly costs are \$100								
	\$ 100	x	12	x	0.695	=	\$ 834	
<b>Total Staff Travel:</b>							\$	834
<b>Consultants/Subcontractors:</b>	\$ 18,528	x	12	x	0.695	=	\$ 154,453	
Costs for hiring temporary employees to cover vacation, sick and other contingencies to ensure 24 hour 7 day a week desk clerk coverage. Costs for hiring temporary employees on occasion for administrative projects and building maintenance projects. Includes anticipated costs of professional services including IT support, after hours security service at all 6 sites building and design specialists, organizational development, etc.								
Average monthly costs across the 6 sites are \$18,527.50								
<b>Total Consultants/Subcontractors:</b>							\$	154,453
<b>Other:</b>	\$ 37,362	x	12	x	0.695	=	\$ 311,465	
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of direct costs for all 4 funding sources + \$45,000 additional fee for the carrying costs of the lack of an advance at the beginning of the year (July-October). Monthly costs are \$37,362.00								
<b>Total Other:</b>							\$	311,465
<b>TOTAL OPERATING EXPENSES</b>								\$ 1,260,749
<b>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</b>	\$ -	x	12	x	0.695	=	\$ -	
Brief description of expense								
<b>Total Capital Expenditures:</b>							\$	-
<b>TOTAL DIRECT COSTS</b>								\$ 3,313,420
<b>INDIRECT COSTS</b>								\$ -
<b>TOTAL INDIRECT COSTS</b>							\$ -	
<b>APPENDIX TOTAL</b>								\$ 3,313,420

	A	B	C	D	E	F	G	H	I
1	Contractor Name:		Tides Center - DISH			Appendix B-5		Page 1	
2	Contract Term:		July 1, 2008 - June 30, 2018			Appendix Term: 7/1/14 - 6/30/15			
3	Funding Source:		IFQHC			CMS:		6380	
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Services						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
14	Janitor	0.20	\$ 6,318	100%					\$ 6,318
20	Facilities Manager	0.13	\$ 7,161	100%					\$ 7,161
21	Maintenance Worker	0.20	\$ 8,636	100%					\$ 8,636
23	<b>Total FTE &amp; Total Salaries</b>	<b>0.53</b>	<b>\$ 22,114</b>	<b>100%</b>					<b>\$ 22,114</b>
24	Fringe Benefits	37%	\$ 8,116	100%					\$ 8,116
25	Total Personnel Expenses		\$ 30,230	100%					\$ 30,230
26									
27	Operating Expenses		Expenditure	%					Contract Total
28									
29	Occupancy		\$ 22,415	100%					\$ 22,415
30	Materials and Supplies		\$ 2,400	100%					\$ 2,400
31	General Operating		\$ -						
32	Staff Travel		\$ -						
33	Consultants / Subcontractors		\$ -						
34	Other		\$ -						\$ -
35	<b>Total Operating Expenses</b>		<b>\$ 24,815</b>	<b>100%</b>					<b>\$ 24,815</b>
36									
37	Total Direct Expenses		\$ 55,045	100%					\$ 55,045
38	Indirect Expenses								\$ -
39	<b>TOTAL EXPENSES</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>
40									
41	Number of Units of Service (UOS) per Service Mode		12						12
42	Cost Per Unit of Service by Service Mode		\$4,587.10						
43	Number of Unduplicated Clients (UDC) per Service Mode		N/A						
44									
45	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (FQHC)

<b>Salaries and Benefits</b>	<b>Annual</b>	<b>FTE</b>	<b>% allocation</b>		<b>Amount</b>
	<b>Salary</b>		<b>Source</b>	<b>Amount</b>	
<b>Janitor</b>					
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.					
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.					
	Annual Salary = \$ 31,588	0.20	1.00	\$	6,318
<b>Facilities Manager</b>					
Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.					
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.					
	Annual Salary = \$ 57,286	0.13	1.00	\$	7,161
<b>Maintenance Worker</b>					
Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.					
Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.					
	Annual Salary = \$ 43,180	0.20	1.00	\$	8,636
<b>Total FTE &amp; Salaries</b>		<b>0.53</b>		<b>\$</b>	<b>22,114</b>
<b>Total Benefits</b>		<b>37%</b>		<b>\$</b>	<b>8,116</b>
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% retired continuation.					
<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 30,230</b>

<u>Salaries and Benefits</u>	<u>Annual Salary</u>	<u>FTE</u>	<u>% allocation to Funding Source</u>	<u>Amount</u>	
<u>Operating Expenses</u>	<u>Monthly Expense</u>	<u># of months</u>	<u>% allocation to Funding Source</u>	<u>Amount</u>	
<b>Occupancy:</b>					
<u>Rent:</u>					
<u>Gas and Electric:</u>					
<i>Monthly gas and electric service at HUH clinic</i>					
	Current average monthly expense - \$625	\$ 625	12	1.00	\$ 7,500
<u>Water and Sewer:</u>					
<i>Monthly water and sewer utility costs at HUH Clinic:</i>					
	Average monthly expenses = \$125.00	\$ 125	12	1.00	\$ 1,500
<u>Building/Unit Repair &amp; Replacement:</u>					
<i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs</i>					
	Average monthly expenses = \$330.83	\$ 331	12	1.00	\$ 3,970
<u>Building Supplies:</u>					
<i>Maintenance and janitorial supplies necessary for the maintenance of the HUH clinic</i>					
	Average monthly expenses - \$328.75	\$ 329	12	1.00	\$ 3,945
<u>Elevator Maintenance:</u>					
<u>Pest Control:</u>					
<i>Regular building pest control services including inspections, pest prevention and treatment, and treatment of HUH Clinic</i>					
	Average monthly expenses - \$	83	12	1.00	\$ 1,000
<u>Trash Removal:</u>					
<i>Monthly trash removal:</i>					
	\$375 monthly trash removal x 12m	\$ 375	12	1.00	\$ 4,500
<u>Telephone &amp; Cable:</u>					
<b>Total Occupancy:</b>				<b>\$ 22,415</b>	
<b>Materials and Supplies:</b>					
<u>Office Supplies:</u>					
<u>Community Building and Eviction Prevention:</u>					
<i>Support for HUH clinic supervisor to cover expenses related to the provision of services at the clinic</i>					
	Average monthly expenses - \$	200	12	1.00	\$ 2,400
<b>Total Materials and Supplies:</b>				<b>\$ 2,400</b>	

	Annual Salary	FTE	% allocation to Funding		
			Source	Amount	
<b>Salaries and Benefits</b>					
<b>General Operating:</b>					
<b>Insurance</b>					
<i>Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs</i>					
<b>Staff Development:</b>					
<i>Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.</i>					
<b>Credit Reports:</b>					
<i>Background checks (credit history, public records search and criminal) for housing applicants</i>					
<b>Staff Recruiting:</b>					
<i>Open staff position advertising and related costs, background checks on new hires etc.</i>					
<b>Legal:</b>					
<i>Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.</i>					
<b>Total General Operating:</b>				\$	-
<b>Staff Travel (Local &amp; Out of Town):</b>					
<i>Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.</i>					
<b>Total Staff Travel:</b>				\$	-
<b>Consultants/Subcontractors:</b>					
<i>includes anticipated costs of professional services including IT support, building and design specialists etc.</i>					
<b>Total Consultants/Subcontractors:</b>				\$	-
<b>Other:</b>					
<i>Administrative Fee / Fiscal Sponsorship Tides Center provides full set of fiscal, human resources, and related infrastructure services.</i>					
<i>8% of direct costs</i>					
<b>Total Other:</b>				\$	-
<b>TOTAL OPERATING EXPENSES</b>				\$	24,815
<b>CAPITAL EXPENDITURES (if needed - unit valued at \$5,000 or more)</b>					
<i>Brief description of expense</i>					
<i>Formula to calculate amount of expense:</i>					
<b>Total Capital Expenditures:</b>				\$	-
<b>TOTAL DIRECT COSTS</b>				\$	55,045
<b>INDIRECT COSTS</b>					
<b>TOTAL INDIRECT COSTS</b>				\$	-
<b>APPENDIX TOTAL</b>				\$	55,045

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH				Appendix E-5a		Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018				Appendix Term:		7/1/14-6/30/15		
3	Funding Source: MHSA/ Prop 63				CMS:		6380		
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	1.00	\$ 53,825	100%					\$ 53,825
12	Assistant General Manager	1.00	\$ 37,657	100%					\$ 37,657
13	Desk Clerk	3.75	\$ 106,010	100%					\$ 106,010
14	Janitor	0.50	\$ 15,579	100%					\$ 15,579
15	<b>Total FTE &amp; Total Salaries</b>	<b>6.25</b>	<b>\$ 213,072</b>	<b>100%</b>					<b>\$ 213,072</b>
16	Fringe Benefits	37%	\$ 78,197	100%					\$ 78,197
17	<b>Total Personnel Expenses</b>		<b>\$ 291,269</b>	<b>100%</b>					<b>\$ 291,269</b>
18									
19	Operating Expenses		Expenditure	%					Contract Total
20	Occupancy		\$ 78,476	100%					\$ 78,476
21	Materials and Supplies		\$ 1,894	100%					\$ 1,894
22	General Operating		\$ 4,862	100%					\$ 4,862
23	Staff Travel		\$ -						
24	Consultants / Subcontractors		\$ -						
25	Other		\$ -						\$ -
26									
27	<b>Total Operating Expenses</b>		<b>\$ 85,232</b>	<b>100%</b>					<b>\$ 85,232</b>
28									
29	<b>Total Direct Expenses</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>
30	Indirect Expenses		\$ -						\$ -
31	<b>TOTAL EXPENSES</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>
32									
33	Number of Units of Service (UOS) per Service Mode		9,198						9,198
34	Cost Per Unit of Service by Service Mode		\$40.93						
35	Number of Unduplicated Clients (UDC) per Service Mode		31						
36									
37	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
**Tides Center - DISH (MHSA)**

Salaries and Benefits	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>General Manager</b> The General Manager is responsible for the overall operation of the property and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director. Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.	Annual Salary = \$54,567 x	1.00	x 0.986	= \$ 53,825
<b>Assistant General Manager</b> Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week. Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.	Annual Salary = \$38,175 x	1.00	x 0.986	= \$ 37,657
<b>Desk Clerk</b> Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff. Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.	Annual Salary = \$28,658 x	3.75	x 0.986	= \$ 106,010
<b>Janitor</b> Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior. Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.	Annual Salary = \$31,588 x	0.50	x 0.986	= \$ 15,579
<b>Total FTE &amp; Salaries</b>		<b>6.25</b>		<b>\$ 213,072</b>
<b>Total Benefits</b>		<b>37%</b>		<b>\$ 78,197</b>
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 291,269</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<u>Rent:</u>				
<u>Gas and Electric:</u>				
Monthly gas and electric service at Camelot Hotel				
Current average monthly expense \$999.99	\$1,000	x 12	x 0.986	= \$ 11,837
<u>Water and Sewer:</u>				
Monthly water and sewer utility costs at Camelot Hotel				
Current monthly expenses \$375	\$375	x 12	x 0.986	= \$ 4,439
<u>Building/Unit Repair &amp; Replacement:</u>				
The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.				
Average monthly expenses = \$670.000	\$670	x 12	x 0.986	= \$ 7,931
<u>Building Supplies:</u>				
Includes all maintenance and janitorial supplies for Camelot Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Camelot Hotel.				
Average monthly expenses = \$2,193.00	\$2,500	x 12	x 0.986	= \$ 29,593
<u>Elevator Maintenance:</u>				
Based on current costs, this line item includes monthly service fee, inspector and certification fees, and repairs, for the five buildings with elevators.				
Average monthly expenses = \$366.75	\$367	x 12	x 0.986	= \$ 4,341
<u>Pest Control:</u>				
Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.				
Average monthly expenses = \$333.40	\$333	x 12	x 0.986	= \$ 3,946
<u>Trash Removal:</u>				
Monthly trash removal plus periodic rental of debris boxes.				
Monthly expenses = \$809.10	\$809	x 12	x 0.986	= \$ 9,577
<u>Telephone &amp; Cable:</u>				
Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for community spaces and maintenance and repair costs for phone systems.				
Average monthly expenses = \$575.50	\$576	x 12	x 0.986	= \$ 6,812
<b>Total Occupancy:</b>				<b>\$ 78,476</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.				
Average monthly expenses = \$160.00	\$160	x 12	x 0.986	= \$ 1,894
<u>On Site Services:</u>				
Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of				\$ -
<b>Total Materials and Supplies:</b>				<b>\$ 1,894</b>



<b>General Operating:</b>						
<b>Insurance:</b>						
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs						\$ -
<b>Staff Development:</b>						
Training, workshops and related expenses for employee professional development and increased quality of service delivery.						\$ -
<b>Credit Reports:</b>						
Background checks (credit history, public records search and criminal) for housing applicants.						\$ -
<b>Staff Recruiting:</b>						
Open staff position advertising and related costs, background checks on new hires etc.						\$ -
<b>Legal:</b>						
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.						
	Estimated monthly expenses = \$410.75	\$411	x	12	x	0.986
						\$ 4,862
<b>Total General Operating:</b>						<b>\$ 4,862</b>
<b>Staff Travel (Local &amp; Out of Town):</b>						
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.						
	Annual allowance across DISH =					\$ -
<b>Total Staff Travel:</b>						<b>\$ -</b>
<b>Consultants/Subcontractors:</b>						
Includes anticipated costs of professional services including IT support, building and design specialists etc.						\$ -
<b>Total Consultants/Subcontractors:</b>						<b>\$ -</b>
<b>Other:</b>						
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services, 2% of \$56,617						\$ -
<b>Total Other:</b>						<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>						<b>\$ 85,232</b>
<b>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</b>						
Brief descriptor of expense						
	Formula to calculate amount of expense					\$ -
<b>Total Capital Expenditures:</b>						<b>\$ -</b>
<b>TOTAL DIRECT COSTS</b>						<b>\$ 376,502</b>
<b>INDIRECT COSTS</b>						<b>\$ -</b>
<b>TOTAL INDIRECT COSTS</b>						<b>\$ -</b>
<b>APPENDIX TOTAL</b>						<b>\$ 376,502</b>

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: Tides Center - DISH						Appendix B-5b	Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:	9/1/14 - 6/30/15		
3	Funding Source: HUD Grant						CMS:	6380		
4										
5	<b>SFDPH CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Prop. Mgmt. Days						Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	General Manager	0.50	\$ 18,477	100%					\$ 18,477	
12	Assistant General Manager	0.50	\$ 12,927	100%					\$ 12,927	
13	Desk Clerk	1.60	\$ 31,054	100%					\$ 31,054	
14	Janitor	0.75	\$ 16,044	100%					\$ 16,044	
15	<b>Total FTE &amp; Total Salaries</b>	<b>3.35</b>	<b>\$ 78,503</b>	<b>100%</b>					<b>\$ 78,503</b>	
16	Fringe Benefits	37%	\$ 28,811	100%					\$ 28,811	
17	<b>Total Personnel Expenses</b>		<b>\$ 107,313</b>	<b>100%</b>					<b>\$ 107,313</b>	
18										
19	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
20	Occupancy		\$ 80,961	100%					\$ 80,961	
21	Materials and Supplies		\$ 3,166	100%					\$ 3,166	
22	General Operating		\$ 3,359	100%					\$ 3,359	
23	Staff Travel		\$ -						\$ -	
24	Consultants / Subcontractors		\$ -						\$ -	
25	Other		\$ -						\$ -	
26	<b>Total Operating Expenses</b>		<b>\$ 87,486</b>	<b>100%</b>					<b>\$ 87,486</b>	
27										
28	<b>Total Direct Expenses</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>	
29	Indirect Expenses		\$ -						\$ -	
30	<b>TOTAL EXPENSES</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>	
31										
32	Number of Units of Service (UOS) per Service Mode		11,497						11,497	
33	Cost Per Unit of Service by Service Mode		\$16.94							
34	Number of Unduplicated Clients (UDC) per Service Mode		35							
35										
36	DPH #1A(1)								Rev. 05/2010	

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (HUD)

<u>Salaries and Benefits</u>	<u>Annual Salary</u>	<u>FTE</u>	<u>% allocation to Funding Source</u>	<u>Amount</u>
<b>General Manager</b>				
<p>The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level; and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.</p> <p>Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.</p>				
Annual Salary = \$	54,567	x 0.50	x 0.677	= \$ 18,477
<b>Assistant General Manager</b>				
<p>Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.</p> <p>Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.</p>				
Annual Salary = \$	38,175	x 0.50	x 0.677	= \$ 12,927
<b>Desk Clerk</b>				
<p>Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.</p> <p>Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.</p>				
Annual Salary = \$	28,659	x 1.60	x 0.677	= \$ 31,054
<b>Janitor</b>				
<p>Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.</p> <p>Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.</p>				
Annual Salary = \$	31,588	x 0.75	x 0.677	= \$ 16,044
<b>Total FTE &amp; Salaries</b>		<b>2.60</b>		<b>\$ 78,503</b>
<b>Total Benefits:</b>		<b>37%</b>		<b>\$ 28,811</b>
<p>Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life &amp; disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.</p>				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 107,313</b>

Operating Expenses	Monthly Expense		# of months		% allocation to Funding Source	=	Amount
<b>Occupancy:</b>							
<b>Rent:</b> <i>Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,670/month), and the Star Commercial space (\$1,978), including slight increases during the contract year.</i>	\$ -	x	10	x	0.677	= \$	-
<b>Gas and Electric:</b> <i>Monthly gas and electric service at Empress Hotel: Current average monthly expense \$3,000 X 10 months</i>	\$ 3,000	x	10	x	0.677	= \$	20,317
<b>Water and Sewer:</b> <i>Monthly water and sewer utility costs at Empress Hotel Current monthly expenses \$1,355.24 x 10 months</i>	\$ 1,355	x	10	x	0.677	= \$	9,178
<b>Building/Unit Repair &amp; Replacement:</b> <i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Average monthly expenses at Empress are \$905.10</i>	\$ 905	x	10	x	0.677	= \$	6,130
<b>Building Supplies:</b> <i>Includes all maintenance and janitorial supplies for Empress Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Empress Hotel. Average Monthly expenses = \$3,000</i>	\$ 3,000	x	10	x	0.677	= \$	20,317
<b>Elevator Maintenance:</b> <i>Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Average monthly expenses = \$234.52</i>	\$ 325	x	10	x	0.677	= \$	2,198
<b>Pest Control:</b> <i>Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Average monthly expenses = \$400.29</i>	\$ 400	x	10	x	0.677	= \$	2,711
<b>Trash Removal:</b> <i>Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$1,531.75</i>	\$ 1,532	x	10	x	0.677	= \$	10,374
<b>Telephone &amp; Cable:</b> <i>Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for Empress Hotel Average monthly costs average \$1,437.52</i>	\$ 1,438	x	10	x	0.677	= \$	9,736
<b>Total Occupancy:</b>							<b>\$ 80,961</b>
<b>Materials and Supplies:</b>							
<b>Office Supplies:</b> <i>General office supplies including printing &amp; duplicating for DISH &amp; Support Services, postage printer supplies, computer supplies, office furniture etc. Average monthly costs average \$467.50</i>	\$ 468	x	10	x	0.677	= \$	3,166
<b>Community Building and Eviction Prevention:</b> <i>DISH sponsored activities for tenants, community meetings etc.</i>	\$ -	x	10	x	0.677	= \$	-
<b>On Site Services:</b> <i>Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services</i>	\$ -	x	10	x	0.677	= \$	-
<b>Total Materials and Supplies:</b>							<b>\$ 3,166</b>

<b>General Operating:</b>						
<b>Insurance:</b>						
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs	\$	-	x	10	x	0.677 = \$ -
<b>Staff Development:</b>						
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.	\$	-	x	10	x	0.677 = \$ -
<b>Credit Reports:</b>						
Background checks (credit history, public records search and criminal) for housing applicants.	\$	-	x	10	x	0.677 = \$ -
<b>Staff Recruiting:</b>						
Open staff position advertising and related costs, background checks on new hires etc.	\$	-	x	10	x	0.677 = \$ -
<b>Legal:</b>						
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.						
Estimated monthly expenses = 3,496.00	\$	496	x	10	x	0.677 = \$ 3,359
<b>Total General Operating:</b>						<b>\$ 3,359</b>
<b>Staff Travel (Local &amp; Out of Town):</b>						
	\$	-	x	10	x	0.677 = \$ -
<b>Total Staff Travel:</b>						<b>\$ -</b>
<b>Consultants/Subcontractors:</b>						
	\$	-	x	10	x	0.677 = \$ -
<b>Total Consultants/Subcontractors:</b>						<b>\$ -</b>
<b>Other:</b>						
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services, 8% of \$184,455	\$	-	x	10	x	0.677 = \$ -
<b>Total Other:</b>						<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>						<b>\$ 87,486</b>
<b>CAPITAL EXPENDITURES: (if needed - A unit valued at \$5,000 or more)</b>						
Enter description of expense						
Formula to calculate amount of expense	\$	-	x	10	x	0.677 = \$ -
<b>Total Capital Expenditures:</b>						<b>\$ -</b>
<b>TOTAL DIRECT COSTS</b>						<b>\$ 194,799</b>
<b>INDIRECT COSTS</b>						<b>\$ -</b>
<b>TOTAL INDIRECT COSTS</b>						<b>\$ -</b>
<b>APPENDIX TOTAL</b>						<b>\$ 194,799</b>

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <b>Tides Center - DISH</b>						Appendix B-5c		Page 1	
2	Contract Term: <b>July 1, 2008 - June 30, 2018</b>						Appendix Term:		7/1/14 - 6/30/15	
3	Funding Source: <b>General Fund</b>						CMS:		6380	
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	<b>Personnel Expenses</b>		<b>Prop. Mgmt. Days</b>							
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>	
11	General Manager	4.50	\$ 170,583	100%					\$ 170,583	
12	Assistant General Manager	4.50	\$ 119,341	100%					\$ 119,341	
13	Desk Clerk	21.85	\$ 435,015	100%					\$ 435,015	
14	Janitor	8.55	\$ 187,620	100%					\$ 187,620	
15	Director	1.80	\$ 145,640	100%					\$ 145,640	
16	Deputy Director	1.00	\$ 69,212	100%					\$ 69,212	
17	Operations Manager	1.00	\$ 35,462	100%					\$ 35,462	
18	Facilities Director	1.00	\$ 56,499	100%					\$ 56,499	
19	Facilities Manager	1.87	\$ 74,420	100%					\$ 74,420	
20	Maintenance Worker	5.80	\$ 173,984	100%					\$ 173,984	
21	Facilities OM/Project Associate	1.00	\$ 31,781	100%					\$ 31,781	
22	<b>Total FTE &amp; Total Salaries</b>	<b>52.87</b>	<b>\$ 1,499,558</b>	<b>100%</b>					<b>\$ 1,499,558</b>	
23	Fringe Benefits	37%	\$ 553,112	100%					\$ 553,112	
24	<b>Total Personnel Expenses</b>		<b>\$ 2,052,671</b>	<b>100%</b>					<b>\$ 2,052,671</b>	
25										
26	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>					<b>Contract Total</b>	
27	Occupancy		\$ 587,903	100%					\$ 587,903	
28	Materials and Supplies		\$ 102,600	100%					\$ 102,600	
29	General Operating		\$ 103,494	100%					\$ 103,494	
30	Staff Travel		\$ 834	100%					\$ 834	
31	Consultants / Subcontractors		\$ 154,453	100%					\$ 154,453	
32	Other		\$ 311,465	100%					\$ 311,465	
33	<b>Total Operating Expenses</b>		<b>\$ 1,260,749</b>	<b>100%</b>					<b>\$ 1,260,749</b>	
34										
35	<b>Total Direct Expenses</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>	
36	<b>Indirect Expenses</b>		<b>\$ -</b>						<b>\$ -</b>	
37	<b>TOTAL EXPENSES</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>	
38										
39	<b>Number of Units of Service (UOS) per Service Mode</b>		126,801						126,801	
40	<b>Cost Per Unit of Service by Service Mode</b>		\$26.13							
41	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>		392							
42										
43	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION				
Tides Center - DISH (GF)				
Salaries and Benefits	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>General Manager</b>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
Annual Salary = \$ 54,567 x 4.50 x 0.695 = \$ 170,583				
<b>Assistant General Manager</b>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
Annual Salary = \$ 38,175 x 4.50 x 0.695 = \$ 119,341				
<b>Desk Clerk</b>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
Annual Salary = \$ 28,659 x 21.85 x 0.695 = \$ 435,016				
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
Annual Salary = \$ 31,588 x 8.55 x 0.695 = \$ 187,620				
<b>Director</b>				
The Directors are responsible for the leadership of DISH, including implementation of the mission of DISH and of the DAH, including the provision of excellent property management service. The Directors are responsible for the effectiveness of DISH's 60 employees and the prudent use of its \$5.5 million budget. The Directors oversee all aspects of the organization and its services, including site operations, team building and staff professional development, interagency collaboration, program development, resource development, vendor relations, policy, infrastructure and information technology. The Directors develop and sustain community and business partnerships to maximize and leverage City resources. In addition, the Directors work closely with the Tides Center to provide effective human resources services and financial management and accounting. Members of four person senior leadership team. The Directors report to the DISH Advisory Board.				
Minimum Qualifications: College Degree required. Extensive Experience with supportive housing and harm reduction required. Leadership and personnel management experience required. Experience with customer service provision or client relations preferred.				
Annual Salary = \$ 116,469 x 1.80 x 0.695 = \$ 145,640				

<b>Deputy Director</b>						
The Deputy Director is responsible for the financial and administrative operations of DISH, including oversight of DISH's \$5.5 million budget. The Deputy Director orchestrates the development and deployment of annual and long-term financial resources and budget. The Deputy Director also ensures prudent, consistent, accurate and timely processing of income and expenses, including rent collection and vendor payment. Oversight of occupancy data collection and reporting, outcome measurement and contract reporting. Oversees vendor contracts and vendor relations. Develops and implements organization-wide information technology strategy, including managing IT consultant/help desk. The Deputy Director develops and enhances operational and financial policies and procedures, location and reporting, outcome measurement and contract reporting. Oversees central administration, delinquencies, and reconciliations. Manages Operations Manager and Facilities Office Manager. Member of four person senior leadership team. Reports to Director.						
Minimum Qualifications: Administrative and project management experience required. College degree or equivalent experience preferred. Supervision and start-up experience preferred. Experience with customer service provision or client relations preferred.						
Annual Salary = \$ 99,629 x 1.00 x 0.695 = \$ 69,212						
<b>Operations Manager</b>						
Under supervision of the Deputy Director, the Operations Manager is responsible for day-to-day smooth operations of the central office, including systems, office machines, supplies, and facilities coordination. Coordinates day-to-day bookkeeping in collaboration with the Tides Center, including payables and receivables. Assists with occupancy data collection and reporting, manages HR coordination with Tides, and manages other projects.						
Minimum Qualifications: College degree or equivalent experience preferred. One year of administrative and project management experience required. Professional training may substitute for experience. Ease and efficiency with Microsoft Office software suite, including extensive experience with Word and Excel and email management. Experience in creating forms and managing shared electronic folders across a network. Database and basic website experience a plus. Experience with customer service provision or client relations preferred.						
Annual Salary = \$ 51,046 x 1.00 x 0.695 = \$ 35,462						
<b>Facilities Director</b>						
The Facilities Director oversees all aspects of facilities planning and operations for all six sites, including managing Facilities team of twenty employees, facilities budget oversight, work order and unit make ready planning and execution, proactive coordination of well-maintained buildings, vendor relationships and consolidation. Oversees all capital projects, coordinating work with building owners, contractors, and consultants. Ensure life safety and emergency response systems are effective and current. Ensures effective and proactive communication with onsite staff as well as professional development and training for all Facilities employees. Manages Facility Managers. Member of four person senior leadership team. Reports to Director.						
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.						
Annual Salary = \$ 81,329 x 1.00 x 0.695 = \$ 56,499						
<b>Facilities Manager</b>						
Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.						
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.						
Annual Salary = \$ 57,286 x 1.87 x 0.695 = \$ 74,420						
<b>Maintenance Worker</b>						
Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.						
Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.						
Annual Salary = \$ 43,180 x 5.80 x 0.695 = \$ 173,984						
<b>Facilities OM/Project Associate</b>						
Under the supervision of the Facilities Manager, the Facilities Office Manager/Project Associate will coordinate administrative functions of the Facilities team, including contract and vendor coordination, inventory, bill paying, team scheduling, work orders, and other central administrative functions. This position will also manage various special projects.						



Minimum Qualifications: High School Diploma. 3+ years of administration support experience required. experience in construction and/or maintenance offices a plus. Type 30-40 WPM. Proficiency with MS Office tools including MS Project Manager. computer literacy with a command of other office software including spreadsheets, word processing and database applications. Excellent verbal and written communication skills.							
Annual Salary =	\$ 45,748	x	1.00	x	0.695	=	\$ 31,781
<b>Total FTE &amp; Salaries</b>							\$ 1,499,558
<b>Total Benefits</b>							
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at 15%), workers comp at 6.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.							
					37%		\$ 553,112
<b>TOTAL SALARIES &amp; BENEFITS:</b>							\$ 2,052,671

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<b>Rent:</b> Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,793/ month), and the Star Commercial space (\$1,935/ mo), including slight increases during the contract year.	\$ 4,728	x 12	x 0.695	= \$ 39,418
<b>Gas and Electric:</b> Monthly gas and electric service at 6 properties, and the Facilities Central office = \$9,462	\$ 9,462	x 12	x 0.695	= \$ 78,888
<b>Water and Sewer:</b> Monthly water and sewer utility costs at 6 properties: Current monthly expenses at 6 sites \$10,274 x 12 months	\$ 10,274	x 12	x 0.695	= \$ 85,648
<b>Building/Unit Repair &amp; Replacement:</b> This line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Monthly costs average \$6,192.06 across the 6 sites	\$ 6,192	x 12	x 0.695	= \$ 51,620
<b>Building Supplies:</b> Includes all maintenance and janitorial supplies for the 6 sites. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites. Monthly costs average \$15,904 across the 6 sites	\$ 15,904	x 12	x 0.695	= \$ 132,581
<b>Elevator Maintenance:</b> Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Monthly service plus repairs average \$2,361 across 5 sites	\$ 2,361	x 12	x 0.695	= \$ 19,682
<b>Pest Control:</b> Regular building pest control services including monthly inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Monthly inspections costs average \$7,360 across 6 sites	\$ 7,360	x 12	x 0.695	= \$ 61,356
<b>Trash Removal:</b> Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$7,369 across the 6 sites	\$ 7,369	x 12	x 0.695	= \$ 61,432
<b>Telephone &amp; Cable:</b> Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage solutions Monthly costs average \$5,038 across 6 buildings plus DISH Central Office	\$ 5,038	x 12	x 0.695	= \$ 41,999
<b>Repairs and Maintenance Reserve</b> Owner expenses prepaid by DISH and to be reimbursed Estimated monthly expenses of \$1,833.33	\$ 1,833	x 12	x 0.695	= \$ 15,283
<b>Total Occupancy:</b>				\$ 587,903
<b>Materials and Supplies:</b>				
<b>Office Supplies:</b> General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc. Monthly costs average \$5,847.50 across the 6 building sites and DISH Central Office.	\$ 5,848	x 12	x 0.695	= \$ 48,747
<b>Community Building and Eviction Prevention:</b> DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction. Monthly Costs average \$833.33 across the 6 sites	\$ 833	x 12	x 0.695	= \$ 6,947
<b>On Site Services:</b> DPH Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services etc. Monthly costs average \$5,627 across the 6 sites	\$ 5,627	x 12	x 0.695	= \$ 46,906
<b>Total Materials and Supplies:</b>				\$ 102,600

<b>General Operating:</b>						
<b>Insurance:</b>	\$ 3,264	x	12	x	0.695	= \$ 27,214
<i>Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs. Monthly costs average \$3,264</i>						
<b>Staff Development:</b>	\$ 2,912	x	12	x	0.695	= \$ 24,273
<i>Training, workshops and related expenses for team building, employee professional development and increased quality of service delivery. Monthly costs average \$2,911.67</i>						
<b>Credit Reports:</b>	\$ 449	x	12	x	0.695	= \$ 3,744
<i>Background checks (credit history, public records search and criminal) for housing applicants. Monthly costs across the 6 sites average \$449.00</i>						
<b>Staff Recruiting:</b>	\$ 540	x	12	x	0.695	= \$ 4,498
<i>Open staff position advertising and related costs, background checks on new hires, and other costs related to filling open positions. Also included here is a \$30 per employee payroll processing fee charged to Tides by the payroll service provider. Average monthly costs are \$539.58</i>						
<b>Legal:</b>	\$ 5,250	x	12	x	0.695	= \$ 43,766
<i>Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings. Estimated monthly costs of \$5,250.</i>						
<b>Total General Operating:</b>						\$ 103,494
<b>Staff Travel (Local &amp; Out of Town):</b>						
<i>Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc. Average monthly costs are \$100</i>						
	\$ 100	x	12	x	0.695	= \$ 834
<b>Total Staff Travel:</b>						\$ 834
<b>Consultants/Subcontractors:</b>	\$ 18,528	x	12	x	0.695	= \$ 154,453
<i>Costs for hiring temporary employees to cover vacation, sick and other contingencies to ensure 24 hour, 7 day a week desk clerk coverage. Costs for hiring temporary employees on occasion for administrative projects and building maintenance projects. Includes anticipated costs of professional services including IT support, after hours security service at all 6 sites building and design specialists, organizations development, etc. Average monthly costs across the 6 sites are \$18,527.50</i>						
<b>Total Consultants/Subcontractors:</b>						\$ 154,453
<b>Other:</b>	\$ 37,362	x	12	x	0.695	= \$ 311,465
<i>Administrative Fee/ Fiscal Sponsorship. Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of direct costs for all 4 funding sources + \$45,000 additional fee for the carrying costs of the lack of an advance at the beginning of the year (July-October). Monthly costs are \$37,362.00</i>						
<b>Total Other:</b>						\$ 311,465
<b>TOTAL OPERATING EXPENSES</b>						\$ 1,260,749
<b>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</b>	\$ -	x	12	x	0.695	= \$ -
<i>Brief description of expense</i>						
<b>Total Capital Expenditures:</b>						\$ -
<b>TOTAL DIRECT COSTS</b>						\$ 3,313,420
<b>INDIRECT COSTS</b>						\$ -
<b>TOTAL INDIRECT COSTS</b>						\$ -
<b>APPENDIX TOTAL:</b>						\$ 3,313,420

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH					Appendix B-6:		Page 1	
2	Contract Term: July 1, 2008 - June 30, 2018					Appendix Term:		7/1/15 - 6/30/16	
3	Funding Source: FQHC					CMS:		6380	
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Services						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
14	Janitor	0.20	\$ 6,318	100%					\$ 6,318
20	Facilities Manager	0.13	\$ 7,161	100%					\$ 7,161
21	Maintenance Worker	0.20	\$ 8,636	100%					\$ 8,636
23	Total FTE & Total Salaries	0.53	\$ 22,114	100%					\$ 22,114
24	Fringe Benefits	37%	\$ 8,116	100%					\$ 8,116
25	Total Personnel Expenses		\$ 30,230	100%					\$ 30,230
26									
27	Operating Expenses		Expenditure	%					Contract Total
28									
29	Occupancy		\$ 22,415	100%					\$ 22,415
30	Materials and Supplies		\$ 2,400	100%					\$ 2,400
31	General Operating		\$ -						
32	Staff Travel		\$ -						
33	Consultants / Subcontractors		\$ -						
34	Other		\$ -						\$ -
35	Total Operating Expenses		\$ 24,815	100%					\$ 24,815
36									
37	Total Direct Expenses		\$ 55,045	100%					\$ 55,045
38	Indirect Expenses								\$ -
39	TOTAL EXPENSES		\$ 55,045	100%					\$ 55,045
40									
41	Number of Units of Service (UOS) per Service Mode		12						12
42	Cost Per Unit of Service by Service Mode		\$4,587.10						
43	Number of Unduplicated Clients (UDC) per Service Mode		N/A						
44									
45	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (FOHC)

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<u>Janitor</u>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
	Annual Salary = \$	31,588	0.20	1.00 \$ 6,318
<u>Facilities Manager</u>				
Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.				
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.				
	Annual Salary = \$	57,286	0.13	1.00 \$ 7,161
<u>Maintenance Worker</u>				
Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.				
Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.				
	Annual Salary = \$	43,180	0.20	1.00 \$ 8,636
	<b>Total FTE &amp; Salaries</b>	<b>0.53</b>		<b>\$ 22,114</b>
<b>Total Benefits</b>			37%	\$ 8,116
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 30,230</b>

<u>Salaries and Benefits</u>	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Operating Expenses</b>				
<u>Occupancy:</u>	Monthly Expense	# of months	Funding Source	Amount
<u>Rent:</u>				
<u>Gas and Electric:</u>				
Monthly gas and electric service at HUH clinic:				
Current average monthly expense - \$625	\$ 625	12	1.00	\$ 7,500
<u>Water and Sewer:</u>				
Monthly water and sewer utility costs at HUH Clinic:				
Average monthly expenses = \$125.00	\$ 125	12	1.00	\$ 1,500
<u>Building/Unit Repair &amp; Replacement:</u>				
The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs:				
Average monthly expenses = \$330.83	\$ 331	12	1.00	\$ 3,970
<u>Building Supplies:</u>				
Maintenance and Janitorial supplies necessary for the maintenance of the HUH clinic:				
Average monthly expenses - \$326.75	\$ 329	12	1.00	\$ 3,945
<u>Elevator Maintenance:</u>				
<u>Pest Control:</u>				
Regular building pest control services including inspections, pest prevention and treatment, and treatment of HUH Clinic:				
Average monthly expenses - \$83	\$ 83	12	1.00	\$ 1,000
<u>Trash Removal:</u>				
Monthly trash removal:				
\$375 monthly trash removal x 12=	\$ 375	12	1.00	\$ 4,500
<u>Telephone &amp; Cable:</u>				
<b>Total Occupancy</b>				<b>\$ 22,415</b>
<b>Materials and Supplies</b>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
Support for HUH clinic supervisor to cover expenses related to the provision of services at the clinic:				
Average monthly expenses - \$200	\$ 200	12	1.00	\$ 2,400
<b>Total Materials and Supplies</b>				<b>\$ 2,400</b>

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Operating:</b>				
<b>Insurance:</b> <i>Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs</i>				
<b>Staff Development:</b> <i>Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.</i>				
<b>Credit Reports:</b> <i>Background checks (credit history, public records search and criminal) for housing applicants</i>				
<b>Staff Recruiting:</b> <i>Open staff position advertising and related costs, background checks on new hires etc</i>				
<b>Legal:</b> <i>Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.</i>				
				<b>Total General Operating:</b>
				\$ -
<b>Staff Travel (Local &amp; Out of Town):</b> <i>Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.</i>				
				<b>Total Staff Travel:</b>
				\$ -
<b>Consultants/Subcontractors:</b> <i>includes anticipated costs of professional services including IT support, building and design specialists etc.</i>				
				<b>Total Consultants/Subcontractors:</b>
				\$ -
<b>Other:</b> <i>Administrative Fee / Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services.</i>				
			8% of direct costs	
				<b>Total Other:</b>
				\$ -
<b>TOTAL OPERATING EXPENSES</b>				<b>\$ 24,815</b>
<b>CAPITAL EXPENDITURES (if needed - A unit valued at \$5,000 or more):</b> <i>Brief description of expense</i>				
				<i>Formula to calculate amount of expense</i>
				<b>Total Capital Expenditures:</b>
				\$ -
				<b>TOTAL DIRECT COSTS</b>
				<b>\$ 55,045</b>
<b>INDIRECT COSTS</b>				
				<b>TOTAL INDIRECT COSTS</b>
				\$ -
				<b>APPENDIX TOTAL</b>
				<b>\$ 55,045</b>

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: Tides Center - DISH				Appendix B-6a		Page 1			
2	Contract Term: July 1, 2008 - June 30, 2018				Appendix Term: 7/1/15-6/30/16					
3	Funding Source: MHSA/ Prop 63				CMS:		6380			
4										
5	<b>SFDPH CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Prop. Mgmt. Days							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	General Manager	1.00	\$ 53,825	100%					\$ 53,825	
12	Assistant General Manager	1.00	\$ 37,657	100%					\$ 37,657	
13	Desk Clerk	3.75	\$ 106,010	100%					\$ 106,010	
14	Janitor	0.50	\$ 15,579	100%					\$ 15,579	
15	<b>Total FTE &amp; Total Salaries</b>	<b>6.25</b>	<b>\$ 213,072</b>	<b>100%</b>					<b>\$ 213,072</b>	
16	Fringe Benefits	37%	\$ 78,197	100%					\$ 78,197	
17	<b>Total Personnel Expenses</b>		<b>\$ 291,269</b>	<b>100%</b>					<b>\$ 291,269</b>	
18										
19	Operating Expenses		Expenditure	%					Contract Total	
20	Occupancy		\$ 78,476	100%					\$ 78,476	
21	Materials and Supplies		\$ 1,894	100%					\$ 1,894	
22	General Operating		\$ 4,862	100%					\$ 4,862	
23	Staff Travel		\$ -						\$ -	
24	Consultants / Subcontractors		\$ -						\$ -	
25	Other		\$ -						\$ -	
26										
27	<b>Total Operating Expenses</b>		<b>\$ 85,232</b>	<b>100%</b>					<b>\$ 85,232</b>	
28										
29	<b>Total Direct Expenses</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>	
30	Indirect Expenses		\$ -						\$ -	
31	<b>TOTAL EXPENSES</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>	
32										
33	Number of Units of Service (UOS) per Service Mode		9,198						9,198	
34	Cost Per Unit of Service by Service Mode		\$40.93							
35	Number of Unduplicated Clients (UDC) per Service Mode		31							
36										
37	DPH #1A(1)								Rev. 05/2010	



**BUDGET JUSTIFICATION**  
 Tides Center - DISH (MHSA)

<b>Salaries and Benefits</b>	<b>Annual Salary</b>	<b>FTE</b>	<b>% allocation to Funding Source</b>	<b>Amount</b>
<b>General Manager</b>				
<p>The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.</p> <p>Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.</p>				
Annual Salary =	\$54,567 x	1.00	x 0.986	= \$ 53,825
<b>Assistant General Manager</b>				
<p>Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.</p> <p>Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.</p>				
Annual Salary =	\$38,175 x	1.00	x 0.986	= \$ 37,657
<b>Desk Clerk</b>				
<p>Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.</p> <p>Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.</p>				
Annual Salary =	\$28,659 x	3.75	x 0.986	= \$ 106,010
<b>Janitor</b>				
<p>Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.</p> <p>Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.</p>				
Annual Salary =	\$31,588 x	0.50	x 0.986	= \$ 15,579
<b>Total FTE &amp; Salaries</b>		<b>6.25</b>		<b>\$ 213,072</b>
<b>Total Benefits</b>		<b>37%</b>		<b>\$ 78,197</b>
<b>Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life &amp; disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.</b>				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 291,269</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<u>Rent:</u>				
<u>Gas and Electric:</u>				
<i>Monthly gas and electric service at Camelot Hotel</i>				
<i>Current average monthly expense \$999.99</i>	\$1,000	x 12	x 0.986	= \$ 11,837
<u>Water and Sewer:</u>				
<i>Monthly water and sewer utility costs at Camelot Hotel</i>				
<i>Current monthly expenses \$375</i>	\$375	x 12	x 0.986	= \$ 4,439
<u>Building/Unit Repair &amp; Replacement:</u>				
<i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.</i>				
<i>Average monthly expenses = \$670.000</i>	\$670	x 12	x 0.986	= \$ 7,931
<u>Building Supplies:</u>				
<i>Includes all maintenance and janitorial supplies for Camelot Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Camelot Hotel.</i>				
<i>Average monthly expenses = \$2,193.00</i>	\$2,500	x 12	x 0.986	= \$ 29,593
<u>Elevator Maintenance:</u>				
<i>Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.</i>				
<i>Average monthly expenses = \$366.75</i>	\$367	x 12	x 0.986	= \$ 4,341
<u>Pest Control:</u>				
<i>Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.</i>				
<i>Average monthly expenses = \$333.40</i>	\$333	x 12	x 0.986	= \$ 3,946
<u>Trash Removal:</u>				
<i>Monthly trash removal plus periodic rental of debris boxes.</i>				
<i>Monthly expenses = \$809.10</i>	\$809	x 12	x 0.986	= \$ 9,577
<u>Telephone &amp; Cable:</u>				
<i>Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for community spaces and maintenance and repair costs for phone systems.</i>				
<i>Average monthly expenses = \$575.50</i>	\$576	x 12	x 0.986	= \$ 6,812
<b>Total Occupancy:</b>				<b>\$ 78,476</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
<i>DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.</i>				
<i>Average monthly expenses = \$160.00</i>	\$160	x 12	x 0.986	= \$ 1,894
<u>On Site Services:</u>				
<i>Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of</i>				
				\$ -
<b>Total Materials and Supplies:</b>				<b>\$ 1,894</b>

<b>General Operating:</b>					
<u>Insurance:</u>					
Cost to insure Tides Center for DISH activities, including general liability property and related insurance costs				\$	-
<u>Staff Development:</u>					
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.				\$	-
<u>Credit Reports:</u>					
Background checks (credit history, public records search and criminal) for housing applicants				\$	-
<u>Staff Recruiting:</u>					
Open staff position advertising and related costs, background checks on new hires etc.				\$	-
<u>Legal:</u>					
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.					
	Estimated monthly expenses = \$410.75	\$411	x 12	x 0.986	\$ 4,862
<b>Total General Operating:</b>				<b>\$</b>	<b>4,862</b>
<u>Staff Travel (Local &amp; Out of Town):</u>					
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.					
	Annual allowance across DISH =			\$	-
<b>Total Staff Travel:</b>				<b>\$</b>	<b>-</b>
<u>Consultants/Subcontractors:</u>					
Includes anticipated costs of professional services including IT support, building and design specialists etc.				\$	-
<b>Total Consultants/Subcontractors:</b>				<b>\$</b>	<b>-</b>
<u>Other:</u>					
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of \$56,817				\$	-
<b>Total Other:</b>				<b>\$</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES</b>				<b>\$</b>	<b>85,232</b>
<u>CAPITAL EXPENDITURES (If needed - A unit valued at \$5,000 or more)</u>					
Brief description of expense					
	Formula to calculate amount of expense			\$	-
<b>Total Capital Expenditures:</b>				<b>\$</b>	<b>-</b>
<b>TOTAL DIRECT COSTS</b>				<b>\$</b>	<b>376,502</b>
<b>INDIRECT COSTS</b>				<b>\$</b>	<b>-</b>
<b>TOTAL INDIRECT COSTS</b>				<b>\$</b>	<b>-</b>
<b>APPENDIX TOTAL</b>				<b>\$</b>	<b>376,502</b>

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1	Contractor Name: Tides Center - DISH						Appendix B-6b		Page 1
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term: 9/1/15 - 6/30/16		
3	Funding Source: HUD Grant						CMS:		6380
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	General Manager	0.50	\$ 18,477	100%					\$ 18,477
12	Assistant General Manager	0.50	\$ 12,927	100%					\$ 12,927
13	Desk Clerk	1.60	\$ 31,054	100%					\$ 31,054
14	Janitor	0.75	\$ 16,044	100%					\$ 16,044
15	<b>Total FTE &amp; Total Salaries</b>	<b>3.35</b>	<b>\$ 78,503</b>	<b>100%</b>					<b>\$ 78,503</b>
16	Fringe Benefits	37%	\$ 28,811	100%					\$ 28,811
17	<b>Total Personnel Expenses</b>		<b>\$ 107,313</b>	<b>100%</b>					<b>\$ 107,313</b>
18									
19	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
20	Occupancy		\$ 80,961	100%					\$ 80,961
21	Materials and Supplies		\$ 3,166	100%					\$ 3,166
22	General Operating		\$ 3,359	100%					\$ 3,359
23	Staff Travel		\$ -						\$ -
24	Consultants / Subcontractors		\$ -						\$ -
25	Other		\$ -						\$ -
26	<b>Total Operating Expenses</b>		<b>\$ 87,486</b>	<b>100%</b>					<b>\$ 87,486</b>
27									
28	<b>Total Direct Expenses</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>
29	Indirect Expenses		\$ -						\$ -
30	<b>TOTAL EXPENSES</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>
31									
32	Number of Units of Service (UOS) per Service Mode		11,497						11,497
33	Cost Per Unit of Service by Service Mode		\$16.94						
34	Number of Unduplicated Clients (UDC) per Service Mode		35						
35									
36	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
 Tides Center - DSH (HUD)

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Manager</b>				
<p>The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors; Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.</p> <p>Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.</p>				
	Annual Salary = \$ 54,567	x 0.50	x 0.677	= \$ 18,477
<b>Assistant General Manager</b>				
<p>Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.</p> <p>Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.</p>				
	Annual Salary = \$ 38,175	x 0.50	x 0.677	= \$ 12,927
<b>Desk Clerk</b>				
<p>Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.</p> <p>Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.</p>				
	Annual Salary = \$ 28,659	x 1.60	x 0.677	= \$ 31,054
<b>Janitor</b>				
<p>Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.</p> <p>Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.</p>				
	Annual Salary = \$ 31,588	x 0.75	x 0.677	= \$ 16,044
<b>Total FTE &amp; Salaries</b>				<b>\$ 78,503</b>
<b>Total Benefits:</b>				<b>\$ 28,811</b>
<p>Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life &amp; disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.</p>				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 107,313</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<u>Rent:</u> Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,670/month), and the Star Commercial space (\$1,978), including slight increases during the contract year.	\$ -	x 10	x 0.677	= \$ -
<u>Gas and Electric:</u> Monthly gas and electric service at Empress Hotel. Current average monthly expense \$3,000 X 10 months	\$ 3,000	x 10	x 0.677	= \$ 20,317
<u>Water and Sewer:</u> Monthly water and sewer utility costs at Empress Hotel. Current monthly expenses \$1,355.24 x 10 months	\$ 1,355	x 10	x 0.677	= \$ 9,178
<u>Building/Unit Repair &amp; Replacement:</u> The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Average monthly expenses at Empress are \$905.10	\$ 905	x 10	x 0.677	= \$ 6,130
<u>Building Supplies:</u> Includes all maintenance and janitorial supplies for Empress Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Empress Hotel. Average Monthly expenses = \$3,000	\$ 3,000	x 10	x 0.677	= \$ 20,317
<u>Elevator Maintenance:</u> Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Average monthly expenses = \$234.52	\$ 325	x 10	x 0.677	= \$ 2,198
<u>Pest Control:</u> Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Average monthly expenses = \$400.28	\$ 400	x 10	x 0.677	= \$ 2,711
<u>Trash Removal:</u> Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$1,531.75	\$ 1,532	x 10	x 0.677	= \$ 10,374
<u>Telephone &amp; Cable:</u> Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for Empress Hotel. Average monthly costs average \$1,437.52	\$ 1,438	x 10	x 0.677	= \$ 9,736
<b>Total Occupancy:</b>				<b>\$ 80,961</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u> General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc. Average monthly costs average \$467.50	\$ 468	x 10	x 0.677	= \$ 3,166
<u>Community Building and Eviction Prevention:</u> DISH sponsored activities for tenants, community meetings etc.	\$ -	x 10	x 0.677	= \$ -
<u>On Site Services:</u> Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services	\$ -	x 10	x 0.677	= \$ -
<b>Total Materials and Supplies:</b>				<b>\$ 3,166</b>

<b>General Operating:</b>						
<b>Insurance:</b>						
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs	\$	-	x	10	x	0.677 = \$ -
<b>Staff Development:</b>						
Trainings, workshops on related expenses for employee professional development and increased quality of service delivery.	\$	-	x	10	x	0.677 = \$ -
<b>Credit Reports:</b>						
Background checks (credit history, public records search and criminal) for housing applicants.	\$	-	x	10	x	0.677 = \$ -
<b>Staff Recruiting:</b>						
Open staff position advertising and related costs, background checks on new hires etc.	\$	-	x	10	x	0.677 = \$ -
<b>Legal:</b>						
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.						
Estimated monthly expenses = \$496.00	\$	496	x	10	x	0.677 = \$ 3,359
<b>Total General Operating:</b>						\$ 3,359
<b>Staff Travel (Local &amp; Out of Town):</b>						
	\$	-	x	10	x	0.677 = \$ -
<b>Total Staff Travel:</b>						\$ -
<b>Consultants/Subcontractors:</b>						
	\$	-	x	10	x	0.677 = \$ -
<b>Total Consultants/Subcontractors:</b>						\$ -
<b>Other:</b>						
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of \$184,455	\$	-	x	10	x	0.677 = \$ -
<b>Total Other:</b>						\$ -
<b>TOTAL OPERATING EXPENSES</b>						\$ 87,486
<b>CAPITAL EXPENDITURES (if needed - A unit valued at \$5,000 or more):</b>						
Brief description of expense						
Formula to calculate amount of expense	\$	-	x	10	x	0.677 = \$ -
<b>Total Capital Expenditures:</b>						\$ -
<b>TOTAL DIRECT COSTS</b>						\$ 194,799
<b>INDIRECT COSTS</b>						\$ -
<b>TOTAL INDIRECT COSTS</b>						\$ -
<b>APPENDIX TOTAL</b>						\$ 194,799

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH					Appendix B-6c:		Page 1	
2	Contract Term: July 1, 2008 - June 30, 2018					Appendix Term:		7/1/15 - 6/30/16	
3	Funding Source: General Fund					CMS:		6380	
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	General Manager	4.50	\$ 170,583	100%					\$ 170,583
12	Assistant General Manager	4.50	\$ 119,341	100%					\$ 119,341
13	Desk Clerk	21.85	\$ 435,015	100%					\$ 435,015
14	Janitor	8.55	\$ 187,620	100%					\$ 187,620
15	Director	1.80	\$ 145,640	100%					\$ 145,640
16	Deputy Director	1.00	\$ 69,212	100%					\$ 69,212
17	Operations Manager	1.00	\$ 35,462	100%					\$ 35,462
18	Facilities Director	1.00	\$ 56,499	100%					\$ 56,499
19	Facilities Manager	1.87	\$ 74,420	100%					\$ 74,420
20	Maintenance Worker	5.80	\$ 173,984	100%					\$ 173,984
21	Facilities OM/Project Associate	1.00	\$ 31,781	100%					\$ 31,781
22	<b>Total FTE &amp; Total Salaries</b>	<b>52.87</b>	<b>\$ 1,499,558</b>	<b>100%</b>					<b>\$ 1,499,558</b>
23	Fringe Benefits	37%	\$ 553,112	100%					\$ 553,112
24	<b>Total Personnel Expenses</b>		<b>\$ 2,052,671</b>	<b>100%</b>					<b>\$ 2,052,671</b>
25									
26	Operating Expenses		Expenditure	%					Contract Total
27	Occupancy		\$ 587,903	100%					\$ 587,903
28	Materials and Supplies		\$ 102,600	100%					\$ 102,600
29	General Operating		\$ 103,494	100%					\$ 103,494
30	Staff Travel		\$ 834	100%					\$ 834
31	Consultants / Subcontractors		\$ 154,453	100%					\$ 154,453
32	Other		\$ 311,465	100%					\$ 311,465
33	<b>Total Operating Expenses</b>		<b>\$ 1,260,749</b>	<b>100%</b>					<b>\$ 1,260,749</b>
34									
35	<b>Total Direct Expenses</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>
36	Indirect Expenses		\$ -						\$ -
37	<b>TOTAL EXPENSES</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>
38									
39	Number of Units of Service (UOS) per Service Mode		126,801						126,801
40	Cost Per Unit of Service by Service Mode		\$26.13						
41	Number of Unduplicated Clients (UDC) per Service Mode		392						
42									
43	DPH #1A(1)								Rev. 05/2010



BUDGET JUSTIFICATION				
Tides Center - DISH (GF)				
	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Manager</b>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors; Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
Annual Salary = \$ 54,567 x 4.50 x 0.695 = \$ 170,583				
<b>Assistant General Manager</b>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
Annual Salary = \$ 38,175 x 4.50 x 0.695 = \$ 119,341				
<b>Desk Clerk</b>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
Annual Salary = \$ 28,659 x 21.85 x 0.695 = \$ 435,015				
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
Annual Salary = \$ 31,588 x 8.55 x 0.695 = \$ 187,620				
<b>Director</b>				
The Directors are responsible for the leadership of DISH, including implementation of the mission of DISH and of the DPH, including the provision of excellent property management service. The Directors are responsible for the effectiveness of DISH's 60 employees and the prudent use of its \$5.5 million budget. The Directors oversee all aspects of the organization and its services, including site operations, team building and staff professional development, interagency collaboration, program development, resource development, vendor relations, policy, infrastructure and information technology. The Directors develop and sustain community and business partnerships to maximize and leverage City resources. In addition, the Directors work closely with the Tides Center to provide effective human resources services and financial management and accounting. Members of four person senior leadership team. The Directors report to the DISH Advisory Board.				
Minimum Qualifications: College Degree required. Extensive Experience with supportive housing and harm reduction required. Leadership and personnel management experience required. Experience with customer service provision or client relations preferred.				
Annual Salary = \$ 116,469 x 1.80 x 0.695 = \$ 145,640				

<p><b>Deputy Director</b>                  The Deputy Director is responsible for the financial and administrative operations of DISH, including oversight of DISH \$5.5 million budget. The Deputy Director orchestrates the development and deployment of annual and long-term financial resources and budget. The Deputy Director also ensures prudent, consistent, accurate and timely processing of income and expenses, including rent collection and vendor payment. Oversight of occupancy data collection and reporting, outcome measurement and contract reporting. Oversees vendor contracts and vendor relations. Develops and implements organization-wide information technology strategy, including managing IT consultant/help desk. The Deputy Director develops and enhances operational and financial policies and procedures, action and reporting, outcome measurement and contract reporting. Oversees central administration, delinquencies, and reconciliations. Managers Operations Manager and Facilities Office Manager. Member of four person senior leadership team.</p>								
<p>Minimum Qualifications: Administrative and project management experience required. College degree or equivalent experience preferred. Supervision and start-up experience preferred. Experience with customer service provision or client relations preferred.</p>								
Annual Salary =	\$	99,628	x	1.00	x	0.695	=	\$ 69,212
<p><b>Operations Manager</b>                  Under supervision of the Deputy Director, the Operations Manager is responsible for day-to-day smooth operations of the central office, including systems, office machines, supplies, and facilities coordination. Coordinates day-to-day bookkeeping in collaboration with the Tides Center, including payables and receivables. Assists with occupancy data collection and reporting, manages HR coordination with Tides, and manages other projects.</p>								
<p>Minimum Qualifications: College degree or equivalent experience preferred. One year of administrative and project management experience required. Professional training may substitute for experience. Ease and efficiency with Microsoft Office software suite, including extensive experience with Word and Excel and email management. Experience in creating forms and managing shared electronic folders across a network. Database and basic website experience a plus. Experience with customer service provision or client relations preferred.</p>								
Annual Salary =	\$	51,046	x	1.00	x	0.695	=	\$ 35,462
<p><b>Facilities Director</b>                  The Facilities Director oversees all aspects of facilities planning and operations for all six sites, including managing Facilities team of twenty employees, facilities budget oversight, work order and unit make ready planning and execution, proactive coordination of well-maintained buildings, vendor relationships and consolidation. Oversees all capital projects, coordinating work with building owners, contractors, and consultants. Ensure life safety and emergency response systems are effective and current. Ensures effective and proactive communication with onsite staff as well as professional development and training for all Facilities employees. Manages Facility Managers. Member of four person senior leadership team. Reports to Director.</p>								
<p>Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.</p>								
Annual Salary =	\$	81,329	x	1.00	x	0.695	=	\$ 56,499
<p><b>Facilities Manager</b>                  Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.</p>								
<p>Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.</p>								
Annual Salary =	\$	57,286	x	1.87	x	0.695	=	\$ 74,420
<p><b>Maintenance Worker</b>                  Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.</p>								
<p>Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.</p>								
Annual Salary =	\$	43,180	x	5.80	x	0.695	=	\$ 173,984
<p><b>Facilities OM/Project Associate</b>                  Under the supervision of the Facilities Manager, the Facilities Office Manager/Project Associate will coordinate administrative functions of the Facilities team, including contract and vendor coordination, inventory, bill paying, team scheduling, work orders, and other central administrative functions. This position will also manage various special projects.</p>								

Minimum Qualifications: High School Diploma, 3+ years of administration support experience required, experience in construction and/or maintenance offices a plus. Type 30-40 WPM. Proficiency with MS Office tools including MS Project Manager; computer literacy with a command of other office software including spreadsheets, word processing and database applications. Excellent verbal and written communication skills.							
Annual Salary = \$ 45,748 x 1.00 x 0.695 = \$ 31,781							
<b>Total FTE &amp; Salaries</b> 52.87 \$ 1,499,558							
<b>Total Benefits</b>							
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.							
<b>TOTAL SALARIES &amp; BENEFITS</b> 37% \$ 553,112 \$ 2,052,671							

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<b>Rent:</b> <i>Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,793/ month), and the Star Commercial space (\$1,935, inc., including slight increases during the contract year.</i>	\$ 4,728	x 12	x 0.695	= \$ 39,416
<b>Gas and Electric:</b> <i>Monthly gas and electric service at 6 properties, and the Facilities Central office = \$9,462</i>	\$ 9,462	x 12	x 0.695	= \$ 78,883
<b>Water and Sewer:</b> <i>Monthly water and sewer utility costs at 6 properties</i> <i>Current monthly expenses at 6 sites \$10,274 x 12 months</i>	\$ 10,274	x 12	x 0.695	= \$ 85,648
<b>Building/Unit Repair &amp; Replacement:</b> <i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Monthly costs average \$6,192.06 across the 6 sites</i>	\$ 6,192	x 12	x 0.695	= \$ 51,620
<b>Building Supplies:</b> <i>Includes all maintenance and janitorial supplies for the 6 sites. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites</i> <i>Monthly costs average \$15,904 across the 6 sites</i>	\$ 15,904	x 12	x 0.695	= \$ 132,581
<b>Elevator Maintenance:</b> <i>Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Monthly service plus repairs average \$2,361 across 5 sites</i>	\$ 2,361	x 12	x 0.695	= \$ 19,882
<b>Pest Control:</b> <i>Regular building pest control services including monthly inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.</i> <i>Monthly inspections costs average \$7,360 across 6 sites</i>	\$ 7,360	x 12	x 0.695	= \$ 81,356
<b>Trash Removal:</b> <i>Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$7,369 across the 6 sites</i>	\$ 7,369	x 12	x 0.695	= \$ 61,432
<b>Telephone &amp; Cable:</b> <i>Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage solutions</i> <i>Monthly costs average \$5,038 across 6 buildings plus DISH Central Office</i>	\$ 5,038	x 12	x 0.695	= \$ 41,999
<b>Repairs and Maintenance Reserve</b> <i>Owner expenses prepaid by DISH and to be reimbursed</i> <i>Estimated monthly expenses of \$1,833.33</i>	\$ 1,833	x 12	x 0.695	= \$ 15,283
<b>Total Occupancy:</b>				\$ 587,903
<b>Materials and Supplies:</b>				
<b>Office Supplies:</b> <i>General office supplies including printing &amp; duplicating for DISH &amp; Support Services, postage printer supplies, computer supplies, office furniture etc.</i> <i>Monthly costs average \$5,847.50 across the 6 building sites and DISH Central Office.</i>	\$ 5,848	x 12	x 0.695	= \$ 48,747
<b>Community Building and Eviction Prevention:</b> <i>DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction. Monthly Costs average \$833.33 across the 6 sites</i>	\$ 833	x 12	x 0.695	= \$ 6,947
<b>On Site Services:</b> <i>DISH Support Services team led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services etc.</i> <i>Monthly costs average \$5,627 across the 6 sites</i>	\$ 5,627	x 12	x 0.695	= \$ 46,906
<b>Total Materials and Supplies:</b>				\$ 102,600

<b>General Operating:</b>							
<b>Insurance</b>	\$ 3,264	x	12	x	0.695	=	\$ 27,214
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs. Monthly costs average \$3,264.							
<b>Staff Development:</b>	\$ 2,912	x	12	x	0.695	=	\$ 24,273
Trainings, workshops and related expenses for team building, employee professional development and increased quality of service delivery. Monthly costs average \$2,912.67.							
<b>Credit Reports:</b>	\$ 449	x	12	x	0.695	=	\$ 3,744
Background checks (credit history, public records search) and criminal for housing applicants. Monthly costs across the 6 sites average \$449.00.							
<b>Staff Recruiting:</b>	\$ 540	x	12	x	0.695	=	\$ 4,498
Open staff position advertising and related costs, background checks on new hires, and other costs related to filling open positions. Also included here is a \$30 per employee payroll processing fee charged to Tides by the payroll service provider. Average monthly costs are \$538.56.							
<b>Legal:</b>	\$ 5,250	x	12	x	0.695	=	\$ 43,766
Attorney fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings. Estimated monthly costs of \$5,250.							
<b>Total General Operating:</b>							\$ 103,494
<b>Staff Travel (Local &amp; Out of Town):</b>							
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc. Average monthly costs are \$100.	\$ 100	x	12	x	0.695	=	\$ 834
<b>Total Staff Travel:</b>							\$ 834
<b>Consultants/Subcontractors:</b>	\$ 18,528	x	12	x	0.695	=	\$ 154,453
Costs for hiring temporary employees to cover vacation, sick and other contingencies to ensure 24 hour, 7 day a week desk clerk coverage. Costs for hiring temporary employees on occasion for administrative projects and building maintenance projects. Includes anticipated costs of professional services including IT support, after hours security service at all 6 sites building and design specialists, organizational development, etc.							
Average monthly costs across the 6 sites are \$18,527.50.							
<b>Total Consultants/Subcontractors:</b>							\$ 154,453
<b>Other:</b>	\$ 37,362	x	12	x	0.695	=	\$ 311,465
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of direct costs for all 4 funding sources = \$45,000 additional fee for the carrying costs of the lack of an advance at the beginning of the year (July-October). Monthly costs are \$37,362.00.							
<b>Total Other:</b>							\$ 311,465
<b>TOTAL OPERATING EXPENSES</b>							\$ 1,260,749
<b>CAPITAL EXPENDITURES (if needed - A unit valued at \$5,000 or more)</b>	\$ -	x	12	x	0.695	=	\$ -
Brief description of expense:							
<b>Total Capital Expenditures:</b>							\$ -
<b>TOTAL DIRECT COSTS</b>							\$ 3,313,420
<b>INDIRECT COSTS</b>							\$ -
<b>TOTAL INDIRECT COSTS</b>							\$ -
<b>APPENDIX TOTAL</b>							\$ 3,313,420

	A	B	C	D	E	F	G	H		
1	Contractor Name: Tides Center - DISH						Appendix B-7:		Page 1	
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term: 7/1/16 - 6/30/17			
3	Funding Source: FQHC						CMS:		6380	
4										
5	<b>SFDPH CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	<b>Personnel Expenses</b>		<b>Prop. Mgmt. Services</b>							
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>	
14	Janitor	0.20	\$ 6,318	100%					\$ 6,318	
20	Facilities Manager	0.13	\$ 7,161	100%					\$ 7,161	
21	Maintenance Worker	0.20	\$ 8,636	100%					\$ 8,636	
23	<b>Total FTE &amp; Total Salaries</b>	<b>0.53</b>	<b>\$ 22,114</b>	<b>100%</b>					<b>\$ 22,114</b>	
24	Fringe Benefits	37%	\$ 8,116	100%					\$ 8,116	
25	<b>Total Personnel Expenses</b>		<b>\$ 30,230</b>	<b>100%</b>					<b>\$ 30,230</b>	
26										
27	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>					<b>Contract Total</b>	
28										
29	Occupancy		\$ 22,415	100%					\$ 22,415	
30	Materials and Supplies		\$ 2,400	100%					\$ 2,400	
31	General Operating		\$ -							
32	Staff Travel		\$ -							
33	Consultants / Subcontractors		\$ -							
34	Other		\$ -						\$ -	
35	<b>Total Operating Expenses</b>		<b>\$ 24,815</b>	<b>100%</b>					<b>\$ 24,815</b>	
36										
37	<b>Total Direct Expenses</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>	
38	<b>Indirect Expenses</b>								\$ -	
39	<b>TOTAL EXPENSES</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>	
40										
41	Number of Units of Service (UOS) per Service Mode		12						12	
42	Cost Per Unit of Service by Service Mode		\$4,587.10							
43	Number of Unduplicated Clients (UDC) per Service Mode		N/A							
44										
45	DPH #1A(1)								Rev. 05/2010	

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (FQHC)

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<u>Janitor</u>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
	Annual Salary = \$ 31,588	0.20	1.00	\$ 6,318
<u>Facilities Manager</u>				
Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.				
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.				
	Annual Salary = \$ 57,286	0.13	1.00	\$ 7,161
<u>Maintenance Worker</u>				
Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.				
Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.				
	Annual Salary = \$ 43,180	0.20	1.00	\$ 8,636
	<b>Total FTE &amp; Salaries</b>	<b>0.53</b>		<b>\$ 22,114</b>
<b>Total Benefits</b>		37%		\$ 8,116
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 30,230</b>

<u>Salaries and Benefits</u>	Annual Salary	FTE	% allocation to Funding Source	Amount	
<u>Operating Expenses</u>	Monthly Expense	# of months	% allocation to Funding Source	Amount	
<b>Occupancy:</b>					
<u>Rent:</u>					
<u>Gas and Electric:</u> Monthly gas and electric service at HUH clinic	Current average monthly expense - \$625	\$ 625	12	1.00	\$ 7,500
<u>Water and Sewer:</u> Monthly water and sewer utility costs at HUH Clinic	Average monthly expenses = \$125.00	\$ 125	12	1.00	\$ 1,500
<u>Building/Unit Repair &amp; Replacement:</u> The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs.	Average monthly expenses = \$330.83	\$ 331	12	1.00	\$ 3,970
<u>Building Supplies:</u> Maintenance and Janitorial supplies necessary for the maintenance of the HUH clinic	Average monthly expenses - \$328.75	\$ 329	12	1.00	\$ 3,945
<u>Elevator Maintenance:</u>					
<u>Pest Control:</u> Regular building pest control services including inspections, pest prevention and treatment, and treatment of HUH Clinic	Average monthly expenses - \$	83	12	1.00	\$ 1,000
<u>Trash Removal:</u> Monthly trash removal.	\$375 monthly trash removal x 12=	\$ 375	12	1.00	\$ 4,500
<u>Telephone &amp; Cable:</u>					
<b>Total Occupancy:</b>				<b>\$ 22,415</b>	
<b>Materials and Supplies:</b>					
<u>Office Supplies:</u>					
<u>Community Building and Eviction Prevention:</u> Support for HUH clinic supervisor to cover expenses related to the provision of services at the clinic.	Average monthly expenses - \$	200	12	1.00	\$ 2,400
<b>Total Materials and Supplies:</b>				<b>\$ 2,400</b>	



	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Operating:</b>				
<u>Insurance:</u> Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs				
<u>Staff Development:</u> Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.				
<u>Credit Reports:</u> Background checks (credit history, public records search) and criminal for housing applicants.				
<u>Staff Recruiting:</u> Open staff position advertising and related costs, background checks on new hires etc.				
<u>Legal:</u> Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.				
<b>Total General Operating:</b>				\$ -
<u>Staff Travel (Local &amp; Out-of-Town):</u> Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.				
<b>Total Staff Travel:</b>				\$ -
<u>Consultants/Subcontractors:</u> Includes anticipated costs of professional services including IT support, building and design specialists etc.				
<b>Total Consultants/Subcontractors:</b>				\$ -
<u>Other:</u> Administrative Fee / Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 2% of direct costs				
<b>Total Other:</b>				\$ -
<b>TOTAL OPERATING EXPENSES</b>				<b>\$ 24,815</b>
<u>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</u> Brief description of expense				
Formula to calculate amount of expense				
<b>Total Capital Expenditures:</b>				\$ -
<b>TOTAL DIRECT COSTS</b>				<b>\$ 55,045</b>
<b>INDIRECT COSTS</b>				\$ -
<b>TOTAL INDIRECT COSTS</b>				\$ -
<b>APPENDIX TOTAL</b>				<b>\$ 55,045</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH						Appendix B-7a		Page 1
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:		7/1/16-6/30/17
3	Funding Source: MHSA/ Prop 63						CMS:		6380
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	1.00	\$ 53,825	100%					\$ 53,825
12	Assistant General Manager	1.00	\$ 37,657	100%					\$ 37,657
13	Desk Clerk	3.75	\$ 106,010	100%					\$ 106,010
14	Janitor	0.50	\$ 15,579	100%					\$ 15,579
15	<b>Total FTE &amp; Total Salaries</b>	<b>6.25</b>	<b>\$ 213,072</b>	<b>100%</b>					<b>\$ 213,072</b>
16	Fringe Benefits	37%	\$ 78,197	100%					\$ 78,197
17	<b>Total Personnel Expenses</b>		<b>\$ 291,269</b>	<b>100%</b>					<b>\$ 291,269</b>
18									
19	Operating Expenses		Expenditure	%					Contract Total
20	Occupancy		\$ 78,476	100%					\$ 78,476
21	Materials and Supplies		\$ 1,894	100%					\$ 1,894
22	General Operating		\$ 4,862	100%					\$ 4,862
23	Staff Travel		\$ -						
24	Consultants / Subcontractors		\$ -						
25	Other		\$ -						\$ -
26									
27	<b>Total Operating Expenses</b>		<b>\$ 85,232</b>	<b>100%</b>					<b>\$ 85,232</b>
28									
29	<b>Total Direct Expenses</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>
30	Indirect Expenses		\$ -						\$ -
31	<b>TOTAL EXPENSES</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>
32									
33	Number of Units of Service (UOS) per Service Mode		9,198						9,198
34	Cost Per Unit of Service by Service Mode		\$40.93						
35	Number of Unduplicated Clients (UDC) per Service Mode		31						
36									
37	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (MHSA)

<u>Salaries and Benefits</u>	<u>Annual Salary</u>	<u>FTE</u>	<u>% allocation to Funding Source</u>	<u>Amount</u>
<b>General Manager</b>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties. Interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director. Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
Annual Salary =	\$54,567 x	1.00	x 0.986	= \$ 53,825
<b>Assistant General Manager</b>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week. Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
Annual Salary =	\$38,175 x	1.00	x 0.986	= \$ 37,657
<b>Desk Clerk</b>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff. Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
Annual Salary =	\$28,659 x	3.75	x 0.986	= \$ 106,010
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.  Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
Annual Salary =	\$31,588 x	0.50	x 0.986	= \$ 15,579
<b>Total FTE &amp; Salaries</b>		<b>6.25</b>		<b>\$ 213,072</b>
		37%		\$ 78,197
<b>Total Benefits</b>				
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 291,269</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<u>Rent:</u>				
<u>Gas and Electric:</u>				
<i>Monthly gas and electric service at Camelot Hotel</i>				
<i>Current average monthly expense \$999.99</i>	\$1,000	x 12	x 0.986	= \$ 11,837
<u>Water and Sewer:</u>				
<i>Monthly water and sewer utility costs at Camelot Hotel</i>				
<i>Current monthly expenses \$375</i>	\$375	x 12	x 0.986	= \$ 4,439
<u>Building/Unit Repair &amp; Replacement:</u>				
<i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.</i>				
<i>Average monthly expenses = \$670.000</i>	\$670	x 12	x 0.986	= \$ 7,931
<u>Building Supplies:</u>				
<i>includes all maintenance and janitorial supplies for Camelot Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance</i>				
<i>Average monthly expenses = \$2,193.00</i>	\$2,500	x 12	x 0.986	= \$ 29,593
<u>Elevator Maintenance:</u>				
<i>Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators</i>				
<i>Average monthly expenses = \$366.75</i>	\$367	x 12	x 0.986	= \$ 4,341
<u>Pest Control:</u>				
<i>Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.</i>				
<i>Average monthly expenses = \$333.40</i>	\$333	x 12	x 0.986	= \$ 3,946
<u>Trash Removal:</u>				
<i>Monthly trash removal plus periodic rental of debris boxes.</i>				
<i>Monthly expenses = \$809.10</i>	\$809	x 12	x 0.986	= \$ 9,577
<u>Telephone &amp; Cable:</u>				
<i>Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for community spaces and maintenance and repair costs for phone systems.</i>				
<i>Average monthly expenses = \$575.50</i>	\$576	x 12	x 0.986	= \$ 6,812
<b>Total Occupancy:</b>				<b>\$ 78,476</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
<i>DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.</i>				
<i>Average monthly expenses = \$160.00</i>	\$160	x 12	x 0.986	= \$ 1,894
<u>On Site Services:</u>				
<i>Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of</i>				
				\$ -
<b>Total Materials and Supplies:</b>				<b>\$ 1,894</b>

<b>General Operating:</b>								
<u>Insurance:</u>								
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs					\$ -			
<u>Staff Development:</u>								
Training: workshops and related expenses for employee professional development and increased quality of service delivery.					\$ -			
<u>Credit Reports:</u>								
Background checks (credit history, public records search and criminal) for housing applicants.					\$ -			
<u>Staff Recruiting:</u>								
Open staff position: advertising and related costs, background checks on new hires etc.					\$ -			
<u>Legal:</u>								
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings								
	Estimated monthly expenses = \$410.75	\$411	x	12	x	0.986	\$	4,862
<b>Total General Operating:</b>								<b>\$ 4,862</b>
<u>Staff Travel (Local &amp; Out of Town):</u>								
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.								
	Annual allowance across DISH =						\$	-
<b>Total Staff Travel:</b>								<b>\$ -</b>
<u>Consultants/Subcontractors:</u>								
Includes anticipated costs of professional services including IT support, building and design specialists etc.								
<b>Total Consultants/Subcontractors:</b>								<b>\$ -</b>
<u>Other:</u>								
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of \$56,817								
<b>Total Other:</b>								<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>								<b>\$ 85,232</b>
<u>CAPITAL EXPENDITURES (If needed - A unit valued at \$5,000 or more)</u>								
Brief description of expense								
	Formula to calculate amount of expense						\$	-
<b>Total Capital Expenditures:</b>								<b>\$ -</b>
<b>TOTAL DIRECT COSTS</b>								<b>\$ 376,502</b>
<b>INDIRECT COSTS</b>								<b>\$ -</b>
<b>TOTAL INDIRECT COSTS</b>								<b>\$ -</b>
<b>APPENDIX TOTAL</b>								<b>\$ 376,502</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH						Appendix B-7b		Page 1
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term: 19/1/16 - 6/30/17		
3	Funding Source: HUD Grant						CMS:		6380
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	General Manager	0.50	\$ 18,477	100%					\$ 18,477
12	Assistant General Manager	0.50	\$ 12,927	100%					\$ 12,927
13	Desk Clerk	1.60	\$ 31,054	100%					\$ 31,054
14	Janitor	0.75	\$ 16,044	100%					\$ 16,044
15	Total FTE & Total Salaries	3.35	\$ 78,503	100%					\$ 78,503
16	Fringe Benefits	37%	\$ 28,811	100%					\$ 28,811
17	Total Personnel Expenses		\$ 107,313	100%					\$ 107,313
18									
19	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
20	Occupancy		\$ 80,961	100%					\$ 80,961
21	Materials and Supplies		\$ 3,166	100%					\$ 3,166
22	General Operating		\$ 3,359	100%					\$ 3,359
23	Staff Travel		\$ -						\$ -
24	Consultants / Subcontractors		\$ -						\$ -
25	Other		\$ -						\$ -
26	Total Operating Expenses		\$ 87,486	100%					\$ 87,486
27									
28	Total Direct Expenses		\$ 194,799	100%					\$ 194,799
29	Indirect Expenses		\$ -						\$ -
30	TOTAL EXPENSES		\$ 194,799	100%					\$ 194,799
31									
32	Number of Units of Service (UOS) per Service Mode		11,497						11,497
33	Cost Per Unit of Service by Service Mode		\$16.94						
34	Number of Unduplicated Clients (UDC) per Service Mode		35						
35									
36	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
**Tides Center - DISH (HUD)**

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Manager</b>				
The General Manager is responsible for the overall operation of the property and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors. Collaborates with onsite support service providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
	Annual Salary = \$ 54,567	x 0.50	x 0.677	= \$ 18,477
<b>Assistant General Manager</b>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
	Annual Salary = \$ 38,175	x 0.50	x 0.677	= \$ 12,927
<b>Desk Clerk</b>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
	Annual Salary = \$ 28,659	x 1.60	x 0.677	= \$ 31,054
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
	Annual Salary = \$ 31,588	x 0.75	x 0.677	= \$ 16,044
	<b>Total FTE &amp; Salaries</b>	<b>2.60</b>		<b>\$ 78,503</b>
<b>Total Benefits:</b>		37%		\$ 28,811
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 5.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 107,313</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<u>Rent:</u> Office Rent: This line item includes space rent costs for the DISH Central and Facilities: Central Office (\$2,670/month), and the Star Commercial space (\$1,975), including slight increases during the contract year.	\$ -	x 10	x 0.677	= \$ -
<u>Gas and Electric:</u> Monthly gas and electric service at Empress Hotel Current average monthly expense \$3,000 X 10 months	\$ 3,000	x 10	x 0.677	= \$ 20,317
<u>Water and Sewer:</u> Monthly water and sewer utility costs at Empress Hotel Current monthly expenses \$1,355.24 x 10 months	\$ 1,355	x 10	x 0.677	= \$ 9,178
<u>Building/Unit Repair &amp; Replacement:</u> The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Average monthly expenses at Empress are \$905.10	\$ 905	x 10	x 0.677	= \$ 6,130
<u>Building Supplies:</u> includes all maintenance and janitorial supplies for Empress Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Empress Hotel. Average Monthly expenses = \$3,000	\$ 3,000	x 10	x 0.677	= \$ 20,317
<u>Elevator Maintenance:</u> Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Average monthly expenses = \$234.52	\$ 325	x 10	x 0.677	= \$ 2,198
<u>Pest Control:</u> Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Average monthly expenses = \$400.28	\$ 400	x 10	x 0.677	= \$ 2,711
<u>Trash Removal:</u> Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$1,531.75	\$ 1,532	x 10	x 0.677	= \$ 10,374
<u>Telephone &amp; Cable:</u> Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for Empress Hotel Average monthly costs average \$1,437.52	\$ 1,438	x 10	x 0.677	= \$ 9,736
<b>Total Occupancy:</b>				<b>\$ 80,961</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u> General office supplies including printing & duplicating for DISH & Support Services, postage printer supplies, computer supplies, office furniture etc. Average monthly costs average \$467.50	\$ 468	x 10	x 0.677	= \$ 3,166
<u>Community Building and Eviction Prevention:</u> DISH sponsored activities for tenants, community meetings etc	\$ -	x 10	x 0.677	= \$ -
<u>On Site Services:</u> Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of	\$ -	x 10	x 0.677	= \$ -
<b>Total Materials and Supplies:</b>				<b>\$ 3,166</b>



<b>General Operating:</b>					
<b>Insurance:</b>					
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs	\$	-	x	10	x 0.677 = \$ -
<b>Staff Development:</b>					
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.	\$	-	x	10	x 0.677 = \$ -
<b>Credit Reports:</b>					
Background checks (credit history, public records search and criminal) for housing applicants.	\$	-	x	10	x 0.677 = \$ -
<b>Staff Recruiting:</b>					
Open staff position advertising and related costs, background checks on new hires etc.	\$	-	x	10	x 0.677 = \$ -
<b>Legal:</b>					
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.					
Estimated monthly expenses = \$496.00	\$	496	x	10	x 0.677 = \$ 3,359
<b>Total General Operating:</b>					\$ 3,359
<b>Staff Travel (Local &amp; Out of Town):</b>					
<b>Total Staff Travel:</b>					\$ -
<b>Consultants/Subcontractors:</b>					
<b>Total Consultants/Subcontractors:</b>					\$ -
<b>Other:</b>					
Administrative Fee/ Fiscal Sponsorship. Tides Center provides full set of fiscal, human resource, and related infrastructure services 8% of \$184,459	\$	-	x	10	x 0.677 = \$ -
<b>Total Other:</b>					\$ -
<b>TOTAL OPERATING EXPENSES</b>					\$ 87,486
<b>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</b>					
Brief description of expense					
Formula to calculate amount of expense	\$	-	x	10	x 0.677 = \$ -
<b>Total Capital Expenditures:</b>					\$ -
<b>TOTAL DIRECT COSTS</b>					\$ 194,799
<b>INDIRECT COSTS</b>					\$ -
<b>TOTAL INDIRECT COSTS</b>					\$ -
<b>APPENDIX TOTAL</b>					\$ 194,799

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH		Appendix B-7c:				Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018		Appendix Term:				7/1/16 - 6/30/17		
3	Funding Source: General Fund		CMS:				6380		
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Prop. Mgmt. Days						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	General Manager	4.50	\$ 170,583	100%					\$ 170,583
12	Assistant General Manager	4.50	\$ 119,341	100%					\$ 119,341
13	Desk Clerk	21.85	\$ 435,015	100%					\$ 435,015
14	Janitor	8.55	\$ 187,620	100%					\$ 187,620
15	Director	1.80	\$ 145,640	100%					\$ 145,640
16	Deputy Director	1.00	\$ 69,212	100%					\$ 69,212
17	Operations Manager	1.00	\$ 35,462	100%					\$ 35,462
18	Facilities Director	1.00	\$ 56,499	100%					\$ 56,499
19	Facilities Manager	1.87	\$ 74,420	100%					\$ 74,420
20	Maintenance Worker	5.80	\$ 173,984	100%					\$ 173,984
21	Facilities OM/Project Associate	1.00	\$ 31,781	100%					\$ 31,781
22	<b>Total FTE &amp; Total Salaries</b>	<b>52.87</b>	<b>\$ 1,499,558</b>	<b>100%</b>					<b>\$ 1,499,558</b>
23	Fringe Benefits	37%	\$ 553,112	100%					\$ 553,112
24	<b>Total Personnel Expenses</b>		<b>\$ 2,052,671</b>	<b>100%</b>					<b>\$ 2,052,671</b>
25									
26	Operating Expenses		Expenditure	%					Contract Total
27	Occupancy		\$ 587,903	100%					\$ 587,903
28	Materials and Supplies		\$ 102,600	100%					\$ 102,600
29	General Operating		\$ 103,494	100%					\$ 103,494
30	Staff Travel		\$ 834	100%					\$ 834
31	Consultants / Subcontractors		\$ 154,453	100%					\$ 154,453
32	Other		\$ 311,465	100%					\$ 311,465
33	<b>Total Operating Expenses</b>		<b>\$ 1,260,749</b>	<b>100%</b>					<b>\$ 1,260,749</b>
34									
35	Total Direct Expenses		\$ 3,313,420	100%					\$ 3,313,420
36	Indirect Expenses		\$ -						\$ -
37	<b>TOTAL EXPENSES</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>
38									
39	Number of Units of Service (UOS) per Service Mode		126,801						126,801
40	Cost Per Unit of Service by Service Mode		\$26.13						
41	Number of Unduplicated Clients (UDC) per Service Mode		392						
42									
43	DPH #1A(1)								Rev. 05/2010

BUDGET JUSTIFICATION				
Tides Center - DISH (GF)				
Salaries and Benefits	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>General Manager</b>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors; Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
Annual Salary = \$ 54,567 x 4.50 x 0.695 = \$ 170,583				
<b>Assistant General Manager</b>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
Annual Salary = \$ 38,175 x 4.50 x 0.695 = \$ 119,341				
<b>Desk Clerk</b>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
Annual Salary = \$ 28,659 x 21.85 x 0.695 = \$ 435,015				
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
Annual Salary = \$ 31,588 x 8.55 x 0.695 = \$ 187,620				
<b>Director</b>				
The Directors are responsible for the leadership of DISH, including implementation of the mission of DISH and of the DAF, including the provision of excellent property management service. The Directors are responsible for the effectiveness of DISH's 60 employees and the prudent use of its \$5.5 million budget. The Directors oversee all aspects of the organization and its services, including site operations, team building and staff professional development, interagency collaboration, program development, resource development, vendor relations, policy, infrastructure and information technology. The Directors develop and sustain community and business partnerships to maximize and leverage City resources. In addition, the Directors work closely with the Tides Center to provide effective human resources services and financial management and accounting. Members of four person senior leadership team. The Directors report to the DISH Advisory Board.				
Minimum Qualifications: College Degree required. Extensive Experience with supportive housing and harm reduction required. Leadership and personnel management experience required. Experience with customer service provision or client relations preferred.				
Annual Salary = \$ 116,469 x 1.80 x 0.695 = \$ 145,640				

<b>Deputy Director</b>								
The Deputy Director is responsible for the financial and administrative operations of DISH including oversight of DISH's \$5.5 million budget. The Deputy Director orchestrates the development and deployment of annual and long-term financial resources and budget. The Deputy Director also ensures prudent, consistent, accurate and timely processing of income and expenses, including rent collection and vendor payment. Oversight of occupancy data collection and reporting, outcome measurement and contract reporting. Oversees vendor contracts and vendor relations. Develops and implements organization-wide information technology strategy, including managing IT consultant/help desk. The Deputy Director develops and enhances operational and financial policies and procedures, collection and reporting, outcome measurement and contract reporting. Oversees central administration, delinquencies, and reconciliations. Manages Operations Manager and Facilities Office Manager. Member of four person senior leadership team. Reports to Director.								
Minimum Qualifications: Administrative and project management experience required. College degree or equivalent experience preferred. Supervision and start-up experience preferred. Experience with customer service provision or client relations preferred.								
Annual Salary =	\$ 99,629	x	1.00	x	0.695	=	\$ 69,212	
<b>Operations Manager</b>								
Under supervision of the Deputy Director, the Operations Manager is responsible for day-to-day smooth operations of the central office, including systems, office machines, supplies, and facilities coordination. Coordinates day-to-day bookkeeping in collaboration with the Tides Center, including payables and receivables. Assists with occupancy data collection and reporting, manages HR coordination with Tides, and manages other projects.								
Minimum Qualifications: College degree or equivalent experience preferred. One year of administrative and project management experience required. Professional training may substitute for experience. Ease and efficiency with Microsoft Office software suite, including extensive experience with Word and Excel and email management. Experience in creating forms and managing shared electronic folders across a network. Database and basic website experience a plus. Experience with customer service provision or client relations preferred.								
Annual Salary =	\$ 51,046	x	1.00	x	0.695	=	\$ 35,462	
<b>Facilities Director</b>								
The Facilities Director oversees all aspects of facilities planning and operations for all six sites, including managing Facilities team of twenty employees, facilities budget oversight, work order and unit make ready planning and execution, proactive coordination of well-maintained buildings, vendor relationships and consolidation. Oversees all capital projects, coordinating work with building owners, contractors, and consultants. Ensure life safety and emergency response systems are effective and current. Ensures effective and proactive communication with onsite staff as well as professional development and training for all Facilities employees. Manages Facility Managers. Member of four person senior leadership team. Reports to Director.								
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.								
Annual Salary =	\$ 81,329	x	1.00	x	0.695	=	\$ 56,499	
<b>Facilities Manager</b>								
Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. PMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building.								
Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.								
Annual Salary =	\$ 57,286	x	1.87	x	0.695	=	\$ 74,420	
<b>Maintenance Worker</b>								
Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance.								
Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.								
Annual Salary =	\$ 43,180	x	5.80	x	0.695	=	\$ 173,984	
<b>Facilities OM/Project Associate</b>								
Under the supervision of the Facilities Manager, the Facilities Office Manager/Project Associate will coordinate administrative functions of the Facilities team, including contract and vendor coordination, inventory, bill paying, team scheduling, work orders, and other central administrative functions. This position will also manage various special projects.								

Minimum Qualifications: High School Diploma, 3+ years of administration support experience required, experience in construction and/or maintenance offices a plus. Type 30-40 WPM. Proficiency with MS Office tools including MS Project Manager, computer literacy with a command of other office software including spreadsheets, word processing and database applications. Excellent verbal and written communication skills.						
Annual Salary =	\$ 45,748	x	1.00	x	0.695	= \$ 31,781
<b>Total FTE &amp; Salaries</b>			<b>52.87</b>			<b>\$ 1,499,558</b>
<b>Total Benefits</b>						
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 5.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.			37%			\$ 553,112
<b>TOTAL SALARIES &amp; BENEFITS</b>						<b>\$ 2,052,671</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<b>Rent:</b> <i>Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,793/ month), and the Star Commercial space (\$1,935/ mo), including slight increases during the contract year.</i>	\$ 4,728	x 12	x 0.695	= \$ 39,418
<b>Gas and Electric:</b> <i>Monthly gas and electric service at 6 properties, and the Facilities Central office = \$9,462</i>	\$ 9,462	x 12	x 0.695	= \$ 78,883
<b>Water and Sewer:</b> <i>Monthly water and sewer utility costs at 6 properties Current monthly expenses at 6 sites: \$10,274 x 12 months</i>	\$ 10,274	x 12	x 0.695	= \$ 85,648
<b>Building/Unit Repair &amp; Replacement:</b> <i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Monthly costs average: \$6,192.00 across the 6 sites</i>	\$ 6,192	x 12	x 0.695	= \$ 51,620
<b>Building Supplies:</b> <i>Includes all maintenance and janitorial supplies for the 6 sites. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites. Monthly costs average \$15,904 across the 6 sites</i>	\$ 15,904	x 12	x 0.695	= \$ 132,581
<b>Elevator Maintenance:</b> <i>Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Monthly service plus repairs average \$2,361 across 5 sites</i>	\$ 2,361	x 12	x 0.695	= \$ 19,662
<b>Pest Control:</b> <i>Regular building pest control services including monthly inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Monthly inspections costs average \$7,360 across 6 sites</i>	\$ 7,360	x 12	x 0.695	= \$ 61,358
<b>Trash Removal:</b> <i>Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$7,369 across the 6 sites</i>	\$ 7,369	x 12	x 0.695	= \$ 61,432
<b>Telephone &amp; Cable:</b> <i>Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage solutions Monthly costs average \$5,038 across 6 buildings plus DISH Central Office</i>	\$ 5,038	x 12	x 0.695	= \$ 41,999
<b>Repairs and Maintenance Reserve</b> <i>Owner expenses prepaid by DISH and to be reimbursed Estimated monthly expenses of \$1,833.33</i>	\$ 1,833	x 12	x 0.695	= \$ 15,283
<b>Total Occupancy:</b>				<b>\$ 587,903</b>
<b>Materials and Supplies:</b>				
<b>Office Supplies:</b> <i>General office supplies including printing &amp; duplicating for DISH &amp; Support Services, postage printer supplies, computer supplies, office furniture etc. Monthly costs average \$5,847.50 across the 6 building sites and DISH Central Office</i>	\$ 5,848	x 12	x 0.695	= \$ 48,747
<b>Community Building and Eviction Prevention:</b> <i>DISH sponsored activities for tenants, community meetings etc, and other expenses related to building community and preventing eviction. Monthly Costs average \$833.33 across the 6 sites</i>	\$ 833	x 12	x 0.695	= \$ 6,947
<b>On Site Services:</b> <i>Including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services etc. Monthly costs average \$5,627 across the 6 sites</i>	\$ 5,627	x 12	x 0.695	= \$ 46,906
<b>Total Materials and Supplies:</b>				<b>\$ 102,600</b>

<b>General Operating:</b>								
<b>Insurance:</b>	\$ 3,264	x	12	x	0.695	=	\$ 27,214	
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs. Monthly costs average \$3,264.								
<b>Staff Development:</b>	\$ 2,912	x	12	x	0.695	=	\$ 24,273	
Trainings, workshops and related expenses for team building, employee professional development, and increased quality of service delivery. Monthly costs average \$2,911.67.								
<b>Credit Reports:</b>	\$ 449	x	12	x	0.695	=	\$ 3,744	
Background checks (credit history, public records search and criminal) for housing applicants. Monthly costs across the 6 sites average \$449.08.								
<b>Staff Recruiting:</b>	\$ 540	x	12	x	0.695	=	\$ 4,498	
Open staff position advertising and related costs, background checks on new hires, and other costs related to filling open positions. Also included here is a \$30 per employee payroll processing fee charged to Tides by the payroll service provider. Average monthly costs are \$539.58.								
<b>Legal:</b>	\$ 5,250	x	12	x	0.695	=	\$ 43,766	
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings. Estimated monthly costs of \$5,250.								
<b>Total General Operating:</b>							\$	103,494
<b>Staff Travel (Local &amp; Out of Town):</b>	\$ 100	x	12	x	0.695	=	\$ 834	
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc. Average monthly costs are \$100.								
<b>Total Staff Travel:</b>							\$	834
<b>Consultants/Subcontractors:</b>	\$ 18,528	x	12	x	0.695	=	\$ 154,453	
Costs for hiring temporary employees to cover vacation, sick and other contingencies to ensure 24 hour, 7 day a week desk clerk coverage. Costs for hiring temporary employees on occasion for administrative projects and building maintenance projects. Includes anticipated costs of professional services including IT support, after hours security service at all 6 sites building and design specialists, organizational development, etc.								
Average monthly costs across the 6 sites are \$18,527.50.								
<b>Total Consultants/Subcontractors:</b>							\$	154,453
<b>Other:</b>	\$ 37,362	x	12	x	0.695	=	\$ 311,465	
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of direct costs for all 4 funding sources + \$45,000 additional fee for the carrying costs of the lack of an advance at the beginning of the year (July-October). Monthly costs are \$37,362.00.								
<b>Total Other:</b>							\$	311,465
<b>TOTAL OPERATING EXPENSES</b>							\$	1,260,749
<b>CAPITAL EXPENDITURES: (If needed - Asset valued at \$5,000 or more)</b>	\$ -	x	12	x	0.695	=	\$ -	
Brief description of expense								
<b>Total Capital Expenditures:</b>							\$	-
<b>TOTAL DIRECT COSTS</b>							\$	3,313,420
<b>INDIRECT COSTS</b>							\$	-
<b>TOTAL INDIRECT COSTS</b>							\$	-
<b>APPENDIX TOTAL</b>							\$	3,313,420

	A	B	C	D	E	F	G	H	I
1	Contractor Name: Tides Center - DISH				Appendix B-8:		Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018				Appendix Term:		7/1/17 - 6/30/18		
3	Funding Source: FQHC				CMS:		6380		
4									
5	<b>SFDPH CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>		<b>Prop. Mgmt. Services</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>
14	Janitor	0.26	\$ 6,318	100%					\$ 6,318
20	Facilities Manager	0.13	\$ 7,161	100%					\$ 7,161
21	Maintenance Worker	0.20	\$ 8,636	100%					\$ 8,636
23	<b>Total FTE &amp; Total Salaries</b>	<b>0.53</b>	<b>\$ 22,114</b>	<b>100%</b>					<b>\$ 22,114</b>
24	Fringe Benefits	37%	\$ 8,116	100%					\$ 8,116
25	<b>Total Personnel Expenses</b>		<b>\$ 30,230</b>	<b>100%</b>					<b>\$ 30,230</b>
26									
27	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>					<b>Contract Total</b>
28									
29	Occupancy		\$ 22,415	100%					\$ 22,415
30	Materials and Supplies		\$ 2,400	100%					\$ 2,400
31	General Operating		\$ -						
32	Staff Travel		\$ -						
33	Consultants / Subcontractors		\$ -						
34	Other		\$ -						\$ -
35	<b>Total Operating Expenses</b>		<b>\$ 24,815</b>	<b>100%</b>					<b>\$ 24,815</b>
36									
37	<b>Total Direct Expenses</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>
38	Indirect Expenses								\$ -
39	<b>TOTAL EXPENSES</b>		<b>\$ 55,045</b>	<b>100%</b>					<b>\$ 55,045</b>
40									
41	Number of Units of Service (UOS) per Service Mode		12						12
42	Cost Per Unit of Service by Service Mode		\$4,587.10						
43	Number of Unduplicated Clients (UDC) per Service Mode		N/A						
44									
45	DPH #1A(1)								Rev. 05/2010



**BUDGET JUSTIFICATION**  
 Tides Center - DISH (FOHC)

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<u>Janitor</u>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior. Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
Annual Salary =	\$ 31,588	0.20	1.00	\$ 6,318
<u>Facilities Manager</u>				
Under the supervision of the Facilities Director, the Facilities Managers will serve as supervisors and foreperson of three buildings each for all maintenance work in collaboration with the Facilities Director, the Maintenance Workers, and the General Managers. FMs will work with contractors, vendors, and others to ensure proper, cost-effective, and proactive maintenance of each building. Minimum Qualifications: 5 years or more in skilled maintenance work required. Experience with personnel management and staff training required. Experience with customer service provision or client relations preferred.				
Annual Salary =	\$ 57,286	0.13	1.00	\$ 7,161
<u>Maintenance Worker</u>				
Under the supervision of the Facilities Director and Facilities Managers, performs preventive, corrective, emergency, cosmetic and routine maintenance. Minimum Qualifications: 2 years or more in skilled maintenance work required. Experience with customer service provision or client relations preferred.				
Annual Salary =	\$ 43,180	0.20	1.00	\$ 8,636
<b>Total FTE &amp; Salaries</b>		<b>0.53</b>		<b>\$ 22,114</b>
<b>Total Benefits</b>			<b>37%</b>	<b>\$ 8,116</b>
<i>Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .16%), workers comp at 6.7%, life &amp; disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined</i>				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 30,230</b>

Salaries and Benefits	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Operating Expenses</b>				
<b>Occupancy:</b>	<b>Monthly Expense</b>	<b># of months</b>	<b>% allocation to Funding Source</b>	<b>Amount</b>
<u>Rent:</u>				
<u>Gas and Electric:</u>				
Monthly gas and electric service at HUH clinic				
Current average monthly expense - \$625	\$ 625	12	1.00	\$ 7,500
<u>Water and Sewer:</u>				
Monthly water and sewer utility costs at HUH Clinic				
Average monthly expenses = \$125.00	\$ 125	12	1.00	\$ 1,500
<u>Building/Unit Repair &amp; Replacement:</u>				
The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.); use of outside contractors for other building maintenance repairs including emergency repairs and other costs.				
Average monthly expenses = \$330.83	\$ 331	12	1.00	\$ 3,970
<u>Building Supplies:</u>				
Maintenance and Janitorial supplies necessary for the maintenance of the HUH clinic				
Average monthly expenses - \$328.75	\$ 329	12	1.00	\$ 3,945
<u>Elevator Maintenance:</u>				
<u>Pest Control:</u>				
Regular building pest control services including inspections, pest prevention and treatment, and treatment of HUH Clinic				
Average monthly expenses - \$	\$ 83	12	1.00	\$ 1,000
<u>Trash Removal:</u>				
Monthly trash removal.				
\$375 monthly trash removal x 12=	\$ 375	12	1.00	\$ 4,500
<u>Telephone &amp; Cable:</u>				
<b>Total Occupancy:</b>				<b>\$ 22,415</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
Support for HUH clinic supervisor to cover expenses related to the provision of services at the clinic.				
Average monthly expenses - \$	\$ 200	12	1.00	\$ 2,400
<b>Total Materials and Supplies:</b>				<b>\$ 2,400</b>

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Operating:</b>				
<b>Insurance:</b>				
<i>Cost to insure Tides Center for DISH activities, including general liability, property and related insurance costs</i>				
<b>Staff Development:</b>				
<i>Training, workshops and related expenses for employee professional development and increased quality of service delivery.</i>				
<b>Credit Reports:</b>				
<i>Background checks (credit history, public records search and criminal) for housing applicants.</i>				
<b>Staff Recruiting:</b>				
<i>Open staff position advertising and related costs, background checks on new hires etc.</i>				
<b>Legal:</b>				
<i>Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings</i>				
				\$ -
<b>Staff Travel (Local &amp; Out of Town):</b>				
<i>Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.</i>				
				\$ -
<b>Consultants/Subcontractors:</b>				
<i>Includes anticipated costs of professional services including IT support, building and design specialists etc.</i>				
				\$ -
<b>Other:</b>				
<i>Administrative Fee / Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services</i>				
			8% of direct costs	\$ -
<b>TOTAL OPERATING EXPENSES</b>				
				\$ 24,815
<b>CAPITAL EXPENDITURES (If needed - A unit valued at \$5,000 or more):</b>				
<i>Brief description of expense</i>				
			<i>Formula to calculate amount of expense</i>	\$ -
			<b>TOTAL CAPITAL EXPENDITURES:</b>	\$ -
			<b>TOTAL DIRECT COSTS</b>	\$ 55,045
<b>INDIRECT COSTS</b>				
			<b>TOTAL INDIRECT COSTS</b>	\$ -
			<b>APPENDIX TOTAL</b>	\$ 55,045

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: Tides Center - DISH				Appendix B-6a		Page 1			
2	Contract Term: July 1, 2008 - June 30, 2018				Appendix Term: 7/1/17-6/30/18					
3	Funding Source: MHSA/ Prop 63				CMS: 6380					
4										
5	<b>SFDPH CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Prop. Mgmt. Days							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	General Manager	1.00	\$ 53,825	100%					\$ 53,825	
12	Assistant General Manager	1.00	\$ 37,657	100%					\$ 37,657	
13	Desk Clerk	3.75	\$ 106,010	100%					\$ 106,010	
14	Janitor	0.50	\$ 15,579	100%					\$ 15,579	
15	<b>Total FTE &amp; Total Salaries</b>	<b>6.25</b>	<b>\$ 213,072</b>	<b>100%</b>					<b>\$ 213,072</b>	
16	Fringe Benefits	37%	\$ 78,197	100%					\$ 78,197	
17	<b>Total Personnel Expenses</b>		<b>\$ 291,269</b>	<b>100%</b>					<b>\$ 291,269</b>	
18										
19	Operating Expenses		Expenditure	%					Contract Total	
20	Occupancy		\$ 76,476	100%					\$ 76,476	
21	Materials and Supplies		\$ 1,894	100%					\$ 1,894	
22	General Operating		\$ 4,862	100%					\$ 4,862	
23	Staff Travel		\$ -						\$ -	
24	Consultants / Subcontractors		\$ -						\$ -	
25	Other		\$ -						\$ -	
26										
27	<b>Total Operating Expenses</b>		<b>\$ 85,232</b>	<b>100%</b>					<b>\$ 85,232</b>	
28										
29	<b>Total Direct Expenses</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>	
30	Indirect Expenses		\$ -						\$ -	
31	<b>TOTAL EXPENSES</b>		<b>\$ 376,502</b>	<b>100%</b>					<b>\$ 376,502</b>	
32										
33	Number of Units of Service (UOS) per Service Mode		9,198						9,198	
34	Cost Per Unit of Service by Service Mode		\$40.93							
35	Number of Unduplicated Clients (UDC) per Service Mode		31							
36										
37	DPH #1A(1)								Rev. 05/2010	

**BUDGET JUSTIFICATION**  
 Tides Center - DISH (MHSA)

Salaries and Benefits	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>General Manager</b>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level; and develops a supportive environment for all residents; manages onsite staff and their duties; interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
Annual Salary =	\$54,567 x	1.00	x 0.986	= \$ 53,825
<b>Assistant General Manager</b>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
Annual Salary =	\$38,175 x	1.00	x 0.986	= \$ 37,657
<b>Desk Clerk</b>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
Annual Salary =	\$28,659 x	3.75	x 0.986	= \$ 106,010
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
Annual Salary =	\$31,588 x	0.50	x 0.986	= \$ 15,579
<b>Total FTE &amp; Salaries</b>		<b>6.25</b>		<b>\$ 213,072</b>
<b>Total Benefits</b>		<b>37%</b>		<b>\$ 78,197</b>
<i>Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 6.7%, life &amp; disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.</i>				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 291,269</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<u>Rent:</u>				
<u>Gas and Electric:</u>				
Monthly gas and electric service at Camelot Hotel				
Current average monthly expense \$999.99	\$1,000	x 12	x 0.986	= \$ 11,837
<u>Water and Sewer:</u>				
Monthly water and sewer utility costs at Camelot Hotel				
Current monthly expenses \$375	\$375	x 12	x 0.986	= \$ 4,439
<u>Building/Unit Repair &amp; Replacement:</u>				
The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.				
Average monthly expenses = \$670.000	\$670	x 12	x 0.986	= \$ 7,931
<u>Building Supplies:</u>				
Includes all maintenance and janitorial supplies for Camelot hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Camelot Hotel.				
Average monthly expenses = \$2,193.00	\$2,500	x 12	x 0.986	= \$ 29,593
<u>Elevator Maintenance:</u>				
Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.				
Average monthly expenses = \$366.75	\$367	x 12	x 0.986	= \$ 4,341
<u>Pest Control:</u>				
Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.				
Average monthly expenses = \$333.40	\$333	x 12	x 0.986	= \$ 3,946
<u>Trash Removal:</u>				
Monthly trash removal plus periodic rental of debris boxes.				
Monthly expenses = \$809.10	\$809	x 12	x 0.986	= \$ 9,577
<u>Telephone &amp; Cable:</u>				
Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for community spaces and maintenance and repair costs for phone systems.				
Average monthly expenses = \$575.50	\$576	x 12	x 0.986	= \$ 6,812
<b>Total Occupancy:</b>				<b>\$ 78,476</b>
<b>Materials and Supplies:</b>				
<u>Office Supplies:</u>				
<u>Community Building and Eviction Prevention:</u>				
DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.				
Average monthly expenses = \$160.00	\$160	x 12	x 0.986	= \$ 1,894
<u>On Site Services:</u>				
Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of				\$ -
<b>Total Materials and Supplies:</b>				<b>\$ 1,894</b>

<b>General Operating:</b>					
<b>Insurance:</b>					
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs				\$	-
<b>Staff Development:</b>					
Training, workshops and related expenses for employee professional development and increased quality of service delivery.				\$	-
<b>Credit Reports:</b>					
Background checks (credit history, public records search and criminal) for housing applicants.				\$	-
<b>Staff Recruiting:</b>					
Open staff position advertising and related costs, background checks on new hires etc.				\$	-
<b>Legal:</b>					
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.					
	Estimated monthly expenses = \$410.75	\$411	x 12	x 0.986	\$ 4,862
<b>Total General Operating:</b>				\$	<b>4,862</b>
<b>Staff Travel (Local &amp; Out of Town):</b>					
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc.					
	Annual allowance across DISH =				\$ -
<b>Total Staff Travel:</b>				\$	-
<b>Consultants/Subcontractors:</b>					
Includes anticipated costs of professional services including IT support, building and design specialists etc.				\$	-
<b>Total Consultants/Subcontractors:</b>				\$	-
<b>Other:</b>					
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services 8% of \$56,817				\$	-
<b>Total Other:</b>				\$	-
<b>TOTAL OPERATING EXPENSES</b>				\$	<b>85,232</b>
<b>CAPITAL EXPENDITURES: (if needed - A unit valued at \$5,000 or more)</b>					
Brief description of expense					
	Formula to calculate amount of expense				\$ -
<b>Total Capital Expenditures:</b>				\$	-
<b>TOTAL DIRECT COSTS</b>				\$	<b>376,502</b>
<b>INDIRECT COSTS</b>				\$	-
<b>TOTAL INDIRECT COSTS</b>				\$	-
<b>APPENDIX TOTAL</b>				\$	<b>376,502</b>

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: Tides Center - DISH						Appendix B-8b	Page 1		
2	Contract Term: July 1, 2008 - June 30, 2018						Appendix Term:	9/1/17 - 6/30/18		
3	Funding Source: HUD Grant						CMS:	6380		
4										
5	<b>SFDPH CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Prop. Mgmt. Days						Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	General Manager	0.50	\$ 18,477	100%					\$ 18,477	
12	Assistant General Manager	0.50	\$ 12,927	100%					\$ 12,927	
13	Desk Clerk	1.60	\$ 31,054	100%					\$ 31,054	
14	Janitor	0.75	\$ 16,044	100%					\$ 16,044	
15	<b>Total FTE &amp; Total Salaries</b>	<b>3.35</b>	<b>\$ 78,503</b>	<b>100%</b>					<b>\$ 78,503</b>	
16	Fringe Benefits	37%	\$ 28,811	100%					\$ 28,811	
17	<b>Total Personnel Expenses</b>		<b>\$ 107,313</b>	<b>100%</b>					<b>\$ 107,313</b>	
18										
19	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
20	Occupancy		\$ 80,961	100%					\$ 80,961	
21	Materials and Supplies		\$ 3,166	100%					\$ 3,166	
22	General Operating		\$ 3,359	100%					\$ 3,359	
23	Staff Travel		\$ -						\$ -	
24	Consultants / Subcontractors		\$ -						\$ -	
25	Other		\$ -						\$ -	
26	<b>Total Operating Expenses</b>		<b>\$ 87,486</b>	<b>100%</b>					<b>\$ 87,486</b>	
27										
28	<b>Total Direct Expenses</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>	
29	Indirect Expenses		\$ -						\$ -	
30	<b>TOTAL EXPENSES</b>		<b>\$ 194,799</b>	<b>100%</b>					<b>\$ 194,799</b>	
31										
32	Number of Units of Service (UOS) per Service Mode		11,497						11,497	
33	Cost Per Unit of Service by Service Mode		\$16.94							
34	Number of Unduplicated Clients (UDC) per Service Mode		35							
35										
36	DPH #1A(1)								Rev. 05/2010	



**BUDGET JUSTIFICATION**  
 Tides Center - DISH (HUD)

	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<u>General Manager</u>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
	Annual Salary = \$ 54,567	x 0.50	x 0.677	= \$ 18,477
<u>Assistant General Manager</u>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
	Annual Salary = \$ 38,175	x 0.50	x 0.677	= \$ 12,927
<u>Desk Clerk</u>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
	Annual Salary = \$ 28,659	x 1.60	x 0.677	= \$ 31,054
<u>Janitor</u>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
	Annual Salary = \$ 31,588	x 0.75	x 0.677	= \$ 16,044
<b>Total FTE &amp; Salaries</b>				<b>\$ 78,503</b>
<u>Total Benefits:</u>				\$ 28,811
Tides Center's fringe benefits rate of 37% includes the following: payroll taxes (FICA at 7.45% and SUI at .15%), workers comp at 8.7%, life & disability insurance @ .7%, health/dental/vision coverage @ 17%, and 2.7% defined contribution.				
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 107,313</b>

Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<b>Rent:</b> <i>Office Rent: This line item includes space rent costs for the DISH Central and Facilities Central Office (\$2,670/month), and the Ster Commercial space (\$1,978), including slight increases during the contract year.</i>	\$ -	x 10	x 0.677	= \$ -
<b>Gas and Electric:</b> <i>Monthly gas and electric service at Empress Hotel!</i> <i>Current average monthly expense \$3,000 X 10 months</i>	\$ 3,000	x 10	x 0.677	= \$ 20,317
<b>Water and Sewer:</b> <i>Monthly water and sewer utility costs at Empress Hotel!</i> <i>Current monthly expenses \$1,355.24 x 10 months</i>	\$ 1,355	x 10	x 0.677	= \$ 9,178
<b>Building/Unit Repair &amp; Replacement:</b> <i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs.</i> <i>Average monthly expenses at Empress are \$905.10</i>	\$ 905	x 10	x 0.677	= \$ 6,130
<b>Building Supplies:</b> <i>Includes all maintenance and janitorial supplies for Empress Hotel. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work at Empress Hotel.</i> <i>Average Monthly expenses = \$3,000</i>	\$ 3,000	x 10	x 0.677	= \$ 20,317
<b>Elevator Maintenance:</b> <i>Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators.</i> <i>Average monthly expenses = \$234.52</i>	\$ 325	x 10	x 0.677	= \$ 2,198
<b>Pest Control:</b> <i>Regular building pest control services including inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.</i> <i>Average monthly expenses = \$400.29</i>	\$ 400	x 10	x 0.677	= \$ 2,711
<b>Trash Removal:</b> <i>Monthly trash removal plus periodic rental of debris boxes.</i> <i>Monthly costs average \$1,531.75</i>	\$ 1,532	x 10	x 0.677	= \$ 10,374
<b>Telephone &amp; Cable:</b> <i>Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, and cable TV fees for Empress Hotel!</i> <i>Average monthly costs average \$1,437.52</i>	\$ 1,438	x 10	x 0.677	= \$ 9,736
<b>Total Occupancy:</b>				<b>\$ 80,961</b>
<b>Materials and Supplies:</b>				
<b>Office Supplies:</b> <i>General office supplies including printing &amp; duplicating for DISH &amp; Support Services, postage printer supplies, computer supplies, office furniture etc.</i> <i>Average monthly costs average \$467.50</i>	\$ 468	x 10	x 0.677	= \$ 3,166
<b>Community Building and Eviction Prevention:</b> <i>DISH sponsored activities for tenants, community meetings etc.</i>	\$ -	x 10	x 0.677	= \$ -
<b>On Site Services:</b> <i>Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services</i>	\$ -	x 10	x 0.677	= \$ -
<b>Total Materials and Supplies:</b>				<b>\$ 3,166</b>

<b>General Operating:</b>						
<b>Insurance:</b>						
Cost to insure Tides Center for DISH activities, including general liability, property, and related insurance costs	\$	-	x	10	x	0.677 = \$ -
<b>Staff Development:</b>						
Trainings, workshops and related expenses for employee professional development and increased quality of service delivery.	\$	-	x	10	x	0.677 = \$ -
<b>Credit Reports:</b>						
Background checks (credit history, public records search and criminal) for housing applicants.	\$	-	x	10	x	0.677 = \$ -
<b>Staff Recruiting:</b>						
Open staff position advertising and related costs, background checks on new hires etc.	\$	-	x	10	x	0.677 = \$ -
<b>Legal:</b>						
Attorney Fees and court costs for tenant ten-day notices, stipulated agreements and eviction proceedings.						
						Estimated monthly expenses = \$496.00
	\$	496	x	10	x	0.677 = \$ 3,358
<b>Total General Operating:</b>						<b>\$ 3,358</b>
<b>Staff Travel (Local &amp; Out of Town):</b>						
	\$	-	x	10	x	0.677 = \$ -
<b>Total Staff Travel:</b>						<b>\$ -</b>
<b>Consultants/Subcontractors:</b>						
	\$	-	x	10	x	0.677 = \$ -
<b>Total Consultants/Subcontractors:</b>						<b>\$ -</b>
<b>Other:</b>						
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of fiscal, human resource, and related infrastructure services. 8% of \$184,453	\$	-	x	10	x	0.677 = \$ -
<b>Total Other:</b>						<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>						<b>\$ 87,486</b>
<b>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</b>						
Brief description of expense						Formula to calculate amount of expense
	\$	-	x	10	x	0.677 = \$ -
<b>Total Capital Expenditures:</b>						<b>\$ -</b>
<b>TOTAL DIRECT COSTS</b>						<b>\$ 194,798</b>
<b>INDIRECT COSTS</b>						<b>\$ -</b>
<b>TOTAL INDIRECT COSTS</b>						<b>\$ -</b>
<b>APPENDIX TOTAL</b>						<b>\$ 194,798</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>Tides Center - DISH</b>				Appendix B-8c		Page 1		
2	Contract Term: <b>July 1, 2008 - June 30, 2018</b>				Appendix Term:		7/1/17 - 6/30/18		
3	Funding Source: <b>General Fund</b>				CMS:		6380		
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>		<b>Prop. Mgmt. Days</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>
11	General Manager	4.50	\$ 170,583	100%					\$ 170,583
12	Assistant General Manager	4.50	\$ 119,341	100%					\$ 119,341
13	Desk Clerk	21.85	\$ 435,015	100%					\$ 435,015
14	Janitor	8.55	\$ 187,620	100%					\$ 187,620
15	Director	1.80	\$ 145,640	100%					\$ 145,640
16	Deputy Director	1.00	\$ 69,212	100%					\$ 69,212
17	Operations Manager	1.00	\$ 35,462	100%					\$ 35,462
18	Facilities Director	1.00	\$ 56,499	100%					\$ 56,499
19	Facilities Manager	1.87	\$ 74,420	100%					\$ 74,420
20	Maintenance Worker	5.80	\$ 173,984	100%					\$ 173,984
21	Facilities OM/Project Associate	1.00	\$ 31,781	100%					\$ 31,781
22	<b>Total FTE &amp; Total Salaries</b>	<b>52.87</b>	<b>\$ 1,499,558</b>	<b>100%</b>					<b>\$ 1,499,558</b>
23	Fringe Benefits	37%	\$ 553,112	100%					\$ 553,112
24	<b>Total Personnel Expenses</b>		<b>\$ 2,052,671</b>	<b>100%</b>					<b>\$ 2,052,671</b>
25									
26	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>					<b>Contract Total</b>
27	Occupancy		\$ 587,903	100%					\$ 587,903
28	Materials and Supplies		\$ 102,600	100%					\$ 102,600
29	General Operating		\$ 103,494	100%					\$ 103,494
30	Staff Travel		\$ 834	100%					\$ 834
31	Consultants / Subcontractors		\$ 154,453	100%					\$ 154,453
32	Other		\$ 311,465	100%					\$ 311,465
33	<b>Total Operating Expenses</b>		<b>\$ 1,260,749</b>	<b>100%</b>					<b>\$ 1,260,749</b>
34									
35	<b>Total Direct Expenses</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>
36	Indirect Expenses		\$ -						\$ -
37	<b>TOTAL EXPENSES</b>		<b>\$ 3,313,420</b>	<b>100%</b>					<b>\$ 3,313,420</b>
38									
39	<b>Number of Units of Service (UOS) per Service Mode</b>		126,801						126,801
40	<b>Cost Per Unit of Service by Service Mode</b>		\$26.13						
41	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>		392						
42									
43	DPH #1A(1)								Rev. 05/2010

BUDGET JUSTIFICATION				
Tides Center - DISH (GF)				
	Annual Salary	FTE	% allocation to Funding Source	Amount
<b>Salaries and Benefits</b>				
<b>General Manager</b>				
The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff; and their duties; interacts with and supervises vendors. Collaborates with onsite support services providers and DPH in pursuit of excellence. Reports to the Director.				
Minimum Qualifications: 2 years of managerial or project administration experience required. Demonstrated experience in leadership, management, and supervision required. Extensive experience with customer service provision or client relations required. Experience and eagerness to work in a team environment required. Previous property management experience a plus. Professional training may substitute for experience.				
Annual Salary =	\$ 54,567 x	4.50 x	0.695 =	\$ 170,583
<b>Assistant General Manager</b>				
Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs also serve as front desk clerks for two shifts per week.				
Minimum Qualifications: 2 years of project administration experience preferred. Experience with customer service provision or client relations required.				
Annual Salary =	\$ 38,175 x	4.50 x	0.695 =	\$ 119,341
<b>Desk Clerk</b>				
Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.				
Minimum Qualifications: General office experience preferred. Experience with customer service provision or client relations preferred. Ability to read, write and follow instructions. Ability to answer telephone and greet tenants and guests clearly and professionally. Ability to write messages, incident reports, and other notes and documents legibly and accurately. Ability to multi-task in a fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.				
Annual Salary =	\$ 28,659 x	21.85 x	0.695 =	\$ 435,015
<b>Janitor</b>				
Under the supervision of the General Manager and the Facilities Manager, maintains the general cleanliness of the building interior and exterior.				
Minimum Qualifications: 1 year or more in janitorial work required. Experience with customer service provision or client relations preferred. Experience and willingness to work in a team environment required. Professional training may substitute for experience.				
Annual Salary =	\$ 31,588 x	8.55 x	0.695 =	\$ 187,620
<b>Director</b>				
The Directors are responsible for the leadership of DISH, including implementation of the mission of DISH and of the DAF, including the provision of excellent property management service. The Directors are responsible for the effectiveness of DISH's 60 employees and the prudent use of its \$5.5 million budget. The Directors oversee all aspects of the organization and its services, including site operations, team building and staff professional development, interagency collaboration, program development, resource development, vendor relations, policy, infrastructure and information technology. The Directors develop and sustain community and business partnerships to maximize and leverage City resources. In addition, the Directors work closely with the Tides Center to provide effective human resources services and financial management and accounting. Members of four person senior leadership team. The Directors report to the DISH Advisory Board.				
Minimum Qualifications: College Degree required. Extensive Experience with supportive housing and harm reduction required. Leadership and personnel management experience required. Experience with customer service provision or client relations preferred.				
Annual Salary =	\$ 116,469 x	1.80 x	0.695 =	\$ 145,640





Operating Expenses	Monthly Expense	# of months	% allocation to Funding Source	Amount
<b>Occupancy:</b>				
<b>Rent</b>	\$ 4,728	x 12	x 0.695	= \$ 58,416
<i>Office Rent: This line item includes space rent costs for the DISH Center and Facilities Central Office (\$2,795/ month), and the Star Commercial space (\$1,933 per month, including slight increases during the contract year).</i>				
<b>Gas and Electric</b>	\$ 9,462	x 12	x 0.695	= \$ 78,888
<i>Monthly gas and electric service at 6 properties, and the Facilities Central office = \$9,462</i>				
<b>Water and Sewer</b>	\$ 10,274	x 12	x 0.695	= \$ 85,648
<i>Monthly water and sewer utility costs at 6 properties</i>				
<i>Current monthly expenses at 6 sites \$10,274 x 12 months</i>				
<b>Building/Unit Repair &amp; Replacement</b>	\$ 6,192	x 12	x 0.695	= \$ 51,620
<i>The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit make-ready and rehab work. These costs vary by site and there is an allowance for unexpected repairs. Monthly costs average \$6,192.08 across the 6 sites</i>				
<b>Building Supplies</b>	\$ 15,904	x 12	x 0.695	= \$ 132,581
<i>Includes all maintenance and janitorial supplies for the 6 sites. Also includes furniture, bedding, appliances, flooring supplies for unit make ready work as well as uniforms for maintenance staff across the six sites and necessary equipment or tool purchases for completing needed maintenance work across the six sites.</i>				
<i>Monthly costs average \$15,904 across the 6 sites</i>				
<b>Elevator Maintenance</b>	\$ 2,361	x 12	x 0.695	= \$ 19,682
<i>Based on current costs, this line item includes monthly service fee, inspection and certification fees, and repairs, for the five buildings with elevators. Monthly service plus repairs average \$2,361 across 6 sites</i>				
<b>Pest Control</b>	\$ 7,360	x 12	x 0.695	= \$ 61,358
<i>Regular building pest control services including monthly inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary.</i>				
<i>Monthly inspections costs average \$7,360 across 6 sites</i>				
<b>Trash Removal</b>	\$ 7,369	x 12	x 0.695	= \$ 61,432
<i>Monthly trash removal plus periodic rental of debris boxes. Monthly costs average \$7,369 across the 6 sites</i>				
<b>Telephone &amp; Cable</b>	\$ 5,036	x 12	x 0.695	= \$ 41,999
<i>Budget is based on current expenses, including office telephones for DISH and Services Teams, voicemail for DISH and Services Team, internet costs for DISH and Services Teams, DISH's organization-wide cellular phone plan, and cable TV fees for community spaces and maintenance and repair costs for phone systems. This line also includes monthly costs for web-based email and document storage solutions</i>				
<i>Monthly costs average \$5,036 across 6 buildings plus DISH Central Office</i>				
<b>Repairs and Maintenance Reserve</b>	\$ 1,833	x 12	x 0.695	= \$ 15,283
<i>Owner expenses prepaid by DISH and to be reimbursed</i>				
<i>Estimated monthly expenses of \$1,833.33</i>				
<b>Total Occupancy:</b>				<b>\$ 587,903</b>
<b>Materials and Supplies</b>				
<b>Office Supplies</b>	\$ 5,848	x 12	x 0.695	= \$ 48,747
<i>General office supplies including printing &amp; duplicating for DISH &amp; Support Services, postage printer supplies, computer supplies, office furniture etc.</i>				
<i>Monthly costs average \$5,847.50 across the 6 building sites and DISH Central Office.</i>				
<b>Community Building and Eviction Prevention</b>	\$ 833	x 12	x 0.695	= \$ 6,947
<i>DISH sponsored activities for tenants, community meetings etc, and other expenses related to building community and preventing eviction. Monthly Costs average \$833.33 across the 6 sites</i>				
<b>On Site Services</b>	\$ 5,627	x 12	x 0.695	= \$ 48,906
<i>DPH Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, Sharps container services, Americorps volunteers that support the delivery of services etc.</i>				
<i>Monthly costs average \$5,627 across the 6 sites</i>				
<b>Total Materials and Supplies:</b>				<b>\$ 102,600</b>



<b>General Operating:</b>								
<b>Insurance:</b>	\$ 3,264	x	12	x	0.695	=	\$ 27,214	
Cost to insure Tides Center for OISM activities, including general liability, property, and related insurance costs. Monthly costs average \$3,264								
<b>Staff Development:</b>	\$ 2,912	x	12	x	0.695	=	\$ 24,273	
Training, workshops and related expenses for team building, employee professional development, and increased quality of service delivery. Monthly costs average \$2,911.67								
<b>Credit Reports:</b>	\$ 449	x	12	x	0.695	=	\$ 3,744	
Background checks (credit history, public records search and criminal for) housing applicants. Monthly costs across the 6 sites average \$449.00								
<b>Staff Recruiting:</b>	\$ 540	x	12	x	0.695	=	\$ 4,494	
Open staff position advertising and related costs, background checks on new hires, and other costs related to filling open positions. Also included here is a \$30 per employee payroll processing fee charged to Tides by the payroll service provider. Average monthly costs are \$539.58								
<b>Legal:</b>	\$ 5,250	x	12	x	0.695	=	\$ 43,766	
Attorney fees and court costs for tenant rent-rev notices, stipulated agreements and eviction proceedings. Estimated monthly costs of \$5,250								
<b>Total General Operating:</b>								\$ 103,494
<b>Staff Travel (Local &amp; Out of Town):</b>	\$ 100	x	12	x	0.695	=	\$ 834	
Local travel required for work (non-commuter expenses) including public transportation, mileage, parking etc. Average monthly costs are \$100								
<b>Total Staff Travel:</b>								\$ 834
<b>Consultants/Subcontractors:</b>	\$ 18,528	x	12	x	0.695	=	\$ 154,453	
Costs for hiring temporary employees to cover vacation, sick and other contingencies to ensure 24 hour, 7 day a week desk clerk coverage. Costs for hiring temporary employees on occasion for administrative projects and building maintenance projects. Includes anticipated costs of professional services including IT support, after hours security service at all 6 sites building and design specialists, organizational development, etc.								
Average monthly costs across the 6 sites are \$16,527.50								
<b>Total Consultants/Subcontractors:</b>								\$ 154,453
<b>Other:</b>	\$ 37,362	x	12	x	0.695	=	\$ 311,465	
Administrative Fee/ Fiscal Sponsorship: Tides Center provides full set of local, human resource, and related infrastructure services.								
8% of direct costs for all 4 funding sources + \$45,000 additional fee for the carrying costs of the lack of an advance at the beginning of the year (July-October). Monthly costs are \$37,362.00								
<b>Total Other:</b>								\$ 311,465
<b>TOTAL OPERATING EXPENSES</b>								\$ 1,260,745
<b>CAPITAL EXPENDITURES:</b> (If needed - Audit valued at \$5,000 or more)	\$ -	x	12	x	0.695	=	\$ -	
Brief description of expense:								
<b>Total Capital Expenditures:</b>								\$ -
<b>TOTAL DIRECT COSTS</b>								\$ 3,313,420
<b>INDIRECT COSTS</b>								\$ -
<b>TOTAL INDIRECT COSTS</b>								\$ -
<b>APPENDIX TOTAL</b>								\$ 3,313,420





**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-3a  
Appendix Term: 7/1/12 - 6/30/13  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No:

Funding Source:

Program Name: DISH - Camelot Hotel (MHSA)

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	9,198	31							9,198	31

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		31			31

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$215,790				\$215,790.00
Fringe Benefits	\$79,195				\$79,195.00
<b>Total Personnel Expenses</b>	<b>\$294,985</b>				<b>\$294,985.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$79,517				\$79,517.00
<b>Materials and Supplies</b> -(e.g., Office Postage, Printing and Repro., Program Supplies)	\$2,000				\$2,000.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,848				\$4,848.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$86,365</b>				<b>\$86,365.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$381,350</b>				<b>\$381,350.00</b>
Deduct Resident Fees	(55,180)				(55,180.00)
<b>TOTAL EXPENSES</b>	<b>\$376,170</b>				<b>\$376,170.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-3b  
Appendix Term: 9/1/12 - 6/30/13  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 415-561-6340  
Fax: 415-561-6301



Funding Source:

Grant Code / Detail:

Program Name: DISH - Empress Hotel (HUD)

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	11,497	35							11,497	35

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$115,800				\$115,800.00
Fringe Benefits	\$42,498				\$42,498.00
<b>Total Personnel Expenses</b>	<b>\$158,298</b>				<b>\$158,298.00</b>
Operating Expenses					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$119,673				\$119,673.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$4,673				\$4,673.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,992				\$4,992.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$129,338</b>				<b>\$129,338.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$287,636</b>				<b>\$287,636.00</b>
Deduct Resident Fees	(\$92,837)				(\$92,837.00)
<b>TOTAL EXPENSES</b>	<b>\$194,799</b>				<b>\$194,799.00</b>
LESS: initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-3c  
Appendix Term: 7/1/12 - 6/30/13  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS # 6380 Invoice Number HU11JUL12

Contract Purchase Order No: DPHC13000254-01

Telephone: 415-561-6340  
Fax: 415-561-6301



Funding Source: General Fund

Grant Code / Detail: N/A

Project Code / Detail: N/A

Program Name: DISH - 6 Buildings (GF)

Invoice Period: 07/1/12 - 07/31/12

FINAL invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED:		DELIVERED THIS PERIOD:		DELIVERED TO DATE:		% OF TOTAL:		REMAINING DELIVERABLES:	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	126,801	392							#####	392

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		392			392

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$2,156,413				\$2,156,413.00
Fringe Benefits	\$794,904				\$794,904.00
<b>Total Personnel Expenses</b>	<b>\$2,951,317</b>				<b>\$2,951,317.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$846,266				\$846,266.00
Materials and Supplies (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$147,690				\$147,690.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$148,977				\$148,977.00
Staff Travel - (e.g., Local & Out of Town)	\$1,200				\$1,200.00
Consultant/Subcontractor	\$222,330				\$222,330.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$448,344				\$448,344.00
<b>Total Operating Expenses</b>	<b>\$1,814,807</b>				<b>\$1,814,807.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$4,766,124</b>				<b>\$4,766,124.00</b>
Deduct Resident Fees	(\$1,455,097)				(\$1,455,097.00)
<b>TOTAL EXPENSES</b>	<b>\$3,311,027</b>				<b>\$3,311,027.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By:	_____ (DPH Authorized Signatory)	Date:	_____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4  
Appendix Term: 7/1/13 - 6/30/14  
PAGE A

Contractor: **Tides Center**  
Address: **The Presidio P.O. Box 29907**  
**San Francisco, CA 94129-0907**

Telephone: **415-561-6340**  
Fax: **415-561-6301**



Program Name: **DISH - DAH Clinic (FQHC)**

CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Services	12								12	

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET		EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
	UOS	UDC				
Total Salaries (See Page B)	\$22,115					\$22,115.00
Fringe Benefits	\$8,115					\$8,115.00
<b>Total Personnel Expenses</b>	<b>\$30,230</b>					<b>\$30,230.00</b>
<b>Operating Expenses:</b>						
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$22,445					\$22,445.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$2,400					\$2,400.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)						
<b>Staff Travel</b> - (e.g., Local & Out of Town)						
<b>Consultant/Subcontractor</b>						
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)						
<b>Total Operating Expenses</b>	<b>\$24,845</b>					<b>\$24,845.00</b>
<b>Capital Expenditures</b>						
<b>TOTAL DIRECT EXPENSES</b>	<b>\$55,075</b>					<b>\$55,075.00</b>
Deduct Resident Fees	(330)					(330.00)
<b>TOTAL EXPENSES</b>	<b>\$55,045</b>					<b>\$55,045.00</b>
<b>LESS: Initial Payment Recovery</b>						
<b>Other Adjustments</b> (Enter as negative, if appropriate)						
<b>REIMBURSEMENT</b>						

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: <b>Contract Payments</b>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4a  
Appendix Term: 7/1/13 - 6/30/14  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

Telephone: 415-561-6340  
Fax: 415-561-6301



Program Name: DISH - Camelot Hotel (MHSA)

CMS #	6380	Invoice Number	HU21JUL13
Contract Purchase Order No:			
Funding Source:	MHSA		
Grant Code / Detail:	N/A		
Project Code / Detail:	PMHS63 / 1405		
Invoice Period:	07/1/13 - 07/31/13		
FINAL invoice	<input type="checkbox"/>	(check if Yes)	

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	9,198	31							9,198	31

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix:		31			31

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$79,274				\$79,274.00
<b>Total Personnel Expenses</b>	<b>\$295,280</b>				<b>\$295,280.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance, Supplies and Repairs)	\$79,517				\$79,517.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,000				\$2,000.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,848				\$4,848.00
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$86,365</b>				<b>\$86,365.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$381,645</b>				<b>\$381,645.00</b>
Deduct Resident Fees	(\$5,143)				(\$5,143.00)
<b>TOTAL EXPENSES</b>	<b>\$376,502</b>				<b>\$376,502.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By:	_____ (DPH Authorized Signatory)	Date:	_____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4b  
Appendix Term: 9/1/13 - 6/30/14  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

Telephone: 415-561-6340  
Fax: 415-561-6301



Program Name: DISH - Empress Hotel (HUD)

CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL invoice:  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	11,497	35							11,497	35

	UDC	UDC	UDC	UDC	UDC
Unapportioned Clients for Appendix		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$42,541				\$42,541.00
<b>Total Personnel Expenses</b>	<b>\$158,457</b>				<b>\$158,457.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$119,673				\$119,673.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$4,673				\$4,673.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,992				\$4,992.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$129,338</b>				<b>\$129,338.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$287,795</b>				<b>\$287,795.00</b>
Deduct Resident Fees	(\$92,996)				(\$92,996.00)
<b>TOTAL EXPENSES</b>	<b>\$194,799</b>				<b>\$194,799.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4c  
Appendix Term: 7/1/13 - 6/30/14  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  
6380

Invoice Number  
HU11JUL13

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No: \_\_\_\_\_

Funding Source: General Fund

Grant Code / Detail: N/A

Project Code / Detail: N/A

Program Name: DISH - 6 Buildings (GF)

Invoice Period: 07/1/13 - 07/31/13

FINAL invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	126,801	392							#####	392

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		392			392

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$795,698				\$795,698.00
<b>Total Personnel Expenses</b>	<b>\$2,954,267</b>				<b>\$2,954,267.00</b>
<b>Operating Expenses:</b>					
<b>Occupancy</b> - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$846,266				\$846,266.00
<b>Materials and Supplies</b> - (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$147,690				\$147,690.00
<b>General Operating</b> - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$148,977				\$148,977.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,200				\$1,200.00
<b>Consultant/Subcontractor</b>	\$222,330				\$222,330.00
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$448,344				\$448,344.00
<b>Total Operating Expenses</b>	<b>\$1,814,807</b>				<b>\$1,814,807.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$4,769,074</b>				<b>\$4,769,074.00</b>
Deduct Resident Fees	(\$1,455,654)				(\$1,455,654.00)
<b>TOTAL EXPENSES</b>	<b>\$3,313,420</b>				<b>\$3,313,420.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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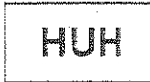
**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5  
Appendix Term: 7/1/14 - 6/30/15  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Program Name: DISH - DAH Clinic (FQHC)

Invoice Period:

FINAL invoice:  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Services	12								12	

Unduplicated Clients for Appendix	UDC	UDC	UDC	UDC	UDC

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$22,115				\$22,115.00
Fringe Benefits	\$8,115				\$8,115.00
<b>Total Personnel Expenses</b>	<b>\$30,230</b>				<b>\$30,230.00</b>
Operating Expenses:					
<b>Occupancy</b> - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$22,445				\$22,445.00
<b>Materials and Supplies</b> - (e.g., Office Postage, Printing and Repro., Program Supplies)	\$2,400				\$2,400.00
<b>General Operating</b> - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$24,845</b>				<b>\$24,845.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$55,075</b>				<b>\$55,075.00</b>
Deduct Resident Fees	(\$30)				(\$30.00)
<b>TOTAL EXPENSES</b>	<b>\$55,045</b>				<b>\$55,045.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5a  
Appendix Term: 7/1/14 - 6/30/15  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

Telephone: 415-561-6340  
Fax: 415-561-6301



CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	9,198	31							9,198	31

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		31			31

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$216,006				\$216,006.00
Fringe Benefits	\$79,274				\$79,274.00
<b>Total Personnel Expenses</b>	<b>\$295,280</b>				<b>\$295,280.00</b>
Operating Expenses					
Occupancy - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$79,517				\$79,517.00
Materials and Supplies - (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$2,000				\$2,000.00
General Operating - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,848				\$4,848.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$86,365</b>				<b>\$86,365.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$381,645</b>				<b>\$381,645.00</b>
Deduct Resident Fees	(\$5,143)				(\$5,143.00)
<b>TOTAL EXPENSES</b>	<b>\$376,502</b>				<b>\$376,502.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5b  
Appendix Term: 9/1/14 - 6/30/15  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	11,497	35							11,497	35

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD		EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
		UOS	UDC			
Total Salaries (See Page B)	\$115,916					\$115,916.00
Fringe Benefits	\$42,541					\$42,541.00
<b>Total Personnel Expenses</b>	<b>\$158,457</b>					<b>\$158,457.00</b>
<b>Operating Expenses:</b>						
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$119,673					\$119,673.00
<b>Materials and Supplies</b> -(e.g., Office Postage, Printing and Repr., Program Supplies)	\$4,673					\$4,673.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,992					\$4,992.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)						
<b>Consultant/Subcontractor</b>						
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)						
<b>Total Operating Expenses</b>	<b>\$129,338</b>					<b>\$129,338.00</b>
<b>Capital Expenditures</b>						
<b>TOTAL DIRECT EXPENSES</b>	<b>\$287,795</b>					<b>\$287,795.00</b>
Deduct Resident Fees	(\$92,996)					(\$92,996.00)
<b>TOTAL EXPENSES</b>	<b>\$194,799</b>					<b>\$194,799.00</b>
LESS: Initial Payment Recovery						
Other Adjustments (Enter as negative, if appropriate)						
<b>REIMBURSEMENT</b>						

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5c  
Appendix Term: 7/1/14 - 6/30/15  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

Telephone: 415-561-6340  
Fax: 415-561-6301



Program Name: DISH - 6 Buildings (GF)

CMS #	6380	Invoice Number	HU11JUL14
Contract Purchase Order No:			
Funding Source:	General Fund		
Grant Code / Detail:	N/A		
Project Code / Detail:	N/A		
Invoice Period:	07/1/14 - 07/31/14		
FINAL invoice	<input type="checkbox"/>	(check if Yes)	

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	126.801	392							#####	392

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		392			392

EXPENDITURES	BUDGET		EXPENSES THIS PERIOD		EXPENSES TO DATE		% OF TOTAL BUDGET		REMAINING BALANCE	
Total Salaries (See Page B)	\$2,158,569								\$2,158,569.00	
Fringe Benefits	\$795,698								\$795,698.00	
<b>Total Personnel Expenses</b>	<b>\$2,954,267</b>								<b>\$2,954,267.00</b>	
Operating Expenses:										
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$846,266								\$846,266.00	
Materials and Supplies-(e.g., Office Postage, Printing and Repro., Program Supplies)	\$147,690								\$147,690.00	
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$148,977								\$148,977.00	
Staff Travel - (e.g., Local & Out of Town)	\$1,200								\$1,200.00	
Consultant/Subcontractor	\$222,330								\$222,330.00	
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$448,344								\$448,344.00	
<b>Total Operating Expenses</b>	<b>\$1,814,807</b>								<b>\$1,814,807.00</b>	
Capital Expenditures										
<b>TOTAL DIRECT EXPENSES</b>	<b>\$4,769,074</b>								<b>\$4,769,074.00</b>	
Deduct Resident Fees	(\$1,455,654)								(\$1,455,654.00)	
<b>TOTAL EXPENSES</b>	<b>\$3,313,420</b>								<b>\$3,313,420.00</b>	
LESS: Initial Payment Recovery										
Other Adjustments (Enter as negative, if appropriate)										
<b>REIMBURSEMENT</b>										

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By:	_____ (DPH Authorized Signatory)	Date:	_____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6  
Appendix Term: 7/1/15 - 6/30/16  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 415-561-6340  
Fax: 415-561-6301



Funding Source:

Grant Code / Detail:

Project Code / Detail:

Program Name: DISH - DAH Clinic (FQHC)

Invoice Period:

FINAL invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Services	12								12	

UDC                      UDC                      UDC                      UDC                      UDC

Unduplicated Clients for Appendix:

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$22,115				\$22,115.00
Fringe Benefits	\$8,115				\$8,115.00
<b>Total Personnel Expenses</b>	<b>\$30,230</b>				<b>\$30,230.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$22,445				\$22,445.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$2,400				\$2,400.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$24,845</b>				<b>\$24,845.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$55,075</b>				<b>\$55,075.00</b>
Deduct Resident Fees	(530)				(530.00)
<b>TOTAL EXPENSES</b>	<b>\$55,045</b>				<b>\$55,045.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing  
1380 Howard Street, 4th Floor  
San Francisco, CA 94103  
Attn: Contract Payments

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(DPH Authorized Signatory)



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6a  
Appendix Term: 7/1/15 - 6/30/16  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  
6380

Invoice Number  
HU21JUL15

Telephone: 415-561-6340  
Fax: 415-561-6301

**HUH**

Contract Purchase Order No: \_\_\_\_\_

Funding Source: MHSA

Grant Code / Detail: N/A

Project Code / Detail: PMHS63 / 1605

Invoice Period: 07/1/15 - 07/31/15

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	9,196	31							9,196	31

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		31			31

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$216,006				\$216,006.00
Fringe Benefits	\$79,274				\$79,274.00
<b>Total Personnel Expenses</b>	<b>\$295,280</b>				<b>\$295,280.00</b>
<b>Operating Expenses:</b>					
Occupancy - (e.g., Rental of Property, Utilities, Building Maintenance, Supplies and Repairs)	\$79,517				\$79,517.00
Materials and Supplies - (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$2,000				\$2,000.00
General Operating - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,848				\$4,848.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$86,365</b>				<b>\$86,365.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$381,645</b>				<b>\$381,645.00</b>
Deduct. Resident Fees	(\$5,143)				(\$5,143.00)
<b>TOTAL EXPENSES</b>	<b>\$376,502</b>				<b>\$376,502.00</b>
LESS: initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103	By: _____	Date: _____
	Attn: Contract Payments	(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6b  
Appendix Term: 9/1/15 - 6/30/16  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	11,497	35							11,497	35

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	35				35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$42,541				\$42,541.00
<b>Total Personnel Expenses</b>	<b>\$158,457</b>				<b>\$158,457.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$119,673				\$119,673.00
Materials and Supplies (e.g., Office Postage, Printing and Repro., Program Supplies)	\$4,673				\$4,673.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,992				\$4,992.00
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$129,338</b>				<b>\$129,338.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$287,795</b>				<b>\$287,795.00</b>
Deduct Resident Fees	(\$92,996)				(\$92,996.00)
<b>TOTAL EXPENSES</b>	<b>\$194,799</b>				<b>\$194,799.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6c  
Appendix Term: 7/1/15 - 6/30/16  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Program Name: DISH - 6 Buildings (GF)

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	126,801	392							#####	392

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		392			392

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$795,698				\$795,698.00
<b>Total Personnel Expenses</b>	<b>\$2,954,267</b>				<b>\$2,954,267.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance, Supplies and Repairs)	\$846,266				\$846,266.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$147,690				\$147,690.00
General Operating-(e.g., insurance, Staff Training, Equipment Rental/Maintenance)	\$148,977				\$148,977.00
Staff Travel - (e.g., Local & Out of Town)	\$1,200				\$1,200.00
Consultant/Subcontractor	\$222,330				\$222,330.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$448,344				\$448,344.00
<b>Total Operating Expenses</b>	<b>\$1,814,807</b>				<b>\$1,814,807.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$4,769,074</b>				<b>\$4,769,074.00</b>
Deduct Resident Fees	(\$1,455,654)				(\$1,455,654.00)
<b>TOTAL EXPENSES</b>	<b>\$3,313,420</b>				<b>\$3,313,420.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-7  
Appendix Term: 7/1/16 - 6/30/17  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 415-561-6340  
Fax: 415-561-6301



Funding Source:

Grant Code / Detail:

Project Code / Detail:

Program Name: DISH - DAH Clinic (FQHC)

Invoice Period:

FINAL invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UCS	UDC	UCS	UDC	UCS	UDC	UCS	UDC	UCS	UDC
Property Management Services	12								12	

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$8,115				\$8,115.00
<b>Total Personnel Expenses</b>	<b>\$30,230</b>				<b>\$30,230.00</b>
<b>Operating Expenses:</b>					
<b>Occupancy</b> - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$22,445				\$22,445.00
<b>Materials and Supplies</b> - (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,400				\$2,400.00
<b>General Operating</b> - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$24,845</b>				<b>\$24,845.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$55,075</b>				<b>\$55,075.00</b>
Deduct Resident Fees	(\$30)				(\$30.00)
<b>TOTAL EXPENSES</b>	<b>\$55,045</b>				<b>\$55,045.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103	By: _____	Date: _____
Attn:	Contract Payments	(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-7a  
Appendix Term: 7/1/16 - 6/30/17  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Program Name: DISH - Cameiot Hotel (MHSA)

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	9,196	31							9,196	31

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix:		31			31

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$216,006				\$216,006.00
Fringe Benefits	\$79,274				\$79,274.00
<b>Total Personnel Expenses</b>	<b>\$295,280</b>				<b>\$295,280.00</b>
<b>Operating Expenses</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$79,517				\$79,517.00
Materials and Supplies (e.g., Office Postage, Printing and Repr., Program Supplies)	\$2,000				\$2,000.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,848				\$4,848.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$86,365</b>				<b>\$86,365.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$381,645</b>				<b>\$381,645.00</b>
Deduct Resident Fees	(\$5,143)				(\$5,143.00)
<b>TOTAL EXPENSES</b>	<b>\$376,502</b>				<b>\$376,502.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-7b  
Appendix Term: 9/1/16 - 6/30/17  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

Telephone: 415-561-6340  
Fax: 415-561-6301



CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	11,497	35							11,497	35

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$115,916				\$115,916.00
Fringe Benefits	\$42,541				\$42,541.00
<b>Total Personnel Expenses</b>	<b>\$158,457</b>				<b>\$158,457.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$119,673				\$119,673.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$4,673				\$4,673.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,992				\$4,992.00
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$129,338</b>				<b>\$129,338.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$287,795</b>				<b>\$287,795.00</b>
Deduct Resident Fees	(\$92,996)				(\$92,996.00)
<b>TOTAL EXPENSES</b>	<b>\$194,799</b>				<b>\$194,799.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-7c  
Appendix Term: 7/1/16 - 6/30/17  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Program Name: DISH - 6 Buildings (GF)

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	126,801	392							#####	392

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		392			392

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$2,158,569				\$2,158,569.00
Fringe Benefits	\$795,698				\$795,698.00
<b>Total Personnel Expenses</b>	<b>\$2,954,267</b>				<b>\$2,954,267.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance, Supplies and Repairs)	\$846,266				\$846,266.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$147,690				\$147,690.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$148,977				\$148,977.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,200				\$1,200.00
<b>Consultant/Subcontractor</b>	\$222,330				\$222,330.00
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$448,344				\$448,344.00
<b>Total Operating Expenses</b>	<b>\$1,814,807</b>				<b>\$1,814,807.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$4,769,074</b>				<b>\$4,769,074.00</b>
Deduct Resident Fees	(\$1,455,854)				(\$1,455,854.00)
<b>TOTAL EXPENSES</b>	<b>\$3,313,220</b>				<b>\$3,313,220.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-7c  
Appendix Term: 7/1/16 - 6/30/17  
PAGE 8

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907  
Telephone: 415-561-6340  
Fax: 415-561-6301

Invoice Number:   
Contract Purchase Order No:   
Fund Source:   
Grant Code / Detail:   
Project Code / Detail:   
Invoice Period:   
FINAL Invoice  (check if Yes)

Program Name: DISH - 6 Buildings (GF)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
General Manager	4.50	\$245,549				\$245,549.00
Assistant General Manager	4.50	\$171,788				\$171,788.00
Desk Clerk	21.85	\$626,191				\$626,191.00
Janitor	8.55	\$270,074				\$270,074.00
Director	1.80	\$209,645				\$209,645.00
Deputy Director	1.00	\$99,629				\$99,629.00
Operations Manager	1.00	\$51,046				\$51,046.00
Facilities Director	1.00	\$81,329				\$81,329.00
Facilities Manager	1.87	\$107,125				\$107,125.00
Maintenance Worker	5.80	\$250,445				\$250,445.00
Facilities OM/Project Associate	1.00	\$45,748				\$45,748.00
<b>TOTAL SALARIES</b>	<b>52.87</b>	<b>\$2,158,569</b>				<b>\$2,158,569.00</b>

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Certified By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-8  
Appendix Term: 7/1/17 - 6/30/18  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  
6380

Invoice Number  
HU31JUL17

Telephone: 415-561-6340  
Fax: 415-561-6301



Contract Purchase Order No: \_\_\_\_\_

Funding Source: General Fund

Grant Code / Detail: N/A

Project Code / Detail: N/A

Program Name: DISH - DAH Clinic (FQHC)

Invoice Period: 07/1/17 - 07/31/17

FINAL invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Services	12								12	

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$22,115				\$22,115.00
Fringe Benefits	\$8,115				\$8,115.00
<b>Total Personnel Expenses</b>	<b>\$30,230</b>				<b>\$30,230.00</b>
Operating Expenses					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$22,445				\$22,445.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$2,400				\$2,400.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$24,845</b>				<b>\$24,845.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$55,075</b>				<b>\$55,075.00</b>
Deduct Resident Fees	(\$30)				(\$30.00)
<b>TOTAL EXPENSES</b>	<b>\$55,045</b>				<b>\$55,045.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-8a  
Appendix Term: 7/1/17 - 6/30/18  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

Telephone: 415-561-6340  
Fax: 415-561-6301



Program Name: DISH - Camelot Hotel (MHSA)

CMS #  Invoice Number   
Contract Purchase Order No:   
Funding Source:   
Grant Code / Detail:   
Project Code / Detail:   
Invoice Period:   
FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	9,196	31							9,196	31

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix:		31			31

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$216,006				\$216,006.00
Fringe Benefits	\$79,274				\$79,274.00
<b>Total Personnel Expenses</b>	<b>\$295,280</b>				<b>\$295,280.00</b>
Operating Expenses:					
Occupancy - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$79,517				\$79,517.00
Materials and Supplies - (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$2,000				\$2,000.00
General Operating - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,848				\$4,848.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$86,365</b>				<b>\$86,365.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$381,645</b>				<b>\$381,645.00</b>
Deduct Resident Fees	(\$5,143)				(\$5,143.00)
<b>TOTAL EXPENSES</b>	<b>\$376,502</b>				<b>\$376,502.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-8b  
Appendix Term: 9/1/17 - 6/30/18  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 415-561-6340  
Fax: 415-561-6301



Funding Source:

Grant Code / Detail:

Program Name: DISH - Empress Hotel (HUD)

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	11,497	35							11,497	35

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$42,541				\$42,541.00
<b>Total Personnel Expenses</b>	<b>\$158,457</b>				<b>\$158,457.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$119,673				\$119,673.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$4,673				\$4,673.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$4,992				\$4,992.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$129,338</b>				<b>\$129,338.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$287,795</b>				<b>\$287,795.00</b>
Deduct Resident Fees	(\$92,996)				(\$92,996.00)
<b>TOTAL EXPENSES</b>	<b>\$194,799</b>				<b>\$194,799.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6c  
Appendix Term: 7/1/17 - 6/30/18  
PAGE A

Contractor: Tides Center  
Address: The Presidio P.O. Box 29907  
San Francisco, CA 94129-0907

Telephone: 415-561-6340  
Fax: 415-561-6301



CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Property Management Days	126,801	392							#####	392

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		392			392

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$2,158,569				\$2,158,569.00
Fringe Benefits	\$795,698				\$795,698.00
<b>Total Personnel Expenses</b>	<b>\$2,954,267</b>				<b>\$2,954,267.00</b>
Operating Expenses					
<b>Occupancy</b> - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$846,266				\$846,266.00
<b>Materials and Supplies</b> - (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$147,690				\$147,690.00
<b>General Operating</b> - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$148,977				\$148,977.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,200				\$1,200.00
<b>Consultant/Subcontractor</b>	\$222,330				\$222,330.00
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$448,344				\$448,344.00
<b>Total Operating Expenses</b>	<b>\$1,814,807</b>				<b>\$1,814,807.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$4,769,074</b>				<b>\$4,769,074.00</b>
Deduct Resident Fees	(\$1,455,854)				(\$1,455,854.00)
<b>TOTAL EXPENSES</b>	<b>\$3,313,220</b>				<b>\$3,313,220.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/18/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Willis Insurance Services of California, Inc. c/o 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:	
		PHONE (A/C, NO, EXT):	877-945-7378
		FAX (A/C, NO):	888-467-2378
		E-MAIL ADDRESS:	certificates@willis.com
		INSURER(S) AFFORDING COVERAGE	NAIC#
		INSURER A:	Philadelphia Insurance Company 23850-100
INSURED	Tides Center P.O. Box 29907 San Francisco, CA 94129-0907	INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES      CERTIFICATE NUMBER: 19514666      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSRD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		PHPK993017	3/15/2013	3/15/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS		PHPK993017	3/15/2013	3/15/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PUB414513	3/15/2013	3/15/2014	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Building Coverage Replacement Cost Business Personal Prop Computer - Limit		PHPK993017	3/15/2013	3/15/2014	\$500,000 - \$1,000 Deductible subject to 90% coinsurance \$3,169,487 - \$1,000 Ded \$3,088,287 - \$1,000 Ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)  
SEE ATTACHED.

### CERTIFICATE HOLDER

San Francisco Dept. of Public Health  
ATTN: Diana Cheung  
101 Grove Street, Room 402  
San Francisco, CA 94102

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**ADDITIONAL REMARKS SCHEDULE**

AGENCY Willis Insurance Services of California, Inc.		NAMED INSURED Tides Center P.O. Box 29907 San Francisco, CA 94129-0907	
POLICY NUMBER See First Page		EFFECTIVE DATE: See First Page	
CARRIER Philadelphia Insurance Company	NAIC CODE 23850-100		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Social Services Professional Liability  
Carrier: Philadelphia Insurance Company  
Policy Number: PHPK993017  
Policy Term: 03/15/2013-03/15/2014  
Limits:  
\$1,000,000 Occurrence  
\$2,000,000 Aggregate

Project Name: Delivering Innovation in Supportive Housing (DISH) Project Number: 1216 Tides  
Requestor: Hui Xie

It is agreed that The City and County of San Francisco Department of Public Health, its officers, agents and employees are included as Additional Insureds as respects to General Liability and Auto Liability coverage but solely in regards to work being performed by or on behalf of the Named Insured in connection with the project described herein.

INSURED: Tides Center  
POLICY NUMBER: PHPK993017

**COMMERCIAL GENERAL LIABILITY**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART.**

**SCHEDULE**

Delivering Innovation in Supportive Housing (DISH) Project Number: 1216

Name of Person or Organization:

The City and County of San Francisco Department of Public Health, its officers, agents and employees

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an Insured the person or organization shown in the Schedule as an Insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Insurance Services of California, Inc. c/o 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:		
	PHONE (A/C NO, EXT):	877-945-7378	FAX (A/C NO): 888-467-2378
	E-MAIL ADDRESS:	certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A:	Philadelphia Insurance Company	23850-900
INSURED Tides Center P.O. Box 29907 San Francisco, CA 94129-0907	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: 19382967 REVISION NUMBER: See Remarks

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED   RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS   OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>ERISA Fidelity</b> Employee Dishonesty	Y		PHSD803503	12/1/2012	12/1/2013	\$1,000,000/\$0 Ded \$1,000,000 - \$25,000 Ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

THIS VOIDS AND REPLACES PREVIOUSLY ISSUED CERTIFICATE DATED: 2/15/2013 WITH ID: 19382089

Project Name: Delivering Innovation in Supportive Housing (DISH)  
Project Number: 1216  
Tides Requestor: Hui Xie

It is agreed that The City and County of San Francisco Department of Public Health, its officers, agents and employees are included as Additional Insureds as respects to Crime coverage but solely

CERTIFICATE HOLDER

CANCELLATION

San Francisco Dept. of Public Health Attn: Diana Cheung 101 Grove Street Room 402 San Francisco, CA 94102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>[Signature]</i>
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# ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Insurance Services of California, Inc.		NAMED INSURED Tides Center P.O. Box 29907 San Francisco, CA 94129-0907	
POLICY NUMBER PHSD803503		EFFECTIVE DATE: 12/01/2012	
CARRIER Philadelphia Insurance Company	NAIC CODE 23850-900		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 \_\_\_\_\_ FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

in regards to work being performed by or on behalf of the Named Insured in connection with the project described herein.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/20/2013

Page 1 of 1

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Insurance Services of California, Inc. c/o 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME PHONE FAX E-MAIL ADDRESS	
	877-945-7378 certificates@willis.com	888-467-2378
INSURED Tides Center P.O. Box 29907 San Francisco, CA 94129	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Travelers Property Casualty	NAIC# 31194-902
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES      CERTIFICATE NUMBER: 19395803      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTP	TYPE OF INSURANCE	ADD'L SUBR INSRD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	PJ-UB-3583P46-2-13	1/1/2013	1/1/2014	X WC STATU-TORY LIMITS   TOT-H-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

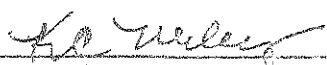
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

Project Name: Delivering Innovation in Supportive Housing (DISH)  
 Project Number: 1216  
 Tides Requestor: Hui Xie

A Waiver of Subrogation applies in favor of the Certificate holder as respects to Workers' Compensation, as permitted by law.

### CERTIFICATE HOLDER

### CANCELLATION

San Francisco Dept. of Public Health Attn: Diana Cheung 101 Grove Street Room 402 San Francisco, CA 94102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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2 4 3 -



WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

ENDORSEMENT WC 99 03 76 ( A) - 001

POLICY NUMBER: (PJUB-3583P46-2-13)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA (BLANKET WAIVER)

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

The additional premium for this endorsement shall be 1 .000 % of the California workers' compensation premium.

Schedule

Person or Organization

Job Description

ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS WAIVER.

Vertical text on the left margin, likely a scanning artifact or reference code.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Insured

Policy No.

Endorsement No. Premium

Insurance Company

Countersigned by \_\_\_\_\_