

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

**FOURTH AMENDMENT**

THIS AMENDMENT (this “Amendment”) is made as of **July 1, 2019**, in San Francisco, California, by and between **Public Health Foundation Enterprises, Inc. dba Heluna Health** (“Contractor”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Director of the Office of Contract Administration.

RECITALS

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

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the contract term; and update the scope; and budget; and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through a Request for Proposals (RFP) on March 31, 2014 and this modification is consistent therewith; and

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract number 2000-03/04 on July 14, 2014; and

WHEREAS, the City’s Board of Supervisors approved this Agreement by Resolution No. 214-15 on June 5, 2015; and

NOW, THEREFORE, Contractor and the City agree as follows:

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

1.a. **Agreement.** The term “Agreement” shall mean the Agreement dated **August 1, 2014** between Contractor and City, as amended by the **First Amendment**, dated **March 1, 2015**; **Second Amendment**, dated **July 1, 2016**, and **Third Amendment**, dated **July 1, 2018**.

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

**2.a. Section 2.** Section **2 Term of the Agreement** of the Agreement currently reads as follows:

Subject to Section 1, the term of this Agreement shall be from **August 1, 2014** to **June 30, 2019**.

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

|           |                         |           |
|-----------|-------------------------|-----------|
| Option 1: | 07/01/2015 - 06/30/2016 | Exercised |
| Option 2: | 07/01/2016 - 06/30/2017 | Exercised |
| Option 3: | 07/01/2017 - 06/30/2018 | Exercised |
| Option 4: | 07/01/2018 - 06/30/2019 | Exercised |
| Option 5: | 07/01/2019 - 06/30/2020 |           |
| Option 6: | 07/01/2020 - 06/30/2021 |           |
| Option 7: | 07/01/2021 - 06/30/2022 |           |
| Option 8: | 07/01/2022 - 06/30/2023 |           |
| Option 9: | 07/01/2023 - 06/30/2024 |           |

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

Subject to Section 1, the term of this Agreement shall be from **August 1, 2014 to October 31, 2019.**

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

|            |                         |           |
|------------|-------------------------|-----------|
| Option 1:  | 07/01/2015 - 06/30/2016 | Exercised |
| Option 2:  | 07/01/2016 - 06/30/2017 | Exercised |
| Option 3:  | 07/01/2017 - 06/30/2018 | Exercised |
| Option 4:  | 07/01/2018 - 06/30/2019 | Exercised |
| Option 5:  | 07/01/2019 - 10/31/2019 | Exercised |
| Option 6:  | 11/01/2019 - 06/30/2020 |           |
| Option 7:  | 07/01/2020 - 06/30/2021 |           |
| Option 8:  | 07/01/2021 - 06/30/2022 |           |
| Option 9:  | 07/01/2022- 06/30/2021  |           |
| Option 10: | 07/01/2023 - 06/30/2024 |           |

**2.b. Section 10. Section 10 Taxes** currently reads as follows:

**10. Taxes.** Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor. Contractor recognizes and understands that this Agreement may create a “possessory interest” for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

- (1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;
- (2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a “change in ownership” for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.
- (3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.
- (4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

Section (5) Withholding is hereby added to Section 10 Taxes:

- (5) **Withholding.** Contractor agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Contractor further acknowledges and agrees that City may withhold any payments due to Contractor under this Agreement if Contractor is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Contractor, without interest, upon Contractor coming back into compliance with its obligations.

**2.c. 22. Rights and Duties upon Termination or Expiration.** Section 22 Rights and Duties upon Termination or Expiration is hereby replaced in its entirety as follows:

**22. Rights and Duties upon Termination or Expiration.**

- |                             |  |
|-----------------------------|--|
| 8. Submitting False Claims. | 11. Payment Does Not Imply Acceptance of Work. |
| 9. Disallowance.            | 13. Responsibility for Equipment.              |
| 10. Taxes.                  |  |

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>14. Independent Contractor; Payment of Taxes and Other Expenses.</li> <li>15. Insurance.</li> <li>16. Indemnification.</li> <li>17. Incidental and Consequential Damages.</li> <li>18. Liability of City.</li> <li>24. Management of Private, Proprietary or Confidential Information and City Data.</li> <li>26. Ownership of Results.</li> <li>27. Works for Hire.</li> </ul> | <ul style="list-style-type: none"> <li>28. Audit and Inspection of Records.</li> <li>48. Modification of Agreement.</li> <li>49. Administrative Remedy for Agreement Interpretation.</li> <li>50. Agreement Made in California; Venue.</li> <li>51. Construction.</li> <li>52. Entire Agreement.</li> <li>56. Severability.</li> <li>57. Protection of Private Information, and Item 1 of Appendix D.</li> <li>63. Protected Health Information.</li> </ul> |
|--|---|

**2.d. 24. Proprietary or Confidential Information of City.** Section 24 Proprietary or Confidential Information of City is hereby replaced in its entirety as follows:

**24. Management of Private, Proprietary or Confidential Information and City Data.**

- 24.1. Protection of Private Information.** If this Agreement requires City to disclose "Private Information" to Contractor within the meaning of San Francisco Administrative Code Chapter 12M, Contractor and subcontractor shall use such information only in accordance with the restrictions stated in Chapter 12M and in this Agreement and only as necessary in performing the Services. Contractor is subject to the enforcement and penalty provisions in Chapter 12M.
- 24.2. Confidential Information.** In the performance of Services, Contractor may have access to City's proprietary or Confidential Information, the disclosure of which to third parties may damage City. If City discloses proprietary or Confidential Information to Contractor, such information must be held by Contractor in confidence and used only in performing the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary or Confidential Information.
- 24.3. Access to City Data.** City shall at all times have access to and control of all data given to Contractor by City in the performance of this Agreement ("City Data" or "Data"), and shall be able to retrieve it in a readable format, in electronic form and/or print, at any time, at no additional cost

- 24.4. Use of City Data and Confidential Information.** Contractor agrees to hold City's Confidential Information received from or created on behalf of the City in strictest confidence. Contractor shall not use or disclose City's Data or Confidential Information except as permitted or required by the Agreement or as otherwise authorized in writing by the City. Any work using, or sharing or storage of, City's Confidential Information outside the United States is subject to prior written authorization by the City. Access to City's Confidential Information must be strictly controlled and limited to Contractor's staff assigned to this project on a need-to-know basis only. Contractor is provided a limited non-exclusive license to use the City Data or Confidential Information solely for performing its obligations under the Agreement and not for Contractor's own purposes or later use. Nothing herein shall be construed to confer any license or right to the City Data or Confidential Information, by implication, estoppel or otherwise, under copyright or other intellectual property rights, to any third-party. Unauthorized use of City Data or Confidential Information by Contractor, subcontractors or other third-parties is prohibited. For purpose of this requirement, the phrase "unauthorized use" means the data mining or processing of data, stored or transmitted by the service, for commercial purposes, advertising or advertising-related purposes, or for any purpose other than security or service delivery analysis that is not explicitly authorized.
- 24.5. Disposition of Confidential Information.** Upon termination of Agreement or request of City, Contractor shall within forty-eight (48) hours return all Confidential Information which includes all original media. Once Contractor has received written confirmation from City that Confidential Information has been successfully transferred to City, Contractor shall within ten (10) business days purge all Confidential Information from its servers, any hosted environment Contractor has used in performance of this Agreement, work stations that were used to process the data or for production of the data, and any other work files stored by Contractor in whatever medium. Contractor shall provide City with written certification that such purge occurred within five (5) business days of the purge.
- 24.6. Notification of Legal Requests.** Contractor shall immediately notify City upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to all data given to Contractor by City in the performance of this Agreement ("City Data" or "Data"), or which in any way might reasonably require access to City's Data, and in no event later than 24 hours after it receives the request. Contractor shall not respond to Legal Requests related to City without first notifying City other than to notify the requestor that the information sought is potentially covered

under a non-disclosure agreement. Contractor shall retain and preserve City Data in accordance with the City's instruction and requests, including, without limitation, any retention schedules and/or litigation hold orders provided by the City to Contractor, independent of where the City Data is stored.

**2.e. 30. Assignment.** Section 30 Assignment currently reads as follows:

**30. Assignment.** The services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by the Contractor unless first approved by City by written instrument executed and approved in the same manner as this Agreement.

Such Section is hereby replaced in its entirety as follows:

**30. Assignment.** The Services to be performed by Contractor are personal in character. Neither this Agreement, nor any duties or obligations hereunder, may be directly or indirectly assigned, novated, hypothecated, transferred, or delegated by Contractor, or, where the Contractor is a joint venture, a joint venture partner, (collectively referred to as an "Assignment") unless first approved by City by written instrument executed and approved in the same manner as this Agreement in accordance with the Administrative Code. The City's approval of any such Assignment is subject to the Contractor demonstrating to City's reasonable satisfaction that the proposed transferee is: (i) reputable and capable, financially and otherwise, of performing each of Contractor's obligations under this Agreement and any other documents to be assigned, (ii) not forbidden by applicable law from transacting business or entering into contracts with City; and (iii) subject to the jurisdiction of the courts of the State of California. A change of ownership or control of Contractor or a sale or transfer of substantially all of the assets of Contractor shall be deemed an Assignment for purposes of this Agreement. Contractor shall immediately notify City about any Assignment. Any purported Assignment made in violation of this provision shall be null and void.

**2.f. 42. Limitations on Contributions.** Section 42 Limitations of Contributions currently reads as follows:

**42. Limitations on Contributions.** Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or the board of a state

agency on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

Such Section is hereby replaced in its entirety as follows:

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

**2.g. 58. Sugar-Sweetened Beverage Prohibition.** 58. Sugar-Sweetened Beverage Prohibition currently reads as follows.

**58. Sugar-Sweetened Beverage Prohibition.** Contractor agrees that it will not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

Such section is hereby replaced in its entirety as follows:

**58. Distribution of Beverages and Water.**

**58.1. Sugar-Sweetened Beverage Prohibition.** Contractor agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

**58.2 Waived pursuant to San Francisco Administrative Code Chapter 24, section 2406. (Packaged Water Prohibition.)**

**2.h. Appendix A-3, Services to be Provided,** for the period of July 1, 2019 to June October 31, 2019, dated, July 1, 2019, is hereby added in its entirety as an appendix to this Agreement.

**2.i. Appendix B-2, Budget,** for the period of July 1, 2018 to June 30, 2019, dated, October 11, 2018, is hereby replaced in its entirety by **Appendix B-3, Budget,** for the period of July 1, 2018 to October 31, 2019, dated July 1, 2019.

**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, Contractor and City have executed this Amendment as of the date first referenced above.

**CITY**

Recommended by:



Jeff Kositsky  
Director  
Department of Homelessness and  
Supportive Housing

Approved as to Form:

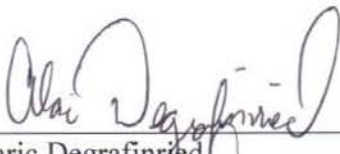
Dennis J. Herrera  
City Attorney

By:



Virginia Dario Elizondo  
Deputy City Attorney

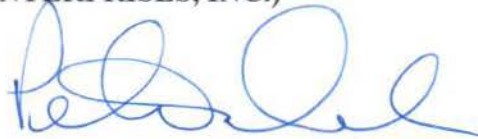
Approved:



Alaric Degrafinried  
Director of the Office of Contract  
Administration, and Purchaser

**CONTRACTOR**

**HELUNA HEALTH (FORMERLY  
PUBLIC HEALTH FOUNDATION  
ENTERPRISES, INC.)**



Peter D. Dale  
Director, Contract and Grant Management  
12801 Crossroads Parkway South, Suite 200  
City of Industry, CA 91746  
Phone: 562.222.7886  
Email: [pdale@helunahealth.org](mailto:pdale@helunahealth.org)

Supplier ID: 0000012745  
DUNS Number: 082199324

**Appendix A-3: Services to be Provided**  
**by**  
**Heluna Health**  
**San Francisco Homeless Outreach Team (SFHOT)**  
**July 1, 2019 to October 31, 2019**

**I. Purpose of Contract**

The purpose of the contract is to provide comprehensive outreach and case management programming to meet the needs of people experiencing homelessness in San Francisco. These services are known as the San Francisco Homeless Outreach Team (SFHOT).

**II. Served Population**

Contractor shall provide services to individuals experiencing homelessness in San Francisco.

**III. Description of Services**

Contractor shall provide the following services during the term of this contract:

A. Case Management

Contractor shall provide short-term stabilization case management to individuals who are unsheltered and who have been assessed as “Priority” in the San Francisco Coordinated Entry System, or who experience complex medical, psychiatric, and substance abuse tri-morbidity, use a high number of urgent/emergent care services and are unable to navigate the Department of Homelessness and Supportive Housing (HSH) Coordinated Entry Assessment process on their own.

B. Outreach

Contractor shall provide outreach, engagement and direct referrals from the street to, or between, Coordinated Entry and other urgent/ emergent care programs. Contractor shall respond to requests for street outreach/intervention and therapeutic transports from 311, HSH Healthy Streets Operations Center (HSOC) staff, Coordinated Entry, other care coordinators, first responders and urgent/emergent programs. Contractor shall also provide targeted search for high-risk or Priority homeless individuals and, once they are found, attempt to engage them in services, perform wellness checks and refer to coordinated entry and other services identified by HSH or Contractor care plans.

C. San Francisco Public Library Team

Based at the Civic Center Main Branch, Contractor’s San Francisco Public Library Team shall conduct outreach and offer referrals to homeless, marginally-housed and/or mentally-ill patrons of the library. With HSH, Contractor shall also facilitate education sessions in group or individual settings to help library staff better understand and serve behaviorally-vulnerable patrons while decreasing the number and severity of incidents that require intervention from library security officials. In addition, Contractor shall select participants from HSH PSH by working with Coordinated Entry Housing Navigators to train as Health and Safety Associates (HaSAs), who use their life experiences to engage with other homeless patrons and work to persuade them to accept services.

#### **IV. Location and Time of Services**

Contractor shall provide services to individuals in San Francisco in the field. The time of outreach is variable and shall align with the needs of the served population.

#### **V. Service Requirements**

Contractor shall meet the following service requirements:

##### **A. Feedback, Complaint and Follow-up Policies:**

Contractor shall provide means for the served population to provide input into the program, including the planning and design. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
2. A written survey, which shall be offered to the served population to gather feedback and assess the effectiveness of services and systems within the program.

Contractor shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

- B. Case Conferences:** Contractor shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

##### **C. City Communications and Policies**

Contractor shall keep HSH informed and comply with City policies to minimize harm and risk, including:

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed; and
3. Attendance of trainings, as requested.

- D. Critical Incident:** Contractor shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form.

- E. Disaster and Emergency Response Plan:** Contractor shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Contractor shall update the Agency/site(s) plan as needed and Contractor shall train all employees regarding the provisions of the plan for their Agency/site(s).

##### **F. Data Standards:**

1. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.

2. Contractor shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Contractor shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Contractors regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Contractors via written notice at least one month prior to expected implementation.
  3. Any information shared between Contractor, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines, as required.
- G. Record Keeping and Files: Contractor shall maintain confidential files on the served population, including developed Plans, notes, and progress.

**XI. Service and Outcome Objectives**

Contractor shall achieve the following objectives:

- A. 90 percent of the unsheltered clients engaged will receive a Problem Solving Conversation.
- B. 80 percent of all clients receiving Case Management services will be identified as Priority Status in Coordinated Entry.
- C. 40 percent of the served population engaged in ongoing Case Management will enroll in or maintain mainstream benefits.
- D. Contractor Outreach staff will complete ONE system Profiles for 70 percent of the clients they encounter within one month of the first encounter.

**VI. Reporting Requirements**

Contractor shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system, and CARBON.

- A. Contractor shall provide a quarterly and annual report of activities, referencing the tasks as described in Section XI. (Service and Outcome Objectives). Contractor shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter. Contractor shall enter the annual metrics in the CARBON database 15 days after the completion of the program year.
- B. Contractor shall provide Ad Hoc reports as required by the HSH.
- C. Contractor shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of

Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of HSH. HSH agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

## **VII. Monitoring Activities**

- A. Program Monitoring: Contractor is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Contractor's administrative records, staff training documentation, postings, program policies and procedures, documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Contractor's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.





|    | A  | P                       | AH                      |
|----|--|-------------------------|-------------------------|
| 1  | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRA |                         | Page 3 of 9             |
| 2  |  |                         |                         |
| 3  | Document Date:   |                         |                         |
| 4  |  |                         |                         |
| 5  | <b>OPERATING DETAIL</b>                                    |                         |                         |
| 6  | Contractor: Heluna Health                                  |                         |                         |
| 7  | Program: SFHOT (Fiscal Intermediary Services)              |                         |                         |
| 8  | FSP#: 1000002545 (formerly HSH17-18-083)                   | <b>Year 5</b>           | <b>All Years</b>        |
| 9  |  | 7/1/2018-<br>10/31/2019 | 8/1/2014-<br>10/31/2019 |
| 10 |  | <b>Amendment</b>        | <b>Revised Total</b>    |
| 11 | <b>Operating Expenses</b>                                  | <b>Budgeted Expense</b> | <b>Budgeted Expense</b> |
| 12 | Building Maintenance                                       | \$ 1,000                | \$ 1,000                |
| 13 | Cell Phones  | \$ 66,380               | \$ 66,380               |
| 14 | Staff Training   | \$ 18,000               | \$ 18,000               |
| 15 | Staff Travel-(Local & Out of Town)                         | \$ 10,500               | \$ 10,500               |
| 16 | Program Supplies   | \$ 56,695               | \$ 56,695               |
| 17 | Computer Hardware/software                                 | \$ 9,000                | \$ 9,000                |
| 18 | Offsite Storage  | \$ 3,000                | \$ 3,000                |
| 19 | Client Related Expenses                                    | \$ 66,000               | \$ 66,000               |
| 20 | Participant Stipends                                       | \$ 6,400                | \$ 6,400                |
| 21 | Vehicle Parking  | \$ 10,000               | \$ 10,000               |
| 22 | Vehicle Expenses   | \$ 136,000              | \$ 136,000              |
| 23 | Vehicle Maintenance  | \$ 10,000               | \$ 10,000               |
| 24 | Vehicle Lease  | \$ 6,000                | \$ 6,000                |
| 25 |  | \$ -                    | \$ -                    |
| 28 | <b>Consultants / Subcontractors</b>                        |                         |                         |
| 29 | Professional Services to Rep Payee                         | \$ 75,000               | \$ 75,000               |
| 30 | Professional Services - IT Services                        | \$ -                    | \$ -                    |
| 31 | Professional Services & Registry                           | \$ 60,822               | \$ 60,822               |
| 32 | PeopleReady  | \$ 6,000                | \$ 6,000                |
| 33 | Professional Service - Cleaning Service                    | \$ -                    | \$ -                    |
| 34 | Other Professional Consultants                             | \$ -                    | \$ -                    |
| 38 |  |                         |                         |
| 39 | <b>TOTAL OPERATING EXPENSES</b>                            | \$ 540,797              | \$ 540,797              |
| 40 |  |                         |                         |
| 41 | <b>Other Expenses (not subject to indirect cost %)</b>     |                         |                         |
| 42 |  | \$ -                    | \$ -                    |
| 47 | <b>TOTAL OTHER EXPENSES</b>                                | \$ -                    | \$ -                    |
| 48 |  |                         |                         |
| 49 | <b>HSH #3</b>  |                         | <b>6/14/2018</b>        |





|    | A  | B                                      | C                      | D            | E                   | T                          | AL                         |
|----|--|--|------------------------|--------------|---------------------|----------------------------|----------------------------|
| 1  | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BU |  |                        |              |                     |                            | Page 5 of 9                |
| 2  |  |  |                        |              |                     |                            |                            |
| 3  | Document Date: 7/1/2019  |  |                        |              |                     |                            |                            |
| 4  |  |  |                        |              |                     |                            |                            |
| 5  | <b>SALARY &amp; BENEFIT DETAIL</b>                             |  |                        |              |                     |                            |                            |
| 6  | Contractor: Heluna Health                                      |  |                        |              |                     |                            |                            |
| 7  | Program: SFHOT (Fiscal Intermediary Services)                  |  |                        |              |                     |                            |                            |
| 8  | FSP#: 1000002545 (formerly HSH17-18-083)                       |  |                        |              |                     | <b>Year 5</b>              | <b>All Years</b>           |
| 9  |  |  |                        |              |                     | 7/1/2018-10/31/2019        | 8/1/2014-10/31/2019        |
| 10 | <b>Agency Totals</b>   |  | <b>For HSH Program</b> |              | <b>Amendment</b>    | <b>Revised Total</b>       |                            |
| 11 | <b>POSITION TITLE</b>  | <b>Annual Full Time Salary for FTE</b> | <b>Total % FTE</b>     | <b>% FTE</b> | <b>Adjusted FTE</b> | <b>New Budgeted Salary</b> | <b>New Budgeted Salary</b> |
| 12 | PATH Specialist  | \$48,244.00                            | 100%                   | 100.0%       | 4.50                | \$ 222,525                 | \$ 1,090,917               |
| 13 | PATH Specialist II   | \$57,784.00                            | 100%                   | 100.0%       | 3.00                | \$ 177,686                 | \$ 871,094                 |
| 14 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 15 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 16 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 17 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 18 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 19 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 20 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 21 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 22 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 23 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 24 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 25 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 26 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 27 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 28 |  |  |                        |              |                     |                            |                            |
| 29 | TOTALS   |  | 2.00                   | 2.00         | 7.50                | \$ 400,211                 | \$ 1,962,011               |
| 30 |  |  |                        |              |                     |                            |                            |
| 31 | FRINGE BENEFIT RATE  | <b>35.50%</b>                          |                        |              |                     | 35.50%                     |                            |
| 32 | EMPLOYEE FRINGE BENEFITS                                       |  |                        |              |                     | \$ 142,075                 | \$ 622,612                 |
| 33 |  |  |                        |              |                     |                            |                            |
| 34 |  |  |                        |              |                     |                            |                            |
| 35 | TOTAL SALARIES & BENEFITS                                      |  |                        |              |                     | \$ 542,286                 | \$ 2,376,615               |
| 36 | HSH #2   |  |                        |              |                     |                            | 6/14/2018                  |

|    | A  | B                                      | C                      | D            | E                   | T                          | AL                         |
|----|--|--|------------------------|--------------|---------------------|----------------------------|----------------------------|
| 1  | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BU |  |                        |              |                     |                            | Page 6 of 9                |
| 2  |  |  |                        |              |                     |                            |                            |
| 3  | Document Date: 7/1/2019  |  |                        |              |                     |                            |                            |
| 4  |  |  |                        |              |                     |                            |                            |
| 5  | <b>SALARY &amp; BENEFIT DETAIL</b>                             |  |                        |              |                     |                            |                            |
| 6  | Contractor: Heluna Health                                      |  |                        |              |                     |                            |                            |
| 7  | Program: SFHOT (Fiscal Intermediary Services)                  |  |                        |              |                     |                            |                            |
| 8  | FSP#: 1000002545 (formerly HSH17-18-083)                       |  |                        |              |                     | <b>Year 5</b>              | <b>All Years</b>           |
| 9  |  |  |                        |              |                     | 7/1/2018-10/31/2019        | 8/1/2014-10/31/2019        |
| 10 | <b>Agency Totals</b>   |  | <b>For HSH Program</b> |              | <b>Amendment</b>    | <b>Revised Total</b>       |                            |
| 11 | <b>POSITION TITLE</b>  | <b>Annual Full Time Salary for FTE</b> | <b>Total % FTE</b>     | <b>% FTE</b> | <b>Adjusted FTE</b> | <b>New Budgeted Salary</b> | <b>New Budgeted Salary</b> |
| 12 | Outreach Supervisor  | \$77,746.00                            | 100%                   | 100.0%       | 0.50                | \$ 39,845                  | \$ 195,337                 |
| 13 | Shift Leader   | \$64,480.00                            | 100%                   | 100.0%       | 1.00                | \$ 66,092                  | \$ 324,012                 |
| 14 | Outreach Specialist LV 1                                       | \$48,244.00                            | 100%                   | 100.0%       | 2.00                | \$ 98,900                  | \$ 484,852                 |
| 15 | Outreach Specialist LV 2                                       | \$54,122.00                            | 100%                   | 100.0%       | 2.00                | \$ 110,950                 | \$ 543,926                 |
| 16 | Clinical Supervisor  | \$77,746.00                            | 100%                   | 100.0%       | 0.50                | \$ 39,845                  | \$ 195,337                 |
| 17 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 18 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 19 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 20 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 21 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 22 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 23 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 24 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 25 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 26 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 27 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 28 |  |  |                        |              |                     |                            |                            |
| 29 | TOTALS   |  | 5.00                   | 5.00         | 6.00                | \$ 355,632                 | \$ 1,743,464               |
| 30 |  |  |                        |              |                     |                            |                            |
| 31 | FRINGE BENEFIT RATE  | <b>35.50%</b>                          |                        |              |                     | 35.50%                     |                            |
| 32 | EMPLOYEE FRINGE BENEFITS                                       |  |                        |              |                     | \$ 126,249                 | \$ 560,467                 |
| 33 |  |  |                        |              |                     |                            |                            |
| 34 |  |  |                        |              |                     |                            |                            |
| 35 | TOTAL SALARIES & BENEFITS                                      |  |                        |              |                     | \$ 481,881                 | \$ 2,139,415               |
| 36 | HSH #2   |  |                        |              |                     |                            | 6/14/2018                  |

|    | A  | B                                      | C                      | D            | E                   | T                          | AL                         |
|----|--|--|------------------------|--------------|---------------------|----------------------------|----------------------------|
| 1  | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BU |  |                        |              |                     |                            | Page 7 of 9                |
| 2  |  |  |                        |              |                     |                            |                            |
| 3  | Document Date: 7/1/2019  |  |                        |              |                     |                            |                            |
| 4  |  |  |                        |              |                     |                            |                            |
| 5  | <b>SALARY &amp; BENEFIT DETAIL</b>                             |  |                        |              |                     |                            |                            |
| 6  | Contractor: Heluna Health                                      |  |                        |              |                     |                            |                            |
| 7  | Program: SFHOT (Fiscal Intermediary Services)                  |  |                        |              |                     |                            |                            |
| 8  | FSP#: 1000002545 (formerly HSH17-18-083)                       |  |                        |              |                     | <b>Year 5</b>              | <b>All Years</b>           |
| 9  |  |  |                        |              |                     | 7/1/2018-10/31/2019        | 8/1/2014-10/31/2019        |
| 10 | <b>Agency Totals</b>   |  | <b>For HSH Program</b> |              | <b>Amendment</b>    | <b>Revised Total</b>       |                            |
| 11 | <b>POSITION TITLE</b>  | <b>Annual Full Time Salary for FTE</b> | <b>Total % FTE</b>     | <b>% FTE</b> | <b>Adjusted FTE</b> | <b>New Budgeted Salary</b> | <b>New Budgeted Salary</b> |
| 12 | Outreach Supervisor  | \$77,746.00                            | 100%                   | 100.0%       | 0.20                | \$ 15,938                  | \$ 78,135                  |
| 13 | Specialist Outreach Shift Leaders                              | \$64,480.00                            | 100%                   | 100.0%       | 1.00                | \$ 66,092                  | \$ 324,012                 |
| 14 | Outreach Specialist LV 2                                       | \$54,122.00                            | 100%                   | 100.0%       | 4.00                | \$ 221,900                 | \$ 1,087,852               |
| 15 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 16 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 17 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 18 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 19 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 20 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 21 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 22 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 23 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 24 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 25 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 26 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 27 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 28 |  |  |                        |              |                     |                            |                            |
| 29 | TOTALS   |  | 3.00                   | 3.00         | 5.20                | \$ 303,930                 | \$ 1,489,999               |
| 30 |  |  |                        |              |                     |                            |                            |
| 31 | FRINGE BENEFIT RATE  | <b>35.50%</b>                          |                        |              |                     | 35.50%                     |                            |
| 32 | EMPLOYEE FRINGE BENEFITS                                       |  |                        |              |                     | \$ 107,895                 | \$ 488,394                 |
| 33 |  |  |                        |              |                     |                            |                            |
| 34 |  |  |                        |              |                     |                            |                            |
| 35 | TOTAL SALARIES & BENEFITS                                      |  |                        |              |                     | \$ 411,825                 | \$ 1,864,317               |
| 36 | HSH #2   |  |                        |              |                     |                            | 6/14/2018                  |

|    | A  | B                                      | C                      | D            | E                   | T                          | AL                         |
|----|--|--|------------------------|--------------|---------------------|----------------------------|----------------------------|
| 1  | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BU |  |                        |              |                     |                            | Page 8 of 9                |
| 2  |  |  |                        |              |                     |                            |                            |
| 3  | Document Date: 7/1/2019  |  |                        |              |                     |                            |                            |
| 4  |  |  |                        |              |                     |                            |                            |
| 5  | <b>SALARY &amp; BENEFIT DETAIL</b>                             |  |                        |              |                     |                            |                            |
| 6  | Contractor: Heluna Health                                      |  |                        |              |                     |                            |                            |
| 7  | Program: SFHOT (Fiscal Intermediary Services)                  |  |                        |              |                     |                            |                            |
| 8  | FSP#: 1000002545 (formerly HSH17-18-083)                       |  |                        |              |                     | <b>Year 5</b>              | <b>All Years</b>           |
| 9  |  |  |                        |              |                     | 7/1/2018-10/31/2019        | 8/1/2014-10/31/2019        |
| 10 | <b>Agency Totals</b>   |  | <b>For HSH Program</b> |              | <b>Amendment</b>    | <b>Revised Total</b>       |                            |
| 11 | <b>POSITION TITLE</b>  | <b>Annual Full Time Salary for FTE</b> | <b>Total % FTE</b>     | <b>% FTE</b> | <b>Adjusted FTE</b> | <b>New Budgeted Salary</b> | <b>New Budgeted Salary</b> |
| 12 | Outreach Supervisor  | \$77,746.00                            | 100%                   | 100.0%       | 0.20                | \$ 15,938                  | \$ 78,135                  |
| 13 | Specialist Outreach Shift Leaders                              | \$64,480.00                            | 100%                   | 100.0%       | 1.00                | \$ 66,092                  | \$ 324,012                 |
| 14 | Outreach Specialist LV 2                                       | \$54,122.00                            | 100%                   | 100.0%       | 2.00                | \$ 110,950                 | \$ 543,926                 |
| 15 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 16 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 17 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 18 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 19 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 20 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 21 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 22 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 23 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 24 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 25 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 26 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 27 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 28 |  |  |                        |              |                     |                            |                            |
| 29 | TOTALS   |  | 3.00                   | 3.00         | 3.20                | \$ 192,980                 | \$ 946,073                 |
| 30 |  |  |                        |              |                     |                            |                            |
| 31 | FRINGE BENEFIT RATE  | <b>35.50%</b>                          |                        |              |                     | 35.50%                     |                            |
| 32 | EMPLOYEE FRINGE BENEFITS                                       |  |                        |              |                     | \$ 68,508                  | \$ 333,727                 |
| 33 |  |  |                        |              |                     |                            |                            |
| 34 |  |  |                        |              |                     |                            |                            |
| 35 | TOTAL SALARIES & BENEFITS                                      |  |                        |              |                     | \$ 261,488                 | \$ 1,273,968               |
| 36 | HSH #2   |  |                        |              |                     |                            | 6/14/2018                  |

|    | A  | B                                      | C                      | D            | E                   | T                          | AL                         |
|----|--|--|------------------------|--------------|---------------------|----------------------------|----------------------------|
| 1  | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BU |  |                        |              |                     |                            | Page 9 of 9                |
| 2  |  |  |                        |              |                     |                            |                            |
| 3  | Document Date: 7/1/2019  |  |                        |              |                     |                            |                            |
| 4  |  |  |                        |              |                     |                            |                            |
| 5  | <b>SALARY &amp; BENEFIT DETAIL</b>                             |  |                        |              |                     |                            |                            |
| 6  | Contractor: Heluna Health                                      |  |                        |              |                     |                            |                            |
| 7  | Program: SFHOT (Fiscal Intermediary Services)                  |  |                        |              |                     |                            |                            |
| 8  | FSP#: 1000002545 (formerly HSH17-18-083)                       |  |                        |              |                     | <b>Year 5</b>              | <b>All Years</b>           |
| 9  |  |  |                        |              |                     | 7/1/2018-10/31/2019        | 8/1/2014-10/31/2019        |
| 10 | <b>Agency Totals</b>   |  | <b>For HSH Program</b> |              | <b>Amendment</b>    | <b>Revised Total</b>       |                            |
| 11 | <b>POSITION TITLE</b>  | <b>Annual Full Time Salary for FTE</b> | <b>Total % FTE</b>     | <b>% FTE</b> | <b>Adjusted FTE</b> | <b>New Budgeted Salary</b> | <b>New Budgeted Salary</b> |
| 12 | Outreach Specialist LV 2                                       | \$54,122.00                            | 100%                   | 100.0%       | 1.00                | \$ 55,475                  | \$ 271,963                 |
| 13 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 14 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 15 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 16 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 17 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 18 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 19 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 20 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 21 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 22 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 23 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 24 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 25 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 26 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 27 |  |  |                        |              | 0.00                | \$ -                       | \$ -                       |
| 28 |  |  |                        |              |                     |                            |                            |
| 29 | TOTALS   |  | 1.00                   | 1.00         | 1.00                | \$ 55,475                  | \$ 271,963                 |
| 30 |  |  |                        |              |                     |                            |                            |
| 31 | FRINGE BENEFIT RATE  | <b>35.50%</b>                          |                        |              |                     | 35.50%                     |                            |
| 32 | EMPLOYEE FRINGE BENEFITS                                       |  |                        |              |                     | \$ 19,694                  | \$ 142,041                 |
| 33 |  |  |                        |              |                     |                            |                            |
| 34 |  |  |                        |              |                     |                            |                            |
| 35 | TOTAL SALARIES & BENEFITS                                      |  |                        |              |                     | \$ 75,169                  | \$ 542,324                 |
| 36 | HSH #2   |  |                        |              |                     |                            | 6/14/2018                  |