

File No. 181124

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 17, 2019

Board of Supervisors Meeting

Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong

Date January 11, 2019

Completed by: Linda Wong

Date _____

1 [Grant Agreement - Tenderloin Housing Clinic - Supportive Housing Services - \$117,712,362]

2
3 **Resolution retroactively approving a grant agreement between the City and County of**
4 **San Francisco, acting by and through the Department of Homelessness and Supportive**
5 **Housing, and- Tenderloin Housing Clinic for supportive housing services for formerly**
6 **homeless adults for a term of July 1, 2014, through June 30, 2018, in an amount not to**
7 **exceed \$74,342,402; retroactively approving the first amendment to increase the**
8 **agreement amount by \$7,776,065 for a total amount not to exceed \$82,118,467; and**
9 **approving the second amendment to extend the agreement by two years for a total**
10 **contract term of July 1, 2014, through June 30, 2020, and to increase the agreement**
11 **amount by \$35,593,895 for a total amount not to exceed \$117,712,362.**

12
13 WHEREAS, As part of the City's efforts to end homelessness in San Francisco, the
14 Human Services Agency sought to procure master lease housing and support services to
15 provide permanent, service-enriched housing to people exiting homelessness, enabling them
16 to remain housed while improving their health outcomes, overall well-being, and integration
17 into the community; and

18 WHEREAS, In 2014, the Human Services Agency issued a Notice of Funding
19 Availability for supportive housing services that resulted in the selection of - Tenderloin
20 Housing Clinic to provide supportive housing services to formerly homeless adults who reside
21 in private Single Room Occupancy (SRO) residential units at the Allstar, Boyd, CalDrake,
22 Edgeworth, Elk, Graystone, Hartland, Jefferson, Mayfair, Mission, Pierre, Raman, Royan,
23 Seneca, Vincent and Union Hotels; and

1 WHEREAS, In 2014, the Human Services Agency executed a grant agreement with
2 Tenderloin Housing Clinic, a community-based nonprofit housing provider, in the amount of
3 \$74,342,402 for those services; and

4 WHEREAS, The Board of Supervisors established the Department of Homelessness
5 and Supportive Housing in August 2016, to serve as the City's lead agency with respect to the
6 provision and coordination of homeless services; and

7 WHEREAS, The Department of Homelessness and Supportive Housing assumed
8 management of the agreement with the Clinic to provide master lease and support services
9 for 1,566 units of housing for formerly homeless individuals, including 594 units for County
10 Adult Assistance Programs (CAAP) clients; and

11 WHEREAS, In January 2017, the Department of Homelessness and Supportive
12 Housing amended the agreement to increase the grant amount by \$7,776,065, for a total
13 amount of \$82,118,467 to fund cost of doing business adjustments and increases in master
14 lease rent and operating expenses; and

15 WHEREAS, The Department of Homelessness and Supportive Housing desires to
16 extend the expiration date of the - Tenderloin Housing Clinic agreement by two years, from
17 July 1, 2018, to June 30, 2020, and to increase the grant by \$35,593,895 from \$82,118,467 to
18 \$117,712,362; and

19 WHEREAS, A copy of the original agreement, first amendment, and proposed second
20 amendment is on file with the Clerk of the Board of Supervisors in File No. 181224,
21 substantially in final form, with all material terms and conditions included, and only remains to
22 be executed by the parties upon approval of this Resolution; and

23 WHEREAS, This agreement and subsequent amendments require Board of
24 Supervisors approval under Section 9.118 of the San Francisco Charter; now, therefore be it
25

1 RESOLVED, That the Board of Supervisors hereby retroactively approves the original
2 grant agreement with the Tenderloin Housing Clinic from July 1, 2014, through June 30, 2018,
3 in the amount of \$74,342,402; and be it,

4 FURTHER RESOLVED, That the Board of Supervisors retroactively approves the first
5 amendment increasing the total grant amount to \$82,118,467 to cover cost-of-doing business
6 increase and increased master lease costs; and be it,

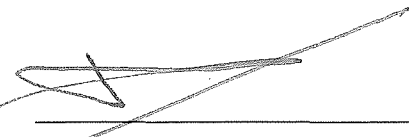
7 FURTHER RESOLVED, That the Board of Supervisors authorizes the Director of the
8 Department of Homelessness and Supportive Housing, on behalf of the City and County of
9 San Francisco, to execute a second amendment to the grant agreement with - Tenderloin
10 Housing Clinic to extend the term from July 1, 2014, through June 30, 2018, to July 1, 2014,
11 through June 30, 2020, and to increase the total grant amount by \$35,593,895 from
12 \$82,118,467 to \$117,712,362; and be it

13 FURTHER RESOLVED, That the Board of Supervisors authorizes the Department of
14 Homelessness and Supportive Housing to enter into any amendments or modifications to the
15 grant, prior to its final execution by all parties, that the Department determines, in consultation
16 with the City Attorney, are in the best interest of the City, do not otherwise materially increase
17 the obligations or liabilities of the City, are necessary or advisable to effectuate the purposes
18 of the grant, and are in compliance with all applicable laws; and

19 FURTHER RESOLVED, That within 30 days of the grant being executed by all parties,
20 the Department of Homelessness and Supportive Housing shall submit to the Clerk of the
21 Board of Supervisors a completely executed copy for inclusion File No. 181224. This
22 requirement and obligation resides with the Department, and is for purposes of having a
23 complete file only, and in no manner affects the validity of the approved grant.
24
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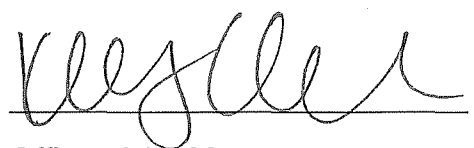
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RECOMMENDED:



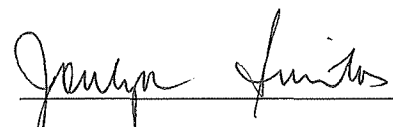
Jeff Kositsky, Director
Department of Homelessness and
Supportive Housing

APPROVED:

for 

Office of the Mayor

APPROVED:



Office of the Controller

<p>Item 3 File 18-1224</p>	<p>Department: Department of Homelessness and Supportive Housing</p>
<p>EXECUTIVE SUMMARY</p>	
<p style="text-align: center;">Legislative Objectives</p>	
<ul style="list-style-type: none"> • The proposed resolution would retroactively approve a grant agreement and first amendment to the grant agreement between the Department of Homelessness and Supportive Housing and the non-profit Tenderloin Housing Clinic to provide housing and supportive services at 16 master lease hotels. The resolution also approves a proposed second amendment extending the grant agreement term by two years, for a total term of July 1, 2014 through June 30, 2020, and increasing the grant amount by \$35,593,895 from \$82,118,467 to \$117,712,362. 	
<p style="text-align: center;">Key Points</p>	
<ul style="list-style-type: none"> • The Human Services Agency executed the original grant agreement with the Tenderloin Housing Clinic in 2014 to provide housing and supportive services to formerly homeless individuals. The program was transferred to the Department of Homelessness and Supportive Housing when the Board of Supervisors established the department in August 2016. The sixteen hotels managed by the Tenderloin Housing Clinic have the capacity to serve 1,566 clients, who are formerly homeless. • According to the Human Services Agency, the original grant agreement is retroactive due to an administrative oversight and staff turnover at the time the agreement was executed. According to the Department of Homelessness and Supportive Housing, the first amendment to the agreement is retroactive due to an administrative oversight and unclear records on the grant approval history. • While the proposed second amendment to the agreement is effective as of July 1, 2018, the Department of Homelessness and Supportive Housing has not yet executed the amendment pending Board of Supervisors approval. 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> • Actual expenditures for the first four fiscal years from FY 2014-15 through FY 2017-18 at all sixteen SRO hotels were \$71,787,816. The proposed grant agreement budgets for FY 2018-19 and FY 2019-20 are \$42,357,421 plus a 7.4 percent contingency of \$3,139,949, increasing the total agreement amount to \$117,285,186. 	
<p style="text-align: center;">Policy Consideration</p>	
<ul style="list-style-type: none"> • According to the Department of Homelessness and Supportive Housing, the Department has put in place better internal controls to track contract spending thresholds and ensure that contracts and contract amendments will be submitted to the Board of Supervisors for approval before the contract or contract amendment goes into effect. 	
<p style="text-align: center;">Recommendations</p>	
<ul style="list-style-type: none"> • Amend the proposed resolution to reduce the grant agreement amount by \$427,176 from \$117,712,362, which is the amount in the proposed resolution, to \$117,285,186. • Approve the agreement as amended. 	

MANDATE STATEMENT

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

BACKGROUND

The Board of Supervisors previously approved a grant agreement between Human Services Agency and Tenderloin Housing Clinic to provide housing and support services to formerly homeless single adults at 16 single room occupancy (SRO) hotels. The Human Services Agency selected Tenderloin Housing Clinic through a Request for Qualifications process to be included in a pool of nonprofit organizations qualified to lease SRO hotels and provide support services as part of the Agency's Housing First Program. The original agreement was approved in February 2010 for housing and services at 15 SRO hotels (File No. 09-1287; Resolution No. 52-10), and amended in August 2012 to increase the number of SRO hotels to 16 (File No. 12-0758; Resolution No. 309-12).

In 2014, the Human Services Agency entered into a new grant agreement with Tenderloin Housing Clinic following a Notice of Funding Availability to provide supportive housing services to formerly homeless adults who reside in 1,566 private SRO residential units at 16 SRO hotels, as shown in Table 1 below. The grant agreement was for a term of four years from July 1, 2014 through June 30, 2018, in a not to exceed amount of \$74,342,402.

Table 1: Hotels and SRO Units Served

Hotel	Address	# SRO units
All Star	2791 16 th St	85
Boyd	41 Jones St	81
Cal Drake	1541 California St	50
Edgeworth	770 O'Farrell St	44
Elk	670 Eddy St	88
Graystone	66 Geary St	73
Hartland	909 Geary St	136
Jefferson	440 Eddy St	109
Mayfair	626 Polk St	54
Mission	520 S Van Ness Ave	244
Pierre	540 Jones St	87
Raman	1011 Howard St	85
Royan	405 Valencia St.	69
Seneca	34 6 th St	200
Union	811 Geary Blvd	61
Vincent	459 Turk St	100
Total		1,566

The grant agreement covered the leasing, supportive services, and property management of residential units in private SRO hotels to provide housing to formerly homeless individuals,

some of whom are clients of County Adult Assistance Programs (CAAP), at the time of referral. The goals of these services are to maintain a safe, supportive, and stable environment and to empower tenants to become self-sufficient and to remain stably housed.

Support services include staff outreach to tenants; tenant intake and assessment for needed services; case management; benefits advocacy and assistance; referrals to services within the community; mediation with property management; tenant conflict resolution; support groups, social events, and organized tenant activities; wellness checks; and monthly community meetings.

The portfolio of SRO housing and support services provided through the Housing First Program, including management of the grant agreement with Tenderloin Housing Clinic, was transferred from the Human Services Agency to the Department of Homelessness and Supportive Housing when the new department was created in 2016. Under this program, the Department of Homelessness and Supportive Housing subsidizes the rents of the SRO hotel residents from the General Fund and the HSH Fund (Care Not Cash revenue transferred from the Human Services Agency for CAAP clients' housing and services). SRO hotel residents pay a portion of the rent, based on their income.

In January 2017, the Department of Homelessness and Supportive Housing entered into the first amendment to the grant agreement with Tenderloin Housing Clinic to increase the grant amount by \$7,776,065, from \$74,342,402 to \$82,118,467 to provide for cost of doing business adjustments and increases in master lease rent and operating expenses.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would (1) retroactively approve a grant agreement between the Department of Homelessness and Supportive Housing and Tenderloin Housing Clinic for supportive housing services for formerly homeless adults for a term of July 1, 2014, through June 30, 2018, in an amount not to exceed \$74,342,402; (2) retroactively approve the first amendment to increase the agreement amount by \$7,776,065 for a total amount not to exceed \$82,118,467; and (3) approve the second amendment to extend the grant agreement by two years for a total contract term of July 1, 2014, through June 30, 2020, and to increase the agreement amount by \$35,593,895 for a total amount not to exceed \$117,712,362.

Retroactive Approval of the Agreement

The Human Services Agency did not obtain Board of Supervisors approval for the original agreement with Tenderloin Housing Clinic in 2014. According to Mr. Dan Kaplan, Human Services Agency Deputy Director for Finance and Administration, the Agency did not submit the original agreement to the Board of Supervisors for approval in 2014, due to an administrative oversight and staff turnover. When management of the grant agreement was transferred from the Human Services Agency to the Department of Homelessness and Supportive Housing in August 2016, information on the status of Board of Supervisors approval of the grant agreement was not conveyed to the Department.

Subsequently, the Department of Homelessness and Supportive Housing entered into a first amendment to the agreement in 2017, without first obtaining Board of Supervisors approval. According to Ms. Gigi Whitley, Department of Homelessness and Supportive Housing Deputy Director for Administration and Finance, the Department did not submit the first amendment to the agreement to the Board of Supervisors due to an administrative oversight and unclear records on the grant approval history.

According to Ms. Whitley, the proposed second amendment to the grant agreement, effective July 1, 2018, was delayed due to a significant number of vacant positions in the Department’s contracts team, which was not fully staffed until May 2018, and to delays while staff reconciled the information from the prior department records and prior years’ financial information. The Department has not yet executed the second amendment, pending Board of Supervisors approval.

Grant Agreement Provisions

The grant agreement amounts are outlined in Table 2, below.

Table 2: Original Grant Agreement and Grant Amendments

Agreement	Term	Not to Exceed Amount
Original	July 1, 2014 - June 30, 2018	\$74,342,402
First Amendment	July 1, 2014 - June 30, 2018	\$82,118,467
Proposed Amendment	July 1, 2014 - June 30, 2020	\$117,712,362

There are no changes to the scope of services. The additional funds account for a cost of doing business adjustment, additional contract years, and one-time funds added by the Board of Supervisors. The cost of doing business increases amount to \$495,859 for FY 2018-19 and \$516,864 in FY 19-20. Additionally, one-time funds of \$491,439 were applied to the contract for building repairs, bathroom renovation, pest control, and capital needs assessment.

FISCAL IMPACT

Actual expenditures for the first four fiscal years from FY 2014-15 through FY 2017-18 at all sixteen SRO hotels were \$71,787,816. The proposed grant agreement budgets for FY 2018-19 and FY 2019-20 are \$42,357,421 plus a 7.4 percent contingency of \$3,139,949, increasing the total agreement amount to \$117,285,186, as shown in Table 3 below. The funding source for the grant agreement is the City’s General Fund and the HSH Fund, Care Not Cash revenue to fund CAAP clients’ housing. Funding of \$42,357,421 is included in the Department of Homelessness and Supportive Housing’s FY 2018-19 and FY 2019-20 budget previously approved by the Board of Supervisors.

Table 3: Actual Annual Expenditures and Proposed Annual Budget

Fiscal Year	Expenditures
2014-15	\$ 16,033,596
2015-16	18,048,964
2016-17	17,870,619
2017-18	19,834,637
Actual Expenditures to date	71,787,816
Proposed Budget FY 2018-19	21,165,997
Proposed Budget FY 2019-20	21,191,424
Total Proposed FY 2018-20	42,357,421
Contingency (7.4%)	3,139,949
Total Proposed Not to Exceed Amount	117,285,186

The proposed resolution should be amended to reduce the grant agreement amount by \$427,176 from \$117,712,362, which is the amount in the proposed resolution, to \$117,285,186, as shown in Table 3 above.

As part of the FY 2018-20 budget process, the Board of Supervisors approved a 2.5 percent cost of doing business increase for nonprofit contracts in FY 2018-19. The FY 2018-19 budget in the proposed second amendment includes the 2.5 percent increase.

POLICY CONSIDERATION

As noted above, the Department of Homelessness and Supportive Housing did not submit the first amendment to the grant agreement with Tenderloin Housing Clinic, as required by Charter Section 9.118(b). According to Ms. Whitley, the Department of Homelessness and Supportive Housing has put in place better internal controls to track contract spending thresholds and ensure that contracts and contract amendments will be submitted to the Board of Supervisors for approval before the contract or contract amendment goes into effect.

RECOMMENDATIONS

1. Amend the proposed resolution to reduce the grant agreement amount by \$427,176 from \$117,712,362, which is the amount in the proposed resolution, to \$117,285,186.
2. Approve the resolution as amended.

**CITY AND COUNTY OF SAN FRANCISCO
HUMAN SERVICES AGENCY**

GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

TENDERLOIN HOUSING CLINIC

THIS GRANT AGREEMENT (this "Agreement") is made this first day of July 2014, in the City and County of San Francisco, State of California, by and between **TENDERLOIN HOUSING CLINIC, 126 Hyde Street, San Francisco, CA 94102** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through the Agency (as hereinafter defined),

WITNESSETH:

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) , for the purpose of funding the matters set forth in the Grant Plan (as hereinafter defined) and summarized briefly as follows:

to provide property management, supportive services, and modified payment program at multiple Master Leased Hotel sites; and

WHEREAS, the Grant is partially funded with Federal dollars, CFDA #10.561; and

WHEREAS, approval for said Agreement was obtained when the Civil Service Commission approved Grant Number 2004/08/09 on June 16, 2014; and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein:

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

**ARTICLE 1
DEFINITIONS**

1.1 Specific Terms. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

(a) "**ADA**" shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

- (b) “**Agency**” shall mean Human Services Agency.
- (c) “**Application Documents**” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted in respect of such grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.
- (d) “**Budget**” shall mean either the budget attached hereto as part of Appendix B, if any, or the budget included in the Application Documents, to the extent expressly approved by the Agency.
- (e) “**Charter**” shall mean the Charter of City.
- (f) “**Controller**” shall mean the Controller of City.
- (g) “**Eligible Expenses**” shall have the meaning set forth in Appendix A, Appendix A-1
- (h) “**Event of Default**” shall have the meaning set forth in Section 11.1.
- (i) “**Fiscal Quarter**” shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) “**Fiscal Year**” shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during all or any portion of which this Agreement is in effect.
- (k) “**Funding Request**” shall have the meaning set forth in Section 5.3(a).
- (l) “**Grant Funds**” shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (m) “**Grant Plan**” shall have the meaning set forth in Appendices A, A-1 and B.
- (n) “**HRC**” shall mean the Human Rights Commission of City, or, in light of legal changes in the governing structure, shall mean “**CMD**” or the Contract Monitoring Division of the City.
- (o) “**Indemnified Parties**” shall mean: (i) City, including the Agency and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) “**Losses**” shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.
- (q) “**Publication**” shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) “**Contractor**” shall mean “Grantee” as certain City Contracting requirements also apply to Grants of the City of San Francisco.

1.2 Additional Terms. The terms “as directed,” “as required” or “as permitted” and similar terms shall refer to the direction, requirement, or permission of the Agency. The terms “sufficient,” “necessary” or “proper” and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Agency. The terms “approval,” “acceptable” or “satisfactory” or similar terms shall mean approved by, or acceptable to, or satisfactory to the Agency. The terms “include,” “included” or “including” and similar terms shall be deemed to be followed by the words “without limitation”. The use of the term “subgrantee,” “successor” or “assign” herein refers only to a subgrantee (“subgrantee”), successor or assign expressly permitted under Article 13.

1.3 References to this Agreement. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as “hereunder,” herein or “hereto” refer to this Agreement as a whole.

ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

2.2 Certification of Controller; Guaranteed Maximum Costs. No funds shall be available under this Agreement until prior written authorization certified by the Controller. In addition, as set forth in Section 21.10-1 of the San Francisco Administrative Code: City's obligations hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies that are provided by Grantee which are beyond the scope of the services, materials, equipment and supplies agreed upon herein and which were not approved by a written amendment to this Agreement having been lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement which would exceed the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

2.3 Automatic Termination for Nonappropriation of Funds. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

2.4 SUPERSEDURE OF CONFLICTING PROVISIONS. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

ARTICLE 3 TERM

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

3.2 Duration of Term. The term of this Agreement shall commence on the later of (a) **July 1, 2014** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on) **June 30, 2018.**

Grant term can be extended at the sole discretion of the Department for an additional **two** years, subject to the performance of the contractor and the availability of funding.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

4.1 Implementation of Grant Plan; Cooperation with Monitoring. Grantee shall, in good faith and with diligence, implement the Grant Plan on the terms and conditions set forth in this Agreement and the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.

4.2 Grantee's Personnel. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

4.3 Grantee's Board of Directors. Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

4.4 Publications and Work Product.

(a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of

demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

(b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

(c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.

(d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

(e) City has the right to monitor from time to time the administration by Grantee or any of its subgrantees of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.

(f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Agency. Except as set forth in this Section, Grantee shall not use the name of the Agency or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

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

5.1 Maximum Amount of Grant funds.

The amount of the Grant Funds disbursed hereunder shall not exceed Sixty-Seven Million, Five Hundred Eighty-Four Thousand, Two Dollars (\$67,584,002) for the period from July 1, 2014 to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Six Million, Seven Hundred Fifty-Eight Thousand, Four Hundred Dollars(\$6,758,400) for the period from July 1, 2017 to June 30, 2018, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Seventy-Four Million, Three Hundred Forty-Two Thousand, Four Hundred Two Dollars(\$74,342,402) for the period from July 1, 2014 to June 30, 2018.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in OMB Circular A-122, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

(a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Agency.

(b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by ACH payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

5.4 Disallowance and Single Audit Requirements: With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Grantee under this Agreement or any other Agreement. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement. **Single Audit Requirements:** Grantees that expend \$500,000 or more in a year from any and all Federal awards shall have a single audit conducted in accordance with OMB Circular A-133. Grantees that expend less than \$500,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office.

ARTICLE 6 REPORTING REQUIREMENTS; AUDITS; PENALTIES FOR FALSE CLAIMS

6.1 Regular Reports. Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Agency, in form and substance satisfactory to the Agency. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.

6.2 Organizational Documents. If requested by City, on or before the date of this Agreement, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.

6.3 Notification of Defaults or Changes in Circumstances. Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.

6.4 Financial Statements. Within one hundred twenty (120) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee, and in compliance with OMB Circular A-133, as applicable.

6.5 Books and Records. Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and

other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.

6.6 Inspection and Audit. Grantee shall make available to City, its employees and authorized representatives, and its Federal and State funders, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

6.7 Submitting False Claims; Monetary Penalties. Any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A grantee, subgrantee or consultant will be deemed to have submitted a false claim to the City if the grantee, subgrantee or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

6.8 Ownership of Results. Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

6.9 Works for Hire. If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Article 6.

**ARTICLE 7
TAXES**

7.1 Grantee to Pay All Taxes. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

7.2 Use of City Real Property. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

(a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

(c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

7.3. Earned Income Credit (EIC) Forms. Reserved

**ARTICLE 8
REPRESENTATIONS AND WARRANTIES**

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

8.1 Organization; Authorization. Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.

8.2 Location. Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

8.3 No Misstatements. No document furnished or to be furnished by Grantee to City or City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact

or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

8.4 Conflict of Interest.

(a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

8.5 No Other Agreements with City. Except as expressly itemized in Appendix D, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof).

8.6 Subgrants. Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan

8.7 Eligibility to Receive Federal Funds. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

9.1 Indemnification. Grantee shall indemnify protect, defend and hold harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Grantee or loss of or damage to property, arising directly or indirectly from Grantee's performance of this Agreement, including, but not limited to, Grantee's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Grantee, its subcontractors or either's agent or employee. Grantee shall also hold the City's funders harmless for the same. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Grantee's obligation to indemnify City, Grantee specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Grantee by City and continues at all times thereafter. Grantee shall indemnify and hold City harmless from all loss and

liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Agreement. Grantee shall also indemnify, defend, and hold City harmless from all suits or claims or administrative proceedings for breaches of federal and/or state law regarding the privacy of personally identifying information, personal health information, electronic records, or related topics, arising directly or indirectly from Grantee's performance of this Agreement, except where such breach is the result of the active negligence or willful misconduct of City.

9.2 Duty to Defend; Notice of Loss. Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON GRANT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

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

(a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.

(b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations and

(c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

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

(a) Name as additional insured City and its officers, agents and employees.

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

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

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

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

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

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

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

10.9 Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

10.10 Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:

(a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.

(b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.

(c) **Failure to Protect Private Information.** Grantee discloses information it is required to protect under Section 12.1.

(d) **Failure to Comply with Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 16.

(e) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

(f) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).

(g) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or

reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

(h) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

11.2 Termination for Convenience

a. City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Grantee 30 day written notice of termination. The notice shall specify the date on which termination shall become effective.

b. Upon receipt of the notice, Grantee shall commence and perform, with diligence, all actions necessary on the part of Grantee to effect the termination of this Agreement on the date specified by City and to minimize the liability of Grantee and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:

(1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.

(2) Not placing any further orders or subgrants for materials, services, equipment or other items.

(3) Terminating all existing orders and subgrants.

(4) At City's direction, assigning to City any or all of Grantee's right, title, and interest under the orders and subgrants terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants.

(5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subgrants.

(6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.

(7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Grantee and in which City has or may acquire an interest.

c. Within 30 days after the specified termination date, Grantee shall submit to City an invoice, which shall set forth each of the following as a separate line item:

(1) The reasonable cost to Grantee, without profit, for all services and other work City directed Grantee to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Grantee's direct costs for services or other work. Any overhead allowance shall be separately itemized. Grantee may also recover the reasonable cost of preparing the invoice.

(2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Grantee can establish, to the satisfaction of City, that Grantee would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.

(3) The reasonable cost to Grantee of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.

(4) A deduction for the cost of materials to be retained by Grantee, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

d. In no event shall City be liable for costs incurred by Grantee or any of its subgrantees after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

e. In arriving at the amount due to Grantee under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Grantee's final invoice; (2) any claim which City may have against Grantee in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.

f. City's payment obligation under this Section shall survive termination of this Agreement.

11.3 Remedies Upon Event of Default. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

(a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee and, on the date specified in such notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the event of such termination, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

(b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default shall be disbursed without interest.

(c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

(d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

11.4 Remedies Nonexclusive. Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

12.1 Protection of Private Information.

a. Personal Information. Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

b. Protected Social Service and Personal Health Information. Contractor, all subcontractors, and all agents and employees of Contractor and any subcontractor shall comply with any and all privacy laws regarding social service recipient information and/or the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected social service or protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

c. Proprietary and Confidential Information of City. Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

12.2 Sunshine Ordinance. Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that grants, including this Agreement, grantee's bids, responses to Requests for Proposals (RFPs) and all other records of communications between City and persons or entities seeking grants, shall be open to inspection immediately after a grant has been awarded. Nothing in such Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a grant or other benefit until and unless that person or organization is awarded the grant or benefit. All information provided by Grantee that is covered by such Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

12.3 Financial Projections. Pursuant to San Francisco Administrative Code Section 67.32, Grantee has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. For the term of the Agreement, Grantee shall within one hundred twenty (120) days after the end of Grantee's fiscal year end provide to City annual financial statements for the Project certified by the Grantee as complete and accurate and audited by an independent accounting firm. The Grantee acknowledges and agrees that the financial projections and audited financial statements shall be public records subject to disclosure upon request.

ARTICLE 13 ASSIGNMENTS AND SUBGRANTING

13.1 No Assignment by Grantee. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subgrant or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.

13.2 Agreement Made in Violation of this Article. Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.

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

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

(b) **Terms of Subgrant.** Each subgrant shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In

addition, each subgrant shall incorporate all of the terms of this Agreement, insofar as they apply to the subgranted portion of the Grant Plan. Without limiting the scope of the foregoing, each subgrant shall provide City, with respect to the s subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subgrant permitted hereunder.

13.4 Grantee Retains Responsibility. Grantee shall in all events remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14 INDEPENDENT GRANTEE STATUS

14.1 Nature of Agreement. Grantee shall be deemed at all times to be an independent grantee and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

14.2 Direction. Any terms in this Agreement referring to direction or instruction from the Agency or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 Consequences of Recharacterization.

(a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

(b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).

(c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be

addressed to the person and address set forth below and shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered or (c) sent via facsimile (if a facsimile number is provided below):

If to the Agency or City: Human Services Agency
 Office of Grant Management
 P.O. Box 7988
 San Francisco, CA 94120-7988
 Facsimile No. 415-557-5679

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

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent via hand delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; or (c) if sent via facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice.

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

ARTICLE 16 COMPLIANCE

16.1 Local Business Enterprise Utilization; Liquidated Damages. Reserved.

16.2 Nondiscrimination; Penalties.

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

(b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Grant.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Grants and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section

16.4 Tropical Hardwood and Virgin Redwood Ban. Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

16.5 Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

16.6 Resource Conservation; Liquidated Damages. Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

16.7 Compliance with ADA. Grantee acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a grantee, must be accessible to the disabled public. Grantee shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Grantee agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Grantee, its employees, agents or assigns will constitute a material breach of this Agreement.

Chapter 21-100 Nondiscrimination in State and Federally Assisted Programs require that Grantees administer their program(s) in a nondiscriminatory manner and in compliance with civil rights obligations and to accommodate non-English-speaking or limited-English-proficient individuals and individuals with disabilities or impairments. At a minimum, grantees must provide the following:

- Procedures for informing clients of their civil rights under Chapter 21-100;
- Policies and procedures for handling complaints filed with or against a Grantee;
- Policies and procedures that ensure Grantees accommodate individuals with hearing impairments, visual impairments and other disabilities;
- Policies and procedures that ensure that Grantees provide appropriate language services, including a breakdown of bilingual/interpreter staff and a description of how written information is communicated to non-English speaking clients; and
- Policies and procedures for ensuring that Grantee staff are adequately trained in the requirements of Chapter 21 under California Department of Social Services standards.

16.8. Requiring Minimum Compensation for Covered Employees

a. Grantee agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Grantee's obligations under the MCO is set forth in this Section. Grantee is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Grantee to pay Grantee's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Grantee is obligated to keep informed of the then-current requirements. Any subgrant entered into by Grantee shall require the subgrantee to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Grantee's obligation to ensure that any subgrantees of any tier under this Agreement comply with the requirements of the MCO. If any subgrantee under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Grantee.

c. Grantee shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Grantee shall maintain employee and payroll records as required by the MCO. If Grantee fails to do so, it shall be presumed that the Grantee paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Grantee's job sites and conduct interviews with employees and conduct audits of Grantee

f. Grantee's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Grantee fails to comply with these requirements. Grantee agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Grantee's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Grantee understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the grant, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Grantee fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Grantee fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Grantee represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Grantee is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Grantee later enters into an agreement or agreements that cause grantee to exceed that amount in a fiscal year, Grantee shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Grantee and this department to exceed \$25,000 in the fiscal year.

16.9. Requiring Health Benefits for Covered Employees

Grantee agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of section 12Q.5.1 of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the HCAO is available on the web at www.sfgov.org/olse. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.

a. For each Covered Employee, Grantee shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Grantee chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission.

b. Notwithstanding the above, if the Grantee is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

c. Grantee's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Grantee if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, Grantee fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Grantee fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6). Each

of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.

d. Any Subgrant entered into by Grantee shall require the Subgrantee to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Grantee shall notify City's Office of Grant Administration when it enters into such a Subgrant and shall certify to the Office of Grant Administration that it has notified the Subgrantee of the obligations under the HCAO and has imposed the requirements of the HCAO on Subgrantee through the Subgrant. Each Grantee shall be responsible for its Subgrantees' compliance with this Chapter. If a Subgrantee fails to comply, the City may pursue the remedies set forth in this Section against Grantee based on the Subgrantee's failure to comply, provided that City has first provided Grantee with notice and an opportunity to obtain a cure of the violation.

e. Grantee shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Grantee's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.

f. Grantee represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the HCAO.

g. Grantee shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Grant.

h. Grantee shall keep itself informed of the current requirements of the HCAO.

i. Grantee shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subgrantees and Subtenants, as applicable.

j. Grantee shall provide City with access to records pertaining to compliance with HCAO after receiving a written request from City to do so and being provided at least ten business days to respond.

k. Grantee shall allow City to inspect Grantee's job sites and have access to Grantee's employees in order to monitor and determine compliance with HCAO.

l. City may conduct random audits of Grantee to ascertain its compliance with HCAO. Grantee agrees to cooperate with City when it conducts such audits.

m. If Grantee is exempt from the HCAO when this Agreement is executed because its amount is less than \$25,000 (\$50,000 for nonprofits), but Grantee later enters into an agreement or agreements that cause Grantee's aggregate amount of all agreements with City to reach \$75,000, all the agreements shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Grantee and the City to be equal to or greater than \$75,000 in the fiscal year.

16.10 Limitations on Contributions. Through execution of this Agreement, Grantee acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who grants 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 grant must be approved by the individual, a board on which that individual serves, or a board 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 grant until the later of either the termination of negotiations for such grant or six months after the date the grant is approved. Grantee acknowledges that the foregoing restriction applies only if the grant or a combination or series of grants approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Grantee further acknowledges that the prohibition on contributions applies to each prospective party to the grant; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Grantee; any subgrantee listed in the bid or grant; and any committee that is sponsored or controlled by Grantee. Additionally, Grantee acknowledges that Grantee must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126.

16.11 First Source Hiring Program.

a. Incorporation of Administrative Code Provisions by Reference. The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. First Source Hiring Agreement. As an essential term of, and consideration for, any grant or property grant with the City, not exempted by the FSHA, the Grantee shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the grant or property grant. Grantees shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

(1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

(3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating

employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

(4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of grants and property grants handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City grant or property grant has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

(8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

(9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy grants.

c. Hiring Decisions. Grantee shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. Exceptions. Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

e. Liquidated Damages. Grantee agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of grants based on violations of grant provisions required by this Chapter as set forth in this section;

(3) That the grantee's commitment to comply with this Chapter is a material element of the City's consideration for this grant; that the failure of the grantee to comply with the grant

provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the grantee from the first source hiring process, as determined by the FSHA during its first investigation of a grantee, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the grantee's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a grantee to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the grantee's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a grantee to comply with its first source referral contractual obligations.

(6) That the failure of grantees to comply with this Chapter, except property grantees, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the grant or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

f. Subgrants. Any subgrant entered into by Grantee shall require the subgrantee to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

16.12 Prohibition on Political Activity with City Funds. In accordance with S. F. Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference.

Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City grant for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.13 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.14 Supervision of Minors. Grantee, and any subgrantees, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Grantee, or any subgrantee, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Grantee shall not hire, and shall prevent its subgrantees from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Grantee, or any of its subgrantees, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Grantee shall comply, and cause its subgrantees to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Grantee shall provide, or cause its subgrantees to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its grant with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

16.15 Public Access to Meetings and Records. If the Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. The Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. The Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Consideration of Criminal History in Hiring and Employment Decisions. [Applies to contracts/agreements executed or amended in any manner on or after August 13, 2014.]

(a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at www.sfgov.org/olse/fco. A partial listing of some of Contractor’s obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

(b) The requirements of Chapter 12T shall only apply to a Contractor’s or Subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

(c) Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor’s failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(d) Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received base an Adverse Action on an applicant’s or potential applicant for employment, or employee’s: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

(e) Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 32(d), above. Contractor or

Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

(f) Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

(g) Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

(h) Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

16.17 Graffiti Removal. Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Grantee shall remove all graffiti from any real property owned or leased by Grantee in the City and County of San Francisco within forty eight (48) hours of the earlier of Grantee's (a) discovery or notification of the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This section is not intended to require a Grantee to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

Any failure of Grantee to comply with this section of this Agreement shall constitute an Event of Default of this Agreement.

16.18 Food Service Waste Reduction Requirements. Effective June 1, 2007, Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set

forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.19 Slavery Era Disclosure. Reserved

16.20 Compliance with Other Laws. Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

16.21. Services Provided by Attorneys. Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subgrantees of Grantee, will be paid unless the provider received advance written approval from the City Attorney.

16.24 Additional Requirements for Federally-Funded Awards

- 1) The Grantee shall establish a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier as per 2 CFR Part 25.
- 2) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if the Grantee
 - a. Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - b. Procures a commercial sex act during the period of time that the award is in effect; or
 - c. Uses forced labor in the performance of the award or sub-awards under the award.

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Agency or City of any default or breach of this Agreement shall be implied from any failure by the Agency or City to take action on account of such default if such default persists or is repeated. No express waiver by the Agency or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Agency of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Agency or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 Modification. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to the director or president, as the case may be, of the Agency who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

17.5 Headings. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

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

- Appendix A, A-1, Services to be Provided
- Appendix B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grants
- Appendix E, Permitted Subgrantees
- Appendix F, Additional Federal Funding Requirements

17.7 Certified Resolution of Signatory Authority. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

17.8 Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

17.9 Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

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

Section 6.4	Financial Statements.	Section 6.8	Ownership of Results.
Section 6.5	Books and Records.		
Section 6.6	Inspection and Audit.		
Section 6.7	Submitting False Claims; Monetary Penalties		

Article 7	Taxes	Article 12	Disclosure of Information and Documents
Article 9	Indemnification and General Liability	Section 13.4	Grantee Retains Responsibility.
Section 10.4	Required Post-Expiration Coverage.	Section 14.3	Consequences of Recharacterization.
		This Article 17	Miscellaneous

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Dispute Resolution Procedure. The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or grant between the City and County of San Francisco and nonprofit health and human services grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, grantees and departments should employ the following steps:

Step 1 The grantee will submit a written statement of the concern or dispute addressed to the Grant/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Grant/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the grantee or provide a written response to the grantee within 10 working days.

Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the grantee may request review by the Division or Department Head who supervises the Grant/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the grantee. The Department will respond in writing within 10 working days.

In addition to the above process, grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Granting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline granting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at http://www.sfgov.org/site/npgrantingtf_index.asp?id=1270.


17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

17.14 Services During a City-Declared Emergency. In case of an emergency that affects the San Francisco Bay Area, Grantee will make a good faith effort to continue to provide services to the Department's clients on a priority basis. Contactor shall provide fair prices for services that may not be covered under the awarded grant but are necessary as a direct result of the City-declared emergency. Grantee will document the expenses incurred and submit a prompt request for payment to the Department.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

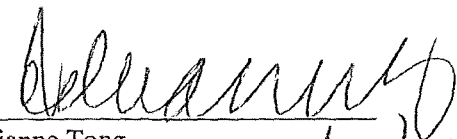
CITY

HUMAN SERVICES AGENCY

By:  12/29/14
Trent Rhorer
Executive Director
Human Services Agency

Approved as to Form:

Dennis J. Herrera
City Attorney


By: 
Adrienne Tong
Deputy City Attorney 12/15/14

GRANTEE:

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.

I have read and understood paragraph 16.3, 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.

TENDERLOIN HOUSING CLINIC

By: 
Randy Shaw
Executive Director
126 Hyde Street
San Francisco, CA 94102
(415) 885-3286

Federal Tax ID #: 94-2681706
City Vendor Number: 18263

**Appendix A – Services to be Provided
Tenderloin Housing Clinic (THC)
Single Adult Housing First Care Not Cash Program
FY 13/14 through 17/18**

I. Purpose of Contract

The purpose of this grant is to lease and provide property management at residential units in private residential Single Room Occupancy (SRO) buildings to provide housing and support services for formerly homeless individuals who are CAAP clients at the time of referral by the Human Services Agency (HSA).

The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

II. Definitions

Adult	An individual or married/domestic partnership couple 18 years old or older without custody of minors below 18 years of age
CAAP	County Adult Assistance Programs including: General Assistance (GA), Personally Assisted Employment Services (PAES), Social Security Income Pending (SSIP), County Assistance Linked to Medi-Cal (CALM)
DBI	Department of Building Inspection
DPH	Department of Public Health
Grantee	Tenderloin Housing Clinic
	N/A
HSA	Human Service Agency City and County of San Francisco
LOSP	Local Operating Subsidy Program
MPP	Modified Payment Program
Referral Process	HSA established process for outreach, identification, referral and placement of a potential tenant to the specific housing covered by this grant
SRO	Single Room Occupancy Hotel
Tenant	Any individual who is a legal resident in the building and units covered by this grant

Property Management	24 hours a day, 7 days a week of physical management of the property by a property manager who provides oversight of the property's maintenance and repairs; supervision of desk clerks, janitorial, and maintenance staff; screening potential tenants; handling the signing of lease agreements and other tasks related to the placement process; handling complaints; emergencies and property violations; evictions; and move-outs;
Master-lease	Maintain long-term master-leases with the owners of buildings described in this scope of services for the purpose of sub-leasing permanent housing units to homeless individuals.
Step Up Buildings	Buildings for adults in the Master Lease portfolio that are offered to existing tenants who have a successful housing history in other HSA Master Lease buildings. These sites offer minimal support services and reduced site staff.

III. Definition of Support Services

The Grantee will publicize and invite tenants to access services as needed. Grantee shall provide services based on tenant requests and as required by the contract. Tenants are not required to participate in support services. Support services include but are not limited to:

- A. Outreach. Staff efforts to contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. These efforts shall include written messages, in person interactions, phone messages and calls, and emails as available and appropriate to reach the individual tenant.
- B. Intake and Assessment. Provide one or more meetings or interviews with a tenant to establish strengths, skills, needs, plans and goals that are useful to the tenant and shall help the tenant maintain housing.
- C. Case Management. Provide on-going meetings and counseling services with a tenant to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
- D. Benefits Advocacy and Assistance. Provide assistance and referral to support a tenant to obtain or maintain benefits and solve problems related to county, state and federal benefits programs. This can also include

assistance in identifying, applying for and establishing appointments with available services such as food programs, medical clinics and in-home support.

- E. Referrals. Assist clients to identify and access services available within the community that meet specific needs or support progress toward identified goals. This can include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with clients regarding the process, and, as necessary, re-referral.
- F. Mediation with Property Management. Provide assistance in communicating with, responding to and meeting with property management. This can include helping a client understand the meaning of messages/letters/warnings from property management, assisting a tenant to write requests, responses or complaints, and participating in meetings between the tenant and property management to assist the tenant in communicating with property management.
- G. Conflict Resolution. Offer to meet with two or more tenants to assist in problem solving and resolution of conflicts.
- H. Support Groups, Social Events and Organized Tenant Activities. Provide clients with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants/staff, or to celebrate/commemorate significant individual, holiday and community events. These events are held on-site and are often planned with or based on the input from tenants. These items shall be held at least once a week and a monthly calendar of events shall be posted and provided to tenants.
- I. Wellness Checks. Using passive observation of the tenant population and coordinating with property management to identify clients who have not been seen or have shown signs of concern to staff on at least a weekly basis. Outreach efforts are used to make contact and check in with these tenants.
- J. Tenant Feedback and Complaint/Grievance Policies and Procedures. A written mechanism for accepting and responding to tenant complaints and concerns.
- K. Monthly Community Meetings. Meetings conducted by staff for tenants.
- L. Grantee will offer a **Modified Payment Program (MPP)** money management/rep payee services to ensure timely payment of rent, timely

distribution of the non-rent portion of each tenant's warrant or benefits, and the prevention of loss of housing due to non-payment of rent.

If a resident transitions to SSI or SSA, Grantee shall calculate resident's pro-rated rent or tenant rent portion based on HSA guidelines. If Grantee is tenant's representative payee or tenant is enrolled in money management, Grantee will collect the rent and issue disbursements according to an agreed upon money management plan. If Grantee is not representative payee, it will collect rent payments from tenant on a timely basis.

IV. Target Population

The Grantee will serve formerly homeless single adults and adult couples (without custody of minor children) who meet HSA-established eligibility requirements and are referred by the HSA Housing & Homeless access point system.

Eligibility criteria include meeting a definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria and ability to live independently within the structure of the housing program. All new clients placed will be referred by the Human Services Agency via the Housing Access Team. Only individuals who are CAAP recipients at the time of acceptance into housing may be placed into a vacancy.

V. Description of Services

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

The Grantee will lease 594 units of housing the following SROs (Single Room Occupancy - SRO

Type	SRO	SRO Address	Zip	# Units
CNC	All Starr Hotel	2791 16th St	94103	85
CNC	Boyd Hotel	41 Jones St	94102	81
CNC	Cal Drake Hotel	1541 California ST	94109	50
CNC	Elk Hotel	670 Eddy St	94109	88
CNC	Graystone Hotel	66 Geary St	94108	73
CNC	Pierre Hotel	540 Jones St	94102	87
CNC	Royan Hotel	405 Valencia St	94103	69
CNC	Union Hotel	811 Geary BIVD	94109	61
			Total	594

hotels) for the purpose of placing CAAP recipients into permanent housing and providing support services to help them remain housed.

All new clients placed will be referred by the HSA Housing and Homeless

Division, via the access point agency system established to focus on the appropriate target population for this building designed to assist with a smooth transition from homelessness to placement in permanent supportive housing.

Support services staff will contact every tenant at least three times during the first 60 days following placement in housing to engage the tenant in services.

Support services staff will offer onsite services and/or referrals to all tenants who display indications of housing instability. This includes but is not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants.

The Grantee will conduct an annual Tenant Satisfaction Survey that will be publicized and offered to all tenants.

The Grantee will report critical incidents to HSA using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.

The Grantee will attend all meetings as required by HSA.

Through this contract, Grantee will provide the following property management services on-site:

Property Management

- A. Grantee will lease and maintain 594 units at the above named SRO Hotels for the purpose of placing formerly homeless CAAP recipients in permanent housing.
- B. Grantee will draft rental agreements to be signed with all tenants at move-in/upon occupancy.
- C. Property management staff will communicate with the HSA Housing Access Team (HAT) in a timely fashion according to HAT procedures, when a unit is vacant.

D. Grantee will work to maintain a secure and healthful environment for tenants and delivery of all services, including but not limited to:

1. Compliance with all building, fire and health codes.
2. Clean, sanitary and regularly maintained common spaces and community areas within the building.
3. Clean, sanitary and regularly maintained shared-use toilet/shower facilities.
4. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional.
5. Maintenance and janitorial staff coverage to support these efforts and timely response to tenant building concerns and problems.
6. 24-hour, seven days a week front desk coverage with the exception of the Caldrake Hotel.
7. Maintenance and repair of facility systems, plumbing, HVAC, electrical, Safety issues. Facility security and pest control.
8. Rent collection.
9. Written notice or warning to tenants related to any issue that may affect on-going tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement.
10. When necessary, notice and actions related to the eviction process in accordance with laws in effect in San Francisco.
11. The site must be inspected by DPH, DBI and SFFD prior to the site becoming an active part of the program. After that, inspections shall occur at legally required intervals based on the policies and procedures of the inspection units of DPH, DBI and SFFD. HSA and the Grantee shall notify the other party within 24 hours of any change in the hotel status upon notification of the inspecting agency.

E. Unit rent is a minimum of **\$493.00** per month for each available unit. CAAP recipients are responsible for a tenant rent portion of between \$278 And \$318 per month (depending upon the type of benefits each is receiving). The HSA contract budget covers the HSA approved expenses not covered by rental payments of tenants up to the total approved grant amount. Future tenant rent increases, no more than one a year, must be approved in advance of notice to tenants by the HSA program monitor for this contract. The tenant's portion of the rent while active on CAAP benefits is determined by HSA and does not require the same 30-day notice if it changes.

VI. Location and Time of Services

Housing and services will be provided at the Hotels listed above.

Housing and property management services will be available 24 hours a day, seven days a week. Support services staff will be available during regular work and scheduled evening hours, excluding legal holidays as determined by the Grantee's personnel policies.

VII. Service and Outcome Objectives

See the Permanent Supportive Housing Reporting table on page 9 for details on monthly, quarterly, and annual objectives. This grant will report service and outcome objectives based on Tiers 1, 2, or 3.

Property Management

- A. Grantee will ensure that each unit, upon turnover, is clean and/or repaired within seven) working days, on average.
- B. Grantee will report vacancies to the Housing Access Team (HAT) and process all HAT referrals in the timeframe required by HAT. Grantee will fill all vacant rooms within seven (7) days of referral from HAT.
- C. Grantee will maintain an occupancy rate of at least 97%.

VIII. Reporting Requirements

See the Permanent Supportive Housing Reporting table on page 9 for details on monthly, quarterly, and annual reports. This grant will report service and outcome objectives based on Tiers 1, 2, or 3.

The Grantee will enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month at the end of each month, quarter, and fiscal year as required by the Permanent Supportive Housing Reporting table.

The Grantee will provide monthly occupancy and placement reports.

Data regarding tenant demographics will be reported annually, in a template provided by HSA.

The Grantee will provide Ad Hoc reports as required by the Department.

Christina Iwasaki, Sr. Contracts Manager, Office of Contract
Management Christina.Iwasaki@sfgov.org

or

Ylonda Calloway ZB36, Supportive Housing Program Manager,
Housing and Homeless Division Ylonda.Calloway@sfgov.org

IX. Monitoring Activities

Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Fiscal Compliance and Contract Monitoring:

Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring 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.

Permanent Supportive Housing Reporting

PSH Reporting	Tier I	Tier II	Tier III	Tier IV	Tier V
Monthly	Occupancy	Occupancy	Occupancy	Occupancy	Occupancy
		New Placements	New Placements	New Placements	New Placements
Quarterly	Number of Intakes - New Tenants	Number of Intakes - New Tenants	Number of Intakes and Assessments - New Tenants	Number of Intakes and Assessments - New Tenants	Number of Intakes and Assessments - New Tenants
	Outreach to Households Showing Instability	Outreach to Households Showing Instability	Outreach to Households Showing Instability	Outreach to Households Showing Instability	Outreach to Households Showing Instability
	Number of Group or Community Activities	Number of Group or Community Activities	Number of Group or Community Activities	Number of Group or Community Activities	Number of Group or Community Activities
		Number of Outreach Efforts to New Tenants (3x in 60 days)	Number of Outreach Efforts to New Tenants (3x in 60 days)	Number of Outreach Efforts to New Tenants (3x in 60 days)	Number of Outreach Efforts to New Tenants (3x in 60 days)
			Number of New and Updated Goal Plans	Number of New and Updated Goal Plans	Number of New and Updated Goal Plans
			Number of Households that Received Direct Services and Number of Direct Service Contacts	Number of Households that Received Direct Services and Number of Direct Service Contacts	Number of Households that Received Direct Services and Number of Direct Service Contacts
Annually	Housing Stability	Housing Stability	Housing Stability	Housing Stability	Housing Stability
	Tenant Satisfaction Survey Results	Tenant Satisfaction Survey Results	Tenant Satisfaction Survey Results	Tenant Satisfaction Survey Results	Tenant Satisfaction Survey Results
		Program Exits	Program Exits	Program Exits	Program Exits
			Number of Households Showing Housing Instability that Remained Stably Housed	Number of Households Showing Housing Instability that Remained Stably Housed	Number of Households Showing Housing Instability that Remained Stably Housed

**Appendix A-1 – Services to be Provided
Tenderloin Housing Clinic (THC)
Single Adult Housing First Non Care Not Cash Program
FY 13/14 through 17/18**

I. Purpose of Contract

The purpose of this grant is to lease and provide property management at residential units in private residential Single Room Occupancy (SRO) buildings to provide housing and support services for formerly homeless individuals at the time of referral by the Human Services Agency (HSA).

The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

II. Definitions

Adult	An individual or married/domestic partnership couple 18 years old or older without custody of minors below 18 years of age
CAAP	County Adult Assistance Programs including: General Assistance (GA), Personally Assisted Employment Services (PAES), Social Security Income Pending (SSIP), County Assistance Linked to Medi-Cal (CALM)
DBI	Department of Building Inspection
DPH	Department of Public Health
Grantee	Tenderloin Housing Clinic
Compass	Provider of Family Shelter
Family Shelter Clients	Refers to the members of the families placed in spaces overseen by Compass Family Services as part of the Family Shelter System
HSA	Human Service Agency City and County of San Francisco
LOSP	Local Operating Subsidy Program
MPP	Modified Payment Program
Referral Process	HSA established process for outreach, identification, referral and placement of a potential tenant to the specific housing covered by this grant
SRO	Single Room Occupancy Hotel

Tenant	Any individual who is a legal resident in the building and units covered by this grant
Property Management	24 hours a day, 7 days a week of physical management of the property by a property manager who provides oversight of the property's maintenance and repairs; supervision of desk clerks, janitorial, and maintenance staff; screening potential tenants; handling the signing of lease agreements and other tasks related to the placement process; handling complaints; emergencies and property violations; evictions; and move-outs.
Master-lease	Maintain long-term master-leases with the owners of buildings described in this scope of services for the purpose of sub-leasing permanent housing units to homeless individuals.
Step Up Buildings	Buildings for adults in the Master Lease portfolio that are offered to existing tenants who have a successful housing history in other HSA Master Lease buildings. These sites offer minimal support services and reduced site staff.

III. Definition of Support Services

The Grantee will publicize and invite tenants to access services as needed. Grantee shall provide services based on tenant requests and as required by the contract. Tenants are not required to participate in support services. Support services include but are not limited to:

- A. Outreach. Staff efforts to contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. These efforts shall include written messages, in person interactions, phone messages and calls, and emails as available and appropriate to reach the individual tenant.
- B. Intake and Assessment. Provide one or more meetings or interviews with a tenant to establish strengths, skills, needs, plans and goals that are useful to the tenant and shall help the tenant maintain housing.
- C. Case Management. Provide on-going meetings and counseling services with a tenant to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
- D. Benefits Advocacy and Assistance. Provide assistance and referral to support a tenant to obtain or maintain benefits and solve problems related

to county, state and federal benefits programs. This can also include assistance in identifying, applying for and establishing appointments with available services such as food programs, medical clinics and in-home support.

- E. Referrals. Assist clients to identify and access services available within the community that meet specific needs or support progress toward identified goals. This can include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with clients regarding the process, and, as necessary, re-referral.
- F. Mediation with Property Management. Provide assistance in communicating with, responding to and meeting with property management. This can include helping a client understand the meaning of messages/letters/warnings from property management, assisting a tenant to write requests, responses or complaints, and participating in meetings between the tenant and property management to assist the tenant in communicating with property management.
- G. Conflict Resolution. Offer to meet with two or more tenants to assist in problem solving and resolution of conflicts.
- H. Support Groups, Social Events and Organized Tenant Activities. Provide clients with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants/staff, or to celebrate/commemorate significant individual, holiday and community events. These events are held on-site and are often planned with or based on the input from tenants. These items shall be held at least once a week and a monthly calendar of events shall be posted and provided to tenants.
- I. Wellness Checks. Using passive observation of the tenant population and coordinating with property management to identify clients who have not been seen or have shown signs of concern to staff on at least a weekly basis. Outreach efforts are used to make contact and check in with these tenants.
- J. Tenant Feedback and Complaint/Grievance Policies and Procedures. A written mechanism for accepting and responding to tenant complaints and concerns.
- K. Monthly Community Meetings. Meetings conducted by staff for tenants.
- L. Grantee will offer a **Modified Payment Program (MPP)** money management/rep payee services to ensure timely payment of rent, timely

distribution of the non-rent portion of each tenant's warrant or benefits, and the prevention of loss of housing due to non-payment of rent.

If a resident transitions to SSI or SSA, Grantee shall calculate resident's pro-rated rent or tenant rent portion based on HSA guidelines. If Grantee is tenant's representative payee or tenant is enrolled in money management, Grantee will collect the rent and issue disbursements according to an agreed upon money management plan. If Grantee is not representative payee, it will collect rent payments from tenant on a timely basis.

IV. Target Population

The Grantee will serve formerly homeless single adults and adult couples (without custody of minor children) who meet HSA-established eligibility requirements and are referred by the HSA Housing & Homeless access point system who, without this type of housing, would be homeless, including those with disabilities.

Eligibility criteria include meeting a definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria and ability to live independently within the structure of the housing program. All new clients placed will be referred by the Human Services Agency via the Housing Access Team.

V. Description of Services

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

The Grantee will lease 972 units of housing at the following SROs (Single Room Occupancy – SRO hotels) for the purpose of placing CAAP recipients and recipients of other approved forms of income into permanent housing and providing support services to help them remain housed.

Type	SRO	SRO Address	Zip	# Units
NCNC	Hartland Hotel	909 Geary St	94109	136
NCNC	Jefferson Hotel	440 Eddy St	94109	109
NCNC	Edgeworth	770 O'Farrell ST	94109	44
NCNC	Mission Hotel	520 S. Van Ness Ave	94110	244
NCNC	Raman Hotel	1011 Howard St	94103	85
NCNC	Seneca Hotel	34 6th St	94103	200
NCNC	Vincent Hotel	459 Turk St	94102	100
NCNC	Mayfair Hotel	626 Polk St	94102	54
Family Shelter	Mayfair Hotel	626 Polk St	94102	24**
		Total		996

**** 24 units of housing and designated areas of the building will be used to provide space for Compass Family Services to operate a family shelter program**

All new clients placed will be referred by the HSA Housing and Homeless Division, via the access point agency system established to focus on the appropriate target population for this building designed to assist with a smooth transition from homelessness to placement in permanent supportive housing.

Support services staff will contact every tenant at least three times during the first 60 days following placement in housing to engage the tenant in services.

Support services staff will offer onsite services and/or referrals to all tenants who display indications of housing instability. This includes but is not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants.

The Grantee will conduct an annual Tenant Satisfaction Survey that will be publicized and offered to all tenants.

The Grantee will report critical incidents to HSA using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.

The Grantee will attend all meetings as required by HSA.

Through this contract, Grantee will provide the following property management services on-site:

Property Management

- A. Grantee will lease and maintain 972 units at the above named SRO Hotels for the purpose of placing formerly homeless individuals in permanent housing.
- B. Grantee will draft rental agreements to be signed with all tenants at move-in/upon occupancy.
- C. Property management staff will communicate with the HSA Housing Access Team (HAT) in a timely fashion according to HAT procedures, when a unit is vacant.
- D. Grantee will work to maintain a secure and healthful environment for tenants and delivery of all services, including but not limited to:

1. Compliance with all building, fire and health codes.
2. Clean, sanitary and regularly maintained common spaces and community areas within the building.
3. Clean, sanitary and regularly maintained shared-use toilet/shower facilities.
4. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional.
5. Maintenance and janitorial staff coverage to support these efforts and timely response to tenant building concerns and problems.
6. 24-hour, seven days a week front desk coverage, except the Edgeworth Hotel.
7. Maintenance and repair of facility systems, plumbing, HVAC, electrical, Safety issues. Facility security and pest control.
8. Rent collection.
9. Written notice or warning to tenants related to any issue that may affect on-going tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement.
10. When necessary, notice and actions related to the eviction process in accordance with laws in effect in San Francisco.
11. The site must be inspected by DPH, DBI and SFFD prior to the site becoming an active part of the program. After that, inspections shall occur at legally required intervals based on the policies and procedures of the inspection units of DPH, DBI and SFFD. HSA and the Grantee shall notify the other party within 24 hours of any change in the hotel status upon notification of the inspecting agency.

E. Subcontract with Compass Family Services at the Mayfair Hotel in order to provide 24 units of temporary shelter for Compass Family Services to operate a family shelter program.

1. Develop and maintain a subcontract with Compass Family Services regarding its HSA-contracted family shelter program that includes various shared and designated spaces within the building.
2. Establish means to address and resolve issues regarding the building, building programs operated by the Grantee and Compass Family Services, and individual tenants and/or family shelter clients.
3. Establish and orient staff regarding information, protocols and practices regarding the distinct programs within the building.

- F. Unit rent is a minimum of **\$493.00** per month for each available unit. CAAP recipients are responsible for a tenant rent portion of between \$278 and \$318 per month (depending upon the type of benefits each is receiving). The HSA contract budget covers the HSA approved expenses not covered by rental payments of tenants up to the total approved grant amount. Future tenant rent increases, no more than one a year, must be approved in advance of notice to tenants by the HSA program monitor for this contract. The tenant's portion of the rent while active on CAAP benefits is determined by HSA and does not require the same 30-day notice if it changes.

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VII. Service and Outcome Objectives

See the Permanent Supportive Housing Reporting table on page 9 for details on monthly, quarterly, and annual objectives. This grant will report service and outcome objectives based on Tiers 1, 2, or 3.

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- A. Grantee will ensure that each unit, upon turnover, is clean and/or repaired within seven (7) working days, on average.
- B. Grantee will report vacancies to the Housing Access Team (HAT) and process all HAT referrals in the timeframe required by HAT. Grantee will fill all vacant rooms within seven (7) days of referral from HAT.
- C. Grantee will maintain an occupancy rate of at least 97%.

VIII. Reporting Requirements

See the Permanent Supportive Housing Reporting table on page 9 for details on monthly, quarterly, and annual reports. This grant will report service and outcome objectives based on Tiers 1, 2, or 3.

The Grantee will enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month at the end of

each month, quarter, and fiscal year as required by the Permanent Supportive Housing Reporting table.

The Grantee will provide monthly occupancy and placement reports.

Data regarding tenant demographics will be reported annually, in a template provided by HSA.

The Grantee will provide Ad Hoc reports as required by the Department.

Christina Iwasaki, Sr. Contracts Manager, Office of Contract Management Christina.Iwasaki@sfgov.org

or

Ylonda Calloway ZB36, Supportive Housing Program Manager, Housing and Homeless Division Ylonda.Calloway@sfgov.org

IX. Monitoring Activities

Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Fiscal Compliance and Contract Monitoring:

Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring 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

Permanent Supportive Housing Reporting

PSH Reporting	Tier I	Tier II	Tier III	Tier IV	Tier V
Monthly	Occupancy	Occupancy	Occupancy	Occupancy	Occupancy
		New Placements	New Placements	New Placements	New Placements
Quarterly	Number of Intakes - New Tenants	Number of Intakes - New Tenants	Number of Intakes and Assessments - New Tenants	Number of Intakes and Assessments - New Tenants	Number of Intakes and Assessments - New Tenants
	Outreach to Households Showing Instability	Outreach to Households Showing Instability	Outreach to Households Showing Instability	Outreach to Households Showing Instability	Outreach to Households Showing Instability
	Number of Group or Community Activities	Number of Group or Community Activities	Number of Group or Community Activities	Number of Group or Community Activities	Number of Group or Community Activities
		Number of Outreach Efforts to New Tenants (3x in 60 days)	Number of Outreach Efforts to New Tenants (3x in 60 days)	Number of Outreach Efforts to New Tenants (3x in 60 days)	Number of Outreach Efforts to New Tenants (3x in 60 days)
			Number of New and Updated Goal Plans	Number of New and Updated Goal Plans	Number of New and Updated Goal Plans
			Number of Households that Received Direct Services and Number of Direct Service Contacts	Number of Households that Received Direct Services and Number of Direct Service Contacts	Number of Households that Received Direct Services and Number of Direct Service Contacts
Annually	Housing Stability	Housing Stability	Housing Stability	Housing Stability	Housing Stability
	Tenant Satisfaction Survey Results	Tenant Satisfaction Survey Results	Tenant Satisfaction Survey Results	Tenant Satisfaction Survey Results	Tenant Satisfaction Survey Results
		Program Exits	Program Exits	Program Exits	Program Exits
			Number of Households Showing Housing Instability that Remained Stably Housed	Number of Households Showing Housing Instability that Remained Stably Housed	Number of Households Showing Housing Instability that Remained Stably Housed

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						Appendix B, Page 1
						Document Date: 8/7/2014
HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY						
BY PROGRAM						

Tenderloin Housing Clinic, Inc. July 1, 2014 to June 30, 2015

(Check One) New Renewal Modification BUDGET SUMMARY FOR FY15, FY16, FY17 & FY18
 If modification, Effective Date of Mod. No. of Mod.

Program: Master Lease Hotel contract - THC NCNC and CNC Hotels

	<i>HSA Funding</i>	<i>HSA Funding</i>	<i>HSA Funding</i>	<i>HSA Funding</i>	<i>HSA Funding</i>
Budget Reference Page No.(s)	All Hotels	All Hotels	All Hotels	All Hotels	All Hotels
Program Term	7/1/14 - 6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	Total
Expenditures					
Salaries & Benefits	\$8,921,152	\$9,532,402	\$9,931,268	\$10,199,361	\$38,584,183
Operating Expense	\$11,469,985	\$11,249,515	\$11,288,639	\$11,309,617	\$45,317,756
Subtotal	\$20,391,137	\$20,781,917	\$21,219,907	\$21,508,977	\$83,901,939
Indirect Percentage (%)	9.50%	9.50%	9.50%	9.50%	
Indirect Cost (Line 16 X Line 17)	\$1,937,429	\$1,974,215	\$2,016,151	\$2,040,679	\$7,968,474
Capital Expenditure	\$0	\$24,000	\$17,250	\$18,000	\$59,250
Total Expenditures	\$22,328,566	\$22,756,133	\$23,236,058	\$23,549,656	\$91,929,664
HSA Revenues					
HSA Revenue-Property Mgt	\$13,650,621	\$13,650,621	\$13,650,621	\$13,650,621	\$54,602,484
HSA Revenue-MPP	\$660,547	\$660,547	\$660,547	\$660,547	\$2,642,187
HSA Revenue-Supportive Svcs	\$1,930,983	\$2,382,549	\$2,855,725	\$3,170,073	\$10,339,330
TOTAL HSA REVENUES	\$16,242,150	\$16,693,717	\$17,166,893	\$17,481,241	\$67,584,002
Other Revenues					
Rental Income	\$6,064,101	\$6,064,101	\$6,064,101	\$6,064,101	\$24,256,402
Laundry Income	\$22,316	\$22,315	\$22,315	\$22,315	\$89,261
TOTAL OTHER REVENUES	\$6,086,416	\$6,086,416	\$6,086,416	\$6,086,416	\$24,345,663
GRAND TOTAL REVENUES	\$22,328,566	\$22,780,133	\$23,253,308	\$23,567,656	\$91,929,664

Total Number of Assisted Units				
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Housing Operations Per Unit Rate				
Prepared by:	Wynne Tang			8/7/2014
Review Signature:				
HSA #1				11/15/2007

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Appendix B, Page 2 Document Date:						8/7/2014
HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM						
Tenderloin Housing Clinic, Inc.					July 1, 2014 to June 30, 2015	

(Check One) New Renewal Modification BUDGET FOR FY15, FY16, FY17 & FY18
 If modification, Effective Date of Mod. No. of Mod.

Program: Master Lease Hotel contract - THC NCNC and CNC Hotels

	<i>HSA Funding</i>	<i>HSA Funding</i>	<i>HSA Funding</i>	<i>HSA Funding</i>	<i>HSA Funding</i>
Budget Reference Page No.(s)	All Hotels	All Hotels	All Hotels	All Hotels	
Program Term	7/1/14 - 6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	Total
Expenditures					
Salaries & Benefits	\$6,942,719	\$6,942,719	\$6,942,719	\$6,942,719	\$27,770,876
Operating Expense	\$11,081,972	\$11,081,972	\$11,081,972	\$11,081,972	\$44,327,888
Subtotal	\$18,024,691	\$18,024,691	\$18,024,691	\$18,024,691	\$72,098,764
Indirect Percentage (%)	9.50%	9.50%	9.50%	9.50%	
Indirect Cost (Line 16 X Line 17)	\$1,712,346	\$1,712,346	\$1,712,346	\$1,712,346	\$6,849,383
Capital Expenditure	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$19,737,037	\$19,737,037	\$19,737,037	\$19,737,037	\$78,948,146
HSA Revenues					
General Fund	\$13,650,621	\$13,650,621	\$13,650,621	\$13,650,621	\$54,602,484
TOTAL HSA REVENUES	\$13,650,621	\$13,650,621	\$13,650,621	\$13,650,621	\$54,602,484
Other Revenues					
Rental Income	\$6,064,101	\$6,064,101	\$6,064,101	\$6,064,101	\$24,256,402
Laundry Income	\$22,316	\$22,315	\$22,315	\$22,315	\$89,260
TOTAL OTHER REVENUES	\$6,086,416	\$6,086,416	\$6,086,416	\$6,086,416	\$24,345,662
GRAND TOTAL REVENUES	\$19,737,037	\$19,737,037	\$19,737,037	\$19,737,037	\$78,948,146

Total Number of Assisted Units					
Housing Operations Per Unit Rate					
Prepared by:	Wynne Tang				8/7/2014
HSA-CO Review Signature:	_____				
HSA #1					11/15/2007

**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY
BY PROGRAM**

Contractor's Name **Tenderloin Housing Clinic, Inc.** Contract Term **7/1/14 - 6/30/18**

(Check One) New Renewal Modification , **BUDGET FOR FY15, FY16, FY17 & FY18**
If modification, Effective Date of Mod. No. of Mod.

Program: Master Lease Hotel contract - Modified Payment Program for THC NCNC and CNC Hotels

Budget Reference Page No.(s)	All Hotels	All Hotels	All Hotels	All Hotels	TOTAL
Program Term	7/1/14 - 6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/14-6/30/18
Expenditures					
Salaries & Benefits	\$529,969	\$529,969	\$529,969	\$529,969	\$2,119,878
Operating Expense	\$73,024	\$73,024	\$73,024	\$73,024	\$292,096
Subtotal	\$602,993	\$602,993	\$602,993	\$602,993	\$2,411,974
<i>Indirect Percentage (%) of direct cost (Line 16)</i>	9.50%	9.50%	9.50%	9.50%	9.75%
Indirect Cost	\$57,553	\$57,553	\$57,553	\$57,553	\$230,214
Capital Expenditure	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$660,547	\$660,547	\$660,547	\$660,547	\$2,642,188
HSA Revenues					
General Fund	\$660,547	\$660,547	\$660,547	\$660,547	\$2,642,188
TOTAL HSA REVENUES	\$660,547	\$660,547	\$660,547	\$660,547	\$2,642,188
Other Revenues					\$0
TOTAL OTHER REVENUES	\$0				\$0
GRAND TOTAL REVENUES	\$660,547	\$660,547	\$660,547	\$660,547	\$2,642,188

Prepared by: Wynne Tang, Director of Finance 415-885-3286 x111 Date: 8/7/2014
HSA-CO Review Signature: _____
HSA #1 3/1/2008

A	B	C	D	E	F	G
						Appendix B, Page 4 Document Date: 8/7/2014
HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM						
Contractor's Name <u>Tenderloin Housing Clinic, Inc.</u>						Contract Term <u>7/1/14 - 6/30/18</u>
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/> , BUDGET FOR FY15, FY16, FY17 & FY18 If modification, Effective Date of Mod. _____ No. of Mod. _____						
Program: Master Lease Hotel contract - Support Services for THC NCNC and CNC Hotels						
Budget Reference Page No.(s)						TOTAL
Program Term		7/1/14 - 6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/14-6/30/18
Expenditures		All Hotels	All Hotels	All Hotels	All Hotels	
Salaries & Benefits		\$1,448,464	\$2,059,714	\$2,458,579	\$2,726,673	\$8,693,429
Operating Expense		\$314,989	\$94,519	\$133,643	\$154,621	\$697,772
Subtotal		\$1,763,453	\$2,154,233	\$2,592,223	\$2,881,293	\$9,391,201
<i>Indirect Percentage (%) of direct cost (Line 16)</i>		9.50%	9.50%	9.50%	9.50%	9.50%
Indirect Cost		\$167,530	\$204,316	\$246,252	\$270,780	\$888,878
Capital Expenditure		\$0	\$24,000	\$17,250	\$18,000	\$59,250
Total Expenditures		\$1,930,983	\$2,382,549	\$2,855,725	\$3,170,073	\$10,339,330
HSA Revenues						
General Fund		\$1,930,983	\$2,382,549	\$2,855,725	\$3,170,073	\$10,339,330
TOTAL HSA REVENUES		\$1,930,983	\$2,382,549	\$2,855,725	\$3,170,073	\$10,339,330
Other Revenues						
TOTAL OTHER REVENUES		\$0	\$0	\$0	\$0	\$0
GRAND TOTAL REVENUES		\$1,930,983	\$2,382,549	\$2,855,725	\$3,170,073	\$10,339,330
Prepared by: Wynne Tang, Director of Finance 415-885-3286 x111 Date: 8/7/2014						
Review Signature: _____						3/1/2008
HSA #1						

Appendix C – Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSA within 15 days after the month of service to SFHSA's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>

Grantee may submit bills, invoices and related documentation in the format specified by SFHSA via paper or email only upon special permission by their assigned Contract Manager.
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: <http://www.sfgov.org/ach>
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
 - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
 - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 - C. Grantee shall notify SFHSA Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
 - A. The invoice supplied shall include the total dollar amount claimed for the month.
 - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant.
 - C. The invoice shall show by line item:
 1. Budgeted amount (per approved grant budget or modification)
 2. Expenses for invoice period
 3. Expenses year-to-date
 4. % of budget expended
 5. Remaining balance
 6. Adjustments, including advance payment recovery
 7. Program income when specified in the grant agreement.
 - D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
 - E. With written approval from SFHSA Program/Contract Manager, Grantee may adjust items within the existing budget of the grant in accordance with SFHSA Office of Contract Management Policy for Budget Line Item Revisions.
 - F. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
- If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: _____ CFDA or other Identification #: _____

1. _____

2. _____

3. _____

4. _____

- VI. Following SFHSA verification of submitted Invoice with required documentation of incurred expenses via CARBON, SFHSA will authorize payment within 10 business days after receipt of the invoice.
- VII. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due SFHSA, it will be submitted with the final report.
- VIII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6th of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. For a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

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

1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.

2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
3. Final invoice from the preceding fiscal year must be received prior to advance distribution.

IX. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.

Appendix D - Interest In Other City Contracts

City Department or Commission	Date of Contract	Amount of Contract
H.S.A. Master Lease Hotel Contract FY15 – FY18	July 1, 2014 (not signed yet)	\$67,584,002
H.S.A Modified Payment Program – July 2010 to June 30, 2015	Nov 2010, 2 nd amendment	\$3,401,598
H.S.A. SF Shelter Plus Care for HUD – FY15	July 1, 2014 (not signed yet)	\$912,384
DBI Central City SRO Collaborative – Jan 2012 to June 30, 2016 w/ 3 rd amendment	June 1, 2014, 3 rd amendment	\$1,651,099
DBI CEOP Outreach - Jan 2012 to June 30, 2016 w/ 2 nd amendment	Nov. 15, 2013, 2 nd amendment	\$606,336
Adult Probation Dept -New Roads Subsidy program – Dec 1, 2013 to June 30, 2015	Dec 1, 2013	\$705,341
MOHCD LaVoz – FY15	July 1, 2014	\$152,250
H.S.A. Ellis Act Eviction Prevention – FY15	July 1, 2014	\$463,289
MOHCD CDBG law office grant – FY15	July 1, 2014	\$87,500
SF Rent Board Grant – FY15	July 1, 2014	\$20,000

Appendix E-Permitted Subgrantees

None

Appendix F Additional Federal Funding Award Requirements

Dept	Program	Contract Service	CFDA	CFDA Title	Award Name	Known Award Number(s)	Anticipated Award Number(s)	Award Year	Is the Award Research & Development	Federal agency
DHS	HL	Masterlease CNC & NCNC inc MPP PMSS	10.561	State Administrative Matching Grants for Food Stamp Program	CalFresh	n/a	n/a	FY14-15, FY15-16, FY16-17, FY17-18	no	Department of Agriculture Food and Nutrition Service



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/25/2014

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 Farallone Pacific Insurance Services, License# 0F84441 859 Diablo Avenue Novato, CA 94947 Daniel J. Costello		Phone: 415-493-2500 Fax: 415-493-2505	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):
INSURED Tenderloin Housing Clinic, Inc 126 Hyde Street San Francisco, CA 94102		INSURER(S) AFFORDING COVERAGE INSURER A: NIAC INSURER B: Travelers Insurance INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 36137	

COVERAGES

CERTIFICATE NUMBER:

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.

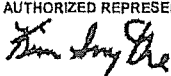
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Prof & Sexual Abuse <input checked="" type="checkbox"/> Incl Liquor Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC		2014-07413- NPO \$1M/\$2M \$1M/\$1M	05/01/2014	05/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ included
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		2014-07413- NPO	05/01/2014	05/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		2014-07413-UMB- NPO	05/01/2014	05/01/2015	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	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	XJUB-3893T97-7-14	05/01/2014	05/01/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B			105924681	05/01/2014	05/01/2016	EE dishon 500,000 ded. 15,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

See NOTEPAD for complete Additional Insured wording. (Funding)

CERTIFICATE HOLDER

CANCELLATION

BLANK-1 City & County of San Francisco Human Services Agency (HSA) Office of Grant Management P.O. Box 7988 San Francisco, CA 94120	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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NOTEPAD:HOLDER CODE **BLANK-1**
INSURED'S NAME **Tenderloin Housing Clinic, Inc**TENDE-2
OP ID: OSPAGE 2
DATE **04/25/14**

City and County of San Francisco and its officers, employees and agents are included as Additional Insureds for General Liability and Auto Liability but only with respects to operations performed by or on behalf of the Named Insured, per attached Endorsements CG20260704 & NIAC-A1 (3/91).

General Liability insurance is primary and applies separately to each insured, except with respects to limits of liability, per attached Endorsement CG00010798.

LAWYERS PROFESSIONAL LIABILITY:

Company: AIX Specialty Insurance Company
Policy Number: LIA9144869 01
Effective: 05/01/14 TO 05/01/15
Limits: \$2,000,000 - Each Wrongful Act/\$2,000,000 - Aggregate
Deductible: \$1,000 - Each Claim

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

<p>Name of Additional Insured Person(s) or Organization(s):</p> <p>Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.</p> <p>City and County of San Francisco and its officers, employees and agents Human Services Agency (HSA) Office of Grant Management P.O. Box 7988 San Francisco, CA 94120</p> <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>
--

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE ONLY

In consideration of the premium charged, it is understood and agreed that the following is added as an additional insured:

City and County of San Francisco and its officers, employees and agents
Human Services Agency (HSA)
Office of Grant Management
P.O. Box 7988
San Francisco, CA 94120

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

But only as respects a legally enforceable contractual agreement with the Named Insured and only for liability arising out of the Named Insured's negligence and only for occurrences of coverages not otherwise excluded in the policy to which this endorsement applies.

It is further understood and agreed that irrespective of the number of entities named as insureds under this policy, in no event shall the company's limits of liability exceed the occurrence or aggregate limits as applicable by policy definition or endorsement.

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. You must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. If a claim is made or "suit" is brought against any insured, you must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You must see to it that we receive written notice of the claim or "suit" as soon as practicable.

c. You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation or settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization which may be liable to the insured because of injury or damage to which this insurance may also apply.

d. No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

3. Legal Action Against Us

No person or organization has a right under this Coverage Part:

a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or

b. To sue us on this Coverage Part unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured obtained after an actual trial; but we will not be liable for damages that are not payable under the terms of this Coverage Part or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

4. Other Insurance

If other valid and collectible insurance is available to the insured for a loss we cover under Coverages A or B of this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when b. below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in c. below.

b. Excess Insurance

This insurance is excess over:

(1) Any of the other insurance, whether primary, excess, contingent or on any other basis:

- (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
- (b) That is Fire insurance for premises rented to you or temporarily occupied by you with permission of the owner;
- (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner; or
- (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section I – Coverage A – Bodily Injury And Property Damage Liability

(2) Any other primary insurance available to you covering liability for damages arising out of the premises or operations for which you have been added as an additional insured by attachment of an endorsement.



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

June 20, 2014

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: HUMAN SERVICES AGENCY'S ANNUAL REPORT ON
CONTRACTS AWARDED UNDER PERSONAL SERVICES
CONTRACTS WITH CONTINUING APPROVAL-PERSONAL
SERVICES CONTRACTS NUMBERS 2000-08/09 THROUGH 2009-
08/09.

At its meeting of June 16, 2014 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report. (Vote of 5 to 0)

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Jennifer Johnston".

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: David Curto, Human Services Agency
David Canham, SEIU Local 1021
Leah Berlanga, SEIU Local 1021
Bob Britton, IFPTE Local 21
Andrea Prebys-William, IFPTE Local 21
Commission File
Chron

the department clarify at the meeting of June 16th what “piggybacking on the Airport” means; and Commissioner Favetti also requested that the department provide clarification on pages 5 and 7 of the department’s submission with regard to the training and notification to SEIU, Local 1021. (Vote of 5 to 0)

Recommendation: Adopt the report. Approve the request for Personal Services Contract #4070-09/10; Notify the Office of the Controller and the Office of Contract Administration.

(11) Review of Request for Approval of Proposed Personal Services Contract Number 30933-13/14. (File No. 0131-14-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
30933-13/14	Sheriff	Current Approved Amount \$65,000 Increase Amount Requested \$70,000 New Total Amount Requested \$135,000	Operate a shuttle service from Civic Center BART station and Balboa Park BART station to San Bruno Jail. The shuttle service operates on weekends and all major holidays from 7:00am - 2:30pm.	Modification	Current Approved Duration 4/1/14-3/31/2015

June 2, 2014: Continued Personal Services Contract #30933-13/14 to the Commission meeting of June 16, 2014 so that the Sheriff’s Department can provide proper notice to the Transport Workers Union Local 250A. (Vote of 5 to 0)

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract #30933-13/14; Notify the Office of the Controller and the Office of Contract Administration.

(12) Human Services Agency’s Annual Report on Contracts Awarded under Personal Services Contracts with Continuing Approval—Personal Services Contracts Numbers 2000-08/09 through 2009-08/09. (File No. 0120-14-8) – Action Item

PSC#	Department	Amount	Type of Service	Duration
2000-08/09	Human Services Agency	Per Term \$7,500,00 Per Annual \$1,500,000	Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	7/1/2009 – Continuing
2001-08/09	Human Services Agency	Per Term \$65,000,000 Per Annual \$13,000,000	Services include recruitment and support to perspective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care; include therapeutic services, tutoring, and independent living skills, mental and general health services.	7/1/2009 – Continuing
2003-08/09	Human Services	Current Approved Amount \$160,000,000	Multiple contractors provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.	1/5/2009-Continuing

2004-08/09	Human Services Agency	Per Term \$230,000,000 Per Annual \$46,000,000	To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Administration, Supplemental Security Income, Personal Assisted Employment Services, Cal Works and/or low incomes.	7/1/2009 – Continuing
2005-08/09	Human Services	Current Approved Amount \$38,500,000	Provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals seeking employment.	7/1/2009- Continuing
2006-08/09	Human Services Agency	Per Term \$25,415,000 Per Annual \$4,420,000	Support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance and repairs, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing Security Services, planning and evaluation.	7/1/2009 – Continuing
2007-08/09	Human Services Agency	Per Term \$327,750,000 Per Annual \$57,000,000	Serves as the employer of record for the In-Home Supportive Services Program (IHSS), an entitlement program of the federal and state government. Provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	7/1/2009 – Continuing
2008-08/09	Human Services Agency	Per Term \$75,750,000 Per Annual \$15,150,000	Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing access and health activities.	7/1/2009 – Continuing
2009-08/09	Human Services Agency	Per Term \$14,950,000 Per Annual \$2,600,000	To provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	7/1/2009 – Continuing

February 2, 2009: Postponed Personal Services Contract Numbers 2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021. (Vote of 5 to 0)

March 2, 2009: Postponed Personal Services Contract Numbers 2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted. (Vote of 5 to 0)

Adopted the Human Resources Director's report on Personal Services Contract Numbers 2000-08/09; 2001-08/09, 2004-08/09, and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009); and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. (Vote of 5 to 0)

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND TENDERLOIN HOUSING CLINIC

THIS AMENDMENT (this "Amendment") is made as of January 1, 2017, in San Francisco, California, by and between **Tenderloin Housing Clinic, 126 Hyde Street, San Francisco, CA 94102**, hereinafter referred to as "Grantee", and the City and County of San Francisco,

RECITALS

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

WHEREAS, the Board of Supervisors has established a new City department that will serve as the City's lead agency with respect to the provision and coordination of homeless services, and that such department will assume management of this Agreement; and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to provide additional funding for operating costs, Cost of Doing Business Adjustment, and lease increases at the CNC and Non-CNC master lease hotels and,

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee 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, 2014** between Grantee and City.

b. **Contract Monitoring Division. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

c. **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) **Article 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Sixty-Seven Million, Five Hundred Eighty-Four Thousand, Two Dollars (\$67,584,002)** for the period from **July 1, 2014 to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to Six Million, Seven Hundred Fifty-Eight Thousand, Four Hundred Dollars (\$6,758,400) for the period from July 1, 2017 to June 30, 2018, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Seventy-Four Million, Three Hundred Forty-Two Thousand, Four Hundred Two Dollars (\$74,342,402)** for the period from **July 1, 2014 to June 30, 2018.**

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Seventy-Four Million, Six Hundred Fifty-Three Thousand, One Hundred Fifty-Two Dollars (\$74,653,152)** for the period from **July 1, 2014 to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to Seven Million, Four Hundred Sixty-Five Thousand, Three Hundred Fifteen Dollars (\$7,465,315) for the period from July 1, 2017 to June 30, 2018, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Eighty-Two Million, One Hundred Eighteen Thousand, Four Hundred Sixty-Seven Dollars (\$82,118,467)** for the period from **July 1, 2014 to June 30, 2018.**

- (b) **Appendix B.** Appendix B, Calculation of Charges, of the Agreement displays the original total amount of \$67,584,002.

Such section is hereby replaced in its entirety by Appendix B-1, Calculation of Charges which displays the budget as herein modified.

- (c) **Sugar-Sweetened Beverage Prohibition.** Section 16.22 is hereby added in its entirety to read as follows:

16.22 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.

- (d) **Section 16.17 Graffiti Removal.** Section 16.17 is hereby replaced in its entirety to read as follows:

16.17 Graffiti Removal (reserved)

- (e) **Civil service commission approval:**

The following clause below is removed in its entirety.

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Grant Number 2004/08/09 on June 16, 2014;

- (f) **Section 17.15 Departmental Transition and Continuity.** Section 17.15 is hereby added in its entirety to read as follows:

17.15 Departmental Transition and Continuity. Over the course of the term of this Agreement, it is anticipated that management of this grant on behalf of the City shall transfer from the Human Services Agency to a new department which shall be established for the purpose of coordinating homeless services. As part of the transfer, the departmental contact and invoicing procedures specified in this Agreement may shift from the Human Services Agency to the new department; however the responsibilities under this grant shall not change. The Human Services Agency shall notify Grantee of the new departmental contact and invoicing procedures. At such time as notice is given, all references in this Agreement to the Human Services Agency or the "Agency" shall be construed as a reference to the new department.

- (g) **Section 1.1 Specific Terms.** Section 1.1 (b) is hereby replaced in its entirety to read as follows:

(b) "Agency" shall mean Department of Homelessness and Supportive Housing.

- (h) **Section 15.15 Requirements.** The Agency address is hereby replaced in its entirety to read as follows:

If to the Agency or City: Human Services Agency/Department of Homelessness
and Supportive Housing
Office of Grant Management
P.O. Box 7988
San Francisco, CA 94120-7988
Facsimile No. 415-557-5679

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.

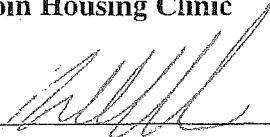
IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

CITY

GRANTEE

Recommended by:

Tenderloin Housing Clinic

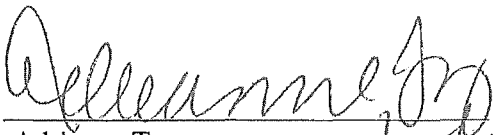


Jeff Kositsky
Director
Department of Homelessness and Supportive
Housing

Randy Shaw
Executive Director
126 Hyde Street
San Francisco, CA 94102
(415) 885-3286

Federal Tax ID #: 94-2681706
City Vendor Number: 18263
DUNS Number: 879210136

Approved as to Form:

By: 

Adrienne Tong
Deputy City Attorney 3/20/17

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Appendix B-1, Page 1
Document Date: 2/1/2017

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
CONTRACT BUDGET SUMMARY BY PROGRAM**

Tenderloin Housing Clinic, Inc. July 1, 2014 to June 30, 2015

(Check One) New Renewal Modification BUDGET SUMMARY FOR FY15, FY16, FY17 & FY18
If modification, Effective Date of Mod. No. of Mod.

Program: Master Lease Hotel contract - THC NCNC and CNC Hotels

	<i>HSH Funding</i>	<i>HSH Funding</i>	<i>HSH Funding</i>	<i>HSH Funding</i>	<i>HSH Funding</i>
Budget Reference Page No.(s)	All Hotels	All Hotels	All Hotels	All Hotels	All Hotels
Program Term	7/1/14 - 6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	Total
Expenditures					
Salaries & Benefits	\$8,921,152	\$11,225,923	\$12,713,432	\$12,713,432	\$45,573,938
Operating Expense	\$11,814,571	\$11,864,188	\$12,574,383	\$12,574,383	\$48,827,525
Subtotal	\$20,735,723	\$23,090,111	\$25,287,814	\$25,287,814	\$94,401,463
Indirect					
Percentage (%)	9.50%	9.50%	9.50%	9.50%	
Indirect Cost (Line 16 X Line 17)	\$1,937,429	\$2,291,013	\$2,366,580	\$2,366,580	\$8,961,602
Capital Expenditure		\$1,704,390			\$1,704,390
Total Expenditures	\$22,673,152	\$27,085,514	\$27,654,394	\$27,654,394	\$105,067,454
HSH Revenues					
HSH Revenue-Property Mgt	\$13,995,207	\$15,493,874	\$15,493,235	\$15,493,235	\$60,475,551
HSH Revenue-MPP	\$660,547	\$646,450	\$632,552	\$632,552	\$2,572,101
HSH Revenue-Supportive Svcs	\$1,930,983	\$3,224,838	\$3,224,839	\$3,224,839	\$11,605,500
TOTAL HSH REVENUES	\$16,586,736	\$19,365,162	\$19,350,626	\$19,350,626	\$74,653,152
Other Revenues					
Rental Income	\$6,064,101	\$7,695,017	\$8,285,953	\$8,285,953	\$30,331,024
Laundry Income	\$22,316	\$25,333	\$17,815	\$17,815	\$83,279
TOTAL OTHER REVENUES	\$6,086,416	\$7,720,350	\$8,303,768	\$8,303,768	\$30,414,302
GRAND TOTAL REVENUES	\$22,673,152	\$27,085,512	\$27,654,394	\$27,654,394	\$105,067,454

Total Number of Assisted Units

Housing Operations Per Unit Rate
Prepared by: Wynne Tang 8/7/2014

Review Signature: _____
HSH #1 11/15/2007

A	B	C	D	E	F	G
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Appendix B-1, Page 2
Document Date: 2/1/2017

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
CONTRACT BUDGET SUMMARY BY PROGRAM

Tenderloin Housing Clinic, Inc. July 1, 2014 to June 30, 2015

(Check One) New Renewal Modification BUDGET FOR FY15, FY16, FY17 & FY18
If modification, Effective Date of Mod. No. of Mod.

Program: Master Lease Hotel contract - Property Mgt THC NCNC and CNC Hotels

	HSH Funding		HSH Funding		HSH Funding	
Budget Reference Page No.(s)	All Hotels	All Hotels	All Hotels	All Hotels	All Hotels	Total
Program Term	7/1/14 - 6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18		
Expenditures						
Salaries & Benefits	\$6,942,719	\$8,670,121	\$9,440,958	\$9,440,958		\$27,770,876
Operating Expense	\$11,426,558	\$11,627,536	\$12,324,126	\$12,324,126		\$44,327,888
Subtotal	\$18,024,691	\$20,297,657	\$21,765,083	\$21,765,083		\$72,098,764
Indirect Percentage (%)	9.50%	9.50%	9.50%	9.50%		
Indirect Cost (Line 16 X Line 17)	\$1,712,346	\$1,959,798	\$2,031,920	\$2,031,920		\$6,849,383
Capital Expenditure	\$0	\$956,769	\$0	\$0		\$0
Total Expenditures	\$19,737,037	\$23,214,224	\$23,797,003	\$23,797,003		\$78,948,146
HSH Revenues						
General Fund	\$13,995,207	\$15,493,874	\$15,493,235	\$15,493,235		\$60,475,551
TOTAL HSH REVENUES	\$13,995,207	\$15,493,874	\$15,493,235	\$15,493,235		\$60,475,551
Other Revenues						
Rental Income	\$6,064,101	\$7,695,017	\$8,285,953	\$8,285,953		\$30,331,024
Laundry Income	\$22,316	\$25,333	\$17,815	\$17,815		\$83,279
TOTAL OTHER REVENUES	\$6,086,416	\$7,720,350	\$8,303,768	\$8,303,768		\$30,414,302
GRAND TOTAL REVENUES	\$19,737,037	\$23,214,224	\$23,797,003	\$23,797,003		\$78,948,146

Total Number of Assisted Units

Housing Operations Per Unit Rate
Prepared by: Wynne Tang 8/7/2014

HSH-CO Review Signature: _____

HSH #1 11/15/2007

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
CONTRACT BUDGET SUMMARY BY PROGRAM**

Contractor's Name <u>Tenderloin Housing Clinic, Inc.</u>	Contract Term <u>7/1/14 - 6/30/18</u>
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(Check One) New Renewal Modification , BUDGET FOR FY15, FY16, FY17 & FY18
If modification, Effective Date of Mod. No. of Mod.

Program: Master Lease Hotel contract - Modified Payment Program for THC NCNC and CNC Hotels

Budget Reference Page No.(s)	All Hotels	All Hotels	All Hotels	All Hotels	TOTAL
Program Term	7/1/14 - 6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/14-6/30/18
Expenditures					
Salaries & Benefits	\$529,969	\$509,541	\$500,967	\$500,967	\$2,041,444
Operating Expense	\$73,024	\$80,824	\$76,706	\$76,706	\$307,260
Subtotal	\$602,993	\$590,365	\$577,673	\$577,673	\$2,348,704
<i>Indirect Percentage (%) of direct cost (Line 16)</i>	9.50%	9.50%	9.50%	9.50%	9.75%
Indirect Cost	\$57,553	\$56,085	\$54,879	\$54,879	\$223,396
Capital Expenditure	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$660,547	\$646,450	\$632,552	\$632,552	\$2,572,101
HSH Revenues					
General Fund	\$660,547	\$646,450	\$632,552	\$632,552	\$2,572,101
TOTAL HSH REVENUES	\$660,547	\$646,450	\$632,552	\$632,552	\$2,572,101
Other Revenues					
TOTAL OTHER REVENUES					
GRAND TOTAL REVENUES	\$660,547	\$646,450	\$632,552	\$632,552	\$2,572,101

Prepared by: Wynne Tang, Director of Finance 415-885-3286 x111 Date: 2/1/2017

HSH-CO Review Signature: _____

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Appendix B-1, Page 4
Document Date: 2/1/2017

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
CONTRACT BUDGET SUMMARY BY PROGRAM**

Contractor's Name Tenderloin Housing Clinic, Inc.	Contract Term 7/1/14 - 6/30/18
--	--

(Check One) New Renewal Modification , BUDGET FOR FY15, FY16, FY17 & FY18
If modification, Effective Date of Mod. _____ No. of Mod. _____

Program: Master Lease Hotel contract - Support Services for THC NCNC and CNC Hotels

Budget Reference Page No.(s)					TOTAL
Program Term	7/1/14 - 6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/14-6/30/18
Expenditures	All Hotels	All Hotels	All Hotels	All Hotels	
Salaries & Benefits	\$1,448,464	\$2,046,261	\$2,771,507	\$2,771,507	\$9,037,739
Operating Expense	\$314,989	\$155,828	\$173,551	\$173,551	\$817,919
Subtotal	\$1,763,453	\$2,202,089	\$2,945,058	\$2,945,058	\$9,855,658
<i>Indirect Percentage (%) of direct cost (Line 16)</i>	9.50%	9.50%	9.50%	9.50%	9.50%
Indirect Cost	\$167,530	\$275,128	\$279,781	\$279,781	\$1,002,220
Capital Expenditure	\$0	\$747,621			\$747,621
Total Expenditures	\$1,930,983	\$3,224,838	\$3,224,839	\$3,224,839	\$11,605,500
HSH Revenues					
General Fund	\$1,930,983	\$3,224,838	\$3,224,839	\$3,224,839	\$11,605,500
TOTAL HSH REVENUES	\$1,930,983	\$3,224,838	\$3,224,839	\$3,224,839	\$11,605,500
Other Revenues					
TOTAL OTHER REVENUES	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL REVENUES	\$1,930,983	\$3,224,838	\$3,224,839	\$3,224,839	\$11,605,500
Prepared by: Wynne Tang, Director of Finance 415-885-3286 x111 Date: 2/1/2017					
Review Signature: _____					3/1/2008
HSH #1					



TENDE-2

OP ID: OS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/06/2016

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 Farallone Pacific Insurance Services, License# 0F84441 859 Diablo Avenue Novato, CA 94947 Daniel J. Costello	CONTACT NAME: Daniel J. Costello	
	PHONE (A/C, No, Ext): 415-493-2500	FAX (A/C, No): 415-493-2505
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : NIAC		
INSURER B : Travelers Property Casualty		
INSURER C : Travelers Indemnity Company		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED Tenderloin Housing Clinic, Inc
126 Hyde Street
San Francisco, CA 94102

COVERAGES

CERTIFICATE NUMBER:

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		2016-07413-NPO	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ incl
A	<input checked="" type="checkbox"/> Prof liab			\$1M/\$2M			
A	<input checked="" type="checkbox"/> Incl Liquor Liab			\$1M/\$1M			
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:							
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		2016-07413-NPO	05/01/2016	05/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			2016-07413-UMB-NPO	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XJUB-3893T97-7-16	05/01/2016	05/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Crime			105924681	05/01/2016	05/01/2018	EE Dishon 500,000 Ded. 15,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See NOTEPAD for complete Additional Insured wording. (Funding)

CERTIFICATE HOLDER

CANCELLATION

<p>BLANK-1</p> <p>City & County of San Francisco Human Services Agency (HSA) Office of Grant Management P.O. Box 7988 San Francisco, CA 94120</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE </p>
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NOTEPAD

INSURED'S NAME Tenderloin Housing Clinic, Inc

TENDE-2
OP ID: OS

PAGE 2
Date 10/06/2016

SEXUAL ABUSE AND MOLESTATION:

COMPANY: NIAC
POLICY NUMBER: 2016-07413- NPO
EFFECTIVE: 05/01/16 TO 05/01/17
LIMITS: \$1,000,000 - EACH CLAIM
\$2,000,000 - AGGREGATE

NOTEPAD:

HOLDER CODE **BLANK-1**
INSURED'S NAME **Tenderloin Housing Clinic, Inc**

TENDE-2
OP ID: OS

PAGE 3
Date **10/06/2016**

City and County of San Francisco and its officers, employees and agents are included as Additional Insureds for General Liability and Auto Liability but only with respects to operations performed by or on behalf of the Named Insured, per attached Endorsements CG 20 26 04 13 and NIAC-A1(3/91).

General Liability and Auto Liability insurance is Primary and applies separately to each insured, except with respects to limits of liability, per attached Endorsements NIAC-E61 12 15 and CA 00 01 10 13.

A Workers Compensation Waiver of Subrogation applies, per attached Endorsement WC 04 03 06 (01) - 001.

LAWYERS PROFESSIONAL LIABILITY:

Company: AIX Specialty Insurance Company
Policy Number: L1A9144869 01
Effective: 05/01/16 TO 05/01/17
Limits: \$2,000,000 - Each Wrongful Act/\$2,000,000 - Aggregate
Deductible: \$1,000 - Each Claim

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

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



A Head for Insurance. A Heart for Nonprofits.

POLICY NUMBER: 2016-07413-NPO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE ONLY

In consideration of the premium charged, it is understood and agreed that the following is added as an additional insured:

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

But only as respects a legally enforceable contractual agreement with the Named Insured and only for liability arising out of the Named Insured's negligence and only for occurrences of coverages not otherwise excluded in the policy to which this endorsement applies.

It is further understood and agreed that irrespective of the number of entities named as insureds under this policy, in no event shall the company's limits of liability exceed the occurrence or aggregate limits as applicable by policy definition or endorsement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY ENDORSEMENT
FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. SECTION II – WHO IS AN INSURED is amended to include any public entity as an additional insured for whom you are performing operations when you and such person or organization have agreed in a written contract or written agreement that such public entity be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

1. Your negligent acts or omissions; or
2. The negligent acts or omissions of those acting on your behalf; in the performance of your ongoing operations.

No such public entity is an additional insured for liability arising out of the “products-completed operations hazard” or for liability arising out of the sole negligence of that public entity.

B. With respect to the insurance afforded to these additional insured(s), the following additional exclusions apply.

This insurance does not apply to “bodily injury” or “property damage” occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of “your work” out of which injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. The following is added to **SECTION III – LIMITS OF INSURANCE**:

The limits of insurance applicable to the additional insured(s) are those specified in the written contract between you and the additional insured(s), or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

D. With respect to the insurance provided to the additional insured(s), **Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or
- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph b. below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE**.
 - (e) That is any other insurance available to an additional insured(s) under this Endorsement covering liability for damages arising out of the premises or operations, or products-completed operations, for which the additional insured(s) has been added as an additional insured by that other insurance.

- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

4. Loss Payment – Physical Damage Coverages

At our option, we may:

- a. Pay for, repair or replace damaged or stolen property;
- b. Return the stolen property, at our expense. We will pay for any damage that results to the "auto" from the theft; or
- c. Take all or any part of the damaged or stolen property at an agreed or appraised value.

If we pay for the "loss", our payment will include the applicable sales tax for the damaged or stolen property.

5. Transfer Of Rights Of Recovery Against Others To Us

If any person or organization to or for whom we make payment under this Coverage Form has rights to recover damages from another, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them.

B. General Conditions

1. Bankruptcy

Bankruptcy or insolvency of the "insured" or the "insured's" estate will not relieve us of any obligations under this Coverage Form.

2. Concealment, Misrepresentation Or Fraud

This Coverage Form is void in any case of fraud by you at any time as it relates to this Coverage Form. It is also void if you or any other "insured", at any time, intentionally conceals or misrepresents a material fact concerning:

- a. This Coverage Form;
- b. The covered "auto";
- c. Your interest in the covered "auto"; or
- d. A claim under this Coverage Form.

3. Liberalization

If we revise this Coverage Form to provide more coverage without additional premium charge, your policy will automatically provide the additional coverage as of the day the revision is effective in your state.

4. No Benefit To Bailee – Physical Damage Coverages

We will not recognize any assignment or grant any coverage for the benefit of any person or organization holding, storing or transporting property for a fee regardless of any other provision of this Coverage Form.

5. Other Insurance

a. For any covered "auto" you own, this Coverage Form provides primary insurance. For any covered "auto" you don't own, the insurance provided by this Coverage Form is excess over any other collectible insurance. However, while a covered "auto" which is a "trailer" is connected to another vehicle, the Covered Autos Liability Coverage this Coverage Form provides for the "trailer" is:

- (1) Excess while it is connected to a motor vehicle you do not own; or
- (2) Primary while it is connected to a covered "auto" you own.

b. For Hired Auto Physical Damage Coverage, any covered "auto" you lease, hire, rent or borrow is deemed to be a covered "auto" you own. However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

c. Regardless of the provisions of Paragraph a. above, this Coverage Form's Covered Autos Liability Coverage is primary for any liability assumed under an "insured contract".

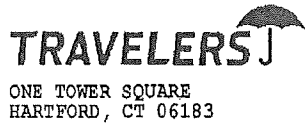
d. When this Coverage Form and any other Coverage Form or policy covers on the same basis, either excess or primary, we will pay only our share. Our share is the proportion that the Limit of Insurance of our Coverage Form bears to the total of the limits of all the Coverage Forms and policies covering on the same basis.

6. Premium Audit

a. The estimated premium for this Coverage Form is based on the exposures you told us you would have when this policy began. We will compute the final premium due when we determine your actual exposures. The estimated total premium will be credited against the final premium due and the first Named Insured will be billed for the balance, if any. The due date for the final premium or retrospective premium is the date shown as the due date on the bill. If the estimated total premium exceeds the final premium due, the first Named Insured will get a refund.

b. If this policy is issued for more than one year, the premium for this Coverage Form will be computed annually based on our rates or premiums in effect at the beginning of each year of the policy.





WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

ENDORSEMENT WC 04 03 06 (01) - 001

POLICY NUMBER: (XJUB-3893T97-7-16)

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT-CALIFORNIA**

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. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

THE ADDITIONAL PREMIUM FOR THIS ENDORSEMENT SHALL BE 0.000 % OF THE CALIFORNIA WORKERS' COMPENSATION PREMIUM OTHERWISE DUE ON SUCH REMUNERATION.

SCHEDULE

PERSON OR ORGANIZATION

JOB DESCRIPTION

CITY AND COUNTY OF SAN FRANCISCO AND
ITS OFFICERS, EMPLOYEES AND AGENTS
HUMAN SERVICES AGENCY (HSA)
OFFICE OF GRANT MANAGEMENT
P.O. BOX 7988
SAN FRANCISCO, CA 94120

AS THEIR INTERESTS MAY APPEAR (FUNDING)

CITY AND COUNTY OF SAN FRANCISCO

**SECOND AMENDMENT
TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO
AND
TENDERLOIN HOUSING CLINIC**

THIS AMENDMENT (this “Amendment”) is made as of **October 31, 2018**, in San Francisco, California, by and between **Tenderloin Housing Clinic, 126 Hyde Street, San Francisco, CA 94102**, hereinafter referred to as “Grantee”, and the City and County of San Francisco,

RECITALS:

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

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to extend the performance period and increase the contract amount; and

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

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

**ARTICLE 1
DEFINITIONS**

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

- (a) **Agreement.** The term “Agreement” shall mean the Agreement dated **July 1, 2014** between Grantee and City; and **First Amendment**, dated **January 1, 2017**.
- (b) **Contract Monitoring Division.** **Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.
- (c) **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**ARTICLE 2
MODIFICATIONS TO THE AGREEMENT**

2. Modifications. The Agreement is hereby modified as follows:

- 2.1 **Section 3.2 Duration of Term** of the Agreement currently reads as follows:
The term of this Agreement shall commence on the later of (a) **July 1, 2014** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2018**.

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

The term of this Agreement shall commence on the later of (a) **July 1, 2014** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2020**.

- 2.2 **Section 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Seventy-Four Million, Six Hundred Fifty-Three Thousand, One Hundred Fifty-Two Dollars (\$74,653,152)** for the period from **July 1, 2014 to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to Seven Million, Four Hundred Sixty-Five Thousand, Three Hundred Fifteen Dollars (\$7,465,315) for the period from **July 1, 2017 to June 30, 2018, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Eighty-Two Million, One Hundred Eighteen Thousand, Four Hundred Sixty-Seven Dollars (\$82,118,467)** for the period from **July 1, 2014 to June 30, 2018**.

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

The amount of the Grant Funds disbursed hereunder shall not exceed **One Hundred Fourteen Million, Five Hundred Seventy-Two Thousand, Four Hundred Thirteen Dollars (\$114,572,413)** for the period from **July 1, 2014 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to Three Million, One Hundred Thirty-Nine Thousand, Nine Hundred Forty-Nine Dollars (\$3,139,949) for the period from **July 1, 2019 to June 30, 2020, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **One Hundred Seventeen Million, Seven Hundred Twelve Thousand, Three Hundred Sixty-Two Dollars (\$117,712,362)** for the period from **July 1, 2014 to June 30, 2020**.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by Grant Agreement Administrator. Grantee further understands that no

payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- 2.3 Section 15.1. Requirements,** Agency name and address listed in section 15.1 is hereby replaced in its entirety to read as follows:

If to the Agency or City: Department of Homelessness and Supportive Housing
Contracts Division
P.O. Box 427400
San Francisco, CA 94142-7400
Facsimile No. 415-355-5288

- 2.4 Section 17.6. Entire agreement.** Section 17.6 is hereby replaced in its entirety to read as follows:

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

Appendix A, Services to be Provided, for the period of July 1, 2014 to June 30, 2020
Appendix B, Budget, for the period of July 1, 2014 to June 30, 2020
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subcontractors
Appendix G, Dispute Resolution Procedure

- 2.5 Appendix A, Services to be Provided and Appendix A-1, Services to be Provided** of the Agreement are hereby replaced in their entirety by **Appendix A, Services to be Provided** for the period of July 1, 2014 to June 30, 2020, which displays the scope of services herein modified.
- 2.6 Appendix B, Budget,** of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** for the period of July 1, 2014 to June 30, 2020, attached herewith.
- 2.7 Appendix C, Method of Payment,** of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** attached herewith.
- 2.8 Appendix D, Interests in Other City Contracts,** of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** attached herewith.
- 2.9 Appendix E, Permitted Subgrantees,** of the Agreement is re-attached in its original form to this Agreement.

2.10 Appendix F, Additional Federal Funding Award Requirements, of the Agreement is hereby deleted in its entirety from this Agreement.

2.11 Appendix G, Dispute Resolution Procedure, is hereby added in its entirety as an appendix to this Agreement.

**ARTICLE 3
EFFECTIVE DATE**

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

**ARTICLE 4
LEGAL EFFECT**

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, Grantee 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:

By: _____
Anne Pearson
Deputy City Attorney

GRANTEE

Tenderloin Housing Clinic

Randy Shaw
Executive Director
126 Hyde Street
San Francisco, CA 94102
415.885.3286

City Supplier ID: **9870**
Federal Employer ID number: **94-2681706**

Appendix A, Services to be Provided
by
Tenderloin Housing Clinic
Master Lease for CAAP and Non-CAAP Clients
July 1, 2014 to June 30, 2020

I. Purpose of Grant

The purpose of the grant is to lease and provide property management and support services to residents of Single Room Occupancy (SRO) buildings.

The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

II. Target Population

Grantee shall serve formerly homeless single adults and adult couples, without custody of minor children, who meet the Department of Homelessness and Supportive Housing (HSH) established eligibility requirements and are referred by the HSH Access Point system.

Eligibility criteria include meeting the definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria and ability to live independently within the structure of the housing program.

Only clients who are County Adult Assistance Programs (CAAP) recipients at the time of acceptance into housing may be placed into a CAAP vacancy.

III. Description of Services

Grantee shall provide the following services during the term of this grant:

Property Management

Grantee shall provide the following property management services during the term of this grant:

- A. Lease and maintain 1,566 units at 16 hotels throughout San Francisco.
- B. Draft rental agreements to be signed with all tenants at move-in/upon occupancy.
- C. Communicate with the Housing Access Team in a timely fashion according to procedures, when a unit is vacant.
- D. Maintain a secure and healthful environment for tenants and delivery of all services, including but not limited to:
 1. Compliance with all building, fire and health codes;
 2. Clean, sanitary and regularly maintained common spaces and community areas within the building;
 3. Clean, sanitary and regularly maintained shared-use toilet/shower facilities;

4. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 5. Maintenance and janitorial staff coverage to support these efforts and timely response to tenant building concerns and problems;
 6. 24-hour, seven days a week front desk coverage;
 7. Maintenance and repair of facility systems, plumbing, HVAC, electrical, safety issues; and
 8. Facility security and pest control.
- E. Grantee shall collect rent. Unit rent is a minimum of \$493.00 per month for each available unit. CAAP recipients are responsible for a tenant rent portion of between \$278 and \$318 per month (depending upon the type of benefits each is receiving). The HSH grant budget covers the HSH approved expenses not covered by rental payments of tenants up to the total approved grant amount. Future tenant rent increases, no more than one a year, must be approved in advance of notice to tenants by the HSH program monitor for this grant. The tenant's portion of the rent while active on CAAP benefits is determined by HSH and does not require the same 30-day notice if it changes.
- F. Modified Payment Program (MPP): Grantee shall provide money management/repayee services during the term of this grant. Should a tenant transition to Supplemental Security Income (SSI), Grantee shall calculate residents' pro-rated rent or tenant rent portion based on HSH guidelines. If Grantee is tenant's representative payee or tenant is enrolled in money management, Grantee shall collect the rent and issue disbursements according to an agreed upon money management plan. If Grantee is not representative payee, Grantee shall collect rent payments from tenant on a timely basis.
- G. Grantee shall provide written notice or warning to tenants related to any issue that may affect on-going tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement. When necessary, Grantee shall provide notice and actions related to the eviction process in accordance with laws in effect in San Francisco.

Support Services

Grantee shall provide the following support services during the term of this grant:

- A. Outreach: Grantee shall contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. This includes but is not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants. These outreach efforts shall include written messages, in person interactions, phone messages and calls, and emails as available and appropriate to reach the individual tenant.

- B. Intake and Assessment: Grantee shall provide one or more meetings or interviews with a tenant to establish strengths, skills, needs, plans and goals that are useful to the tenant and shall help the tenant maintain housing.
- C. Case Management: Grantee shall provide on-going meetings and counseling services with a tenant to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
- D. Benefits Advocacy and Assistance: Grantee shall provide assistance and referral to support a tenant to obtain or maintain benefits and solve problems related to county, state and federal benefits programs. This can also include assistance in identifying, applying for and establishing appointments with available services such as food programs, medical clinics and in-home support.
- E. Referrals: Grantee shall assist clients to identify and access services available within the community that meet specific needs or support progress toward identified goals. This can include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with clients regarding the process, and, as necessary, re-referral.
- F. Mediation with Property Management:
 - 1. Grantee shall provide assistance in communicating with, responding to and meeting with property management. This can include helping a client understand the meaning of messages/letters/warnings from property management, assisting a tenant to write requests, responses or complaints, and participating in meetings between the tenant and property management to assist the tenant in communicating with property management.
 - 2. Conflict Resolution: Grantee shall offer to meet with two or more tenants to assist in problem solving and resolution of conflicts.
 - 3. Wellness Checks: Using passive observation of the tenant population, Grantee shall coordinate with property management to identify clients who have not been seen or have shown signs of concern to staff on at least a weekly basis. Outreach efforts are used to make contact and check in with these tenants.
- G. Support Groups, Social Events and Organized Tenant Activities:
 - 1. Grantee shall provide clients with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants/staff, or to celebrate/commemorate significant individual, holiday and community events. Events are held on-site and are often planned with or based on the input from tenants. Events shall be held at least once a week and a monthly calendar of events shall be posted and provided to tenants.
 - 2. Monthly Community Meetings: Grantee shall conduct meetings for tenants.

IV. Location and Time of Services

Grantee shall provide services at the following hotels:

Hotel	Type	SRO Address	Zip Code	# of Units
1. All Star Hotel	CAAP	2791 16 th St.	94103	85
2. Boyd Hotel	CAAP	41 Jones St.	94102	81
3. Cal Drake Hotel	CAAP	1541 California St.	94109	50
4. Edgeworth	Non-CAAP	770 O'Farrell St.	94109	44
5. Elk Hotel	CAAP	670 Eddy St.	94109	88
6. Graystone Hotel	CAAP	66 Geary St.	94108	73
7. Hartland Hotel	Non-CAAP	909 Geary St.	94109	136
8. Jefferson Hotel	Non-CAAP	440 Eddy St.	94109	109
9. Mayfair Hotel	Non-CAAP	626 Polk St.	94102	54
10. Mission Hotel	Non-CAAP	520 S. Van Ness Ave.	94110	244
11. Pierre Hotel	CAAP	540 Jones St.	94102	87
12. Raman Hotel	Non-CAAP	1011 Howard St.	94103	85
13. Royan Hotel	CAAP	405 Valencia St.	94103	69
14. Seneca Hotel	Non-CAAP	34 6 th St.	94103	200
15. Union Hotel	CAAP	811 Geary Blvd.	94109	61
16. Vincent Hotel	Non-CAAP	459 Turk St.	94102	100

Grantee shall provide property management services 24 hours a day, seven days a week. Support services staff shall be available during regular work and scheduled evening hours, excluding legal holidays as determined by the Grantee's personnel policies.

V. Service Requirements

A. The site must be inspected by Department of Public Health (DPH), Department of Building Inspection (DBI) and San Francisco Fire Department (SFFD) prior to the site becoming an active part of the program. After that, inspections shall occur at legally required intervals based on the policies and procedures of the inspection units of DPH, DBI and SFFD. HSH and the Grantee shall notify the other party within 24 hours of any change in the hotel status upon notification of the inspecting agency.

- B. Annual Tenant Survey: Grantee shall utilize a written survey of tenants at least once a year to gather feedback and assess the awareness of tenants regarding the services and systems within the program.
- C. Critical Incident Reports: Grantee shall submit prompt written reports to HSH within 24 hours regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. Grantee shall call the HSH Program Manager within two hours of any death.
- D. Grantee shall attend meetings as requested by HSH.

VI. Service Objectives

Grantee shall achieve the following service objectives:

- A. Support Services staff shall contact every tenant at least three times during the first 60 days following placement in housing to engage the tenant in services.
- B. Each unit, upon turnover, is clean and/or repaired within seven working days, on average.
- C. Grantee shall fill all vacant rooms within seven days of referral from the Housing Access Team.

VII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. Grantee shall maintain an occupancy rate of at least 97 percent.

VIII. Reporting Requirements

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month as required, including:
 - 1. Occupancy; and
 - 2. New placements.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter as required, including:
 - 1. Number of intakes and assessments - new tenants;
 - 2. Outreach to households showing instability;
 - 3. Number of group or community activities;
 - 4. Number of outreach efforts to new tenants (three times in 60 days);
 - 5. Number of new and updated goal plans; and

6. Number of households that received direct services and number of direct service contacts.
- C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year as required, including:
 1. Housing stability;
 2. Tenant satisfaction survey results;
 3. Program exits; and
 4. Number of households showing housing instability that remained stably housed.
 - D. Grantee shall provide monthly vacancy reports to the Housing Access Team and process all Housing Access Team referrals in the timeframe required.
 - E. Grantee shall provide an annual report of data regarding tenant demographics.
 - F. Grantee shall provide Ad Hoc reports as required by the Department.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager, as listed in CARBON.

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Grant Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring 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.

intended to be a regular “automatic” procedure. Approval will be a consensus of Program and Contract Staff.

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

1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.
2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
3. Final invoice from the preceding fiscal year must be received prior to advance distribution.

VIII. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.

	A	B	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 1 of 4
2	Document Date: 7/1/2018										
3	Contract Length (# of Years)										
4	Contract Term	Begin Date	End Date								
5	Current Term	7/1/2014	6/30/2018	4							
6	Amended Term	7/1/2014	6/30/2020	6							
7	BUDGET SUMMARY										
8	Name										
9	Grantee: Tenderloin Housing Clinic										
10	Program: Master Lease Hotels (Care Not Cash and Non-Care Not Cash)										
11	FSP Contract #: 100007280										
12	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>										
13	If Amendment, the Effective Date 7/1/2018 No. of Amendment: 2										
14		EXTENSION YEAR				EXTENSION YEAR			All Years		
15	Program Annual Term	7/1/2014 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 6/30/2020	7/1/2014 - 6/30/2020
16		Current	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
17	CNC Expenditures										
18	Salaries & Benefits	\$ -	\$ -	\$ 4,422,068	\$ 4,422,068	\$ -	\$ 4,607,633	\$ 4,607,633	\$ -	\$ 9,029,701	\$ 9,029,701
19	Operating Expense	\$ -	\$ -	\$ 5,784,054	\$ 5,784,054	\$ -	\$ 5,784,054	\$ 5,784,054	\$ -	\$ 11,568,108	\$ 11,568,108
20	Subtotal	\$ -	\$ -	\$ 10,206,122	\$ 10,206,122	\$ -	\$ 10,391,687	\$ 10,391,687	\$ -	\$ 20,597,809	\$ 20,597,809
21	Indirect Percentage (%)		9.50%			9.50%		9.50%			
22	Indirect Cost (Line 21 X Line 20)	\$ -	\$ -	\$ 969,582	\$ 969,582	\$ -	\$ 987,210	\$ 987,210	\$ -	\$ 1,956,792	\$ 1,956,792
23	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Capital Expenditure (One-time FY18-19)	\$ -	\$ -	\$ 469,913	\$ 469,913	\$ -	\$ -	\$ -	\$ -	\$ 469,913	\$ 469,913
25	Total CNC Expenditures	\$ -	\$ -	\$ 11,645,617	\$ 11,645,617	\$ -	\$ 11,378,897	\$ 11,378,897	\$ -	\$ 23,024,514	\$ 23,024,514
26	NCNC Expenditures										
27	Salaries & Benefits	\$ -	\$ -	\$ 6,817,085	\$ 6,817,085	\$ -	\$ 7,103,544	\$ 7,103,544	\$ -	\$ 13,920,629	\$ 13,920,629
28	Operating Expense	\$ -	\$ -	\$ 9,367,142	\$ 9,367,142	\$ -	\$ 9,367,142	\$ 9,367,142	\$ -	\$ 18,734,284	\$ 18,734,284
29	Subtotal	\$ -	\$ -	\$ 16,184,227	\$ 16,184,227	\$ -	\$ 16,470,686	\$ 16,470,686	\$ -	\$ 32,654,913	\$ 32,654,913
30	Indirect Percentage (%)		9.50%			9.50%		9.50%			
31	Indirect Cost (Line 30 X Line 29)	\$ -	\$ -	\$ 1,537,504	\$ 1,537,504	\$ -	\$ 1,564,716	\$ 1,564,716	\$ -	\$ 3,102,220	\$ 3,102,220
32	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Capital Expenditure (One-time FY18-19)	\$ -	\$ -	\$ 448,700	\$ 448,700	\$ -	\$ -	\$ -	\$ -	\$ 448,700	\$ 448,700
34	Total NCNC Expenditures	\$ -	\$ -	\$ 18,170,431	\$ 18,170,431	\$ -	\$ 18,035,402	\$ 18,035,402	\$ -	\$ 36,205,833	\$ 36,205,833
35	Total Master Lease Expenditures										
36	Salaries & Benefits	\$ -	\$ -	\$ 11,239,153	\$ 11,239,153	\$ -	\$ 11,711,177	\$ 11,711,177	\$ -	\$ 22,950,330	\$ 22,950,330
37	Operating Expense	\$ -	\$ -	\$ 15,151,196	\$ 15,151,196	\$ -	\$ 15,151,196	\$ 15,151,196	\$ -	\$ 30,302,392	\$ 30,302,392
38	Subtotal	\$ -	\$ -	\$ 26,390,349	\$ 26,390,349	\$ -	\$ 26,862,373	\$ 26,862,373	\$ -	\$ 53,252,722	\$ 53,252,722
39	Indirect Percentage (%)		9.50%			9.50%		9.50%			
40	Indirect Cost (Line 30 X Line 31)	\$ -	\$ -	\$ 2,507,086	\$ 2,507,086	\$ -	\$ 2,551,926	\$ 2,551,926	\$ -	\$ 5,059,012	\$ 5,059,012
41	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Capital Expenditure	\$ -	\$ -	\$ 918,613	\$ 918,613	\$ -	\$ -	\$ -	\$ -	\$ 918,613	\$ 918,613
43	Total Combined ML Expenditures	\$ -	\$ -	\$ 29,816,048	\$ 29,816,048	\$ -	\$ 29,414,299	\$ 29,414,299	\$ -	\$ 59,230,347	\$ 59,230,347
44	HSH Revenues										
45	General Fund	\$ 71,787,816	\$ -	\$ 20,178,701	\$ 20,178,701	\$ -	\$ 20,674,560	\$ 20,674,560	\$ 71,787,816	\$ 40,853,261	\$ 112,641,077
46	General Fund - COOB	\$ -	\$ -	\$ 495,859	\$ 495,859	\$ -	\$ 516,864	\$ 516,864	\$ -	\$ 1,012,723	\$ 1,012,723
47	General Fund - One-time Carryforward Capital	\$ -	\$ -	\$ 918,613	\$ 918,613	\$ -	\$ -	\$ -	\$ -	\$ 918,613	\$ 918,613
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Total HSH Revenues	\$ 71,787,816	\$ -	\$ 21,593,173	\$ 21,593,173	\$ -	\$ 21,191,424	\$ 21,191,424	\$ 71,787,816	\$ 42,784,597	\$ 114,572,413
55	Other Revenues										
56	CNC - Other Revenues	\$ -	\$ -	\$ 3,047,967	\$ 3,047,967	\$ -	\$ 3,047,967	\$ 3,047,967	\$ -	\$ 6,095,934	\$ 6,095,934
57	NCNC - Other Revenues	\$ -	\$ -	\$ 5,174,908	\$ 5,174,908	\$ -	\$ 5,174,908	\$ 5,174,908	\$ -	\$ 10,349,816	\$ 10,349,816
58		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61	Total Other Revenues	\$ -	\$ -	\$ 8,222,875	\$ 8,222,875	\$ -	\$ 8,222,875	\$ 8,222,875	\$ -	\$ 16,445,750	\$ 16,445,750

	A	B	E	F	G	H	I	J	AF	AG	AH												
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 1 of 4												
2	Document Date: 7/1/2018																						
3	<table border="1"> <thead> <tr> <th>Contract Term</th> <th>Begin Date</th> <th>End Date</th> <th>Contract Length (# of Years)</th> </tr> </thead> <tbody> <tr> <td>Current Term</td> <td>7/1/2014</td> <td>6/30/2018</td> <td>4</td> </tr> <tr> <td>Amended Term</td> <td>7/1/2014</td> <td>6/30/2020</td> <td>6</td> </tr> </tbody> </table>											Contract Term	Begin Date	End Date	Contract Length (# of Years)	Current Term	7/1/2014	6/30/2018	4	Amended Term	7/1/2014	6/30/2020	6
Contract Term	Begin Date	End Date	Contract Length (# of Years)																				
Current Term	7/1/2014	6/30/2018	4																				
Amended Term	7/1/2014	6/30/2020	6																				
6	BUDGET SUMMARY																						
7	Name																						
8	Grantee: Tenderloin Housing Clinic																						
9	Program: Master Lease Hotels (Care Not Cash and Non-Care Not Cash)																						
10	FSP Contract #: 1000007280																						
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>																						
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment. 2																						
62	Full Time Equivalent (FTE)																						
64	Prepared by: Wynne Tang Title: Director of Finance Phone No. 415.885.3286 ext. 1111 Email: wvynne@thclinc.org Date: 10/31/18																						
65																							
66	HSH #1 Template last modified: 6/14/2018																						

	A	B	E	F	G	H	I	J	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)											
2	Document Date: 7/1/2018											Page 1 of 4
3	Contract Term	Begin Date	End Date	Contract Length								
4	Current Term	7/1/2014	6/30/2018	# of Years								
5	Amended Term	7/1/2014	6/30/2020	4								
6	BUDGET SUMMARY											
7	Name											
8	Grantee: Tenderloin Housing Clinic											
9	Program: Master Lease Hotels (Care Not Cash)											
10	HSH Contract #: HSH17-18-125											
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>											
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment: 2											
13		EXTENSION YEAR				EXTENSION YEAR						
14		Years 1-4	Year 5		Year 6			All Years				
15	Program Annual Term	7/1/2014 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 6/30/2020	7/1/2014 - 6/30/2020	
16		Current	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
17	Allstar Expenditures											
18	Salaries & Benefits	\$ -	\$ -	\$ 417,730	\$ 417,730	\$ -	\$ 435,519	\$ 435,519	\$ -	\$ 853,249	\$ 853,249	
19	Operating Expense	\$ -	\$ -	\$ 656,453	\$ 656,453	\$ -	\$ 666,453	\$ 666,453	\$ -	\$ 1,312,906	\$ 1,312,906	
20	Subtotal	\$ -	\$ -	\$ 1,074,183	\$ 1,074,183	\$ -	\$ 1,091,972	\$ 1,091,972	\$ -	\$ 2,166,155	\$ 2,166,155	
21	Indirect Percentage (%)		9.50%		9.50%		9.50%					
22	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ 102,047	\$ 102,047	\$ -	\$ 103,737	\$ 103,737	\$ -	\$ 205,784	\$ 205,784	
23	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25	Total Allstar Expenditures	\$ -	\$ -	\$ 1,176,230	\$ 1,176,230	\$ -	\$ 1,195,709	\$ 1,195,709	\$ -	\$ 2,371,939	\$ 2,371,939	
26	Boyd Expenditures											
27	Salaries & Benefits	\$ -	\$ -	\$ 408,283	\$ 408,283	\$ -	\$ 429,484	\$ 429,484	\$ -	\$ 837,767	\$ 837,767	
28	Operating Expense	\$ -	\$ -	\$ 802,621	\$ 802,621	\$ -	\$ 802,621	\$ 802,621	\$ -	\$ 1,605,242	\$ 1,605,242	
29	Subtotal	\$ -	\$ -	\$ 1,210,904	\$ 1,210,904	\$ -	\$ 1,232,105	\$ 1,232,105	\$ -	\$ 2,443,009	\$ 2,443,009	
30	Indirect Percentage (%)		9.50%		9.50%		9.50%					
31	Indirect Cost (Line 30 X Line 31)	\$ -	\$ -	\$ 115,036	\$ 115,036	\$ -	\$ 117,050	\$ 117,050	\$ -	\$ 232,086	\$ 232,086	
32	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34	Total Boyd Expenditures	\$ -	\$ -	\$ 1,325,940	\$ 1,325,940	\$ -	\$ 1,349,155	\$ 1,349,155	\$ -	\$ 2,675,095	\$ 2,675,095	
35	Caldrake Expenditures											
36	Salaries & Benefits	\$ -	\$ -	\$ 93,716	\$ 93,716	\$ -	\$ 100,476	\$ 100,476	\$ -	\$ 194,194	\$ 194,194	
37	Operating Expense	\$ -	\$ -	\$ 406,417	\$ 406,417	\$ -	\$ 406,417	\$ 406,417	\$ -	\$ 812,834	\$ 812,834	
38	Subtotal	\$ -	\$ -	\$ 500,133	\$ 500,133	\$ -	\$ 506,893	\$ 506,893	\$ -	\$ 1,007,028	\$ 1,007,028	
39	Indirect Percentage (%)		9.50%		9.50%		9.50%					
40	Indirect Cost (Line 40 X Line 41)	\$ -	\$ -	\$ 47,513	\$ 47,513	\$ -	\$ 48,155	\$ 48,155	\$ -	\$ 95,668	\$ 95,668	
41	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Total Caldrake Expenditures	\$ -	\$ -	\$ 547,646	\$ 547,646	\$ -	\$ 555,048	\$ 555,048	\$ -	\$ 1,102,696	\$ 1,102,696	
44	CNC MLPPP Expenditures											
45	Salaries & Benefits	\$ -	\$ -	\$ 169,486	\$ 169,486	\$ -	\$ 175,031	\$ 175,031	\$ -	\$ 344,517	\$ 344,517	
46	Operating Expenses	\$ -	\$ -	\$ 52,316	\$ 52,316	\$ -	\$ 52,316	\$ 52,316	\$ -	\$ 104,632	\$ 104,632	
47	Subtotal	\$ -	\$ -	\$ 221,802	\$ 221,802	\$ -	\$ 227,347	\$ 227,347	\$ -	\$ 449,149	\$ 449,149	
48	Indirect Percentage (%)		9.50%		9.50%		9.50%					
49	Indirect Cost (Line 50 X Line 51)	\$ -	\$ -	\$ 21,071	\$ 21,071	\$ -	\$ 21,598	\$ 21,598	\$ -	\$ 42,669	\$ 42,669	
50	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52	Total CNC MLPPP Expenditures	\$ -	\$ -	\$ 242,873	\$ 242,873	\$ -	\$ 248,945	\$ 248,945	\$ -	\$ 491,818	\$ 491,818	
53	CNC Property Mgmt Expenditures											
54	Salaries & Benefits	\$ -	\$ -	\$ 639,443	\$ 639,443	\$ -	\$ 657,414	\$ 657,414	\$ -	\$ 1,296,857	\$ 1,296,857	
55	Operating Expenses	\$ -	\$ -	\$ 272,396	\$ 272,396	\$ -	\$ 272,396	\$ 272,396	\$ -	\$ 544,792	\$ 544,792	
56	Subtotal	\$ -	\$ -	\$ 911,839	\$ 911,839	\$ -	\$ 929,810	\$ 929,810	\$ -	\$ 1,841,649	\$ 1,841,649	
57	Indirect Percentage (%)		9.50%		9.50%		9.50%					

	A	B	E	F	G	H	I	J	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 1 of 4	
2	Document Date:		7/1/2018		Contract Length							
3	Contract Term		Begin Date		End Date		(# of Years)					
4	Current Term		7/1/2014		6/30/2018		4					
5	Amended Term		7/1/2014		6/30/2020		6					
6	BUDGET SUMMARY											
7	Name											
8	Grantee: Tenderloin Housing Clinic											
9	Program: Master Lease Hotels (Care Not Cash)											
10	HSH Contract #: HSH17-18-125											
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>											
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment: 2											
114	Capital Expenditure (One-time FY18-19)		\$ 26,500	\$ 26,500					\$ -	\$ 26,500	\$ 26,500	
115	Total Royan Expenditures		\$ -	\$ 1,177,379	\$ 1,177,379		\$ -	\$ 1,171,573	\$ 1,171,573	\$ -	\$ 2,348,952	\$ 2,348,952
116	Union Expenditures											
117	Salaries & Benefits		\$ -	\$ 379,348	\$ 379,349		\$ -	\$ 396,538	\$ 396,538	\$ -	\$ 775,887	\$ 775,887
118	Operating Expenses		\$ -	\$ 589,382	\$ 589,392		\$ -	\$ 589,382	\$ 589,392	\$ -	\$ 1,178,764	\$ 1,178,764
119	Subtotal		\$ -	\$ 968,731	\$ 968,741		\$ -	\$ 985,920	\$ 985,920	\$ -	\$ 1,954,651	\$ 1,954,651
120	Indirect Percentage (%)		9.50%			9.50%				9.50%		
121	Indirect Cost (Line 120 X Line 121)		\$ -	\$ 92,030	\$ 92,030		\$ -	\$ 93,663	\$ 93,663	\$ -	\$ 185,693	\$ 185,693
122	Other Expenses (Not subject to indirect %)		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123	Capital Expenditure - Insert associated years		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
124	Total Union Expenditures		\$ -	\$ 1,060,761	\$ 1,060,761		\$ -	\$ 1,079,583	\$ 1,079,583	\$ -	\$ 2,140,344	\$ 2,140,344
125	CNC Expenditures											
126	Salaries & Benefits		\$ -	\$ 4,422,068	\$ 4,422,068		\$ -	\$ 4,607,633	\$ 4,607,633	\$ -	\$ 9,029,701	\$ 9,029,701
127	Operating Expense		\$ -	\$ 5,784,054	\$ 5,784,054		\$ -	\$ 5,784,054	\$ 5,784,054	\$ -	\$ 11,668,108	\$ 11,668,108
128	Subtotal		\$ -	\$ 10,206,122	\$ 10,206,122		\$ -	\$ 10,391,687	\$ 10,391,687	\$ -	\$ 20,597,809	\$ 20,597,809
129	Indirect Percentage (%)		9.50%			9.50%				9.50%		
130	Indirect Cost (Line 130 X Line 131)		\$ -	\$ 969,582	\$ 969,582		\$ -	\$ 987,210	\$ 987,210	\$ -	\$ 1,956,792	\$ 1,956,792
131	Other Expenses (Not subject to indirect %)		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
132	Capital Expenditures		\$ -	\$ 469,913	\$ 469,913		\$ -	\$ -	\$ -	\$ -	\$ 469,913	\$ 469,913
133	Total Combined CNC Expenditures		\$ -	\$ 11,645,617	\$ 11,645,617		\$ -	\$ 11,378,897	\$ 11,378,897	\$ -	\$ 23,024,514	\$ 23,024,514
134	HSH Revenues											
135	General Fund	\$ 28,546,533	\$ -	\$ 7,933,004	\$ 7,933,004		\$ -	\$ 8,127,737	\$ 8,127,737	\$ 28,546,533	\$ 16,060,741	\$ 44,607,274
136	General Fund - CODB		\$ -	\$ 194,733	\$ 194,733		\$ -	\$ 203,193	\$ 203,193	\$ -	\$ 397,926	\$ 397,926
137	General Fund - One-time Carryforward Capital		\$ -	\$ 469,913	\$ 469,913		\$ -	\$ -	\$ -	\$ -	\$ 469,913	\$ 469,913
138			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
139			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
140			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
141			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
142			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
143	Total HSH Revenues	\$ 28,546,533	\$ -	\$ 8,597,650	\$ 8,597,650		\$ -	\$ 8,330,930	\$ 8,330,930	\$ 28,546,533	\$ 16,928,580	\$ 45,475,113
144	Other Revenues											
145	Allstar - Rental Income		\$ -	\$ 395,664	\$ 395,664		\$ -	\$ 395,664	\$ 395,664	\$ -	\$ 791,328	\$ 791,328
146	Allstar - Laundry Income		\$ -	\$ 1,467	\$ 1,467		\$ -	\$ 1,467	\$ 1,467	\$ -	\$ 2,934	\$ 2,934
147	Boyd - Rental Income		\$ -	\$ 397,367	\$ 397,367		\$ -	\$ 397,367	\$ 397,367	\$ -	\$ 794,734	\$ 794,734
148	Caldrake - Rental Income		\$ -	\$ 251,659	\$ 251,659		\$ -	\$ 251,659	\$ 251,659	\$ -	\$ 503,318	\$ 503,318
149	PM - Allocation of costs to other contracts		\$ -	\$ 211,260	\$ 211,260		\$ -	\$ 211,260	\$ 211,260	\$ -	\$ 422,520	\$ 422,520
150	Elk - Rental Income		\$ -	\$ 390,757	\$ 390,757		\$ -	\$ 390,757	\$ 390,757	\$ -	\$ 781,514	\$ 781,514
151	Graystone - Rental Income		\$ -	\$ 351,015	\$ 351,015		\$ -	\$ 351,015	\$ 351,015	\$ -	\$ 702,030	\$ 702,030
152	Graystone - Laundry Income		\$ -	\$ 1,698	\$ 1,698		\$ -	\$ 1,698	\$ 1,698	\$ -	\$ 3,396	\$ 3,396
153	Pierre - Rental Income		\$ -	\$ 415,688	\$ 415,688		\$ -	\$ 415,688	\$ 415,688	\$ -	\$ 831,376	\$ 831,376
154	Pierre - Laundry Income		\$ -	\$ 378	\$ 378		\$ -	\$ 378	\$ 378	\$ -	\$ 756	\$ 756
155	Royan - Rental Income		\$ -	\$ 323,111	\$ 323,111		\$ -	\$ 323,111	\$ 323,111	\$ -	\$ 646,222	\$ 646,222
156	Union - Rental Income		\$ -	\$ 307,683	\$ 307,683		\$ -	\$ 307,683	\$ 307,683	\$ -	\$ 615,366	\$ 615,366
157	Union - Laundry Income		\$ -	\$ 220	\$ 220		\$ -	\$ 220	\$ 220	\$ -	\$ 440	\$ 440
158	Total Other Revenues	\$ -	\$ -	\$ 3,047,967	\$ 3,047,967		\$ -	\$ 3,047,967	\$ 3,047,967	\$ -	\$ 6,095,934	\$ 6,095,934
159	Full Time Equivalent (FTE)			4.36	4.36			4.36	4.36		4.36	4.36
160	Prepared by:	Wynne Tang	Title:	Director of Finance	Phone No.	415.885.3286 ext. 1111	Email:	wynne@thclinic.org	Date:	7/1/2018		
161	HSH #1											
162	Template last modified:										6/14/2018	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4		
Document Date: 7/1/2018															
SALARY & BENEFIT DETAIL															
Grantee: Tenderloin Housing Clinic															
Program: Master Lease Hotels (Care Not Cash) - Allstar															
HSH Contract #: HSH17-18-125															
		EXTENSION YEAR					EXTENSION YEAR					All Years			
		Year 6		Year 6		Year 6		Year 6		Year 6		7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020
		Agency Totals	For HSH Program	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total			
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	New Budgeted Salary
12		Property Manager	\$55,832	100%	92.8%	0.93	\$ -	\$ 44,381	\$ 44,381	\$ -	\$ 46,271	\$ 46,271	\$ -	\$ 90,652	\$ 90,652
13		Desk Clerks	\$225,122	600%	17.6%	1.05	\$ -	\$ 194,200	\$ 194,200	\$ -	\$ 202,489	\$ 202,489	\$ -	\$ 396,689	\$ 396,689
14		Janitors	\$35,170	115%	100.0%	1.15	\$ -	\$ 29,443	\$ 29,443	\$ -	\$ 30,697	\$ 30,697	\$ -	\$ 60,140	\$ 60,140
15		Maintenance Workers	\$36,276	122%	100.3%	1.22	\$ -	\$ 38,881	\$ 38,881	\$ -	\$ 40,637	\$ 40,637	\$ -	\$ 79,418	\$ 79,418
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						0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29		TOTALS	9.37	3.11	4.36	\$ -	\$ 306,905	\$ 306,905	\$ -	\$ 319,974	\$ 319,974	\$ -	\$ 626,879	\$ 626,879	
30															
31		FRINGE BENEFIT RATE	36.11%				36.11%			36.11%			36.11%		
32		EMPLOYEE FRINGE BENEFITS					\$ -	\$ 110,826	\$ 110,826	\$ -	\$ 116,646	\$ 116,646	\$ -	\$ 226,370	\$ 226,370
33															
34															
35		TOTAL SALARIES & BENEFITS					\$ -	\$ 417,730	\$ 417,730	\$ -	\$ 436,619	\$ 436,619	\$ -	\$ 853,249	\$ 853,249
36		HSH #2													

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									
2										
3	Document Date:									
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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Alistar									
8	HSH Contract # HSH17-18-125	EXTENSION YEAR			EXTENSION YEAR			All Years		
9		Year 5		Year 6		All Years				
10		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
11		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
12	Rental of Property	\$ - \$ 421,142	\$ 421,142	\$ - \$ 421,142	\$ 421,142	\$ 421,142	\$ - \$ 842,284	\$ 842,284	\$ 842,284	
13	Utilities(Elec, Water, Gas, Phone, Sewerage)	\$ - \$ 88,392	\$ 88,392	\$ - \$ 88,392	\$ 88,392	\$ 88,392	\$ - \$ 176,784	\$ 176,784	\$ 176,784	
14	Office Supplies, Postage	\$ - \$ 3,833	\$ 3,833	\$ - \$ 3,833	\$ 3,833	\$ 3,833	\$ - \$ 7,666	\$ 7,666	\$ 7,666	
15	Building Maintenance Supplies and Repair	\$ - \$ 59,446	\$ 59,446	\$ - \$ 59,446	\$ 59,446	\$ 59,446	\$ - \$ 118,891	\$ 118,891	\$ 118,891	
16	Printing and Reproduction	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
17	Insurance	\$ - \$ 7,652	\$ 7,652	\$ - \$ 7,652	\$ 7,652	\$ 7,652	\$ - \$ 15,304	\$ 15,304	\$ 15,304	
18	Staff Training	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
19	Staff Travel(Local & Out of Town)	\$ - \$ 350	\$ 350	\$ - \$ 350	\$ 350	\$ 350	\$ - \$ 700	\$ 700	\$ 700	
20	Rental of Equipment	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
21	Community Events	\$ - \$ 3,720	\$ 3,720	\$ - \$ 3,720	\$ 3,720	\$ 3,720	\$ - \$ 7,440	\$ 7,440	\$ 7,440	
22		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
23		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
24		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
25		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
26	Consultants	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
27	Temp - Property Manager	\$ - \$ 10,400	\$ 10,400	\$ - \$ 10,400	\$ 10,400	\$ 10,400	\$ - \$ 20,800	\$ 20,800	\$ 20,800	
28	Temp - Desk Clerks	\$ - \$ 45,508	\$ 45,508	\$ - \$ 45,508	\$ 45,508	\$ 45,508	\$ - \$ 91,016	\$ 91,016	\$ 91,016	
29	Temp - Janitors	\$ - \$ 6,899	\$ 6,899	\$ - \$ 6,900	\$ 6,900	\$ 6,900	\$ - \$ 13,799	\$ 13,799	\$ 13,799	
30	Temp - Maintenance Workers	\$ - \$ 9,111	\$ 9,111	\$ - \$ 9,111	\$ 9,111	\$ 9,111	\$ - \$ 18,222	\$ 18,222	\$ 18,222	
31	Subcontractors	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
32		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
33		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
34		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
35		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
36		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
37										
38	TOTAL OPERATING EXPENSES	\$ - \$ 656,453	\$ 656,453	\$ - \$ 656,453	\$ 656,453	\$ 656,453	\$ - \$ 1,312,906	\$ 1,312,906	\$ 1,312,906	
39										
40	Other Expenses (not subject to indirect cost %)									
41		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
42		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
43		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
44		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
45		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
46		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	
47		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -	

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Allstar									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract #: HSH17-18-125	Year 5			Year 6					
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

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SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - Boyl														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals				EXTENSION YEAR			EXTENSION YEAR			All Years			
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 6			Year 6			All Years			
					7/1/2018-6/30/2019	7/1/2018-6/30/2019	7/1/2018-6/30/2019	7/1/2019-6/30/2020	7/1/2019-6/30/2020	7/1/2019-6/30/2020	7/1/2018-6/30/2020	7/1/2018-6/30/2020	7/1/2018-6/30/2020	
Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Total Budgeted Salary	Modification Change	Revised Total Budgeted Salary						
12 Property Manager	\$60,650	100%	99.3%	0.99	\$ -	\$ 61,001	\$ 51,001	\$ -	\$ 83,649	\$ 53,649	\$ -	\$ 104,650	\$ 104,650	
13 Desk Clerks	\$206,509	600%	14.8%	0.89	\$ -	\$ 180,812	\$ 180,812	\$ -	\$ 180,201	\$ 180,201	\$ -	\$ 371,013	\$ 371,013	
14 Janitors	\$46,784	159%	100.1%	1.59	\$ -	\$ 40,208	\$ 40,208	\$ -	\$ 42,286	\$ 42,286	\$ -	\$ 82,504	\$ 82,504	
15 Maintenance Workers	\$33,966	114%	100.0%	1.14	\$ -	\$ 35,444	\$ 35,444	\$ -	\$ 37,284	\$ 37,284	\$ -	\$ 72,728	\$ 72,728	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		9.73	3.14	4.61	\$ -	\$ 397,485	\$ 307,485	\$ -	\$ 323,430	\$ 323,430	\$ -	\$ 630,895	\$ 630,895	
30														
31 FRINGE BENEFIT RATE	32.79%					32.79%		32.79%		32.79%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 100,818	\$ 100,818	\$ -	\$ 106,084	\$ 106,084	\$ -	\$ 206,872	\$ 206,872	
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 408,283	\$ 408,283	\$ -	\$ 429,484	\$ 429,484	\$ -	\$ 837,767	\$ 837,767	
36 HSH #2														

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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Boyd									
8	HSH Contract # HSH17-18-125	EXTENSION YEAR			EXTENSION YEAR			All Years		
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4				
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SALARY & BENEFIT DETAIL																	
Grantee: Tenderloin Housing Clinic																	
Program: Master Lease Hotels (Care Not Cash) - Caldrake																	
HSH Contract #: HSH17-18-125																	
POSITION TITLE	Agency Totals				For HSH Program				EXTENSION YEAR			EXTENSION YEAR			All Years		
	Annual FTE Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 5		Year 6		Year 6			All Years					
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020				
Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Budgeted Salary	Modification Change	Revised New Budgeted Salary						
12 Property Manager	\$47,250	100%	57.4%	0.57	\$ -	\$ 26,760	\$ 25,750	\$ -	\$ 27,607	\$ 27,607	\$ -	\$ 63,357	\$ 53,357				
13 Desk Clerks				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
14 Janitors	\$32,768	118%	100.4%	1.18	\$ -	\$ 28,898	\$ 28,898	\$ -	\$ 31,059	\$ 31,059	\$ -	\$ 60,087	\$ 60,087				
15 Maintenance Workers	\$31,856	100%	56.5%	0.56	\$ -	\$ 26,760	\$ 25,750	\$ -	\$ 27,607	\$ 27,607	\$ -	\$ 63,357	\$ 53,357				
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
29 TOTALS		3.16	2.11	2.29	\$ -	\$ 80,498	\$ 80,498	\$ -	\$ 86,303	\$ 86,303	\$ -	\$ 166,801	\$ 166,801				
30																	
31 FRINGE BENEFIT RATE	16.42%					16.42%		16.42%		16.42%							
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 13,220	\$ 13,220	\$ -	\$ 14,173	\$ 14,173	\$ -	\$ 27,393	\$ 27,393				
33																	
34																	
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 93,718	\$ 93,718	\$ -	\$ 100,476	\$ 100,476	\$ -	\$ 194,194	\$ 194,194				
36 HSH #2																	

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6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Caldrake									
8	HSH Contract #: HSH17-18-125	EXTENSION YEAR			EXTENSION YEAR			All Years		
9		Year 5		Year 6						
10		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
11		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
12	Rental of Property	\$ -	\$ 269,318	\$ 269,318	\$ -	\$ 269,318	\$ 269,318	\$ -	\$ 538,636	\$ 538,636
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 88,238	\$ 88,238	\$ -	\$ 88,238	\$ 88,238	\$ -	\$ 176,476	\$ 176,476
14	Office Supplies, Postage	\$ -	\$ 1,624	\$ 1,624	\$ -	\$ 1,624	\$ 1,624	\$ -	\$ 3,248	\$ 3,248
15	Building Maintenance Supplies and Repair	\$ -	\$ 24,478	\$ 24,478	\$ -	\$ 24,478	\$ 24,478	\$ -	\$ 48,956	\$ 48,956
16	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Insurance	\$ -	\$ 4,566	\$ 4,566	\$ -	\$ 4,566	\$ 4,566	\$ -	\$ 9,132	\$ 9,132
18	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Travel(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Community Events	\$ -	\$ 2,094	\$ 2,094	\$ -	\$ 2,094	\$ 2,094	\$ -	\$ 4,188	\$ 4,188
22	Elevator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Community Area Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Temp - Property Manager	\$ -	\$ 5,150	\$ 5,150	\$ -	\$ 5,150	\$ 5,150	\$ -	\$ 10,300	\$ 10,300
28	Temp - Desk Clerks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Temp - Janitors	\$ -	\$ 5,799	\$ 5,799	\$ -	\$ 5,799	\$ 5,799	\$ -	\$ 11,598	\$ 11,598
30	Temp - Maintenance Workers	\$ -	\$ 5,150	\$ 5,150	\$ -	\$ 5,150	\$ 5,150	\$ -	\$ 10,300	\$ 10,300
31	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37										
38	TOTAL OPERATING EXPENSES	\$ -	\$ 406,417	\$ 406,417	\$ -	\$ 406,417	\$ 406,417	\$ -	\$ 812,834	\$ 812,834
39										
40	Other Expenses (not subject to indirect cost %)									
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Caldrake									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract # HSH17-18-125	Year 5				Year 6				All Years
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
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SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - MLMPP														
HSH Contract #: HSH17-16-125														
POSITION TITLE	Agency Totals				EXTENSION YEAR			EXTENSION YEAR			All Years			
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 5			Year 6			All Years			
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Total Budgeted Salary	Modification Change	Revised Total Budgeted Salary						
Housing Services Director	\$85,311	100%	9.2%	0.09	\$ -	\$ 8,282	\$ 8,282	\$ -	\$ 8,563	\$ 8,563	\$ -	\$ 16,835	\$ 16,835	
Housing Services Manager	\$51,250	100%	21.0%	0.21	\$ -	\$ 9,472	\$ 9,472	\$ -	\$ 9,782	\$ 9,782	\$ -	\$ 19,254	\$ 19,254	
Housing Counselor(s)	\$216,306	100%	14.7%	0.15	\$ -	\$ 28,772	\$ 28,772	\$ -	\$ 29,713	\$ 29,713	\$ -	\$ 58,485	\$ 58,485	
Client Acct. Manager	\$67,456	100%	19.0%	0.19	\$ -	\$ 11,026	\$ 11,026	\$ -	\$ 11,387	\$ 11,387	\$ -	\$ 22,413	\$ 22,413	
Lead Client Acct. Manager	\$55,000	100%	12.4%	0.12	\$ -	\$ 8,470	\$ 8,470	\$ -	\$ 8,747	\$ 8,747	\$ 33,083	\$ 17,217	\$ 50,300	
Client Acct. Associate(s)	\$135,047	100%	13.1%	0.13	\$ -	\$ 18,267	\$ 18,267	\$ -	\$ 18,886	\$ 18,886	\$ 74,300	\$ 37,132	\$ 111,432	
Resp Payee Manager	\$50,675	100%	11.1%	0.11	\$ -	\$ 5,023	\$ 5,023	\$ -	\$ 5,187	\$ 5,187	\$ 21,191	\$ 10,210	\$ 31,401	
Resp Payee(s)	\$209,123	100%	11%	0.11	\$ -	\$ 20,885	\$ 20,885	\$ -	\$ 21,672	\$ 21,672	\$ 88,270	\$ 42,657	\$ 130,927	
Database Project Manager	\$69,900	100%	2%	0.02	\$ -	\$ 2,388	\$ 2,388	\$ -	\$ 2,476	\$ 2,476	\$ 8,853	\$ 4,874	\$ 13,727	
Office Coordinator	\$40,343	100%	17%	0.17	\$ -	\$ 5,766	\$ 5,766	\$ -	\$ 5,944	\$ 5,944	\$ 24,658	\$ 11,700	\$ 36,358	
Admin Assist	\$44,852	100%	18%	0.18	\$ -	\$ 6,591	\$ 6,591	\$ -	\$ 6,807	\$ 6,807	\$ 28,352	\$ 13,399	\$ 41,750	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS		11.00	1.49	1.49	\$ -	\$ 126,042	\$ 126,042	\$ -	\$ 129,133	\$ 129,133	\$ 278,707	\$ 284,178	\$ 532,882	
FRINGE BENEFIT RATE	35.54%					35.54%		35.54%		35.54%				
EMPLOYEE FRINGE BENEFITS					\$ -	\$ 44,444	\$ 44,444	\$ -	\$ 45,888	\$ 45,888	\$ 99,052	\$ 90,342	\$ 189,394	
TOTAL SALARIES & BENEFITS					\$ -	\$ 169,486	\$ 169,486	\$ -	\$ 175,031	\$ 175,031	\$ 377,759	\$ 344,617	\$ 722,276	

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6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - MLPPP									
8		EXTENSION YEAR			EXTENSION YEAR			All Years		
48	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years		
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3							Template last modified: 6/14/2018		

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SALARY & BENEFIT DETAIL															
Grantee: Tenderloin Housing Clinic															
Program: Master Lease Hotels (Care Not Cash) - Property Management															
HSH Contract #: HSH-17-18-125															
10	11	EXTENSION YEAR				Year 5			Year 6			All Years			
		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020				
		Agency Totals		For HSH Program		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	
12	Director of Property Management	\$97,375	100%	35.4%	0.35	\$ -	\$ 33,623	\$ 33,623	\$ -	\$ 34,668	\$ 34,668	\$ -	\$ 68,191	\$ 68,191	
13	Lead Attorney	\$5,812	100%	100.0%	1.00	\$ -	\$ 27,161	\$ 27,161	\$ -	\$ 27,924	\$ 27,924	\$ -	\$ 55,085	\$ 55,085	
14	Attorney/Paralegal	\$36,173	152%	60.4%	0.92	\$ -	\$ 15,195	\$ 15,195	\$ -	\$ 15,622	\$ 15,622	\$ -	\$ 30,817	\$ 30,817	
15	Director of Facilities	\$92,474	100%	36.2%	0.36	\$ -	\$ 31,057	\$ 31,057	\$ -	\$ 31,930	\$ 31,930	\$ -	\$ 62,987	\$ 62,987	
16	Associate Director - Operations	\$61,500	100%	35.5%	0.36	\$ -	\$ 28,621	\$ 28,621	\$ -	\$ 29,425	\$ 29,425	\$ 110,108	\$ 88,046	\$ 168,154	
17	Lead Assoc. Director - Prop Mgmt	\$87,125	100%	38.4%	0.38	\$ -	\$ 31,729	\$ 31,729	\$ -	\$ 32,621	\$ 32,621	\$ 131,302	\$ 64,350	\$ 195,652	
18	Associate Director - Prop Mgmt	\$74,825	100%	92.5%	0.93	\$ -	\$ 69,143	\$ 69,143	\$ -	\$ 71,086	\$ 71,086	\$ 282,496	\$ 140,229	\$ 422,715	
19	Associate Director - Facilities	\$71,458	160%	20%	0.32	\$ -	\$ 52,058	\$ 52,058	\$ -	\$ 53,521	\$ 53,521	\$ 183,441	\$ 105,679	\$ 289,020	
20	Facilities Manager	\$69,004	100%	77%	0.77	\$ -	\$ 49,401	\$ 49,401	\$ -	\$ 50,780	\$ 50,780	\$ 205,365	\$ 100,191	\$ 305,556	
21	PM Admin Manager	\$67,900	100%	40%	0.40	\$ -	\$ 20,075	\$ 20,075	\$ -	\$ 20,639	\$ 20,639	\$ 87,360	\$ 40,714	\$ 128,074	
22	Admin Assislt	\$56,375	100%	80%	0.80	\$ -	\$ 25,511	\$ 25,511	\$ -	\$ 26,228	\$ 26,228	\$ 106,669	\$ 81,739	\$ 188,408	
23	Flotting Janitor	\$38,619	101%	100%	1.01	\$ -	\$ 48,316	\$ 48,316	\$ -	\$ 49,674	\$ 49,674	\$ 188,112	\$ 97,990	\$ 286,102	
24	Flotting Maintenance Worker	\$31,605	209%	100%	2.09	\$ -	\$ 43,991	\$ 43,991	\$ -	\$ 45,227	\$ 45,227	\$ 201,617	\$ 89,218	\$ 290,835	
25						\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26						\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27						\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28															
29	TOTALS		15.22	7.85	9.38	\$ -	\$ 475,881	\$ 475,881	\$ -	\$ 489,255	\$ 489,255	\$ 1,496,459	\$ 965,136	\$ 2,461,595	
30															
31	FRINGE BENEFIT RATE	34.37%					34.37%	34.37%	34.37%	34.37%	34.37%				
32	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 163,662	\$ 163,662	\$ -	\$ 168,169	\$ 168,169	\$ 514,333	\$ 331,721	\$ 846,054	
33															
34															
35	TOTAL SALARIES & BENEFITS					\$ -	\$ 639,443	\$ 639,443	\$ -	\$ 657,414	\$ 657,414	\$ 2,010,792	\$ 1,296,867	\$ 3,307,649	
36	HSH#2													Template last modified: 6/14/2018	

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6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Property Management EXTENSION YEAR EXTENSION YEAR									
8	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years		
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
53	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	HSH #3									Template last modified: 6/14/2018

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Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - Supportive Services														
HSH Contract #: HSH-17-18-125														
	Agency Totals	For HSH Program	EXTENSION YEAR			EXTENSION YEAR			All Years			Current Total	Modification	Revised Total
			Year 5	Year 6	Year 7	Year 5	Year 6	Year 7						
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
POSITION TITLE					Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	
12 Director of Support Services	\$85,075	100%	7.1%	0.07	\$ -	\$ 25,389	\$ 25,389	\$ -	\$ 26,165	\$ 26,165	\$ -	\$ 61,654	\$ 61,654	
13 Assoc. Director of Support Services	\$68,627	100%	4.7%	0.05	\$ -	\$ 21,673	\$ 21,673	\$ -	\$ 22,335	\$ 22,335	\$ -	\$ 44,008	\$ 44,008	
14 Support Services Manager	\$50,608	275%	84.7%	2.33	\$ -	\$ 111,680	\$ 111,680	\$ -	\$ 115,073	\$ 115,073	\$ -	\$ 226,733	\$ 226,733	
15 CWC Case Managers	\$41,891	1258%	82.5%	10.38	\$ -	\$ 440,520	\$ 440,520	\$ -	\$ 453,886	\$ 453,886	\$ -	\$ 894,506	\$ 894,506	
16 SS Admin Assistant	\$36,945	100%	18.2%	0.18	\$ -	\$ 5,074	\$ 5,074	\$ -	\$ 5,229	\$ 5,229	\$ 21,665	\$ 10,303	\$ 31,968	
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		18.33	1.95	12.96	\$ -	\$ 604,316	\$ 604,316	\$ -	\$ 622,789	\$ 622,789	\$ 21,665	\$ 1,227,104	\$ 1,248,769	
30														
31 FRINGE BENEFIT RATE	36.32%					36.32%		36.32%		36.32%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 219,613	\$ 219,613	\$ -	\$ 226,222	\$ 226,222	\$ 7,969	\$ 445,735	\$ 453,604	
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 823,929	\$ 823,929	\$ -	\$ 849,010	\$ 849,010	\$ 29,633	\$ 1,672,839	\$ 1,702,372	
36 HSH#2														

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6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Supportive Services									
		EXTENSION YEAR			EXTENSION YEAR					
8	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years		
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49										
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

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SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - EK														
HSH Contract #: HSH17-10-125														
POSITION TITLE	EXTENSION YEAR				EXTENSION YEAR						All Years			
	Year 5		Year 6		Year 6		Year 6		Year 6		All Years			
	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020		
Agency Totals	For HSH Program			Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total		
Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
12 Property Manager	\$52,391	102%	99.5%	1.02	\$ -	\$ 63,187	\$ 53,187	\$ -	\$ 55,826	\$ 55,826	\$ -	\$ 109,013		
13 Desk Clerk	\$177,393	104%	100.1%	1.04	\$ -	\$ 178,069	\$ 178,069	\$ -	\$ 186,904	\$ 186,904	\$ -	\$ 364,973		
14 Janitors	\$42,848	119%	100.0%	1.19	\$ -	\$ 47,111	\$ 47,111	\$ -	\$ 49,448	\$ 49,448	\$ -	\$ 96,559		
15 Maintenance Workers	\$38,040	100%	71.3%	0.71	\$ -	\$ 41,529	\$ 41,529	\$ -	\$ 43,889	\$ 43,889	\$ -	\$ 85,118		
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		4.25	3.71	3.96	\$ -	\$ 319,896	\$ 319,896	\$ -	\$ 335,787	\$ 335,787	\$ -	\$ 655,663		
30														
31 FRINGE BENEFIT RATE	16.31%				16.31%		16.31%	16.31%	16.31%					
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 52,168	\$ 52,168	\$ -	\$ 54,757	\$ 54,757	\$ -	\$ 106,925		
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 372,064	\$ 372,064	\$ -	\$ 390,524	\$ 390,524	\$ -	\$ 762,588		
36 HSH #														

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6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Elk									
8	HSH Contract # HSH17-18-125	EXTENSION YEAR			EXTENSION YEAR			All Years		
48		Year 5			Year 6					
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50								Template last modified: 6/14/2018		
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Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - Graystone														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals				EXTENSION YEAR			EXTENSION YEAR			All Years			
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 5			Year 6			All Years			
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total						
Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary						
12 Property Manager	\$56,710	100%	95.9%	0.96	\$ -	\$ 64,405	\$ 54,405	\$ -	\$ 67,079	\$ 57,079	\$ -	\$ 111,484	\$ 111,484	
13 Desk Clerks	\$181,197	100%	95.4%	0.95	\$ -	\$ 181,220	\$ 181,220	\$ -	\$ 180,126	\$ 180,126	\$ -	\$ 371,346	\$ 371,346	
14 Janitors	\$37,099	109%	100.1%	1.09	\$ -	\$ 32,849	\$ 32,849	\$ -	\$ 34,463	\$ 34,463	\$ -	\$ 67,312	\$ 67,312	
15 Maintenance Workers	\$33,966	115%	100.1%	1.15	\$ -	\$ 43,303	\$ 43,303	\$ -	\$ 45,431	\$ 45,431	\$ -	\$ 88,734	\$ 88,734	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		4.24	3.92	4.16	\$ -	\$ 311,777	\$ 311,777	\$ -	\$ 327,099	\$ 327,099	\$ -	\$ 638,876	\$ 638,876	
30 FRINGE BENEFIT RATE	16.53%					16.53%			16.53%			16.53%		
31 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 51,629	\$ 51,629	\$ -	\$ 54,063	\$ 54,063	\$ -	\$ 105,692	\$ 105,692	
32														
33														
34 TOTAL SALARIES & BENEFITS					\$ -	\$ 363,306	\$ 363,306	\$ -	\$ 381,162	\$ 381,162	\$ -	\$ 744,468	\$ 744,468	
35														
36 HSH #2														

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Graystone									
		EXTENSION YEAR			EXTENSION YEAR					
8	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years		
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

	A	B	C	D	E	I	J	K	L	M	N	AJ	AK	AL
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													
2	Document Date: 7/1/2018													
3	SALARY & BENEFIT DETAIL													
4	Grantee: Tonderlohn Housing Clinic													
5	Program: Master Lease Hotels (Care Not Cash) - Pierre													
6	HSH Contract #: HSH17-18-125													
7														
8														
9														
10		EXTENSION YEAR				Year 5			Year 6			All Years		
11						7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
12		Agency Totals		For HSH Program		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
13		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary
14		Property Manager	\$55,132	100%	96.4%	0.96	\$ -	\$ 66,652	\$ 55,652	\$ -	\$ 59,495	\$ 59,495	\$ -	\$ 114,147
15		Desk Clerks	\$191,956	106%	89.9%	1.06	\$ -	\$ 188,974	\$ 188,974	\$ -	\$ 198,627	\$ 198,627	\$ -	\$ 387,601
16		Janitors	\$40,967	120%	89.6%	1.20	\$ -	\$ 28,820	\$ 28,820	\$ -	\$ 30,292	\$ 30,292	\$ -	\$ 59,112
17		Maintenance Workers	\$43,939	101%	99.9%	1.01	\$ -	\$ 41,629	\$ 41,529	\$ -	\$ 43,650	\$ 43,650	\$ -	\$ 85,179
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					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29		TOTALS		4.27	3.96	4.23	\$ -	\$ 314,975	\$ 314,975	\$ -	\$ 331,064	\$ 331,064	\$ -	\$ 646,039
30														
31		FRINGE BENEFIT RATE	16.33%				16.33%		16.33%		16.33%			
32		EMPLOYEE FRINGE BENEFITS					\$ -	\$ 51,427	\$ 51,427	\$ -	\$ 54,054	\$ 54,054	\$ -	\$ 105,481
33														
34		TOTAL SALARIES & BENEFITS					\$ -	\$ 366,402	\$ 366,402	\$ -	\$ 385,118	\$ 385,118	\$ -	\$ 751,520
35		HSH#												Template last modified: 6/14/2018

	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Pierre									
		EXTENSION YEAR			EXTENSION YEAR					
8	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years		
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)																	Page 2 of 4
Document Date: 7/1/2018																	
SALARY & BENEFIT DETAIL																	
Grantee: Tandon/Hon Housing Clinic																	
Program: Master Lease Hotels (Care Not Cash) - Royan																	
HSH Contract #: HSH17-18-125																	
POSITION TITLE	Agency Totals	EXTENSION YEAR				EXTENSION YEAR			All Years			All Years					
		7/1/2018 - 6/30/2019		7/1/2018 - 6/30/2019		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2018 - 6/30/2020		7/1/2018 - 6/30/2020					
		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total							
Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary					
Property Manager	\$54,275	100%	100.2%	1.00	\$ -	\$ 65,623	\$ 55,623	\$ -	\$ 59,329	\$ 59,329	\$ -	\$ 113,952	\$ 113,952				
Desk Clerks	\$212,536	100%	96.2%	0.96	\$ -	\$ 188,350	\$ 188,350	\$ -	\$ 197,514	\$ 197,514	\$ -	\$ 385,864	\$ 385,864				
Janitors	\$32,824	117%	99.8%	1.17	\$ -	\$ 33,969	\$ 33,969	\$ -	\$ 35,622	\$ 35,622	\$ -	\$ 69,591	\$ 69,591				
Maintenance Workers	\$38,253	117%	100.1%	1.17	\$ -	\$ 52,339	\$ 52,339	\$ -	\$ 54,886	\$ 54,886	\$ -	\$ 107,224	\$ 107,224				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTALS		4.34	3.96	4.30	\$ -	\$ 330,281	\$ 330,281	\$ -	\$ 346,350	\$ 346,350	\$ -	\$ 676,631	\$ 676,631				
FRINGE BENEFIT RATE	17.61%					17.61%		17.61%		17.61%							
EMPLOYEE FRINGE BENEFITS					\$ -	\$ 58,177	\$ 58,177	\$ -	\$ 61,007	\$ 61,007	\$ -	\$ 119,184	\$ 119,184				
TOTAL SALARIES & BENEFITS					\$ -	\$ 388,458	\$ 388,458	\$ -	\$ 407,357	\$ 407,357	\$ -	\$ 795,815	\$ 795,815				

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Royan									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract #. HSH17-19-125	Year 5				Year 6				All Years
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

A	B	C	D	E	I	J	K	L	M	N	AJ	AK	AL			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)												Page 2 of 4			
2	Document Date: 7/1/2018															
3	SALARY & BENEFIT DETAIL															
4	Grantee: Tenderloin Housing Clinic															
5	Program: Master Lease Hotels (Care Not Cash) - Union															
6	HSH Contract #: HSH17-18-125															
	EXTENSION YEAR				EXTENSION YEAR			EXTENSION YEAR			All Years					
	7/1/2018 - 6/30/2019		7/1/2018 - 6/30/2019		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2018 - 6/30/2020		7/1/2018 - 6/30/2020			
	Agency Total	Total % FTE	% FTE	Adjusted FTE	Current	Modification	New Budgeted Salary	Current	Modification	New Budgeted Salary	Current Total	Modification	Revised Total			
POSITION TITLE	Annual Full Time Salary for FTE				Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary			
12	\$54,312	101%	100.1%	1.01	\$ -	\$ 60,701	\$ 60,701	\$ -	\$ 62,998	\$ 62,998	\$ -	\$ 103,699	\$ 103,699			
13	\$207,694	121%	100.1%	1.21	\$ -	\$ 162,038	\$ 162,038	\$ -	\$ 169,380	\$ 169,380	\$ -	\$ 331,418	\$ 331,418			
14	\$37,317	111%	100.0%	1.11	\$ -	\$ 27,315	\$ 27,315	\$ -	\$ 28,653	\$ 28,653	\$ -	\$ 55,968	\$ 55,968			
15	\$35,331	112%	99.9%	1.12	\$ -	\$ 39,346	\$ 39,346	\$ -	\$ 41,129	\$ 41,129	\$ -	\$ 80,476	\$ 80,476			
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	TOTALS				4.45	4.00	4.45	\$ -	\$ 279,400	\$ 279,400	\$ -	\$ 292,060	\$ 292,060	\$ -	\$ 571,460	\$ 571,460
30	FRINGE BENEFIT RATE				35.77%			35.77%			35.77%			35.77%		
32	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 99,949	\$ 99,949	\$ -	\$ 104,478	\$ 104,478	\$ -	\$ 204,427	\$ 204,427	\$ -	\$ 204,427
33																
34	TOTAL SALARIES & BENEFITS					\$ -	\$ 379,349	\$ 379,349	\$ -	\$ 396,538	\$ 396,538	\$ -	\$ 775,887	\$ 775,887	\$ -	\$ 775,887
35	HSH#2				Template last modified: 6/14/2018											

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Union									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract # HSH17-18-125	Year 5				Year 6				All Years
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

	A	B	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 1 of 4
2	Document Date: 7/17/2018										
3	Contract Term		Begin Date		End Date		Contract Length				
4	Current Term		7/1/2014		6/30/2018		4				
5	Amended Term		7/1/2014		6/30/2020		6				
6	BUDGET SUMMARY										
7	Name										
8	Grantee: Tenderloin Housing Clinic										
9	Program: Master Lease Hotels (Non-Care Not Cash)										
10	HSH Contract #: HSH17-18-125										
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>										
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment: 2										
13											
14		EXTENSION YEAR				EXTENSION YEAR			All Years		
15	Program Annual Term	7/1/2014 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2019	7/1/2019 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 6/30/2020	7/1/2014 - 6/30/2020
16		Current	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
17	Edgeworth Expenditures										
18	Salaries & Benefits	\$ -	\$ -	\$ 171,649	\$ 171,649	\$ -	\$ 180,349	\$ 180,349	\$ -	\$ 351,998	\$ 351,998
19	Operating Expense	\$ -	\$ -	\$ 386,466	\$ 386,466	\$ -	\$ 386,466	\$ 386,466	\$ -	\$ 772,932	\$ 772,932
20	Subtotal	\$ -	\$ -	\$ 558,115	\$ 558,115	\$ -	\$ 566,815	\$ 566,815	\$ -	\$ 1,124,930	\$ 1,124,930
21	Indirect Percentage (%)		9.50%			9.50%					
22	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ 53,021	\$ 53,021	\$ -	\$ 53,847	\$ 53,847	\$ -	\$ 106,868	\$ 106,868
23	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Total Edgeworth Expenditures	\$ -	\$ -	\$ 611,136	\$ 611,136	\$ -	\$ 620,662	\$ 620,662	\$ -	\$ 1,231,798	\$ 1,231,798
26	Hartland Expenditures										
27	Salaries & Benefits	\$ -	\$ -	\$ 502,321	\$ 502,321	\$ -	\$ 530,537	\$ 530,537	\$ -	\$ 1,032,858	\$ 1,032,858
28	Operating Expense	\$ -	\$ -	\$ 1,253,265	\$ 1,253,265	\$ -	\$ 1,253,265	\$ 1,253,265	\$ -	\$ 2,506,530	\$ 2,506,530
29	Subtotal	\$ -	\$ -	\$ 1,755,586	\$ 1,755,586	\$ -	\$ 1,783,802	\$ 1,783,802	\$ -	\$ 3,539,388	\$ 3,539,388
30	Indirect Percentage (%)		9.50%			9.50%					
31	Indirect Cost (Line 30 X Line 31)	\$ -	\$ -	\$ 166,781	\$ 166,781	\$ -	\$ 169,461	\$ 169,461	\$ -	\$ 336,242	\$ 336,242
32	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Capital Expenditure (One-time FY18-19)	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
34	Total Hartland Expenditures	\$ -	\$ -	\$ 1,927,367	\$ 1,927,367	\$ -	\$ 1,953,263	\$ 1,953,263	\$ -	\$ 3,880,630	\$ 3,880,630
35	Jefferson Expenditures										
36	Salaries & Benefits	\$ -	\$ -	\$ 579,028	\$ 579,028	\$ -	\$ 604,238	\$ 604,238	\$ -	\$ 1,183,266	\$ 1,183,266
37	Operating Expenses	\$ -	\$ -	\$ 915,680	\$ 915,680	\$ -	\$ 915,680	\$ 915,680	\$ -	\$ 1,831,360	\$ 1,831,360
38	Subtotal	\$ -	\$ -	\$ 1,494,708	\$ 1,494,708	\$ -	\$ 1,519,918	\$ 1,519,918	\$ -	\$ 3,014,626	\$ 3,014,626
39	Indirect Percentage (%)		9.50%			9.50%					
40	Indirect Cost (Line 40 X Line 41)	\$ -	\$ -	\$ 141,997	\$ 141,997	\$ -	\$ 144,392	\$ 144,392	\$ -	\$ 286,389	\$ 286,389
41	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Capital Expenditure (One-time FY18-19)	\$ -	\$ -	\$ 30,800	\$ 30,800	\$ -	\$ -	\$ -	\$ -	\$ 30,800	\$ 30,800
43	Total Jefferson Expenditures	\$ -	\$ -	\$ 1,667,505	\$ 1,667,505	\$ -	\$ 1,664,310	\$ 1,664,310	\$ -	\$ 3,331,815	\$ 3,331,815
44	Mayfair Expenditures										
45	Salaries & Benefits	\$ -	\$ -	\$ 388,111	\$ 388,111	\$ -	\$ 407,547	\$ 407,547	\$ -	\$ 795,658	\$ 795,658
46	Operating Expenses	\$ -	\$ -	\$ 794,040	\$ 794,040	\$ -	\$ 794,040	\$ 794,040	\$ -	\$ 1,588,080	\$ 1,588,080
47	Subtotal	\$ -	\$ -	\$ 1,182,151	\$ 1,182,151	\$ -	\$ 1,201,587	\$ 1,201,587	\$ -	\$ 2,383,738	\$ 2,383,738
48	Indirect Percentage (%)		9.50%			9.50%					
49	Indirect Cost (Line 50 X Line 51)	\$ -	\$ -	\$ 112,305	\$ 112,305	\$ -	\$ 114,151	\$ 114,151	\$ -	\$ 226,456	\$ 226,456
50	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Total Mayfair Expenditures	\$ -	\$ -	\$ 1,294,456	\$ 1,294,456	\$ -	\$ 1,315,738	\$ 1,315,738	\$ -	\$ 2,610,194	\$ 2,610,194
53	Mission Expenditures										
54	Salaries & Benefits	\$ -	\$ -	\$ 695,502	\$ 695,502	\$ -	\$ 733,083	\$ 733,083	\$ -	\$ 1,428,585	\$ 1,428,585
55	Operating Expenses	\$ -	\$ -	\$ 1,907,445	\$ 1,907,445	\$ -	\$ 1,907,445	\$ 1,907,445	\$ -	\$ 3,814,890	\$ 3,814,890
56	Subtotal	\$ -	\$ -	\$ 2,602,947	\$ 2,602,947	\$ -	\$ 2,640,528	\$ 2,640,528	\$ -	\$ 5,243,475	\$ 5,243,475
57	Indirect Percentage (%)		9.50%			9.50%					

	A	B	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										
2	Document Date: 7/1/2018										
3											
4	Contract Term: 7/1/2014 to 6/30/2018 (4 years)										
5	Amended Term: 7/1/2014 to 6/30/2020 (6 years)										
6	BUDGET SUMMARY										
7	Name										
8	Grantee: Tenderloin Housing Clinic										
9	Program: Master Lease Hotels (Non-Care Not Cash)										
10	HSH Contract #: HSH17-18-125										
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>										
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment 2										
114	Capital Expenditure (One-time FY18-19)		\$ 105,000	\$ 105,000					\$ -	\$ 105,000	\$ 105,000
115	Total Seneca Expenditures		\$ -	\$ 2,656,844	\$ 2,656,844	\$ -	\$ 2,591,436	\$ 2,591,436	\$ -	\$ 5,248,280	\$ 5,248,280
116											
117	Vincent Expenditures										
118	Salaries & Benefits		\$ -	\$ 505,963	\$ 505,963	\$ -	\$ 529,538	\$ 529,538	\$ -	\$ 1,035,501	\$ 1,035,501
119	Operating Expenses		\$ -	\$ 857,832	\$ 857,832	\$ -	\$ 857,832	\$ 857,832	\$ -	\$ 1,715,664	\$ 1,715,664
120	Subtotal		\$ -	\$ 1,363,795	\$ 1,363,795	\$ -	\$ 1,387,370	\$ 1,387,370	\$ -	\$ 2,751,165	\$ 2,751,165
121	Indirect Percentage (%)		9.50%		9.50%	9.50%		9.50%			
122	Indirect Cost (Line 120 X Line 121)		\$ -	\$ 129,561	\$ 129,561	\$ -	\$ 131,801	\$ 131,801	\$ -	\$ 261,362	\$ 261,362
123	Other Expenses (Not subject to Indirect %)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
124	Capital Expenditure (One-time FY18-19)		\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
125	Total Vincent Expenditures		\$ -	\$ 1,498,356	\$ 1,498,356	\$ -	\$ 1,519,171	\$ 1,519,171	\$ -	\$ 3,017,527	\$ 3,017,527
126											
127	Total NCNC Expenditures										
128	Salaries & Benefits		\$ -	\$ 6,817,085	\$ 6,817,085	\$ -	\$ 7,103,544	\$ 7,103,544	\$ -	\$ 13,920,629	\$ 13,920,629
129	Operating Expense		\$ -	\$ 9,367,142	\$ 9,367,142	\$ -	\$ 9,367,142	\$ 9,367,142	\$ -	\$ 18,734,284	\$ 18,734,284
130	Subtotal		\$ -	\$ 16,184,227	\$ 16,184,227	\$ -	\$ 16,470,686	\$ 16,470,686	\$ -	\$ 32,654,913	\$ 32,654,913
131	Indirect Percentage (%)		9.50%		9.50%	9.50%		9.50%			
132	Indirect Cost (Line 130 X Line 131)		\$ -	\$ 1,537,504	\$ 1,537,504	\$ -	\$ 1,564,716	\$ 1,564,716	\$ -	\$ 3,102,220	\$ 3,102,220
133	Other Expenses (Not subject to indirect %)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
134	Capital Expenditure		\$ -	\$ 448,700	\$ 448,700	\$ -	\$ -	\$ -	\$ -	\$ 448,700	\$ 448,700
135	Total Combined NCNC Expenditures		\$ -	\$ 18,170,431	\$ 18,170,431	\$ -	\$ 18,035,402	\$ 18,035,402	\$ -	\$ 36,205,833	\$ 36,205,833
136											
137	HSH Revenues										
137	General Fund	\$ 43,241,283	\$ -	\$ 12,245,697	\$ 12,245,697	\$ -	\$ 12,846,823	\$ 12,846,823	\$ 43,241,283	\$ 24,792,520	\$ 68,033,803
138	General Fund - CODB		\$ -	\$ 301,125	\$ 301,125	\$ -	\$ 313,671	\$ 313,671	\$ -	\$ 614,797	\$ 614,797
139	General Fund - One-time Carryforward Capital		\$ -	\$ 448,700	\$ 448,700	\$ -	\$ -	\$ -	\$ -	\$ 448,700	\$ 448,700
140			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
141			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
142			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
143			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
144	Total HSH Revenues	\$ 43,241,283	\$ -	\$ 12,995,523	\$ 12,995,523	\$ -	\$ 12,860,494	\$ 12,860,494	\$ 43,241,283	\$ 25,856,017	\$ 65,097,300
145											
146	Other Revenues										
146	Edgeworth - Rental Income		\$ -	\$ 229,946	\$ 229,946	\$ -	\$ 229,946	\$ 229,946	\$ -	\$ 459,892	\$ 459,892
147	Edgeworth - Laundry Income		\$ -	\$ 134	\$ 134	\$ -	\$ 134	\$ 134	\$ -	\$ 268	\$ 268
148	Hartland - Rental Income		\$ -	\$ 686,534	\$ 686,534	\$ -	\$ 686,534	\$ 686,534	\$ -	\$ 1,373,068	\$ 1,373,068
149	Jefferson - Rental Income		\$ -	\$ 532,856	\$ 532,856	\$ -	\$ 532,856	\$ 532,856	\$ -	\$ 1,065,712	\$ 1,065,712
150	Jefferson - Laundry Income		\$ -	\$ (369)	\$ (369)	\$ -	\$ (369)	\$ (369)	\$ -	\$ (738)	\$ (738)
151	Mayfair - Rental Income		\$ -	\$ 443,167	\$ 443,167	\$ -	\$ 443,167	\$ 443,167	\$ -	\$ 886,334	\$ 886,334
152	Mission - Rental Income		\$ -	\$ 1,197,166	\$ 1,197,166	\$ -	\$ 1,197,166	\$ 1,197,166	\$ -	\$ 2,394,332	\$ 2,394,332
153	Mission - Laundry Income		\$ -	\$ 7,025	\$ 7,025	\$ -	\$ 7,025	\$ 7,025	\$ -	\$ 14,050	\$ 14,050
154	PH - Allocation of costs to other contracts		\$ -	\$ 346,744	\$ 346,744	\$ -	\$ 346,744	\$ 346,744	\$ -	\$ 693,488	\$ 693,488
155	Raman - Rental Income		\$ -	\$ 301,000	\$ 301,000	\$ -	\$ 301,000	\$ 301,000	\$ -	\$ 602,000	\$ 602,000
156	Raman - Laundry Income		\$ -	\$ 1,750	\$ 1,750	\$ -	\$ 1,750	\$ 1,750	\$ -	\$ 3,500	\$ 3,500
157	Seneca - Rental Income		\$ -	\$ 967,865	\$ 967,865	\$ -	\$ 967,865	\$ 967,865	\$ -	\$ 1,935,730	\$ 1,935,730
158	Seneca - Laundry Income		\$ -	\$ 313	\$ 313	\$ -	\$ 313	\$ 313	\$ -	\$ 626	\$ 626
159	Vincent - Rental Income		\$ -	\$ 460,719	\$ 460,719	\$ -	\$ 460,719	\$ 460,719	\$ -	\$ 921,438	\$ 921,438
160	Vincent - Laundry Income		\$ -	\$ 58	\$ 58	\$ -	\$ 58	\$ 58	\$ -	\$ 116	\$ 116
161			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
162	Total Other Revenues	\$ -	\$ -	\$ 5,174,908	\$ 5,174,908	\$ -	\$ 5,174,908	\$ 5,174,908	\$ -	\$ 10,349,816	\$ 10,349,816
163	Full Time Equivalent (FTE)			4.36	4.36		4.36	4.36			4.36
165	Prepared by: Wynne Tang	Title: Director of Finance	Phone No. 415.885.3286 ext. 1111	Email: wynne@thclinc.org	Date: 7/1/2018						

	A	B	E	F	G	H	I	J	AF	AG	AH												
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 1 of 4												
2	Document Date: 7/1/2018																						
3	<table border="1"> <thead> <tr> <th>Contract Term</th> <th>Begin Date</th> <th>End Date</th> <th>Contract Length (# of Years)</th> </tr> </thead> <tbody> <tr> <td>Current Term</td> <td>7/1/2014</td> <td>6/30/2018</td> <td>4</td> </tr> <tr> <td>Amended Term</td> <td>7/1/2014</td> <td>6/30/2020</td> <td>6</td> </tr> </tbody> </table>											Contract Term	Begin Date	End Date	Contract Length (# of Years)	Current Term	7/1/2014	6/30/2018	4	Amended Term	7/1/2014	6/30/2020	6
Contract Term	Begin Date	End Date	Contract Length (# of Years)																				
Current Term	7/1/2014	6/30/2018	4																				
Amended Term	7/1/2014	6/30/2020	6																				
4																							
5																							
6	BUDGET SUMMARY																						
7	Name																						
8	Grantee: Tenderloin Housing Clinic																						
9	Program: Master Lease Hotels (Non-Care Not Cash)																						
10	HSH Contract #: HSH17-18-125																						
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>																						
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment. 2																						
166																							
167	HSH #1										Template last modified: 6/14/2018												

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Tenderlein Housing Clinic														
Program: Master Lease Hotels (Non-Care Not Cash) - Edgeworth														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Total Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years			
					Year 5		Year 6		Year 5		Year 6		All Years	
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
				Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total		
					Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	
12 Property Manager	\$47,250	100%	54.8%	0.55	\$ -	\$ 25,760	\$ 25,760	\$ -	\$ 27,055	\$ 27,055	\$ -	\$ 52,805	\$ 52,805	
13 Desk Clerk	\$68,320	100%	98.1%	0.98	\$ -	\$ 69,847	\$ 69,847	\$ -	\$ 73,387	\$ 73,387	\$ -	\$ 143,234	\$ 143,234	
14 Janitors	\$31,502	108%	100.2%	1.08	\$ -	\$ 9,413	\$ 9,413	\$ -	\$ 9,890	\$ 9,890	\$ -	\$ 19,303	\$ 19,303	
16 Maintenance Workers	\$31,856	50%	85.1%	0.78	\$ -	\$ 21,283	\$ 21,283	\$ -	\$ 22,362	\$ 22,362	\$ -	\$ 43,645	\$ 43,645	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		3.58	3.08	2.88	\$ -	\$ 126,293	\$ 126,293	\$ -	\$ 132,694	\$ 132,694	\$ -	\$ 259,987	\$ 259,987	
30 FRINGE BENEFIT RATE	35.91%					35.91%		35.91%		35.91%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 45,356	\$ 45,356	\$ -	\$ 47,655	\$ 47,655	\$ -	\$ 93,011	\$ 93,011	
34 TOTAL SALARIES & BENEFITS					\$ -	\$ 171,649	\$ 171,649	\$ -	\$ 180,349	\$ 180,349	\$ -	\$ 351,998	\$ 351,998	
36 HSH#													Template last modified: 6/14/2018	

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Edgeworth									
8	HSB Contract #:	EXTENSION YEAR			EXTENSION YEAR					
9		Year 5			Year 6			All Years		
10		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
11		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
12	Rental of Property	\$ -	\$ 242,601	\$ 242,601	\$ -	\$ 242,601	\$ 242,601	\$ -	\$ 485,202	\$ 485,202
13	Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 74,029	\$ 74,029	\$ -	\$ 74,029	\$ 74,029	\$ -	\$ 148,058	\$ 148,058
14	Office Supplies, Postage	\$ -	\$ 1,995	\$ 1,995	\$ -	\$ 1,995	\$ 1,995	\$ -	\$ 3,990	\$ 3,990
15	Building Maintenance Supplies and Repair	\$ -	\$ 32,841	\$ 32,841	\$ -	\$ 32,841	\$ 32,841	\$ -	\$ 65,682	\$ 65,682
16	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Insurance	\$ -	\$ 4,223	\$ 4,223	\$ -	\$ 4,223	\$ 4,223	\$ -	\$ 8,446	\$ 8,446
18	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Travel (Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Community Events	\$ -	\$ 1,878	\$ 1,878	\$ -	\$ 1,878	\$ 1,878	\$ -	\$ 3,756	\$ 3,756
22	Elevator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Community Area Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Temp - Property Manager	\$ -	\$ 5,150	\$ 5,150	\$ -	\$ 5,150	\$ 5,150	\$ -	\$ 10,300	\$ 10,300
28	Temp - Desk Clerks	\$ -	\$ 13,628	\$ 13,628	\$ -	\$ 13,628	\$ 13,628	\$ -	\$ 27,256	\$ 27,256
29	Temp - Janitors	\$ -	\$ 5,968	\$ 5,968	\$ -	\$ 5,968	\$ 5,968	\$ -	\$ 11,936	\$ 11,936
30	Temp - Maintenance Workers	\$ -	\$ 4,153	\$ 4,153	\$ -	\$ 4,153	\$ 4,153	\$ -	\$ 8,306	\$ 8,306
31	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	TOTAL OPERATING EXPENSES	\$ -	\$ 386,466	\$ 386,466	\$ -	\$ 386,466	\$ 386,466	\$ -	\$ 772,932	\$ 772,932
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Other Expenses (not subject to indirect cost %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Edgeworth									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract # HSH17-18-125	Year 5				Year 6				All Years
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4			
Document Date: 7/1/2016																
SALARY & BENEFIT DETAIL																
Grantee: Tandishin Housing Clinic																
Program: Master Lease Hotels (Non-Care Not Cash) - Hartland																
HSH Contract #: HSH17-16-125																
POSITION TITLE	Agency Totals				For HSH Program			EXTENSION YEAR			EXTENSION YEAR			All Years		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total			
					Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary			
12 Property Manager	\$55,900	100%	99.8%	1.00	\$ -	\$ 65,760	\$ 55,750	\$ -	\$ 88,892	\$ 50,882	\$ -	\$ 114,632	\$ 114,632			
13 Desk Clerks	\$236,541	800%	16.0%	0.96	\$ -	\$ 161,221	\$ 161,221	\$ -	\$ 170,277	\$ 170,277	\$ -	\$ 331,498	\$ 331,498			
14 Janitors	\$70,000	200%	56.8%	1.72	\$ -	\$ 60,138	\$ 60,138	\$ -	\$ 63,616	\$ 63,616	\$ -	\$ 123,654	\$ 123,654			
15 Maintenance Workers	\$41,065	130%	99.8%	1.30	\$ -	\$ 65,997	\$ 55,987	\$ -	\$ 69,132	\$ 59,132	\$ -	\$ 115,119	\$ 115,119			
16 Asst Property Manager	\$47,300	104%	100.4%	1.04	\$ -	\$ 47,039	\$ 47,039	\$ -	\$ 49,691	\$ 49,691	\$ 198,447	\$ 96,720	\$ 295,167			
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29 TOTALS		11.34	3.72	5.41	\$ -	\$ 380,135	\$ 380,135	\$ -	\$ 401,488	\$ 401,488	\$ 198,447	\$ 781,623	\$ 980,070			
30																
31 FRINGE BENEFIT RATE	32.14%					32.14%	32.14%	32.14%	32.14%	32.14%						
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 122,186	\$ 122,186	\$ -	\$ 129,049	\$ 129,049	\$ 63,781	\$ 261,235	\$ 315,016			
33																
34 TOTAL SALARIES & BENEFITS					\$ -	\$ 602,321	\$ 602,321	\$ -	\$ 630,537	\$ 630,537	\$ 262,227	\$ 1,032,858	\$ 1,295,085			
35 HSH #2																
													Template last modified: 6/14/2016			

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Hartland									
8	HSH Contract # HSH17-18-125	EXTENSION YEAR			EXTENSION YEAR			All Years		
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49										
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)														Page 2 of 4
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Non-Care Not Cash) - Jefferson														
HSH Contract #: HSH17-18-125														
POSITION TITLE	EXTENSION YEAR					EXTENSION YEAR					All Years			
	7/1/2018 - 6/30/2019		7/1/2018 - 6/30/2019		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2018 - 6/30/2020		7/1/2018 - 6/30/2020	
	Agency Totals	For HSH Program	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total			
Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
Property Manager	\$59,000	100%	94.5%	0.95	\$ -	\$ 47,681	\$ 47,681	\$ -	\$ 49,653	\$ 49,653	\$ -	\$ 97,234	\$ 97,234	
Desk Clerks	\$213,666	102%	100.3%	1.02	\$ -	\$ 227,630	\$ 227,630	\$ -	\$ 237,749	\$ 237,749	\$ -	\$ 465,379	\$ 465,379	
Janitors	\$67,565	120%	99.9%	1.20	\$ -	\$ 68,693	\$ 68,693	\$ -	\$ 69,067	\$ 69,067	\$ -	\$ 116,650	\$ 116,650	
Maintenance Workers	\$61,266	121%	100.2%	1.21	\$ -	\$ 68,860	\$ 68,860	\$ -	\$ 61,412	\$ 61,412	\$ -	\$ 120,262	\$ 120,262	
Asst. Property Manager	\$44,216	107%	99.9%	1.07	\$ -	\$ 38,311	\$ 38,311	\$ -	\$ 39,979	\$ 39,979	\$ 167,187	\$ 78,290	\$ 245,477	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS		5.50	4.95	5.45	\$ -	\$ 429,165	\$ 429,165	\$ -	\$ 447,860	\$ 447,850	\$ 167,187	\$ 877,015	\$ 1,044,202	
FRINGE BENEFIT RATE	34.92%				34.92%		34.92%	34.92%		34.92%				
EMPLOYEE FRINGE BENEFITS					\$ -	\$ 149,863	\$ 149,863	\$ -	\$ 156,380	\$ 156,360	\$ 60,392	\$ 306,261	\$ 364,633	
TOTAL SALARIES & BENEFITS					\$ -	\$ 579,028	\$ 579,028	\$ -	\$ 604,238	\$ 604,230	\$ 225,569	\$ 1,183,266	\$ 1,408,834	

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
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3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Jefferson									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract #: HSH17-18-125	Year 5			Year 6					
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49										
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

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4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Mayfair									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract # HSH17-18-125	Year 5				Year 6				All Years
46										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
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4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Mission									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract #:	Year 5			Year 6					
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
53	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)														Page 2 of 4	
Document Date: 7/1/2018															
SALARY & BENEFIT DETAIL															
Grantee: Tenderloin Housing Clinic															
Program: Master Lease Hotels (Non-Care Not Cash) - MLMP															
HSH Contract #: HSH17-18-125															
POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	For HSH Program % FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years				
					Year 5		Year 6		Year 5		Year 6		All Years		
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020		
				Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total			
					Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
12 Housing Services Director	\$85,311	100%	15.1%	0.15	\$ -	\$ 21,807	\$ 21,807	\$ -	\$ 22,514	\$ 22,514	\$ -	\$ 44,321	\$ 44,321		
13 Housing Services Manager	\$51,250	100%	34.4%	0.34	\$ -	\$ 15,546	\$ 15,546	\$ -	\$ 16,050	\$ 16,050	\$ -	\$ 31,696	\$ 31,696		
14 Housing Counselor(s)	\$43,261	126%	94.2%	1.21	\$ -	\$ 53,766	\$ 53,766	\$ -	\$ 55,499	\$ 55,499	\$ -	\$ 109,265	\$ 109,265		
15 Client Acct. Manager	\$87,488	100%	31.2%	0.31	\$ -	\$ 18,097	\$ 18,097	\$ -	\$ 18,684	\$ 18,684	\$ -	\$ 36,781	\$ 36,781		
16 Lead Client Acct. Manager	\$55,000	100%	20.4%	0.20	\$ -	\$ 13,563	\$ 13,563	\$ -	\$ 14,003	\$ 14,003	\$ 53,240	\$ 27,866	\$ 80,806		
17 Client Acct. Associate(s)	\$45,016	100%	64.6%	0.65	\$ -	\$ 34,130	\$ 34,130	\$ -	\$ 35,237	\$ 35,237	\$ 134,789	\$ 69,367	\$ 204,136		
18 Rep Payee Manager	\$50,675	100%	18.2%	0.18	\$ -	\$ 8,244	\$ 8,244	\$ -	\$ 8,511	\$ 8,511	\$ 34,776	\$ 16,755	\$ 51,531		
19 Rep Payee(s)	\$41,825	100%	91%	0.91	\$ -	\$ 39,208	\$ 39,208	\$ -	\$ 40,479	\$ 40,479	\$ 159,594	\$ 79,687	\$ 239,281		
20 Database Project Manager	\$50,900	100%	4%	0.04	\$ -	\$ 3,936	\$ 3,936	\$ -	\$ 4,064	\$ 4,064	\$ 14,537	\$ 8,000	\$ 22,537		
21 Office Coordinator	\$40,343	100%	28%	0.28	\$ -	\$ 11,069	\$ 11,069	\$ -	\$ 11,428	\$ 11,428	\$ 45,497	\$ 22,497	\$ 67,994		
22 Admin Assist	\$44,882	100%	29%	0.29	\$ -	\$ 12,314	\$ 12,314	\$ -	\$ 12,713	\$ 12,713	\$ 51,155	\$ 26,027	\$ 78,182		
23				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
24				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
25				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
26				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
27				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
28				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
29 TOTALS		11.26	4.30	4.56	\$ -	\$ 231,670	\$ 231,670	\$ -	\$ 239,182	\$ 239,182	\$ 493,557	\$ 470,852	\$ 964,409		
30															
31 FRINGE BENEFIT RATE	24.78%					24.78%		24.78%		24.78%					
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 57,407	\$ 57,407	\$ -	\$ 59,268	\$ 59,268	\$ 122,303	\$ 116,676	\$ 238,978		
33															
34															
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 289,077	\$ 289,077	\$ -	\$ 298,450	\$ 298,450	\$ 615,860	\$ 587,527	\$ 1,203,387		
36 HSH#2															

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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - MLMPP									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract #: HSH17-18-125	Year 5				Year 6				All Years
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49										
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													AL
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SALARY & BENEFIT DETAIL													
Grantee: Tenderloin Housing Clinic													
Program: Master Lease Hotels (Non-Care Not Cash) - Property Management													
HSH Contract #: HSH17-18-125													
POSITION TITLE	Agency Totals				Year 5			Year 6			All Years		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
					Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
					Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary
12 Director of Property Management	\$97,375	100%	58.1%	0.58	\$ -	\$ 55,186	\$ 55,186	\$ -	\$ 66,735	\$ 56,735	\$ -	\$ 111,821	\$ 111,821
13 Lead Attorney	\$9,539	100%	100.0%	1.00	\$ -	\$ 44,578	\$ 44,578	\$ -	\$ 45,830	\$ 45,830	\$ -	\$ 90,409	\$ 90,409
14 Attorney/Paralegal	\$36,173	250%	60.2%	1.61	\$ -	\$ 24,939	\$ 24,939	\$ -	\$ 25,639	\$ 25,639	\$ -	\$ 90,678	\$ 90,678
15 Director of Facilities	\$82,474	100%	58.4%	0.68	\$ -	\$ 50,974	\$ 50,974	\$ -	\$ 52,405	\$ 52,405	\$ -	\$ 103,379	\$ 103,379
16 Associate Director - Operations	\$61,500	100%	94.8%	0.85	\$ -	\$ 46,976	\$ 46,976	\$ -	\$ 48,294	\$ 48,294	\$ 203,196	\$ 95,270	\$ 298,466
17 Lead Assoc. Director - Prop Mgmt	\$87,125	100%	55.6%	0.56	\$ -	\$ 52,076	\$ 52,076	\$ -	\$ 53,538	\$ 53,538	\$ 209,029	\$ 105,614	\$ 314,643
18 Associate Director - Prop Mgmt	\$74,825	130%	100.4%	1.30	\$ -	\$ 113,486	\$ 113,486	\$ -	\$ 116,671	\$ 116,671	\$ 447,628	\$ 230,157	\$ 677,783
19 Associate Director - Facilities	\$71,458	255%	20%	0.53	\$ -	\$ 85,443	\$ 85,443	\$ -	\$ 87,841	\$ 87,841	\$ 301,074	\$ 173,284	\$ 474,358
20 Facilities Manager	\$69,004	100%	99%	0.99	\$ -	\$ 81,083	\$ 81,083	\$ -	\$ 83,359	\$ 83,359	\$ 318,184	\$ 164,442	\$ 482,626
21 PM Admin Manager	\$82,600	160%	41%	0.66	\$ -	\$ 32,950	\$ 32,950	\$ -	\$ 33,876	\$ 33,876	\$ 143,381	\$ 66,828	\$ 210,206
22 Admin Assst	\$56,375	100%	81%	0.81	\$ -	\$ 41,828	\$ 41,828	\$ -	\$ 43,002	\$ 43,002	\$ 174,940	\$ 84,830	\$ 259,770
23 Floating Janitor	\$38,619	166%	100%	1.66	\$ -	\$ 78,649	\$ 78,649	\$ -	\$ 80,856	\$ 80,856	\$ 306,726	\$ 189,605	\$ 496,331
24 Floating Maintenance Worker	\$31,605	342%	100%	3.42	\$ -	\$ 72,854	\$ 72,854	\$ -	\$ 74,899	\$ 74,899	\$ 332,816	\$ 147,753	\$ 480,669
25				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28													
29 TOTALS		20.13	9.70	14.57	\$ -	\$ 781,023	\$ 781,023	\$ -	\$ 802,944	\$ 802,944	\$ 2,437,072	\$ 1,683,967	\$ 4,021,039
30													
31 FRINGE BENEFIT RATE	34.37%					34.37%		34.37%		34.37%			
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 268,439	\$ 268,439	\$ -	\$ 275,973	\$ 275,973	\$ 837,622	\$ 544,412	\$ 1,382,034
33													
34 TOTAL SALARIES & BENEFITS					\$ -	\$ 1,049,462	\$ 1,049,462	\$ -	\$ 1,078,917	\$ 1,078,917	\$ 3,274,694	\$ 2,228,379	\$ 5,403,073
35 HSH#													
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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Property ManagemEXTENSION YEAR									
8	HSH Contract #: HSH17-18-125	Year 5			Year 6			All Years		
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
53	HSH #3									Template last modified: 6/14/2018

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SALARY & BENEFIT DETAIL																
Grantee: Tenderloin Housing Clinic																
Program: Master Lease Hotels (Non-Care Not Cash) - Supportive Services																
HSH Contract #: HSH17-18-125																
POSITION TITLE	Agency Total Annual Full Time Salary for FTE	Total % FTE	For HSH Program % FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years					
					7/1/2016 - 6/30/2019	7/1/2016 - 6/30/2019	7/1/2016 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2016 - 6/30/2020	7/1/2016 - 6/30/2020	7/1/2016 - 6/30/2020			
					Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total			
				Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary				
12 Director of Support Services	\$95,075	100%	11.6%	0.12	\$ -	\$ -	\$ 41,672	\$ -	\$ -	\$ 42,938	\$ -	\$ 42,938	\$ -	\$ 84,610	\$ 84,610	
13 Assoc. Director of Support Services	\$89,627	100%	7.7%	0.08	\$ -	\$ -	\$ 35,872	\$ -	\$ -	\$ 36,652	\$ -	\$ 36,652	\$ -	\$ 72,224	\$ 72,224	
14 Support Services Manager	\$50,608	452%	84.6%	3.62	\$ -	\$ -	\$ 183,268	\$ -	\$ -	\$ 188,834	\$ -	\$ 188,834	\$ -	\$ 372,102	\$ 372,102	
15 NCHC Case Managers	\$41,649	2402%	68.8%	21.30	\$ -	\$ -	\$ 861,804	\$ -	\$ -	\$ 887,879	\$ -	\$ 887,879	\$ -	\$ 1,749,782	\$ 1,749,782	
16 SS Admin Assistant	\$36,945	100%	20.0%	0.20	\$ -	\$ -	\$ 8,276	\$ -	\$ -	\$ 8,627	\$ -	\$ 8,627	\$ -	\$ 16,803	\$ 16,803	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		31.52	2.13	25.52	\$ -	\$ -	\$ 1,130,692	\$ -	\$ -	\$ 1,164,930	\$ -	\$ 1,164,930	\$ -	\$ 2,285,622	\$ 2,328,507	
30																
31 FRINGE BENEFIT RATE	36.35%						36.35%			36.35%		36.35%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ -	\$ 410,924	\$ -	\$ -	\$ 423,406	\$ -	\$ 423,406	\$ -	\$ 11,990	\$ 884,330	\$ 846,320
33																
34																
35 TOTAL SALARIES & BENEFITS					\$ -	\$ -	\$ 1,541,616	\$ -	\$ -	\$ 1,588,336	\$ -	\$ 1,588,336	\$ -	\$ 44,975	\$ 3,129,852	\$ 3,174,827
36 HSH #2																

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5	OPERATING DETAIL										
6	Grantee: Tenderloin Housing Clinic										
7	Program: Master Lease Hotels (Non-Care Not Cash) - Supportive Services: EXTENSION YEAR										
8	HSH Contract #: HSH17-18-125										
9	Year 5			Year 6			All Years				
10	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020		
11	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total		
	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense		
12	Rental of Property	\$ - \$ 9,085	\$ 9,085	\$ - \$ 9,085	\$ 9,085	\$ 9,085	\$ - \$ 18,170	\$ 18,170	\$ 18,170		
13	Utilities (Elev, Water, Gas, Phone, Scavenger)	\$ - \$ 9,504	\$ 9,504	\$ - \$ 9,504	\$ 9,504	\$ 9,504	\$ - \$ 19,008	\$ 19,008	\$ 19,008		
14	Office Supplies, Postage	\$ - \$ 19,112	\$ 19,112	\$ - \$ 19,112	\$ 19,112	\$ 19,112	\$ - \$ 38,224	\$ 38,224	\$ 38,224		
15	Building Maintenance Supplies and Repair	\$ - \$ 12,892	\$ 12,892	\$ - \$ 12,892	\$ 12,892	\$ 12,892	\$ - \$ 25,784	\$ 25,784	\$ 25,784		
16	Printing and Reproduction	\$ - \$ 9,264	\$ 9,264	\$ - \$ 9,264	\$ 9,264	\$ 9,264	\$ 37,056	\$ 37,056	\$ 74,112		
17	Insurance	\$ - \$ 240	\$ 240	\$ - \$ 240	\$ 240	\$ 240	\$ - \$ 480	\$ 480	\$ 480		
18	Staff Training	\$ - \$ 19,263	\$ 19,263	\$ - \$ 19,263	\$ 19,263	\$ 19,263	\$ 77,052	\$ 77,052	\$ 154,104		
19	Staff Travel (Local & Out of Town)	\$ - \$ 1,023	\$ 1,023	\$ - \$ 1,023	\$ 1,023	\$ 1,023	\$ - \$ 2,046	\$ 2,046	\$ 2,046		
20	Rental of Equipment	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
21	Community Events	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
22	Elevator	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
23	Welcome Kit	\$ - \$ 9,321	\$ 9,321	\$ - \$ 9,321	\$ 9,321	\$ 9,321	\$ 37,284	\$ 37,284	\$ 74,568		
24		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
25		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
26	Consultants	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
27	Temp - Supportive Services Manager	\$ - \$ 42,946	\$ 42,946	\$ - \$ 42,946	\$ 42,946	\$ 42,946	\$ - \$ 85,892	\$ 85,892	\$ 85,892		
28	Temp - Case Manager	\$ - \$ 196,766	\$ 196,766	\$ - \$ 196,766	\$ 196,766	\$ 196,766	\$ - \$ 393,532	\$ 393,532	\$ 393,532		
29	Temp - Admin Assist	\$ - \$ 1,896	\$ 1,896	\$ - \$ 1,896	\$ 1,896	\$ 1,896	\$ - \$ 3,792	\$ 3,792	\$ 3,792		
30	Subcontractors	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
31		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
32		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
33		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
34		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
35		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
36		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
37	TOTAL OPERATING EXPENSES	\$ - \$ 331,312	\$ 331,312	\$ - \$ 331,312	\$ 331,312	\$ 331,312	\$ 151,392	\$ 738,320	\$ 889,712		
38											
39	Other Expenses (not subject to Indirect cost %)										
40		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
41		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
42		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
43		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
44		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
45		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
46		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
47		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		

	A	E	F	G	H	I	J	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4	
2											
3	Document Date:										
4											
5	OPERATING DETAIL										
6	Grantee: Tenderloin Housing Clinic										
7	Program: Master Lease Hotels (Non-Care Not Cash) - Supportive Services										
		EXTENSION YEAR			EXTENSION YEAR						
8	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years			
48	TOTAL OTHER EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-
49											
50	HSH #3	Template last modified: 6/14/2018									

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4		
Document Date: 7/1/2018															
SALARY & BENEFIT DETAIL															
Grantee: Tenderloin Housing Clinic															
Program: Master Lease Hotels (Non-Care Not Cash) - Raman															
HSH Contract #: HSH17-18-125															
POSITION TITLE	EXTENSION YEAR				EXTENSION YEAR						All Years				
	Year 5		Year 6		Year 5		Year 6		Year 5		Year 6		All Years		
	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
Agency Totals	For HSH Program			Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	Current Total	Modification	Revised Total
Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary
12 Property Manager	\$58,000	100%	94.0%	0.94	\$ -	\$ -46,516	\$ -46,516	\$ -	\$ -48,899	\$ -48,899	\$ -	\$ -	\$ -	\$ -	\$ -
13 Desk Clerks	\$205,408	110%	100.4%	1.10	\$ -	\$ 177,621	\$ 177,621	\$ -	\$ 186,726	\$ 186,726	\$ -	\$ -	\$ -	\$ -	\$ -
14 Janitors	\$33,931	142%	100.0%	1.42	\$ -	\$ 51,688	\$ 51,688	\$ -	\$ 64,232	\$ 64,232	\$ -	\$ -	\$ -	\$ -	\$ -
15 Maintenance Workers	\$39,760	111%	100.3%	1.11	\$ -	\$ 43,565	\$ 43,565	\$ -	\$ 45,788	\$ 45,788	\$ -	\$ -	\$ -	\$ -	\$ -
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					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29 TOTALS		4.63	3.95	4.58	\$ -	\$ 319,289	\$ 319,289	\$ -	\$ 335,655	\$ 335,655	\$ -	\$ -	\$ -	\$ -	\$ -
30															
31 FRINGE BENEFIT RATE	34.03%					34.03%		34.03%		34.03%		34.03%			
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 108,658	\$ 108,658	\$ -	\$ 114,228	\$ 114,228	\$ -	\$ -	\$ -	\$ -	\$ -
33															
34															
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 427,947	\$ 427,947	\$ -	\$ 449,883	\$ 449,883	\$ -	\$ -	\$ -	\$ -	\$ -
36 HSH #2															

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Ramen									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract #: HSH17-18-125	Year 5			Year 6					
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

A		B	C	D	E	F	G	H	I	J	K	L	M	N	AJ	AK	AL
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)																	Page 2 of 4
Document Date:		7/1/2018															
5 SALARY & BENEFIT DETAIL																	
6 Grantee: Tenderloin Housing Clinic																	
7 Program: Master Lease Hotels (Non-Care Not Cash) - Seneca																	
8 HSH Contract #: HSH17-18-125		EXTENSION YEAR						EXTENSION YEAR						All Years			
		7/1/2018 - 6/30/2019		7/1/2018 - 6/30/2019		7/1/2018 - 6/30/2019		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2018 - 6/30/2020		7/1/2018 - 6/30/2020	
9		Agency Totals		For HSH Program		Current		Modification		Revised		Current		Modification		Revised	
10		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary
11		POSITION TITLE															
12		Property Manager	\$64,000	100%	96.5%	0.97	\$ -	\$ 83,646	\$ 53,646	\$ -	\$ 66,666	\$ 56,555	\$ -	\$ 110,200	\$ 110,200	\$ -	\$ 110,200
13		Desk Clerks	\$34,161	700%	93.6%	6.85	\$ -	\$ 194,690	\$ 194,690	\$ -	\$ 205,252	\$ 205,252	\$ -	\$ 389,842	\$ 389,842	\$ -	\$ 389,842
14		Janitors	\$30,641	420%	100.1%	4.20	\$ -	\$ 113,082	\$ 113,082	\$ -	\$ 119,217	\$ 119,217	\$ -	\$ 232,299	\$ 232,299	\$ -	\$ 232,299
15		Maintenance Workers	\$34,652	201%	100.1%	2.01	\$ -	\$ 68,036	\$ 68,036	\$ -	\$ 71,727	\$ 71,727	\$ -	\$ 139,763	\$ 139,763	\$ -	\$ 139,763
16		Sr. Asst. Property Manager	\$45,000	133%	99.7%	1.33	\$ -	\$ 40,135	\$ 40,135	\$ -	\$ 42,312	\$ 42,312	\$ -	\$ 86,612	\$ 86,612	\$ -	\$ 86,612
17		Asst. Property Manager	\$41,000	100%	82.0%	0.82	\$ -	\$ 36,486	\$ 36,486	\$ -	\$ 38,465	\$ 38,465	\$ -	\$ 74,951	\$ 74,951	\$ -	\$ 74,951
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					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29		TOTALS	16.54	5.72	15.88	\$ -	\$ 608,074	\$ 506,074	\$ -	\$ 533,628	\$ 533,528	\$ 335,644	\$ 1,039,602	\$ 1,375,248	\$ -	\$ 1,375,248	
30																	
31		FRINGE BENEFIT RATE	31.70%				31.70%	31.70%		31.70%	31.70%		31.70%	31.70%			
32		EMPLOYEE FRINGE BENEFITS				\$ -	\$ 160,435	\$ 160,435	\$ -	\$ 169,138	\$ 169,138	\$ 106,390	\$ 329,673	\$ 435,872	\$ -	\$ 435,872	
33																	
34																	
35		TOTAL SALARIES & BENEFITS				\$ -	\$ 666,509	\$ 666,509	\$ -	\$ 702,666	\$ 702,666	\$ 442,043	\$ 1,369,176	\$ 1,811,218	\$ -	\$ 1,811,218	
36		HSH#2															Template last modified: 6/14/2018

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Seneca									
		EXTENSION YEAR				EXTENSION YEAR				
		Year 5			Year 6			All Years		
8	HSH Contract # HSH17-18-125									
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
53	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)														Page 2 of 4	
Document Date: 7/1/2018															
SALARY & BENEFIT DETAIL															
Grant#: Tenderloin Housing Clinic															
Program: Master Lease Hotels (Non-Care Not Cash) - Vincent															
HSH Contract #: HSH17-18-125															
POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years				
					Year 5			Year 6			All Years				
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020		
					Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total		
					Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
12 Property Manager	\$57,000	100%	91.8%	0.92	\$ -	\$ -	\$ 46,515	\$ -	\$ -	\$ 46,515	\$ -	\$ -	\$ 46,515		
13 Desk Clerk	\$35,071	700%	89.8%	6.29	\$ -	\$ -	\$ 199,562	\$ -	\$ -	\$ 199,562	\$ -	\$ -	\$ 199,562		
14 Janitors	\$31,195	226%	100.2%	2.26	\$ -	\$ -	\$ 50,948	\$ -	\$ -	\$ 50,948	\$ -	\$ -	\$ 50,948		
15 Maintenance Workers	\$37,330	127%	100.2%	1.27	\$ -	\$ -	\$ 39,346	\$ -	\$ -	\$ 39,346	\$ -	\$ -	\$ 39,346		
16 Sr. Asst. Property Manager	\$46,500	100%	94.2%	0.94	\$ -	\$ -	\$ 41,100	\$ -	\$ -	\$ 41,100	\$ -	\$ -	\$ 41,100		
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
29 TOTALS		12.55	4.76	11.71	\$ -	\$ -	\$ 377,471	\$ -	\$ -	\$ 377,471	\$ -	\$ -	\$ 377,471		
30 FRINGE BENEFIT RATE	31.70%						31.70%			31.70%			31.70%		
31 EMPLOYEE FRINGE BENEFITS					\$ -	\$ -	\$ 128,492	\$ -	\$ -	\$ 128,492	\$ -	\$ -	\$ 128,492		
32															
33															
34															
35 TOTAL SALARIES & BENEFITS					\$ -	\$ -	\$ 505,963	\$ -	\$ -	\$ 505,963	\$ -	\$ -	\$ 505,963		
36 HSH #2															

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Vincent									
8		EXTENSION YEAR			EXTENSION YEAR			All Years		
	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years		
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49										
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGE					Page 4 of 4
2						Page 4 of 4
3	Document Date:					
4						
5						
6						
7	Capital Expenditure Detail					
8	(Equipment and Remodeling Cost)					
9						
10	EQUIPMENT		TERM	7/1/18 - 6/30/19	7/1/19 - 6/30/20	TOTAL 7/1/18 - 6/30/20
11	No.	ITEM/DESCRIPTION				
12		One-time Capital Funds - Graystone	406,063			406,063
13		One-time Capital Funds - Pierre	37,350			37,350
14		One-time Capital Funds - Royan	26,500			26,500
15		One-time Capital Funds - Hartland	5,000			5,000
16		One-time Capital Funds - Jefferson	30,800			30,800
17		One-time Capital Funds - Mission	262,900			262,900
18		One-time Capital Funds - Raman	40,000			40,000
19		One-time Capital Funds - Seneca	105,000			105,000
20		One-time Capital Funds - Vincent	5,000			5,000
21						0
22	TOTAL EQUIPMENT COST		918,613	0	0	918,613
23						
24	R E M O D E L I N G					
25	Description:					0
26						0
27						0
28						0
29						0
30						0
31	TOTAL REMODELING COST		0	0	0	0
32						
33	TOTAL CAPITAL EXPENDITURE		918,613	0	0	918,613
34	(Equipment and Remodeling Cost)					
35	HSH #4		Template last mc			6/14/2018

Appendix C, Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSH within 15 days after the month of service to SFHSH's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>

Grantee may submit bills, invoices and related documentation in the format specified by SFHSH via paper or email only upon special permission by their assigned Contract Manager.
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: http://www.paymode.com/city_countyofsanfrancisco
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
 - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
 - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 - C. Grantee shall notify the Department of Homelessness and Supportive Housing (HSH) Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
 - A. The invoice supplied shall include the total dollar amount claimed for the month.
 - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant, unless otherwise approved in writing per HSH Invoicing and Contract Modification policy.
 - C. The invoice shall show by line item:
 1. Budgeted amount (per approved grant budget or modification)
 2. Expenses for invoice period
 3. Expenses year-to-date
 4. % of budget expended
 5. Remaining balance
 6. Adjustments, including advance payment recovery
 7. Program income when specified in the grant agreement.

- D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
- E. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.
 - Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system
 - For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
 - Indirect costs shall not be applied to non-reoccurring expenses.
 - All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
 - If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: Federal____ CFDA or other Identification #: __n/a__

1. _____

2. _____

3. _____

4. _____

- VI. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due SFHSH, it will be submitted with the final report.
- VII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6th of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. For a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. Requests for advance payment will be granted on a case-by-case basis and are not

Appendix D, Interests In Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant

Appendix E, Permitted Subcontractors

Subcontractor(s) Names

Appendix G, Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors

Introduction

The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

Dispute Resolution Procedure

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- Step 1 The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.

- Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is

satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270.

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

**Appendix A, Services to be Provided
by
Tenderloin Housing Clinic
Master Lease for CAAP and Non-CAAP Clients
July 1, 2014 to June 30, 2020**

I. Purpose of Grant

The purpose of the grant is to lease and provide property management and support services to residents of Single Room Occupancy (SRO) buildings.

The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

II. Target Population

Grantee shall serve formerly homeless single adults and adult couples, without custody of minor children, who meet the Department of Homelessness and Supportive Housing (HSH) established eligibility requirements and are referred by the HSH Access Point system.

Eligibility criteria include meeting the definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria and ability to live independently within the structure of the housing program.

Only clients who are County Adult Assistance Programs (CAAP) recipients at the time of acceptance into housing may be placed into a CAAP vacancy.

III. Description of Services

Grantee shall provide the following services during the term of this grant:

Property Management

Grantee shall provide the following property management services during the term of this grant:

- A. Lease and maintain 1,566 units at 16 hotels throughout San Francisco.
- B. Draft rental agreements to be signed with all tenants at move-in/upon occupancy.
- C. Communicate with the Housing Access Team in a timely fashion according to procedures, when a unit is vacant.
- D. Maintain a secure and healthful environment for tenants and delivery of all services, including but not limited to:
 1. Compliance with all building, fire and health codes;
 2. Clean, sanitary and regularly maintained common spaces and community areas within the building;
 3. Clean, sanitary and regularly maintained shared-use toilet/shower facilities;

4. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 5. Maintenance and janitorial staff coverage to support these efforts and timely response to tenant building concerns and problems;
 6. 24-hour, seven days a week front desk coverage;
 7. Maintenance and repair of facility systems, plumbing, HVAC, electrical, safety issues; and
 8. Facility security and pest control.
- E. Grantee shall collect rent. Unit rent is a minimum of \$493.00 per month for each available unit. CAAP recipients are responsible for a tenant rent portion of between \$278 and \$318 per month (depending upon the type of benefits each is receiving). The HSH grant budget covers the HSH approved expenses not covered by rental payments of tenants up to the total approved grant amount. Future tenant rent increases, no more than one a year, must be approved in advance of notice to tenants by the HSH program monitor for this grant. The tenant's portion of the rent while active on CAAP benefits is determined by HSH and does not require the same 30-day notice if it changes.
- F. Modified Payment Program (MPP): Grantee shall provide money management/repayee services during the term of this grant. Should a tenant transition to Supplemental Security Income (SSI), Grantee shall calculate residents' pro-rated rent or tenant rent portion based on HSH guidelines. If Grantee is tenant's representative payee or tenant is enrolled in money management, Grantee shall collect the rent and issue disbursements according to an agreed upon money management plan. If Grantee is not representative payee, Grantee shall collect rent payments from tenant on a timely basis.
- G. Grantee shall provide written notice or warning to tenants related to any issue that may affect on-going tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement. When necessary, Grantee shall provide notice and actions related to the eviction process in accordance with laws in effect in San Francisco.

Support Services

Grantee shall provide the following support services during the term of this grant:

- A. Outreach: Grantee shall contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. This includes but is not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants. These outreach efforts shall include written messages, in person interactions, phone messages and calls, and emails as available and appropriate to reach the individual tenant.

- B. Intake and Assessment: Grantee shall provide one or more meetings or interviews with a tenant to establish strengths, skills, needs, plans and goals that are useful to the tenant and shall help the tenant maintain housing.
- C. Case Management: Grantee shall provide on-going meetings and counseling services with a tenant to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
- D. Benefits Advocacy and Assistance: Grantee shall provide assistance and referral to support a tenant to obtain or maintain benefits and solve problems related to county, state and federal benefits programs. This can also include assistance in identifying, applying for and establishing appointments with available services such as food programs, medical clinics and in-home support.
- E. Referrals: Grantee shall assist clients to identify and access services available within the community that meet specific needs or support progress toward identified goals. This can include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with clients regarding the process, and, as necessary, re-referral.
- F. Mediation with Property Management:
 - 1. Grantee shall provide assistance in communicating with, responding to and meeting with property management. This can include helping a client understand the meaning of messages/letters/warnings from property management, assisting a tenant to write requests, responses or complaints, and participating in meetings between the tenant and property management to assist the tenant in communicating with property management.
 - 2. Conflict Resolution: Grantee shall offer to meet with two or more tenants to assist in problem solving and resolution of conflicts.
 - 3. Wellness Checks: Using passive observation of the tenant population, Grantee shall coordinate with property management to identify clients who have not been seen or have shown signs of concern to staff on at least a weekly basis. Outreach efforts are used to make contact and check in with these tenants.
- G. Support Groups, Social Events and Organized Tenant Activities:
 - 1. Grantee shall provide clients with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants/staff, or to celebrate/commemorate significant individual, holiday and community events. Events are held on-site and are often planned with or based on the input from tenants. Events shall be held at least once a week and a monthly calendar of events shall be posted and provided to tenants.
 - 2. Monthly Community Meetings: Grantee shall conduct meetings for tenants.

IV. Location and Time of Services

Grantee shall provide services at the following hotels:

Hotel	Type	SRO Address	Zip Code	# of Units
1. All Star Hotel	CAAP	2791 16 th St.	94103	85
2. Boyd Hotel	CAAP	41 Jones St.	94102	81
3. Cal Drake Hotel	CAAP	1541 California St.	94109	50
4. Edgeworth	Non-CAAP	770 O'Farrell St.	94109	44
5. Elk Hotel	CAAP	670 Eddy St.	94109	88
6. Graystone Hotel	CAAP	66 Geary St.	94108	73
7. Hartland Hotel	Non-CAAP	909 Geary St.	94109	136
8. Jefferson Hotel	Non-CAAP	440 Eddy St.	94109	109
9. Mayfair Hotel	Non-CAAP	626 Polk St.	94102	54
10. Mission Hotel	Non-CAAP	520 S. Van Ness Ave.	94110	244
11. Pierre Hotel	CAAP	540 Jones St.	94102	87
12. Raman Hotel	Non-CAAP	1011 Howard St.	94103	85
13. Royan Hotel	CAAP	405 Valencia St.	94103	69
14. Seneca Hotel	Non-CAAP	34 6 th St.	94103	200
15. Union Hotel	CAAP	811 Geary Blvd.	94109	61
16. Vincent Hotel	Non-CAAP	459 Turk St.	94102	100

Grantee shall provide property management services 24 hours a day, seven days a week. Support services staff shall be available during regular work and scheduled evening hours, excluding legal holidays as determined by the Grantee's personnel policies.

V. Service Requirements

A. The site must be inspected by Department of Public Health (DPH), Department of Building Inspection (DBI) and San Francisco Fire Department (SFFD) prior to the site becoming an active part of the program. After that, inspections shall occur at legally required intervals based on the policies and procedures of the inspection units of DPH, DBI and SFFD. HSH and the Grantee shall notify the other party within 24 hours of any change in the hotel status upon notification of the inspecting agency.

- B. Annual Tenant Survey: Grantee shall utilize a written survey of tenants at least once a year to gather feedback and assess the awareness of tenants regarding the services and systems within the program.
- C. Critical Incident Reports: Grantee shall submit prompt written reports to HSH within 24 hours regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. Grantee shall call the HSH Program Manager within two hours of any death.
- D. Grantee shall attend meetings as requested by HSH.

VI. Service Objectives

Grantee shall achieve the following service objectives:

- A. Support Services staff shall contact every tenant at least three times during the first 60 days following placement in housing to engage the tenant in services.
- B. Each unit, upon turnover, is clean and/or repaired within seven working days, on average.
- C. Grantee shall fill all vacant rooms within seven days of referral from the Housing Access Team.

VII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. Grantee shall maintain an occupancy rate of at least 97 percent.

VIII. Reporting Requirements

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month as required, including:
 - 1. Occupancy; and
 - 2. New placements.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter as required, including:
 - 1. Number of intakes and assessments - new tenants;
 - 2. Outreach to households showing instability;
 - 3. Number of group or community activities;
 - 4. Number of outreach efforts to new tenants (three times in 60 days);
 - 5. Number of new and updated goal plans; and

6. Number of households that received direct services and number of direct service contacts.
- C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year as required, including:
 1. Housing stability;
 2. Tenant satisfaction survey results;
 3. Program exits; and
 4. Number of households showing housing instability that remained stably housed.
 - D. Grantee shall provide monthly vacancy reports to the Housing Access Team and process all Housing Access Team referrals in the timeframe required.
 - E. Grantee shall provide an annual report of data regarding tenant demographics.
 - F. Grantee shall provide Ad Hoc reports as required by the Department.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager, as listed in CARBON.

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Grant Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring 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	B	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 1 of 4
2	Document Date: 7/1/2018										
3											
4	Contract Term		Begin Date		End Date		Contract Length				
5	Current Term		7/1/2014		6/30/2018		4				
6	Amended Term		7/1/2014		6/30/2020		6				
7	BUDGET SUMMARY										
8	Name										
9	Grantee: Tenderloin Housing Clinic										
10	Program: Master Lease Hotels (Care Not Cash and Non-Care Not Cash)										
11	FSP Contract #: 100007280										
12	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>										
13	If Amendment, the Effective Date 7/1/2018 No. of Amendment 2										
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3	<table border="1"> <thead> <tr> <th>Contract Term</th> <th>Begin Date</th> <th>End Date</th> <th>Contract Length (# of Years)</th> </tr> </thead> <tbody> <tr> <td>Current Term</td> <td>7/1/2014</td> <td>6/30/2018</td> <td>4</td> </tr> <tr> <td>Amended Term</td> <td>7/1/2014</td> <td>6/30/2020</td> <td>6</td> </tr> </tbody> </table>											Contract Term	Begin Date	End Date	Contract Length (# of Years)	Current Term	7/1/2014	6/30/2018	4	Amended Term	7/1/2014	6/30/2020	6
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10	FSP Contract #: 1000007260																						
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>																						
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment 2																						
62	Full Time Equivalent (FTE) 4.36 4.36 4.36																						
64	Prepared by: Wynne Tang Title: Director of Finance Phone No. 415.885.3288 ext. 1111 Email: wynne@thclinic.org Date: 10/31/18																						
65																							
66	HSH #1 Template last modified: 6/14/2018																						

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										
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9	Program: Master Lease Hotels (Care Not Cash)										
10	HSH Contract #: HSH17-18-125										
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>										
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment 2										
13											
14		EXTENSION YEAR				EXTENSION YEAR			All Years		
15	Program Annual Term	7/1/2014 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 6/30/2018	7/1/2014 - 6/30/2020
16		Current	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
17	Allstar Expenditures										
18	Salaries & Benefits	\$ -	\$ -	\$ 417,730	\$ 417,730	\$ -	\$ 435,519	\$ 435,519	\$ -	\$ 853,249	\$ 853,249
19	Operating Expense	\$ -	\$ -	\$ 856,463	\$ 856,463	\$ -	\$ 656,453	\$ 656,453	\$ -	\$ 1,312,906	\$ 1,312,906
20	Subtotal	\$ -	\$ -	\$ 1,074,183	\$ 1,074,183	\$ -	\$ 1,091,972	\$ 1,091,972	\$ -	\$ 2,166,155	\$ 2,166,155
21	Indirect Percentage (%)		9.50%			9.50%					
22	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ 102,047	\$ 102,047	\$ -	\$ 103,737	\$ 103,737	\$ -	\$ 205,784	\$ 205,784
23	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Total Allstar Expenditures	\$ -	\$ -	\$ 1,176,230	\$ 1,176,230	\$ -	\$ 1,195,709	\$ 1,195,709	\$ -	\$ 2,371,939	\$ 2,371,939
26	Boyd Expenditures										
27	Salaries & Benefits	\$ -	\$ -	\$ 408,283	\$ 408,283	\$ -	\$ 429,484	\$ 429,484	\$ -	\$ 837,767	\$ 837,767
28	Operating Expense	\$ -	\$ -	\$ 802,621	\$ 802,621	\$ -	\$ 802,621	\$ 802,621	\$ -	\$ 1,605,242	\$ 1,605,242
29	Subtotal	\$ -	\$ -	\$ 1,210,904	\$ 1,210,904	\$ -	\$ 1,232,105	\$ 1,232,105	\$ -	\$ 2,443,009	\$ 2,443,009
30	Indirect Percentage (%)		9.50%			9.50%					
31	Indirect Cost (Line 30 X Line 31)	\$ -	\$ -	\$ 115,036	\$ 115,036	\$ -	\$ 117,050	\$ 117,050	\$ -	\$ 232,086	\$ 232,086
32	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Total Boyd Expenditures	\$ -	\$ -	\$ 1,325,940	\$ 1,325,940	\$ -	\$ 1,349,155	\$ 1,349,155	\$ -	\$ 2,675,095	\$ 2,675,095
35	Caldrake Expenditures										
36	Salaries & Benefits	\$ -	\$ -	\$ 93,718	\$ 93,718	\$ -	\$ 100,476	\$ 100,476	\$ -	\$ 194,194	\$ 194,194
37	Operating Expenses	\$ -	\$ -	\$ 406,417	\$ 406,417	\$ -	\$ 406,417	\$ 406,417	\$ -	\$ 812,834	\$ 812,834
38	Subtotal	\$ -	\$ -	\$ 500,135	\$ 500,135	\$ -	\$ 506,893	\$ 506,893	\$ -	\$ 1,007,028	\$ 1,007,028
39	Indirect Percentage (%)		9.50%			9.50%					
40	Indirect Cost (Line 40 X Line 41)	\$ -	\$ -	\$ 47,513	\$ 47,513	\$ -	\$ 48,155	\$ 48,155	\$ -	\$ 95,668	\$ 95,668
41	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Total Caldrake Expenditures	\$ -	\$ -	\$ 547,648	\$ 547,648	\$ -	\$ 555,048	\$ 555,048	\$ -	\$ 1,102,696	\$ 1,102,696
44	CNC MLMPP Expenditures										
45	Salaries & Benefits	\$ -	\$ -	\$ 169,486	\$ 169,486	\$ -	\$ 175,031	\$ 175,031	\$ -	\$ 344,517	\$ 344,517
46	Operating Expenses	\$ -	\$ -	\$ 52,316	\$ 52,316	\$ -	\$ 52,316	\$ 52,316	\$ -	\$ 104,632	\$ 104,632
47	Subtotal	\$ -	\$ -	\$ 221,802	\$ 221,802	\$ -	\$ 227,347	\$ 227,347	\$ -	\$ 449,149	\$ 449,149
48	Indirect Percentage (%)		9.50%			9.50%					
49	Indirect Cost (Line 50 X Line 51)	\$ -	\$ -	\$ 21,071	\$ 21,071	\$ -	\$ 21,598	\$ 21,598	\$ -	\$ 42,669	\$ 42,669
50	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Total CNC MLMPP Expenditures	\$ -	\$ -	\$ 242,873	\$ 242,873	\$ -	\$ 248,945	\$ 248,945	\$ -	\$ 491,818	\$ 491,818
53	CNC Property Mgmt Expenditures										
54	Salaries & Benefits	\$ -	\$ -	\$ 639,443	\$ 639,443	\$ -	\$ 657,414	\$ 657,414	\$ -	\$ 1,296,857	\$ 1,296,857
55	Operating Expenses	\$ -	\$ -	\$ 272,396	\$ 272,396	\$ -	\$ 272,396	\$ 272,396	\$ -	\$ 544,792	\$ 544,792
56	Subtotal	\$ -	\$ -	\$ 911,839	\$ 911,839	\$ -	\$ 929,810	\$ 929,810	\$ -	\$ 1,841,649	\$ 1,841,649
57	Indirect Percentage (%)		9.50%			9.50%					

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7	BUDGET SUMMARY										
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9	Grantee: Tenderloin Housing Clinic										
10	Program: Master Lease Hotels (Care Not Cash)										
11	HSH Contract #: HSH17-1B-125										
12	(Check One) New ___ Amendment <u>X</u> Modification ___ Revision ___										
13	If Amendment, the Effective Date 7/1/2018 No. of Amendment: 2										
62	Indirect Cost (Line 60 X Line 61)		\$ 86,625	\$ 86,625		\$ 88,332	\$ 88,332		\$ -	\$ 174,957	\$ 174,957
63	Other Expenses (Not subject to indirect %)		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
64	Capital Expenditure - insert associated years		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
65	Total CNC PM Expenditures		\$ -	\$ 86,625		\$ 88,332	\$ 88,332		\$ -	\$ 174,957	\$ 174,957
66	CNC Supportive Services Management										
67	Salaries & Benefits		\$ -	\$ 823,829		\$ -	\$ 849,010		\$ -	\$ 1,672,839	\$ 1,672,839
68	Operating Expenses		\$ -	\$ 183,427		\$ -	\$ 183,427		\$ -	\$ 366,854	\$ 366,854
69	Subtotal		\$ -	\$ 1,007,256		\$ -	\$ 1,032,437		\$ -	\$ 2,039,693	\$ 2,039,693
70	Indirect Percentage (%)		9.50%	9.50%		9.50%	9.50%		9.50%	9.50%	9.50%
71	Indirect Cost (Line 70 X Line 71)		\$ -	\$ 95,689		\$ -	\$ 98,081		\$ -	\$ 193,770	\$ 193,770
72	Other Expenses (Not subject to indirect %)		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
73	Capital Expenditure - insert associated years		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
74	Total CNC SS Expenditures		\$ -	\$ 1,102,945		\$ -	\$ 1,130,518		\$ -	\$ 2,233,463	\$ 2,233,463
75	EIK Expenditures										
76	Salaries & Benefits		\$ -	\$ 372,064		\$ -	\$ 390,524		\$ -	\$ 762,588	\$ 762,588
77	Operating Expenses		\$ -	\$ 723,190		\$ -	\$ 723,190		\$ -	\$ 1,446,380	\$ 1,446,380
78	Subtotal		\$ -	\$ 1,095,254		\$ -	\$ 1,113,714		\$ -	\$ 2,208,968	\$ 2,208,968
79	Indirect Percentage (%)		9.50%	9.50%		9.50%	9.50%		9.50%	9.50%	9.50%
80	Indirect Cost (Line 80 X Line 81)		\$ -	\$ 104,049		\$ -	\$ 105,803		\$ -	\$ 209,852	\$ 209,852
81	Other Expenses (Not subject to indirect %)		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
82	Capital Expenditure - insert associated years		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
83	Total EIK Expenditures		\$ -	\$ 1,199,303		\$ -	\$ 1,219,517		\$ -	\$ 2,418,820	\$ 2,418,820
84	Graystone Expenditures										
85	Salaries & Benefits		\$ -	\$ 363,306		\$ -	\$ 381,162		\$ -	\$ 744,468	\$ 744,468
86	Operating Expenses		\$ -	\$ 673,049		\$ -	\$ 673,049		\$ -	\$ 1,346,098	\$ 1,346,098
87	Subtotal		\$ -	\$ 1,036,355		\$ -	\$ 1,054,211		\$ -	\$ 2,090,566	\$ 2,090,566
88	Indirect Percentage (%)		9.50%	9.50%		9.50%	9.50%		9.50%	9.50%	9.50%
89	Indirect Cost (Line 90 X Line 91)		\$ -	\$ 98,454		\$ -	\$ 100,150		\$ -	\$ 198,604	\$ 198,604
90	Other Expenses (Not subject to indirect %)		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
91	Capital Expenditure (One-time FY18-19)		\$ -	\$ 406,063		\$ -	\$ 406,063		\$ -	\$ 406,063	\$ 406,063
92	Total Graystone Expenditures		\$ -	\$ 1,640,872		\$ -	\$ 1,654,361		\$ -	\$ 2,695,233	\$ 2,695,233
93	Pierre Expenditures										
94	Salaries & Benefits		\$ -	\$ 366,402		\$ -	\$ 385,118		\$ -	\$ 751,520	\$ 751,520
95	Operating Expenses		\$ -	\$ 762,230		\$ -	\$ 762,230		\$ -	\$ 1,524,460	\$ 1,524,460
96	Subtotal		\$ -	\$ 1,128,632		\$ -	\$ 1,147,348		\$ -	\$ 2,275,980	\$ 2,275,980
97	Indirect Percentage (%)		9.50%	9.50%		9.50%	9.50%		9.50%	9.50%	9.50%
98	Indirect Cost (Line 100 X Line 101)		\$ -	\$ 107,220		\$ -	\$ 108,998		\$ -	\$ 216,218	\$ 216,218
99	Other Expenses (Not subject to indirect %)		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
100	Capital Expenditure (One-time FY18-19)		\$ -	\$ 37,350		\$ -	\$ 37,350		\$ -	\$ 37,350	\$ 37,350
101	Total Pierre Expenditures		\$ -	\$ 1,273,202		\$ -	\$ 1,256,346		\$ -	\$ 2,529,548	\$ 2,529,548
102	Royan Expenditures										
103	Salaries & Benefits		\$ -	\$ 388,458		\$ -	\$ 407,357		\$ -	\$ 795,815	\$ 795,815
104	Operating Expenses		\$ -	\$ 662,573		\$ -	\$ 662,573		\$ -	\$ 1,325,146	\$ 1,325,146
105	Subtotal		\$ -	\$ 1,051,031		\$ -	\$ 1,069,930		\$ -	\$ 2,120,961	\$ 2,120,961
106	Indirect Percentage (%)		9.50%	9.50%		9.50%	9.50%		9.50%	9.50%	9.50%
107	Indirect Cost (Line 110 X Line 111)		\$ -	\$ 99,848		\$ -	\$ 101,643		\$ -	\$ 201,491	\$ 201,491
108	Other Expenses (Not subject to indirect %)		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
109	Total Royan Expenditures		\$ -	\$ 1,150,879		\$ -	\$ 1,171,573		\$ -	\$ 2,342,457	\$ 2,342,457

	A	B	E	F	G	H	I	J	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)											
2	Document Date: 7/17/2018											
3												
4	Contract Term: Begin Date: 7/1/2014, End Date: 6/30/2018, Contract Length (# of Years): 4											
5	Amended Term: 7/1/2014, 6/30/2020, 6											
6	BUDGET SUMMARY											
7	Name											
8	Grantee: Tenderloin Housing Clinic											
9	Program: Master Lease Hotels (Care Not Cash)											
10	HSH Contract #: HSH17-18-125											
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>											
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment: 2											
114	Capital Expenditure (One-time FY18-19)			\$ 26,500	\$ 26,500				\$ -	\$ 26,500	\$ 26,500	
115	Total Royan Expenditures			\$ -	\$ 1,177,379	\$ 1,177,379	\$ -	\$ 1,171,673	\$ 1,171,673	\$ -	\$ 2,348,952	\$ 2,348,952
116	Union Expenditures											
117	Salaries & Benefits			\$ -	\$ 379,349	\$ 379,349	\$ -	\$ 396,638	\$ 396,638	\$ -	\$ 775,887	\$ 775,887
119	Operating Expenses			\$ -	\$ 589,382	\$ 589,382	\$ -	\$ 589,382	\$ 589,382	\$ -	\$ 1,178,764	\$ 1,178,764
120	Subtotal			\$ -	\$ 968,731	\$ 968,731	\$ -	\$ 985,920	\$ 985,920	\$ -	\$ 1,954,651	\$ 1,954,651
121	Indirect Percentage (%)			9.50%		9.50%	9.50%		9.50%			
122	Indirect Cost (Line 120 X Line 121)			\$ -	\$ 92,030	\$ 92,030	\$ -	\$ 93,663	\$ 93,663	\$ -	\$ 185,693	\$ 185,693
123	Other Expenses (Not subject to indirect %)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
124	Capital Expenditure - insert associated years			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
125	Total Union Expenditures			\$ -	\$ 1,060,761	\$ 1,060,761	\$ -	\$ 1,079,583	\$ 1,079,583	\$ -	\$ 2,140,344	\$ 2,140,344
126	Total CNC Expenditures											
127	Salaries & Benefits			\$ -	\$ 4,422,068	\$ 4,422,068	\$ -	\$ 4,607,633	\$ 4,607,633	\$ -	\$ 9,029,701	\$ 9,029,701
129	Operating Expense			\$ -	\$ 5,784,054	\$ 5,784,054	\$ -	\$ 5,784,054	\$ 5,784,054	\$ -	\$ 11,568,108	\$ 11,568,108
130	Subtotal			\$ -	\$ 10,206,122	\$ 10,206,122	\$ -	\$ 10,391,687	\$ 10,391,687	\$ -	\$ 20,597,809	\$ 20,597,809
131	Indirect Percentage (%)			9.50%		9.50%	9.50%		9.50%			
132	Indirect Cost (Line 130 X Line 131)			\$ -	\$ 969,582	\$ 969,582	\$ -	\$ 987,210	\$ 987,210	\$ -	\$ 1,956,792	\$ 1,956,792
133	Other Expenses (Not subject to indirect %)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
134	Capital Expenditure			\$ -	\$ 469,913	\$ 469,913	\$ -	\$ -	\$ -	\$ -	\$ 469,913	\$ 469,913
135	Total Combined CNC Expenditures			\$ -	\$ 11,645,617	\$ 11,645,617	\$ -	\$ 11,378,897	\$ 11,378,897	\$ -	\$ 23,024,514	\$ 23,024,514
136	HSH Revenues											
137	General Fund	\$ 28,546,533		\$ 7,933,004	\$ 7,933,004	\$ -	\$ 8,127,737	\$ 8,127,737	\$ 28,546,533	\$ 16,060,741	\$ 44,607,274	
138	General Fund - CODB			\$ 184,733	\$ 184,733		\$ 203,193	\$ 203,193		\$ 397,926	\$ 397,926	
139	General Fund - One-time Carryforward Capital			\$ 469,913	\$ 469,913		\$ -	\$ -		\$ 469,913	\$ 469,913	
140				\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
141				\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
142				\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
143	Total HSH Revenues	\$ 28,546,533		\$ 8,597,650	\$ 8,597,650	\$ -	\$ 8,330,930	\$ 8,330,930	\$ 28,546,533	\$ 16,928,580	\$ 45,475,113	
144	Other Revenues											
145	Allstar - Rental Income			\$ 395,664	\$ 395,664		\$ 395,664	\$ 395,664		\$ 791,328	\$ 791,328	
147	Allstar - Laundry Income			\$ 1,467	\$ 1,467		\$ 1,467	\$ 1,467		\$ 2,934	\$ 2,934	
148	Boyd - Rental Income			\$ 397,367	\$ 397,367		\$ 397,367	\$ 397,367		\$ 794,734	\$ 794,734	
149	Caldrake - Rental Income			\$ 251,659	\$ 251,659		\$ 251,659	\$ 251,659		\$ 503,318	\$ 503,318	
150	PM - Allocation of costs to other contracts			\$ 211,260	\$ 211,260		\$ 211,260	\$ 211,260		\$ 422,520	\$ 422,520	
151	Elk - Rental Income			\$ 390,757	\$ 390,757		\$ 390,757	\$ 390,757		\$ 781,514	\$ 781,514	
152	Graystone - Rental Income			\$ 351,015	\$ 351,015		\$ 351,015	\$ 351,015		\$ 702,030	\$ 702,030	
153	Graystone - Laundry Income			\$ 1,698	\$ 1,698		\$ 1,698	\$ 1,698		\$ 3,396	\$ 3,396	
154	Pierre - Rental Income			\$ 415,688	\$ 415,688		\$ 415,688	\$ 415,688		\$ 831,376	\$ 831,376	
155	Pierre - Laundry Income			\$ 378	\$ 378		\$ 378	\$ 378		\$ 756	\$ 756	
156	Royan - Rental Income			\$ 323,111	\$ 323,111		\$ 323,111	\$ 323,111		\$ 646,222	\$ 646,222	
157	Union - Rental Income			\$ 307,683	\$ 307,683		\$ 307,683	\$ 307,683		\$ 615,366	\$ 615,366	
158	Union - Laundry Income			\$ 220	\$ 220		\$ 220	\$ 220		\$ 440	\$ 440	
159												
160	Total Other Revenues	\$ -		\$ 3,047,967	\$ 3,047,967	\$ -	\$ 3,047,967	\$ 3,047,967	\$ -	\$ 6,095,934	\$ 6,095,934	
161	Full Time Equivalent (FTE)							4.36			4.36	
163	Prepared by: Wynne Tang	Title: Director of Finance	Phone No. 415.885.3286 ext. 1111	Email: wynne@thclinic.org	Date: 7/1/2018							
164												
165	HSH #1	Template last modified: 6/14/2018										

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4															
Document Date: 7/1/2016																												
SALARY & BENEFIT DETAIL																												
Grantee: Tenderloin Housing Clinic																												
Program: Master Lease Hotels (Care Not Cash) - Allstar																												
HSH Contract #: HSH17-16-125																												
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	EXTENSION YEAR			EXTENSION YEAR			All Years			
																			Year 5			Year 6			All Years			
Agency Totals		For HSH Program		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020					
POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary			
12 Property Manager	\$55,832	100%	92.8%	0.93	\$ -	\$ 44,381	\$ 44,381	\$ -	\$ 46,271	\$ 46,271	\$ -	\$ 90,652	\$ -	\$ 90,652	\$ -	\$ 90,652	\$ -	\$ 90,652	\$ -	\$ 90,652	\$ -	\$ 90,652	\$ -	\$ 90,652	\$ -	\$ 90,652		
13 Desk Clerks	\$225,122	900%	17.6%	1.05	\$ -	\$ 194,200	\$ 194,200	\$ -	\$ 202,469	\$ 202,469	\$ -	\$ 396,669	\$ -	\$ 396,669	\$ -	\$ 396,669	\$ -	\$ 396,669	\$ -	\$ 396,669	\$ -	\$ 396,669	\$ -	\$ 396,669	\$ -	\$ 396,669		
14 Janitors	\$35,170	115%	100.0%	1.15	\$ -	\$ 29,443	\$ 29,443	\$ -	\$ 30,697	\$ 30,697	\$ -	\$ 60,140	\$ -	\$ 60,140	\$ -	\$ 60,140	\$ -	\$ 60,140	\$ -	\$ 60,140	\$ -	\$ 60,140	\$ -	\$ 60,140	\$ -	\$ 60,140		
15 Maintenance Workers	\$36,276	122%	100.3%	1.22	\$ -	\$ 38,881	\$ 38,881	\$ -	\$ 40,537	\$ 40,537	\$ -	\$ 79,418	\$ -	\$ 79,418	\$ -	\$ 79,418	\$ -	\$ 79,418	\$ -	\$ 79,418	\$ -	\$ 79,418	\$ -	\$ 79,418	\$ -	\$ 79,418		
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
29	TOTALS		9.37	3.11	4.36	\$ -	\$ 306,895	\$ 306,895	\$ -	\$ 319,874	\$ 319,874	\$ -	\$ 626,878	\$ -	\$ 626,878	\$ -	\$ 626,878	\$ -	\$ 626,878	\$ -	\$ 626,878	\$ -	\$ 626,878	\$ -	\$ 626,878	\$ -	\$ 626,878	
30																												
31	FRINGE BENEFIT RATE	36.11%					36.11%		36.11%		36.11%		36.11%															
32	EMPLOYEE FRINGE BENEFITS						\$ -	\$ 110,825	\$ 110,825	\$ -	\$ 115,646	\$ 115,646	\$ -	\$ 226,370	\$ -	\$ 226,370	\$ -	\$ 226,370	\$ -	\$ 226,370	\$ -	\$ 226,370	\$ -	\$ 226,370	\$ -	\$ 226,370	\$ -	\$ 226,370
33																												
34	TOTAL SALARIES & BENEFITS						\$ -	\$ 417,730	\$ 417,730	\$ -	\$ 435,519	\$ 435,519	\$ -	\$ 853,249	\$ -	\$ 853,249	\$ -	\$ 853,249	\$ -	\$ 853,249	\$ -	\$ 853,249	\$ -	\$ 853,249	\$ -	\$ 853,249	\$ -	\$ 853,249
35																												
36	HSH#																											

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 3 of 4
2											
3	Document Date:										
4											
5	OPERATING DETAIL										
6	Grantee: Tenderloin Housing Clinic										
7	Program: Master Lease Hotels (Care Not Cash) - Alistar										
8	HSH Contract #: HSH17-18-125	EXTENSION YEAR			EXTENSION YEAR			All Years			
9		Year 5		Year 6							
10		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
11		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
12	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense		
12	Rental of Property	\$ - \$ 421,142	\$ 421,142	\$ - \$ 421,142	\$ 421,142	\$ 421,142	\$ - \$ 842,284	\$ 842,284	\$ 842,284		
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ - \$ 88,392	\$ 88,392	\$ - \$ 88,392	\$ 88,392	\$ 88,392	\$ - \$ 176,784	\$ 176,784	\$ 176,784		
14	Office Supplies, Postage	\$ - \$ 3,833	\$ 3,833	\$ - \$ 3,833	\$ 3,833	\$ 3,833	\$ - \$ 7,666	\$ 7,666	\$ 7,666		
15	Building Maintenance Supplies and Repair	\$ - \$ 59,446	\$ 59,446	\$ - \$ 59,446	\$ 59,446	\$ 59,446	\$ - \$ 118,891	\$ 118,891	\$ 118,891		
16	Printing and Reproduction	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
17	Insurance	\$ - \$ 7,652	\$ 7,652	\$ - \$ 7,652	\$ 7,652	\$ 7,652	\$ - \$ 15,304	\$ 15,304	\$ 15,304		
18	Staff Training	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
19	Staff Travel(Local & Out of Town)	\$ - \$ 350	\$ 350	\$ - \$ 350	\$ 350	\$ 350	\$ - \$ 700	\$ 700	\$ 700		
20	Rental of Equipment	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
21	Community Events	\$ - \$ 3,720	\$ 3,720	\$ - \$ 3,720	\$ 3,720	\$ 3,720	\$ - \$ 7,440	\$ 7,440	\$ 7,440		
22		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
23		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
24		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
25		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
26	Consultants	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
27	Temp - Property Manager	\$ - \$ 10,400	\$ 10,400	\$ - \$ 10,400	\$ 10,400	\$ 10,400	\$ - \$ 20,800	\$ 20,800	\$ 20,800		
28	Temp - Desk Clerks	\$ - \$ 45,508	\$ 45,508	\$ - \$ 45,508	\$ 45,508	\$ 45,508	\$ - \$ 91,016	\$ 91,016	\$ 91,016		
29	Temp - Janitors	\$ - \$ 6,899	\$ 6,899	\$ - \$ 6,899	\$ 6,899	\$ 6,899	\$ - \$ 13,799	\$ 13,799	\$ 13,799		
30	Temp - Maintenance Workers	\$ - \$ 9,111	\$ 9,111	\$ - \$ 9,111	\$ 9,111	\$ 9,111	\$ - \$ 18,222	\$ 18,222	\$ 18,222		
31	Subcontractors	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
32		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
33		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
34		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
35		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
36		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
37											
38	TOTAL OPERATING EXPENSES	\$ - \$ 656,453	\$ 656,453	\$ - \$ 656,453	\$ 656,453	\$ 656,453	\$ - \$ 1,312,906	\$ 1,312,906	\$ 1,312,906		
39											
40	Other Expenses (not subject to indirect cost %)										
41		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
42		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
43		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
44		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
45		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
46		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		
47		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ -	\$ - \$ -	\$ -	\$ -		

	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Allstar									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract # HSH17-18-125	Year 5			Year 6					
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

	A	B	C	D	E	I	J	K	L	M	N	AJ	AK	AL	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)														Page 2 of 4
2	Document Date: 7/1/2018														
3															
4															
5	SALARY & BENEFIT DETAIL														
6	Grantee: Tenderloin Housing Clinic														
7	Program: Master Lease Hotels (Care Not Cash) - Boyd														
8	HSH Contract #: HSH17-18-125														
9															
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	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Boyd									
		EXTENSION YEAR			EXTENSION YEAR					
8	HSH Contract #:	Year 5			Year 6			All Years		
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)														Page 2 of 4	
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SALARY & BENEFIT DETAIL															
Grantee: Tandilotti Housing Clinic															
Program: Master Lease Hotels (Care Not Cash) - Caldrazo															
HSH Contract #: HSH17-18-125															
POSITION TITLE	Agency Total Annual Full Time Salary for FTE	Total % FTE	For HSH Program % FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years				
					Year 5		Year 6		Year 5		Year 6		All Years		
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020		
Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total							
Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary							
12 Property Manager	\$47,250	100%	52.4%	0.92	\$ -	\$ 26,760	\$ 25,750	\$ -	\$ 27,607	\$ 27,607	\$ -	\$ 53,357	\$ 53,357		
13 Desk Clerks				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
14 Janitors	\$32,768	116%	100.4%	1.18	\$ -	\$ 38,998	\$ 38,998	\$ -	\$ 31,089	\$ 31,089	\$ -	\$ 60,087	\$ 60,087		
15 Maintenance Workers	\$31,858	100%	58.5%	0.58	\$ -	\$ 26,760	\$ 25,750	\$ -	\$ 27,607	\$ 27,607	\$ -	\$ 53,357	\$ 53,357		
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
29 TOTALS		3.18	2.11	2.28	\$ -	\$ 80,498	\$ 80,498	\$ -	\$ 86,303	\$ 86,303	\$ -	\$ 166,801	\$ 166,801		
30															
31 FRINGE BENEFIT RATE	16.42%					16.42%		16.42%		16.42%					
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 13,220	\$ 13,220	\$ -	\$ 14,173	\$ 14,173	\$ -	\$ 27,393	\$ 27,393		
33															
34															
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 93,718	\$ 93,718	\$ -	\$ 100,476	\$ 100,476	\$ -	\$ 194,194	\$ 194,194		
36 HSH #2															

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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Caldrake									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract #: HSH17-18-125	Year 5			Year 6					
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)															Page 2 of 4	
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SALARY & BENEFIT DETAIL																
Grantor: Transition Housing Clinic																
Program: Master Lease Hotels (Care Not Cash) - MLMP																
HSH Contract #: HSH17-18-125																
POSITION TITLE	Agency Totals				EXTENSION YEAR			EXTENSION YEAR			All Years					
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020			
					Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total			
					Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary			
12 Housing Services Director	\$85,311	100%	9.2%	0.09	\$ -	\$ 8,282	\$ 8,282	\$ -	\$ 8,563	\$ 8,563	\$ -	\$ 16,835	\$ 16,835			
13 Housing Services Manager	\$51,250	100%	21.0%	0.21	\$ -	\$ 9,472	\$ 9,472	\$ -	\$ 9,782	\$ 9,782	\$ -	\$ 19,254	\$ 19,254			
14 Housing Counselor(s)	\$216,306	100%	14.7%	0.15	\$ -	\$ 28,772	\$ 28,772	\$ -	\$ 29,713	\$ 29,713	\$ -	\$ 58,485	\$ 58,485			
15 Client Acct. Manager	\$87,486	100%	19.0%	0.19	\$ -	\$ 11,026	\$ 11,026	\$ -	\$ 11,387	\$ 11,387	\$ -	\$ 22,413	\$ 22,413			
16 Lead Client Acct. Manager	\$55,000	100%	12.4%	0.12	\$ -	\$ 8,470	\$ 8,470	\$ -	\$ 8,747	\$ 8,747	\$ 33,093	\$ 17,217	\$ 50,300			
17 Client Acct. Associate(s)	\$135,047	100%	13.1%	0.13	\$ -	\$ 18,287	\$ 18,287	\$ -	\$ 18,855	\$ 18,855	\$ 74,300	\$ 37,132	\$ 111,432			
18 Rep Payee Manager	\$50,675	100%	11.1%	0.11	\$ -	\$ 5,023	\$ 5,023	\$ -	\$ 5,187	\$ 5,187	\$ 21,191	\$ 10,210	\$ 31,401			
19 Rep Payee(s)	\$209,123	100%	11%	0.11	\$ -	\$ 20,895	\$ 20,895	\$ -	\$ 21,672	\$ 21,672	\$ 88,270	\$ 42,657	\$ 130,927			
20 Database Project Manager	\$69,900	100%	2%	0.02	\$ -	\$ 2,388	\$ 2,388	\$ -	\$ 2,476	\$ 2,476	\$ 8,853	\$ 4,874	\$ 13,727			
21 Office Coordinator	\$49,343	100%	17%	0.17	\$ -	\$ 5,756	\$ 5,756	\$ -	\$ 5,944	\$ 5,944	\$ 24,658	\$ 11,700	\$ 36,358			
22 Admin Assist	\$44,862	100%	18%	0.18	\$ -	\$ 6,591	\$ 6,591	\$ -	\$ 6,807	\$ 6,807	\$ 28,352	\$ 13,398	\$ 41,750			
23					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
24					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
25					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
26					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29 TOTALS		11.00	1.49	1.49	\$ -	\$ 126,042	\$ 125,042	\$ -	\$ 129,133	\$ 129,133	\$ 278,707	\$ 254,175	\$ 532,882			
30 FRINGE BENEFIT RATE	35.54%					35.54%	35.54%	35.54%	35.54%	35.54%						
31 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 44,444	\$ 44,444	\$ -	\$ 45,899	\$ 45,899	\$ 99,052	\$ 90,342	\$ 189,394			
32																
33																
34																
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 168,486	\$ 169,486	\$ -	\$ 175,031	\$ 175,031	\$ 377,759	\$ 344,617	\$ 722,276			
36 HSH #2																

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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - MLMPP									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract #: HSH17-18-125	Year 5			Year 6			All Years		
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49										
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

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SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - Property Management														
HSH Contract #: HSH17-16-125														
POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	For HSH Program % FTE	Adjusted FTE	EXTENSION YEAR Year 5			EXTENSION YEAR Year 6			All Years			
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
					Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
				Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
12 Director of Property Management	\$97,375	100%	35.4%	0.95	\$ -	\$ 33,623	\$ 33,623	\$ -	\$ 34,568	\$ 34,568	\$ -	\$ 68,191	\$ 68,191	
13 Lead Attorney	\$5,812	100%	100.0%	1.00	\$ -	\$ 27,161	\$ 27,161	\$ -	\$ 27,924	\$ 27,924	\$ -	\$ 55,085	\$ 55,085	
14 Attorney/Paralegal	\$36,173	152%	60.4%	0.92	\$ -	\$ 15,195	\$ 15,195	\$ -	\$ 15,622	\$ 15,622	\$ -	\$ 30,817	\$ 30,817	
15 Director of Facilities	\$92,474	100%	36.2%	0.36	\$ -	\$ 31,057	\$ 31,057	\$ -	\$ 31,930	\$ 31,930	\$ -	\$ 62,987	\$ 62,987	
16 Associate Director - Operations	\$61,500	100%	35.5%	0.36	\$ -	\$ 28,621	\$ 28,621	\$ -	\$ 29,425	\$ 29,425	\$ 110,106	\$ 80,046	\$ 168,154	
17 Lead Assoc. Director - Prop Mgmt	\$87,125	100%	38.4%	0.38	\$ -	\$ 31,729	\$ 31,729	\$ -	\$ 32,621	\$ 32,621	\$ 131,302	\$ 64,350	\$ 195,652	
18 Associate Director - Prop Mgmt	\$74,825	100%	92.5%	0.93	\$ -	\$ 69,143	\$ 69,143	\$ -	\$ 71,086	\$ 71,086	\$ 282,486	\$ 140,229	\$ 422,715	
19 Associate Director - Facilities	\$71,458	160%	20%	0.32	\$ -	\$ 52,058	\$ 52,058	\$ -	\$ 53,621	\$ 53,621	\$ 183,441	\$ 105,579	\$ 289,020	
20 Facilities Manager	\$69,004	100%	77%	0.77	\$ -	\$ 49,401	\$ 49,401	\$ -	\$ 50,790	\$ 50,790	\$ 205,365	\$ 106,191	\$ 305,556	
21 PM Admin Manager	\$67,900	100%	40%	0.40	\$ -	\$ 20,075	\$ 20,075	\$ -	\$ 20,639	\$ 20,639	\$ 87,360	\$ 40,714	\$ 128,074	
22 Admin Assist	\$56,375	100%	50%	0.50	\$ -	\$ 25,511	\$ 25,511	\$ -	\$ 26,228	\$ 26,228	\$ 106,669	\$ 51,739	\$ 158,408	
23 Floating Janitor	\$38,619	101%	100%	1.01	\$ -	\$ 48,316	\$ 48,316	\$ -	\$ 49,674	\$ 49,674	\$ 188,112	\$ 97,990	\$ 286,102	
24 Floating Maintenance Worker	\$31,605	209%	100%	2.09	\$ -	\$ 43,991	\$ 43,991	\$ -	\$ 45,227	\$ 45,227	\$ 201,617	\$ 89,218	\$ 290,835	
25				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28														
29 TOTALS		15.22	7.85	9.38	\$ -	\$ 475,881	\$ 475,881	\$ -	\$ 489,285	\$ 489,255	\$ 1,496,458	\$ 955,136	\$ 2,461,595	
30														
31 FRINGE BENEFIT RATE	34.37%					34.37%		34.37%		34.37%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 163,662	\$ 163,662	\$ -	\$ 168,159	\$ 168,159	\$ 514,333	\$ 331,721	\$ 846,054	
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 639,443	\$ 639,443	\$ -	\$ 657,414	\$ 657,414	\$ 2,010,792	\$ 1,295,857	\$ 3,307,649	
36 HSH#2														

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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Property Management EXTENSION YEAR EXTENSION YEAR									
8	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years		
48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
53	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
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SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - Supportive Services														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years			
					Year 5		Year 6		Year 5		Year 6		All Years	
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
				Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total		
					Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
12 Director of Support Services	\$85,075	100%	7.1%	0.07	\$ -	\$ 25,389	\$ 25,389	\$ -	\$ 25,165	\$ 25,165	\$ -	\$ 51,554		
13 Assoc. Director of Support Services	\$69,627	100%	4.7%	0.05	\$ -	\$ 21,673	\$ 21,673	\$ -	\$ 22,335	\$ 22,335	\$ -	\$ 44,008		
14 Support Services Manager	\$50,606	275%	84.7%	2.33	\$ -	\$ 111,660	\$ 111,660	\$ -	\$ 115,073	\$ 115,073	\$ -	\$ 226,733		
15 WIC Case Managers	\$41,891	1256%	82.5%	10.38	\$ -	\$ 440,520	\$ 440,520	\$ -	\$ 453,986	\$ 453,986	\$ -	\$ 894,506		
16 SS Admin Assistant	\$35,845	100%	16.2%	0.16	\$ -	\$ 5,074	\$ 5,074	\$ -	\$ 5,229	\$ 5,229	\$ 21,665	\$ 10,303		
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
29 TOTALS		18.33	1.95	12.98	\$ -	\$ 604,316	\$ 604,316	\$ -	\$ 622,788	\$ 622,788	\$ 21,665	\$ 1,227,104		
30														
31 FRINGE BENEFIT RATE	36.32%					36.32%		36.32%		36.32%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 219,513	\$ 219,513	\$ -	\$ 226,222	\$ 226,222	\$ 7,868	\$ 445,735		
33														
34 TOTAL SALARIES & BENEFITS					\$ -	\$ 823,829	\$ 823,829	\$ -	\$ 849,010	\$ 849,010	\$ 29,533	\$ 1,672,839		
35														
36 HSH#2												Template last modified: 6/14/2018		

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5	OPERATING DETAIL										
6	Grantee: Tenderloin Housing Clinic										
7	Program: Master Lease Hotels (Care Not Cash) - Supportive Services										
		EXTENSION YEAR				EXTENSION YEAR					
8	HSH Contract #:	Year 5				Year 6				All Years	
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
49											
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51											
52	HSH #3									Template last modified: 6/14/2018	

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SALARY & BENEFIT DETAIL															
Grantee: Tenderloin Housing Clinic															
Program: Master Lease Hotels (Care Not Cash) - EK															
HSH Contract #: HSH17-18-125															
				EXTENSION YEAR			EXTENSION YEAR			All Years					
				7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020			
				Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total			
POSITION TITLE	Agency Totals		For HSH Program		Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE											
12 Property Manager	\$52,391	102%	99.5%	1.02	\$ -	\$ 53,187	\$ 53,187	\$ -	\$ 65,826	\$ 55,826	\$ -	\$ 109,013	\$ 109,013		
13 Desk Clerks	\$177,393	104%	100.1%	1.04	\$ -	\$ 178,069	\$ 178,069	\$ -	\$ 186,804	\$ 186,804	\$ -	\$ 364,873	\$ 364,873		
14 Janitors	\$47,949	119%	100.0%	1.19	\$ -	\$ 47,111	\$ 47,111	\$ -	\$ 49,448	\$ 49,448	\$ -	\$ 96,559	\$ 96,559		
15 Maintenance Workers	\$38,040	100%	71.3%	0.71	\$ -	\$ 41,629	\$ 41,629	\$ -	\$ 43,689	\$ 43,599	\$ -	\$ 85,118	\$ 85,118		
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
29 TOTALS		4.29	3.71	3.96	\$ -	\$ 319,896	\$ 319,896	\$ -	\$ 335,767	\$ 335,767	\$ -	\$ 655,663	\$ 655,663		
30 FRINGE BENEFIT RATE	16.31%					16.31%		16.31%		16.31%					
31 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 52,168	\$ 52,168	\$ -	\$ 54,767	\$ 54,757	\$ -	\$ 106,926	\$ 106,926		
32															
33 TOTAL SALARIES & BENEFITS					\$ -	\$ 372,064	\$ 372,064	\$ -	\$ 390,524	\$ 390,524	\$ -	\$ 762,689	\$ 762,590		
34															
35															
36 HSH #2															

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Elk									
8	HSH Contract #: HSH17-19-125	EXTENSION YEAR			EXTENSION YEAR			All Years		
48		Year 5			Year 6					
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3							Template last modified: 6/14/2018		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - Graystone														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	For HSH Program % FTE	Adjusted FTE	EXTENSION YEAR Year 5			EXTENSION YEAR Year 6			All Years			
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
					Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Budgeted Salary	Modification Change	Revised Total	
12 Property Manager	\$56,710	100%	95.9%	0.96	\$ -	\$ 64,405	\$ 54,405	\$ -	\$ 67,079	\$ 57,079	\$ -	\$ 111,484	\$ 111,484	
13 Desk Clerks	\$181,197	100%	95.4%	0.95	\$ -	\$ 181,220	\$ 181,220	\$ -	\$ 190,128	\$ 190,128	\$ -	\$ 371,346	\$ 371,346	
14 Janitors	\$37,099	109%	100.1%	1.06	\$ -	\$ 32,849	\$ 32,849	\$ -	\$ 34,463	\$ 34,463	\$ -	\$ 67,312	\$ 67,312	
15 Maintenance Workers	\$33,966	115%	100.1%	1.15	\$ -	\$ 43,303	\$ 43,303	\$ -	\$ 45,431	\$ 45,431	\$ -	\$ 88,734	\$ 88,734	
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		4.24	3.92	4.16	\$ -	\$ 311,777	\$ 311,777	\$ -	\$ 327,099	\$ 327,099	\$ -	\$ 638,876	\$ 638,876	
30														
31 FRINGE BENEFIT RATE	16.53%					16.53%	16.53%	16.53%	16.53%	16.53%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 51,629	\$ 51,629	\$ -	\$ 54,063	\$ 54,063	\$ -	\$ 105,692	\$ 105,692	
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 363,306	\$ 363,306	\$ -	\$ 381,162	\$ 381,162	\$ -	\$ 744,468	\$ 744,468	
36 HSH #2														

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Graystone									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract #: HSH17-18-125	Year 5				Year 6				All Years
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grant#: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - Pierre														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	For HSH Program % FTE	Adjusted FTE	EXTENSION YEAR Year 5			EXTENSION YEAR Year 6			All Years			
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
					Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	
11 Property Manager	\$55,132	100%	96.4%	0.96	\$ -	\$ 85,852	\$ 55,652	\$ -	\$ 58,495	\$ 58,495	\$ -	\$ 114,147	\$ 114,147	
13 Desk Clerks	\$181,956	106%	99.9%	1.06	\$ -	\$ 188,874	\$ 188,874	\$ -	\$ 198,627	\$ 198,627	\$ -	\$ 387,601	\$ 387,601	
14 Janitors	\$40,967	120%	99.8%	1.20	\$ -	\$ 28,820	\$ 28,820	\$ -	\$ 30,292	\$ 30,292	\$ -	\$ 69,112	\$ 69,112	
15 Maintenance Workers	\$43,839	101%	99.9%	1.01	\$ -	\$ 41,529	\$ 41,529	\$ -	\$ 45,680	\$ 45,680	\$ -	\$ 85,178	\$ 85,178	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		4.27	3.96	4.23	\$ -	\$ 314,975	\$ 314,975	\$ -	\$ 331,064	\$ 331,064	\$ -	\$ 646,038	\$ 646,038	
30														
31 FRINGE BENEFIT RATE	16.33%					16.33%		16.33%		16.33%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 51,427	\$ 51,427	\$ -	\$ 54,054	\$ 54,054	\$ -	\$ 105,481	\$ 105,481	
33														
34 TOTAL SALARIES & BENEFITS					\$ -	\$ 366,402	\$ 366,402	\$ -	\$ 385,118	\$ 385,118	\$ -	\$ 751,520	\$ 751,520	
35 HSH #2														

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
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3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Pierre									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract # HSH17-18-125	Year 5			Year 6					
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Care Not Cash) - Royan														
HSH Contract #: HSH17-18-125														
POSITION TITLE	EXTENSION YEAR				EXTENSION YEAR						All Years			
	Year 5		Year 6		Year 5		Year 6		Year 5		Year 6		All Years	
	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
Agency Totals		For HSH Program		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total		
Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
12 Property Manager	\$54,275	100%	100.2%	1.00	\$ -	\$ 55,623	\$ 55,623	\$ -	\$ 58,329	\$ 58,329	\$ -	\$ 113,952	\$ 113,952	
13 Desk Clerks	\$212,536	100%	96.2%	0.96	\$ -	\$ 188,350	\$ 188,350	\$ -	\$ 187,514	\$ 187,514	\$ -	\$ 385,864	\$ 385,864	
14 Janitors	\$32,824	117%	99.6%	1.17	\$ -	\$ 33,969	\$ 33,969	\$ -	\$ 35,622	\$ 35,622	\$ -	\$ 69,591	\$ 69,591	
15 Maintenance Workers	\$38,253	117%	100.1%	1.17	\$ -	\$ 82,339	\$ 82,339	\$ -	\$ 84,885	\$ 84,885	\$ -	\$ 167,224	\$ 167,224	
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					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		4.34	3.96	4.30	\$ -	\$ 330,281	\$ 330,281	\$ -	\$ 346,350	\$ 346,350	\$ -	\$ 676,631	\$ 676,631	
30														
31 FRINGE BENEFIT RATE	17.61%				17.61%		17.61%		17.61%					
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 68,177	\$ 68,177	\$ -	\$ 61,007	\$ 61,007	\$ -	\$ 119,184	\$ 119,184	
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 388,458	\$ 388,458	\$ -	\$ 407,357	\$ 407,357	\$ -	\$ 795,815	\$ 795,815	
36 HSH#2														

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
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3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Royan									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract #: HSH17-18-125	Year 5				Year 6				All Years
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hshhs (Care Not Cash) - Unkn														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Total Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years			
					Year 5		Year 6		Year 5		Year 6		All Years	
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
				Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total		
					Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	
12 Property Manager	\$54,312	101%	100.1%	1.01	\$ -	\$ 89,701	\$ 50,701	\$ -	\$ 82,988	\$ 52,988	\$ -	\$ 103,699	\$ 103,699	
13 Desk Clerk	\$207,694	121%	100.1%	1.21	\$ -	\$ 162,038	\$ 162,038	\$ -	\$ 169,380	\$ 169,380	\$ -	\$ 331,418	\$ 331,418	
14 Janitor	\$37,317	111%	100.0%	1.11	\$ -	\$ 27,315	\$ 27,315	\$ -	\$ 28,663	\$ 28,663	\$ -	\$ 66,868	\$ 66,868	
15 Maintenance Workers	\$35,331	112%	99.9%	1.12	\$ -	\$ 39,346	\$ 39,346	\$ -	\$ 41,129	\$ 41,129	\$ -	\$ 80,475	\$ 80,475	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		4.45	4.00	4.45	\$ -	\$ 279,400	\$ 279,400	\$ -	\$ 292,050	\$ 292,050	\$ -	\$ 571,450	\$ 571,450	
30														
31 FRINGE BENEFIT RATE	35.77%					35.77%		35.77%		35.77%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 99,949	\$ 99,949	\$ -	\$ 104,478	\$ 104,478	\$ -	\$ 204,427	\$ 204,427	
33														
34 TOTAL SALARIES & BENEFITS					\$ -	\$ 379,349	\$ 379,349	\$ -	\$ 396,528	\$ 396,528	\$ -	\$ 775,877	\$ 775,877	
35														
36 HSH #2														

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Care Not Cash) - Union									
		EXTENSION YEAR			EXTENSION YEAR					
8	HSH Contract # HSH17-18-125	Year 5			Year 6			All Years		
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 1 of 4
2	Document Date: 7/1/2018										
3	Contract Term		Begin Date		End Date		Contract Length				
4	Current Term		7/1/2014		6/30/2018		4				
5	Amended Term		7/1/2014		6/30/2020		6				
6	BUDGET SUMMARY										
7	Name										
8	Grantee: Tenderloin Housing Clinic										
9	Program: Master Lease Hotels (Non-Care Not Cash)										
10	HSH Contract #: HSH17-18-125										
11	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>										
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment, 2										
13											
14											
15		EXTENSION YEAR				EXTENSION YEAR			All Years		
16		7/1/2014 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 6/30/2020	7/1/2014 - 6/30/2020
17		Current	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
18	Edgeworth Expenditures										
19	Salaries & Benefits	\$ -	\$ -	\$ 171,649	\$ 171,649	\$ -	\$ 180,349	\$ 180,349	\$ -	\$ 351,998	\$ 351,998
20	Operating Expense	\$ -	\$ -	\$ 386,466	\$ 386,466	\$ -	\$ 386,466	\$ 386,466	\$ -	\$ 772,932	\$ 772,932
21	Subtotal	\$ -	\$ -	\$ 558,115	\$ 558,115	\$ -	\$ 566,815	\$ 566,815	\$ -	\$ 1,124,930	\$ 1,124,930
22	Indirect Percentage (%)		9.50%			9.50%					
23	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ 53,021	\$ 53,021	\$ -	\$ 53,847	\$ 53,847	\$ -	\$ 106,868	\$ 106,868
24	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Total Edgeworth Expenditures	\$ -	\$ -	\$ 611,136	\$ 611,136	\$ -	\$ 620,662	\$ 620,662	\$ -	\$ 1,231,798	\$ 1,231,798
27	Hartland Expenditures										
28	Salaries & Benefits	\$ -	\$ -	\$ 502,321	\$ 502,321	\$ -	\$ 530,537	\$ 530,537	\$ -	\$ 1,032,858	\$ 1,032,858
29	Operating Expense	\$ -	\$ -	\$ 1,253,265	\$ 1,253,265	\$ -	\$ 1,253,265	\$ 1,253,265	\$ -	\$ 2,506,530	\$ 2,506,530
30	Subtotal	\$ -	\$ -	\$ 1,755,586	\$ 1,755,586	\$ -	\$ 1,783,802	\$ 1,783,802	\$ -	\$ 3,539,388	\$ 3,539,388
31	Indirect Percentage (%)		9.50%			9.50%					
32	Indirect Cost (Line 30 X Line 31)	\$ -	\$ -	\$ 166,781	\$ 166,781	\$ -	\$ 169,461	\$ 169,461	\$ -	\$ 336,242	\$ 336,242
33	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Capital Expenditure (One-time FY18-19)	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
35	Total Hartland Expenditures	\$ -	\$ -	\$ 1,927,367	\$ 1,927,367	\$ -	\$ 1,953,263	\$ 1,953,263	\$ -	\$ 3,880,630	\$ 3,880,630
36	Jefferson Expenditures										
37	Salaries & Benefits	\$ -	\$ -	\$ 579,028	\$ 579,028	\$ -	\$ 604,238	\$ 604,238	\$ -	\$ 1,183,266	\$ 1,183,266
38	Operating Expenses	\$ -	\$ -	\$ 915,680	\$ 915,680	\$ -	\$ 915,680	\$ 915,680	\$ -	\$ 1,831,360	\$ 1,831,360
39	Subtotal	\$ -	\$ -	\$ 1,494,708	\$ 1,494,708	\$ -	\$ 1,519,918	\$ 1,519,918	\$ -	\$ 3,014,626	\$ 3,014,626
40	Indirect Percentage (%)		9.50%			9.50%					
41	Indirect Cost (Line 40 X Line 41)	\$ -	\$ -	\$ 141,997	\$ 141,997	\$ -	\$ 144,392	\$ 144,392	\$ -	\$ 286,389	\$ 286,389
42	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Capital Expenditure (One-time FY18-19)	\$ -	\$ -	\$ 30,800	\$ 30,800	\$ -	\$ -	\$ -	\$ -	\$ 30,800	\$ 30,800
44	Total Jefferson Expenditures	\$ -	\$ -	\$ 1,667,505	\$ 1,667,505	\$ -	\$ 1,664,310	\$ 1,664,310	\$ -	\$ 3,331,815	\$ 3,331,815
45	Mayfair Expenditures										
46	Salaries & Benefits	\$ -	\$ -	\$ 388,111	\$ 388,111	\$ -	\$ 407,547	\$ 407,547	\$ -	\$ 795,658	\$ 795,658
47	Operating Expenses	\$ -	\$ -	\$ 794,040	\$ 794,040	\$ -	\$ 794,040	\$ 794,040	\$ -	\$ 1,588,080	\$ 1,588,080
48	Subtotal	\$ -	\$ -	\$ 1,182,151	\$ 1,182,151	\$ -	\$ 1,201,587	\$ 1,201,587	\$ -	\$ 2,383,738	\$ 2,383,738
49	Indirect Percentage (%)		9.50%			9.50%					
50	Indirect Cost (Line 50 X Line 51)	\$ -	\$ -	\$ 112,305	\$ 112,305	\$ -	\$ 114,151	\$ 114,151	\$ -	\$ 226,456	\$ 226,456
51	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Capital Expenditure - insert associated years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	Total Mayfair Expenditures	\$ -	\$ -	\$ 1,294,456	\$ 1,294,456	\$ -	\$ 1,315,738	\$ 1,315,738	\$ -	\$ 2,610,194	\$ 2,610,194
54	Mission Expenditures										
55	Salaries & Benefits	\$ -	\$ -	\$ 695,502	\$ 695,502	\$ -	\$ 733,083	\$ 733,083	\$ -	\$ 1,428,585	\$ 1,428,585
56	Operating Expenses	\$ -	\$ -	\$ 1,907,445	\$ 1,907,445	\$ -	\$ 1,907,445	\$ 1,907,445	\$ -	\$ 3,814,890	\$ 3,814,890
57	Subtotal	\$ -	\$ -	\$ 2,602,947	\$ 2,602,947	\$ -	\$ 2,640,528	\$ 2,640,528	\$ -	\$ 5,243,475	\$ 5,243,475
58	Indirect Percentage (%)		9.50%			9.50%					

	A	B	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										
2	Document Date: 7/1/2018										
3											
4	Contract Term	Begin Date	End Date	Contract Length							
5	Current Term	7/1/2014	6/30/2018	# of Years							
6	Amended Term	7/1/2014	6/30/2020	4							
7	BUDGET SUMMARY										
8	Name										
9	Grantee: Tenderloin Housing Clinic										
10	Program: Master Lease Hotels (Non-Care Not Cash)										
11	HSH Contract #: HSH17-18-125										
12	(Check One) New <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>										
13	If Amendment, the Effective Date 7/1/2018 No. of Amendment, 2										
14	Capital Expenditure (One-time FY18-19)		\$ 105,000	\$ 105,000					\$ -	\$ 105,000	\$ 105,000
15	Total Seneca Expenditures		\$ -	\$ 2,656,844	\$ 2,656,844	\$ -	\$ 2,591,436	\$ 2,591,436	\$ -	\$ 5,248,280	\$ 5,248,280
16	Vincent Expenditures										
17	Salaries & Benefits		\$ -	\$ 505,963	\$ 505,963	\$ -	\$ 529,538	\$ 529,538	\$ -	\$ 1,035,501	\$ 1,035,501
18	Operating Expenses		\$ -	\$ 857,832	\$ 857,832	\$ -	\$ 857,832	\$ 857,832	\$ -	\$ 1,715,664	\$ 1,715,664
19	Capital Expenditure (One-time FY18-19)		\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
20	Subtotal		\$ -	\$ 1,363,795	\$ 1,363,795	\$ -	\$ 1,387,370	\$ 1,387,370	\$ -	\$ 2,751,165	\$ 2,751,165
21	Indirect Percentage (%)		9.50%		9.50%	9.50%		9.50%			
22	Indirect Cost (Line 120 X Line 121)		\$ -	\$ 129,561	\$ 129,561	\$ -	\$ 131,801	\$ 131,801	\$ -	\$ 261,362	\$ 261,362
23	Other Expenses (Not subject to indirect %)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Capital Expenditure (One-time FY18-19)		\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
25	Total Vincent Expenditures		\$ -	\$ 1,498,356	\$ 1,498,356	\$ -	\$ 1,519,171	\$ 1,519,171	\$ -	\$ 3,017,527	\$ 3,017,527
26	Total NCNC Expenditures										
27	Salaries & Benefits		\$ -	\$ 6,817,085	\$ 6,817,085	\$ -	\$ 7,103,544	\$ 7,103,544	\$ -	\$ 13,920,629	\$ 13,920,629
28	Operating Expense		\$ -	\$ 9,367,142	\$ 9,367,142	\$ -	\$ 9,367,142	\$ 9,367,142	\$ -	\$ 18,734,284	\$ 18,734,284
29	Capital Expenditure (One-time FY18-19)		\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
30	Subtotal		\$ -	\$ 16,184,227	\$ 16,184,227	\$ -	\$ 16,470,686	\$ 16,470,686	\$ -	\$ 32,654,913	\$ 32,654,913
31	Indirect Percentage (%)		9.50%		9.50%	9.50%		9.50%			
32	Indirect Cost (Line 130 X Line 131)		\$ -	\$ 1,537,604	\$ 1,537,604	\$ -	\$ 1,564,716	\$ 1,564,716	\$ -	\$ 3,102,220	\$ 3,102,220
33	Other Expenses (Not subject to indirect %)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Capital Expenditure		\$ -	\$ 448,700	\$ 448,700	\$ -	\$ -	\$ -	\$ -	\$ 448,700	\$ 448,700
35	Total Combined NCNC Expenditures		\$ -	\$ 18,170,431	\$ 18,170,431	\$ -	\$ 18,035,402	\$ 18,035,402	\$ -	\$ 36,205,833	\$ 36,205,833
36	HSH Revenues										
37	General Fund	\$ 43,241,283	\$ -	\$ 12,245,697	\$ 12,245,697	\$ -	\$ 12,646,823	\$ 12,546,823	\$ 43,241,283	\$ 24,792,620	\$ 68,033,803
38	General Fund - CODB		\$ -	\$ 301,126	\$ 301,126	\$ -	\$ 313,871	\$ 313,871	\$ -	\$ 614,797	\$ 614,797
39	General Fund - One-time Carryforward Capital		\$ -	\$ 448,700	\$ 448,700	\$ -	\$ -	\$ -	\$ -	\$ 448,700	\$ 448,700
40			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	Total HSH Revenues	\$ 43,241,283	\$ -	\$ 12,995,523	\$ 12,995,523	\$ -	\$ 12,860,494	\$ 12,860,494	\$ 43,241,283	\$ 25,856,017	\$ 69,097,300
45	Other Revenues										
46	Edgeworth - Rental Income		\$ 229,946	\$ 229,946	\$ 229,946	\$ 229,946	\$ -	\$ 459,892	\$ -	\$ 459,892	\$ 459,892
47	Edgeworth - Laundry Income		\$ 134	\$ 134	\$ 134	\$ 134	\$ -	\$ 268	\$ -	\$ 268	\$ 268
48	Hartland - Rental Income		\$ 686,534	\$ 686,534	\$ 686,534	\$ 686,534	\$ -	\$ 1,373,068	\$ -	\$ 1,373,068	\$ 1,373,068
49	Jefferson - Rental Income		\$ 532,856	\$ 532,856	\$ 532,856	\$ 532,856	\$ -	\$ 1,065,712	\$ -	\$ 1,065,712	\$ 1,065,712
50	Jefferson - Laundry Income		\$ (369)	\$ (369)	\$ (369)	\$ (369)	\$ -	\$ (738)	\$ -	\$ (738)	\$ (738)
51	Mayfair - Rental Income		\$ 443,167	\$ 443,167	\$ 443,167	\$ 443,167	\$ -	\$ 886,334	\$ -	\$ 886,334	\$ 886,334
52	Mission - Rental Income		\$ 1,197,166	\$ 1,197,166	\$ 1,197,166	\$ 1,197,166	\$ -	\$ 2,394,332	\$ -	\$ 2,394,332	\$ 2,394,332
53	Mission - Laundry Income		\$ 7,025	\$ 7,025	\$ 7,025	\$ 7,025	\$ -	\$ 14,050	\$ -	\$ 14,050	\$ 14,050
54	PM - Allocation of costs to other contracts		\$ 346,744	\$ 346,744	\$ 346,744	\$ 346,744	\$ -	\$ 693,488	\$ -	\$ 693,488	\$ 693,488
55	Raman - Rental Income		\$ 301,000	\$ 301,000	\$ 301,000	\$ 301,000	\$ -	\$ 602,000	\$ -	\$ 602,000	\$ 602,000
56	Raman - Laundry Income		\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	\$ -	\$ 3,500	\$ -	\$ 3,500	\$ 3,500
57	Seneca - Rental Income		\$ 967,865	\$ 967,865	\$ 967,865	\$ 967,865	\$ -	\$ 1,935,730	\$ -	\$ 1,935,730	\$ 1,935,730
58	Seneca - Laundry Income		\$ 313	\$ 313	\$ 313	\$ 313	\$ -	\$ 626	\$ -	\$ 626	\$ 626
59	Vincent - Rental Income		\$ 460,719	\$ 460,719	\$ 460,719	\$ 460,719	\$ -	\$ 921,438	\$ -	\$ 921,438	\$ 921,438
60	Vincent - Laundry Income		\$ 58	\$ 58	\$ 58	\$ 58	\$ -	\$ 116	\$ -	\$ 116	\$ 116
61			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	Total Other Revenues	\$ -	\$ -	\$ 5,174,908	\$ 5,174,908	\$ -	\$ 5,174,908	\$ 5,174,908	\$ -	\$ 10,349,816	\$ 10,349,816
63	Full Time Equivalent (FTE)				4.36			4.36			4.36
64	Prepared by: Wynne Tang	Title: Director of Finance	Phone No. 415.885.3286 ext. 1111	Email: wynne@thclinic.org	Date: 7/1/2018						

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 1 of 4
2	Document Date:		7/1/2018								
3			Contract Term		Begin Date		End Date		Contract Length		
4			Current Term		7/1/2014		6/30/2018		4		
5			Amended Term		7/1/2014		6/30/2020		6		
6	BUDGET SUMMARY										
7	Name _____										
8	Grantee: Tenderloin Housing Clinic										
9	Program: Master Lease Hotels (Non-Care Not Cash)										
10	HSH Contract #: HSH17-18-125										
11	(Check One) New <input type="checkbox"/> Amendment <u>X</u> Modification <input type="checkbox"/> Revision <input type="checkbox"/>										
12	If Amendment, the Effective Date 7/1/2018 No. of Amendment. 2										
166											
167	HSH #1										Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Trenchard Housing Clinic														
Program: Master Lease Hotels (Non-Care Not Cash) - Edgeworth														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals				EXTENSION YEAR			EXTENSION YEAR			All Years			
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
					Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	
12 Property Manager	\$47,250	100%	54.8%	0.55	\$ -	\$ 26,760	\$ 26,750	\$ -	\$ 27,055	\$ 27,055	\$ -	\$ 52,805	\$ 52,805	
13 Desk Clerks	\$68,320	100%	90.1%	0.90	\$ -	\$ 69,847	\$ 69,847	\$ -	\$ 73,387	\$ 73,387	\$ -	\$ 143,234	\$ 143,234	
14 Janitors	\$31,502	100%	100.2%	1.00	\$ -	\$ 9,413	\$ 9,413	\$ -	\$ 9,890	\$ 9,890	\$ -	\$ 19,303	\$ 19,303	
15 Maintenance Workers	\$31,858	50%	55.1%	0.28	\$ -	\$ 21,283	\$ 21,283	\$ -	\$ 22,362	\$ 22,362	\$ -	\$ 43,645	\$ 43,645	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		3.58	3.08	2.89	\$ -	\$ 126,293	\$ 126,293	\$ -	\$ 132,694	\$ 132,694	\$ -	\$ 259,987	\$ 259,987	
30														
31 FRINGE BENEFIT RATE	35.91%					35.91%		35.91%		35.91%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 45,356	\$ 45,356	\$ -	\$ 47,655	\$ 47,655	\$ -	\$ 93,011	\$ 93,011	
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 171,649	\$ 171,649	\$ -	\$ 180,349	\$ 180,349	\$ -	\$ 351,998	\$ 351,998	
36 HSH#2														

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Edgeworth									
8	HSH Contract #: HSH17-18-125	EXTENSION YEAR			EXTENSION YEAR			All Years		
48										
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Non-Care Not Cash) - Hardland														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	For HSH Program % FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years			
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
					Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
				Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
12 Property Manager	\$55,900	100%	99.8%	1.00	\$ -	\$ 65,760	\$ 55,750	\$ -	\$ 68,882	\$ 60,882	\$ -	\$ 114,632	\$ 114,632	
13 Desk Clerks	\$236,541	600%	16.0%	0.96	\$ -	\$ 161,221	\$ 161,221	\$ -	\$ 170,277	\$ 170,277	\$ -	\$ 331,498	\$ 331,498	
14 Janitors	\$70,000	200%	55.6%	1.12	\$ -	\$ 60,138	\$ 60,138	\$ -	\$ 63,516	\$ 63,516	\$ -	\$ 123,654	\$ 123,654	
15 Maintenance Workers	\$41,065	130%	99.8%	1.30	\$ -	\$ 65,987	\$ 55,987	\$ -	\$ 69,132	\$ 59,132	\$ -	\$ 116,119	\$ 115,119	
16 Asst. Property Manager	\$47,300	104%	100.4%	1.04	\$ -	\$ 47,039	\$ 47,039	\$ -	\$ 49,681	\$ 49,681	\$ 196,447	\$ 96,720	\$ 295,167	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		11.34	3.72	6.41	\$ -	\$ 380,135	\$ 380,135	\$ -	\$ 401,488	\$ 401,488	\$ 189,447	\$ 781,623	\$ 950,070	
30 FRINGE BENEFIT RATE	32.14%					32.14%		32.14%		32.14%				
31 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 122,186	\$ 122,186	\$ -	\$ 129,049	\$ 129,049	\$ 63,761	\$ 261,236	\$ 315,016	
32														
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 502,321	\$ 502,321	\$ -	\$ 530,537	\$ 530,537	\$ 262,227	\$ 1,032,859	\$ 1,295,085	
36 HSH#2														

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Hartland									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract #: HSH17-18-125	Year 5				Year 6				All Years
48		\$	-	\$	-	\$	-	\$	-	\$
49										
50	TOTAL OTHER EXPENSES	\$	-	\$	-	\$	-	\$	-	\$
51										
52	HSH #3									Template last modified: 6/14/2018

	A	B	C	D	E	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)																											Page 2 of 4							
2	Document Date: 7/1/2018																																		
3																																			
4																																			
5	SALARY & BENEFIT DETAIL																																		
6	Grantee: Tenderloin Housing Clinic																																		
7	Program: Master Lease Hotels (Non-Care Not Cash) - Jefferson																																		
8	HSH Contract #: HSH17-18-125																																		
9																																			
10																																			
11																																			
12																																			
13																																			
14																																			
15																																			
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25																																			
26																																			
27																																			
28																																			
29	TOTALS																																		
30																																			
31	FRINGE BENEFIT RATE																																		
32	EMPLOYEE FRINGE BENEFITS																																		
33																																			
34																																			
35	TOTAL SALARIES & BENEFITS																																		
36	HSH#2																																		

	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Jefferson									
		EXTENSION YEAR			EXTENSION YEAR			All Years		
8	HSH Contract #. HSH17-18-125	Year 5			Year 6			All Years		
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49										
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)														Page 2 of 4	
Document Date: 7/1/2018															
SALARY & BENEFIT DETAIL															
Grantee: Tenderloin Housing Clinic															
Program: Master Lease Hotels (Non-Care Not Cash) - Mayfair															
HSH Contract #: HSH17-18-125															
POSITION TITLE	Agency Totals				EXTENSION YEAR			EXTENSION YEAR			All Years				
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020		
					Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary		
Property Manager	\$58,347	105%	100.4%	1.05	\$ -	\$ -	\$ 68,881	\$ -	\$ -	\$ 72,331	\$ -	\$ -	\$ 141,212	\$ 141,212	
Desk Clerks	\$168,182	108%	100.3%	1.08	\$ -	\$ -	\$ 181,347	\$ -	\$ -	\$ 190,428	\$ -	\$ -	\$ 371,776	\$ 371,776	
Janitors	\$31,973	129%	89.7%	1.29	\$ -	\$ -	\$ 32,347	\$ -	\$ -	\$ 33,867	\$ -	\$ -	\$ 66,314	\$ 66,314	
Maintenance Workers	\$35,878	127%	89.8%	1.27	\$ -	\$ -	\$ 46,348	\$ -	\$ -	\$ 48,689	\$ -	\$ -	\$ 95,017	\$ 95,017	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS		4.69	4.00	4.69	\$ -	\$ -	\$ 328,923	\$ -	\$ -	\$ 345,396	\$ -	\$ -	\$ 674,319	\$ 674,319	
FRINGE BENEFIT RATE	17.99%				17.99%			17.99%			17.99%				
EMPLOYEE FRINGE BENEFITS					\$ -	\$ -	\$ 59,188	\$ -	\$ -	\$ 62,151	\$ -	\$ -	\$ 121,339	\$ 121,339	
TOTAL SALARIES & BENEFITS					\$ -	\$ -	\$ 388,111	\$ -	\$ -	\$ 407,547	\$ -	\$ -	\$ 795,658	\$ 795,658	

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 3 of 4
2											
3	Document Date:										
4											
5	OPERATING DETAIL										
6	Grantee: Tenderloin Housing Clinic										
7	Program: Master Lease Hotels (Non-Care Not Cash) - Mayfair										
		EXTENSION YEAR				EXTENSION YEAR					
8	HSH Contract #: HSH17-18-125	Year 5				Year 6				All Years	
48											
49	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
50											
51	HSH #3									Template last modified: 6/14/2018	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
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SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Non-Care Not Cash) - Mission														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years			
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
					Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
				Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
12 Property Manager	\$63,000	100%	95.2%	0.95	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 63,242	\$ 63,242	\$ -	\$ 123,242	\$ 123,242	
13 Desk Clerk	\$213,011	100%	100.3%	1.00	\$ -	\$ 223,430	\$ 223,430	\$ -	\$ 234,448	\$ 234,448	\$ -	\$ 456,878	\$ 456,878	
14 Janitors	\$135,554	101%	99.9%	1.01	\$ -	\$ 121,415	\$ 121,415	\$ -	\$ 127,975	\$ 127,975	\$ -	\$ 249,390	\$ 249,390	
15 Maintenance Workers	\$73,428	124%	100.0%	1.24	\$ -	\$ 87,275	\$ 87,275	\$ -	\$ 91,991	\$ 91,991	\$ -	\$ 179,266	\$ 179,266	
16 Sr. Asst. Property Manager	\$57,000	103%	100.1%	1.03	\$ -	\$ 63,817	\$ 63,817	\$ -	\$ 66,725	\$ 66,725	\$ 228,967	\$ 110,642	\$ 339,509	
17 Asst. Property Manager	\$43,050	107%	99.9%	1.07	\$ -	\$ 42,750	\$ 42,750	\$ -	\$ 45,060	\$ 45,060	\$ 181,179	\$ 87,810	\$ 268,989	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		6.35	5.95	6.30	\$ -	\$ 587,687	\$ 587,687	\$ -	\$ 619,441	\$ 619,441	\$ 410,146	\$ 1,207,128	\$ 1,617,274	
30														
31 FRINGE BENEFIT RATE	18.35%					18.35%		18.35%		18.35%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 107,816	\$ 107,815	\$ -	\$ 113,642	\$ 113,642	\$ 75,262	\$ 221,457	\$ 296,719	
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 695,502	\$ 695,502	\$ -	\$ 733,083	\$ 733,083	\$ 485,408	\$ 1,428,585	\$ 1,913,993	
36 HSH#2														

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Mission									
8	HSH Contract #: HSH17-18-125	EXTENSION YEAR			EXTENSION YEAR			All Years		
9		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
10		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
11		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
12	Operating Expenses									
13	Rental of Property	\$ -	\$ 1,327,439	\$ 1,327,439	\$ -	\$ 1,327,439	\$ 1,327,439	\$ -	\$ 2,654,878	\$ 2,654,878
14	Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 236,967	\$ 236,967	\$ -	\$ 236,967	\$ 236,967	\$ -	\$ 473,934	\$ 473,934
15	Office Supplies, Postage	\$ -	\$ 10,448	\$ 10,448	\$ -	\$ 10,448	\$ 10,448	\$ -	\$ 20,896	\$ 20,896
16	Building Maintenance Supplies and Repair	\$ -	\$ 170,959	\$ 170,959	\$ -	\$ 170,959	\$ 170,959	\$ -	\$ 341,918	\$ 341,918
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ 22,086	\$ 22,086	\$ -	\$ 22,086	\$ 22,086	\$ -	\$ 44,172	\$ 44,172
19	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel (Local & Out of Town)	\$ -	\$ 125	\$ 125	\$ -	\$ 125	\$ 125	\$ -	\$ 250	\$ 250
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Community Events	\$ -	\$ 6,884	\$ 6,884	\$ -	\$ 6,884	\$ 6,884	\$ -	\$ 13,768	\$ 13,768
23	Elevator	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 60,000	\$ 60,000	\$ 120,000
24	Community Area Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Temp - Property Manager	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 24,000	\$ 24,000
28	Temp - Desk Clerks	\$ -	\$ 44,486	\$ 44,486	\$ -	\$ 44,486	\$ 44,486	\$ -	\$ 88,972	\$ 88,972
29	Temp - Janitors	\$ -	\$ 24,283	\$ 24,283	\$ -	\$ 24,283	\$ 24,283	\$ -	\$ 48,566	\$ 48,566
30	Temp - Maintenance Workers	\$ -	\$ 17,455	\$ 17,455	\$ -	\$ 17,455	\$ 17,455	\$ -	\$ 34,910	\$ 34,910
31	Temp - Sr. Asst. Property Manager	\$ -	\$ 10,763	\$ 10,763	\$ -	\$ 10,763	\$ 10,763			
32	Temp - Asst. Property Manager	\$ -	\$ 8,550	\$ 8,550	\$ -	\$ 8,550	\$ 8,550			
33	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39										
40	TOTAL OPERATING EXPENSES	\$ -	\$ 1,907,445	\$ 1,907,445	\$ -	\$ 1,907,445	\$ 1,907,445	\$ 60,000	\$ 3,806,264	\$ 3,866,264
41										
42	Other Expenses (not subject to indirect cost %)									
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
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3	Document Date:									
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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Mission									
		EXTENSION YEAR			EXTENSION YEAR					
8	HSH Contract #. HSH17-18-125	Year 5			Year 6			All Years		
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
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SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Non-Care Not Cash) - MLMP														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Total Annual Full Time Salary for FTE	Total % FTE	For HSH Program % FTE	Adjusted FTE	EXTENSION YEAR			EXTENSION YEAR			All Years			
					7/1/2016 - 6/30/2019	7/1/2016 - 6/30/2019	7/1/2016 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2016 - 6/30/2020	7/1/2016 - 6/30/2020	7/1/2016 - 6/30/2020	
					Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Budgeted Salary	Modification Change	Revised New Budgeted Salary	Current Total Budgeted Salary	Modification Change	Revised Total New Budgeted Salary	
12 Housing Services Director	\$85,311	100%	15.1%	0.15	\$ -	\$ 21,807	\$ 21,807	\$ -	\$ 22,514	\$ 22,514	\$ -	\$ 44,321	\$ 44,321	
13 Housing Services Manager	\$51,250	100%	34.4%	0.34	\$ -	\$ 15,546	\$ 15,546	\$ -	\$ 16,050	\$ 16,050	\$ -	\$ 31,596	\$ 31,596	
14 Housing Counselor(s)	\$43,261	128%	94.2%	1.21	\$ -	\$ 53,756	\$ 53,756	\$ -	\$ 55,499	\$ 55,499	\$ -	\$ 109,255	\$ 109,255	
15 Client Acct. Manager	\$67,488	100%	31.2%	0.31	\$ -	\$ 18,097	\$ 18,097	\$ -	\$ 18,684	\$ 18,684	\$ -	\$ 36,781	\$ 36,781	
16 Lead Client Acct. Manager	\$55,000	100%	20.4%	0.20	\$ -	\$ 13,563	\$ 13,563	\$ -	\$ 14,003	\$ 14,003	\$ 53,240	\$ 27,665	\$ 80,806	
17 Client Acct. Associate(s)	\$45,016	100%	64.6%	0.65	\$ -	\$ 34,130	\$ 34,130	\$ -	\$ 35,237	\$ 35,237	\$ 134,789	\$ 69,367	\$ 204,136	
18 Rep Payee Manager	\$50,675	100%	18.2%	0.18	\$ -	\$ 8,244	\$ 8,244	\$ -	\$ 8,611	\$ 8,611	\$ 34,776	\$ 16,755	\$ 51,531	
19 Rep Payee(s)	\$41,825	100%	91%	0.91	\$ -	\$ 39,208	\$ 39,208	\$ -	\$ 40,479	\$ 40,479	\$ 159,594	\$ 79,687	\$ 239,281	
20 Database Project Manager	\$60,900	100%	4%	0.04	\$ -	\$ 3,836	\$ 3,836	\$ -	\$ 4,064	\$ 4,064	\$ 14,537	\$ 8,000	\$ 22,537	
21 Office Coordinator	\$40,343	100%	28%	0.28	\$ -	\$ 11,069	\$ 11,069	\$ -	\$ 11,420	\$ 11,420	\$ 45,487	\$ 22,497	\$ 67,984	
22 Admin Assist	\$44,882	100%	29%	0.29	\$ -	\$ 12,314	\$ 12,314	\$ -	\$ 12,713	\$ 12,713	\$ 51,165	\$ 26,027	\$ 76,182	
23					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27					\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28														
29 TOTALS		11.28	4.30	4.56	\$ -	\$ 231,670	\$ 231,670	\$ -	\$ 239,182	\$ 239,182	\$ 493,657	\$ 470,852	\$ 964,409	
30														
31 FRINGE BENEFIT RATE	24.78%					24.78%	24.78%	24.78%	24.78%	24.78%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 57,407	\$ 57,407	\$ -	\$ 59,268	\$ 59,268	\$ 122,303	\$ 116,878	\$ 238,978	
33														
34														
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 289,077	\$ 289,077	\$ -	\$ 298,450	\$ 298,450	\$ 615,960	\$ 587,627	\$ 1,203,387	
36 HSH #2														

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5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - MLMPP									
8		EXTENSION YEAR			EXTENSION YEAR			All Years		
48	HSH Contract #:	Year 5			Year 6			All Years		
49	HSH17-18-125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

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SALARY & BENEFIT DETAIL																												
Stratee: Tenderloin Housing Clinic																												
Program: Master Lease Hotels (Non-Care Not Cash) - Property Management																												
HSH Contract #: HSH17-18-125																												
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	EXTENSION YEAR			EXTENSION YEAR			All Years		
																				7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
Agency Totals		For HSH Program		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total																
Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary																
12 Director of Property Management	\$97,375	100%	58.1%	0.58	\$ -	\$ 55,186	\$ 55,186	\$ -	\$ 55,735	\$ 56,735	\$ -	\$ 111,921	\$ 111,921															
13 Lead Attorney	\$9,539	100%	100.0%	1.00	\$ -	\$ 44,679	\$ 44,679	\$ -	\$ 45,830	\$ 45,830	\$ -	\$ 90,409	\$ 90,409															
14 Attorney/Paralegal	\$35,173	250%	80.2%	1.51	\$ -	\$ 24,939	\$ 24,939	\$ -	\$ 25,639	\$ 25,639	\$ -	\$ 60,578	\$ 60,578															
15 Director of Facilities	\$92,474	100%	59.4%	0.59	\$ -	\$ 60,974	\$ 60,974	\$ -	\$ 62,405	\$ 62,405	\$ -	\$ 103,379	\$ 103,379															
16 Associate Director - Operations	\$81,500	100%	94.8%	0.95	\$ -	\$ 46,976	\$ 46,976	\$ -	\$ 48,294	\$ 48,294	\$ 205,196	\$ 95,270	\$ 298,466															
17 Lead Assoc. Director - Prop Maint	\$87,125	100%	55.6%	0.56	\$ -	\$ 52,076	\$ 52,076	\$ -	\$ 53,538	\$ 53,538	\$ 209,029	\$ 105,614	\$ 314,643															
18 Associate Director - Prop Maint	\$74,825	130%	100.4%	1.30	\$ -	\$ 113,486	\$ 113,486	\$ -	\$ 116,671	\$ 116,671	\$ 447,626	\$ 230,167	\$ 677,783															
19 Associate Director - Facilities	\$71,456	265%	20%	0.53	\$ -	\$ 85,443	\$ 85,443	\$ -	\$ 87,841	\$ 87,841	\$ 301,074	\$ 173,284	\$ 474,358															
20 Facilities Manager	\$69,004	100%	99%	0.99	\$ -	\$ 81,083	\$ 81,083	\$ -	\$ 83,359	\$ 83,359	\$ 318,184	\$ 164,442	\$ 482,626															
21 PM Admin Manager	\$62,900	160%	41%	0.65	\$ -	\$ 32,950	\$ 32,950	\$ -	\$ 33,876	\$ 33,876	\$ 143,381	\$ 66,825	\$ 210,206															
22 Admin Assbt	\$56,375	100%	81%	0.81	\$ -	\$ 41,828	\$ 41,828	\$ -	\$ 43,002	\$ 43,002	\$ 174,940	\$ 84,830	\$ 259,770															
23 Floating Janitor	\$38,619	166%	100%	1.66	\$ -	\$ 78,649	\$ 78,649	\$ -	\$ 80,856	\$ 80,856	\$ 306,726	\$ 159,605	\$ 466,231															
24 Floating Maintenance Worker	\$31,605	342%	100%	3.42	\$ -	\$ 72,854	\$ 72,854	\$ -	\$ 74,899	\$ 74,899	\$ 332,016	\$ 147,753	\$ 480,669															
25				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -															
26				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -															
27				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -															
28					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -															
29 TOTALS		20.13	9.70	14.67	\$ -	\$ 781,023	\$ 781,023	\$ -	\$ 802,844	\$ 802,844	\$ 2,437,072	\$ 1,689,967	\$ 4,021,039															
30																												
31 FRINGE BENEFIT RATE	34.37%					34.37%		34.37%		34.37%																		
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 268,438	\$ 268,438	\$ -	\$ 276,973	\$ 276,973	\$ 837,622	\$ 644,412	\$ 1,382,034															
33																												
34																												
35 TOTAL SALARIES & BENEFITS					\$ -	\$ 1,049,462	\$ 1,049,462	\$ -	\$ 1,079,817	\$ 1,079,817	\$ 3,274,694	\$ 2,129,379	\$ 5,403,073															
36 HSH #2																												

Template last modified: 6/14/2018

	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Property Management EXTENSION YEAR									
8	HSH Contract #: HSH17-18-125	Year 5			Year 6			All Years		
48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
53	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)													Page 2 of 4	
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Non-Care Not Cash) - Supportive Services														
HSH Contract #: HSH17-18-125														
POSITION TITLE	Agency Totals				EXTENSION YEAR			EXTENSION YEAR			All Years			
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	
					Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Total Budgeted Salary	Modification Change	New Budgeted Total	
12 Director of Support Services	\$85,075	100%	11.6%	0.12	\$ -	\$ 41,672	\$ 41,672	\$ -	\$ 42,838	\$ 42,838	\$ -	\$ 84,616	\$ 84,616	
13 Assoc. Director of Support Services	\$68,627	100%	7.7%	0.08	\$ -	\$ 35,572	\$ 35,572	\$ -	\$ 35,652	\$ 35,652	\$ -	\$ 72,224	\$ 72,224	
14 Support Services Manager	\$50,608	452%	84.6%	3.82	\$ -	\$ 183,268	\$ 183,268	\$ -	\$ 189,834	\$ 188,634	\$ -	\$ 372,102	\$ 372,102	
15 NCHC Case Managers	\$41,549	2400%	88.8%	21.30	\$ -	\$ 861,804	\$ 861,804	\$ -	\$ 867,979	\$ 687,979	\$ -	\$ 1,749,783	\$ 1,749,783	
16 SS Admin Assistant	\$36,945	100%	20.0%	0.20	\$ -	\$ 8,276	\$ 8,276	\$ -	\$ 8,527	\$ 8,527	\$ 32,955	\$ 16,803	\$ 49,788	
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 TOTALS		31.52	2.13	25.52	\$ -	\$ 1,130,592	\$ 1,130,592	\$ -	\$ 1,164,930	\$ 1,164,930	\$ 32,955	\$ 2,295,622	\$ 2,328,507	
30														
31 FRINGE BENEFIT RATE	36.35%					36.35%		36.35%		36.35%				
32 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 410,924	\$ 410,924	\$ -	\$ 423,406	\$ 423,406	\$ 11,950	\$ 834,330	\$ 846,320	
33														
34 TOTAL SALARIES & BENEFITS					\$ -	\$ 1,541,516	\$ 1,541,516	\$ -	\$ 1,688,336	\$ 1,588,336	\$ 44,975	\$ 3,129,952	\$ 3,174,827	
35														
36 HSH#														

Template last modified: 6/14/2018

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)										Page 3 of 4
2											
3	Document Date:										
4											
5	OPERATING DETAIL										
6	Grantee: Tenderloin Housing Clinic										
7	Program: Master Lease Hotels (Non-Care Not Cash) - Supportive Services										
		EXTENSION YEAR				EXTENSION YEAR					
8	HSH Contract #: HSH17-18-125	Year 5				Year 6				All Years	
48	TOTAL OTHER EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-
49											
50	HSH #3									Template last modified: 6/14/2018	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)											Page 2 of 4		
Document Date: 7/1/2018													
SALARY & BENEFIT DETAIL													
Grantee: Trenchon Housing Clinic													
Program: Master Lease Hotels (Non-Care Not Cash) - Raman													
HSH Contract #: HSH17-18-125													
POSITION TITLE	Agency Totals				EXTENSION YEAR			EXTENSION YEAR			All Years		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 5			Year 6			All Years		
					7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020	7/1/2018 - 6/30/2020
Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary	Current Budgeted Salary	Modification Change	New Budgeted Salary		
12 Property Manager	\$59,000	100%	94.0%	0.94	\$ -	\$ 46,515	\$ 46,515	\$ -	\$ 48,899	\$ 48,899	\$ -	\$ 95,414	\$ 95,414
13 Desk Clerks	\$206,408	110%	100.4%	1.10	\$ -	\$ 177,621	\$ 177,621	\$ -	\$ 186,726	\$ 186,726	\$ -	\$ 364,347	\$ 364,347
14 Janitors	\$33,931	142%	100.0%	1.42	\$ -	\$ 51,668	\$ 51,668	\$ -	\$ 54,232	\$ 54,232	\$ -	\$ 105,900	\$ 105,900
15 Maintenance Workers	\$39,760	111%	100.3%	1.11	\$ -	\$ 43,965	\$ 43,965	\$ -	\$ 45,798	\$ 45,798	\$ -	\$ 89,763	\$ 89,763
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				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29 TOTALS		4.63	3.95	4.59	\$ -	\$ 319,289	\$ 319,289	\$ -	\$ 335,656	\$ 335,656	\$ -	\$ 654,944	\$ 654,944
30 FRINGE BENEFIT RATE	34.03%					34.03%		34.03%		34.03%			
31 EMPLOYEE FRINGE BENEFITS					\$ -	\$ 108,658	\$ 108,658	\$ -	\$ 114,228	\$ 114,228	\$ -	\$ 222,886	\$ 222,886
32													
33 TOTAL SALARIES & BENEFITS					\$ -	\$ 427,947	\$ 427,947	\$ -	\$ 449,883	\$ 449,883	\$ -	\$ 877,830	\$ 877,830
34													
35													
36 HSH#2													

Terrible list modified: 6/14/2018

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Raman									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract # HSH17-18-125	Year 5				Year 6				All Years
48										
49	TOTAL OTHER EXPENSES	\$	-	\$	-	\$	-	\$	-	\$
50										
51	HSH #3									Template last modified: 6/14/2018

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	AJ	AK	AL
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)																Page 2 of 4
2																	
3	Document Date: 7/1/2018																
4																	
5	SALARY & BENEFIT DETAIL																
6	Grantee: Tenderloin Housing Clinic																
7	Program: Master Lease Hotels (Non-Care Not Cash) - Seneca																
8	HSH Contract #: HSH17-18-125																
9																	
10																	
11																	
12																	
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	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Seneca									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract #:	Year 5				Year 6				All Years
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50										
51	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
53	HSH #3									Template last modified: 6/14/2018

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)														Page 2 of 4
Document Date: 7/1/2018														
SALARY & BENEFIT DETAIL														
Grantee: Tenderloin Housing Clinic														
Program: Master Lease Hotels (Non-Care Not Cash) - Vincent														
HSH Contract #: HSH17-16-125														
POSITION TITLE	EXTENSION YEAR				EXTENSION YEAR						All Years			
	7/1/2016 - 6/30/2019		7/1/2016 - 6/30/2019		7/1/2016 - 6/30/2019		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2016 - 6/30/2020	
	Agency Totals	For HSH Program	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total			
Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary		
Property Manager	\$57,000	100%	91.8%	0.92	\$ -	\$ 46,616	\$ 46,616	\$ -	\$ 48,721	\$ 48,721	\$ -	\$ 95,238	\$ 95,238	
Desk Clerks	\$35,071	700%	89.8%	6.29	\$ -	\$ 199,562	\$ 199,562	\$ -	\$ 209,026	\$ 209,026	\$ -	\$ 408,587	\$ 408,587	
Janitors	\$31,166	228%	100.2%	2.20	\$ -	\$ 50,840	\$ 50,840	\$ -	\$ 53,364	\$ 53,364	\$ -	\$ 104,312	\$ 104,312	
Maintenance Workers	\$37,330	127%	100.2%	1.27	\$ -	\$ 39,346	\$ 39,346	\$ -	\$ 41,212	\$ 41,212	\$ -	\$ 80,558	\$ 80,558	
Sr. Asst. Property Manager	\$46,500	100%	94.2%	0.94	\$ -	\$ 41,100	\$ 41,100	\$ -	\$ 43,049	\$ 43,049	\$ 172,845	\$ 84,149	\$ 257,094	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS		12.55	4.76	11.71	\$ -	\$ 377,471	\$ 377,471	\$ -	\$ 395,371	\$ 395,371	\$ 172,845	\$ 772,842	\$ 845,787	
FRINGE BENEFIT RATE	31.70%					31.70%		31.70%		31.70%				
EMPLOYEE FRINGE BENEFITS					\$ -	\$ 128,492	\$ 128,492	\$ -	\$ 134,167	\$ 134,167	\$ 54,824	\$ 282,659	\$ 317,483	
TOTAL SALARIES & BENEFITS					\$ -	\$ 505,963	\$ 505,963	\$ -	\$ 529,538	\$ 529,538	\$ 227,769	\$ 1,055,601	\$ 1,263,270	

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)									Page 3 of 4
2										
3	Document Date:									
4										
5	OPERATING DETAIL									
6	Grantee: Tenderloin Housing Clinic									
7	Program: Master Lease Hotels (Non-Care Not Cash) - Vincent									
		EXTENSION YEAR				EXTENSION YEAR				
8	HSH Contract #: HSH17-18-125	Year 5				Year 6				All Years
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49										
50	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52	HSH #3									Template last modified: 6/14/2018

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGE					Page 4 of 4
2						Page 4 of 4
3	Document Date:					
4						
5						
6						
7	Capital Expenditure Detail					
8	(Equipment and Remodeling Cost)					
9						TOTAL
10	EQUIPMENT	TERM	7/1/18 - 6/30/19	7/1/19 - 6/30/20		7/1/18 - 6/30/20
11	No.	ITEM/DESCRIPTION				
12		One-time Capital Funds - Graystone	406,063			406,063
13		One-time Capital Funds - Pierre	37,350			37,350
14		One-time Capital Funds - Royan	26,500			26,500
15		One-time Capital Funds - Hartland	5,000			5,000
16		One-time Capital Funds - Jefferson	30,800			30,800
17		One-time Capital Funds - Mission	262,900			262,900
18		One-time Capital Funds - Raman	40,000			40,000
19		One-time Capital Funds - Seneca	105,000			105,000
20		One-time Capital Funds - Vincent	5,000			5,000
21						0
22	TOTAL EQUIPMENT COST		918,613	0	0	918,613
23						
24	REMODELING					
25	Description:					0
26						0
27						0
28						0
29						0
30						0
31	TOTAL REMODELING COST		0	0	0	0
32						
33	TOTAL CAPITAL EXPENDITURE		918,613	0	0	918,613
34	(Equipment and Remodeling Cost)					
35	HSH #4		Template last mc			6/14/2018

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Kanishka Karunaratne Cheng *KKC*
RE: Supportive Housing Grant Agreement – Tenderloin Housing Clinic –
\$117,712,362
DATE: December 11, 2018

Resolution retroactively approving a grant agreement and first amendment between the City and County of San Francisco and Tenderloin Housing Clinic for supportive housing services for formerly homeless adults; to extend the agreement by two years for a total contract term of July 1, 2014, through June 30, 2020; and to increase the agreement amount by \$35,593,895 for a total amount not to exceed \$117,712,362.

Should you have any questions, please contact Kanishka Karunaratne Cheng at 415-554-6696.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 DEC 11 PM 4:23
BY *[Signature]*

**FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL**
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Tenderloin Housing Clinic	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
1) Chris Tiedemann, President Ken Brophy Fernando Pujals Otto Duffy Gail Seagraves Randy Wilson Jia Son	2) Randy Shaw, CEO Wynne Shaw, CFO Tabitha Allen, COO 3) None 4) None 5) None
Contractor address: 126 Hyde St. San Francisco, CA 94201	
Date that contract was approved:	Amount of contract: Not to exceed \$117,712,362
Describe the nature of the contract that was approved: Resolution retroactively approving a grant agreement and first amendment between the City and County of San Francisco and for supportive housing services for formerly homeless adults.	
Comments:	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form
- a board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board
- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Relocation Appeals Board, and Local Workforce Investment Board) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed