

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

**SIXTH AMENDMENT**

THIS AMENDMENT (this “Amendment”) is made as of **July 1, 2021**, in San Francisco, California, by and between **Public Health Foundation Enterprises, Inc. dba Heluna Health** (“Contractor”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Director of the Office of Contract Administration.

**RECITALS**

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

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to give a general description of what the Amendment is doing, such as “extend the performance period and update standard contractual clauses;

WHEREAS, the City’s Board of Supervisors approved this Agreement under San Francisco Charter Section 9.118 by Resolution 410-19 on September 31, 2019;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Personal Services Contract number 2000-03/04 on October 4, 2021;

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

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

**1.a. Agreement.** The term “Agreement” shall mean the Agreement dated **August 1, 2014** between Contractor and City, as amended by the **First Amendment**, dated **March 1, 2015**; **Second Amendment**, dated **July 1, 2016**; **Third Amendment**, dated **July 1, 2018**; **Fourth Amendment**, dated **July 1, 2019**; **Fifth Amendment**, dated **October 31, 2019**.

**1.a. 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:

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

Subject to Section 1, the term of this Agreement shall be from **August 1, 2014** to **June 30, 2021**.

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

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

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

Subject to Section 1, the term of this Agreement shall be from **August 1, 2014 to November 30, 2021.**

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

Option 1:	7/1/2015 - 6/30/2016	Exercised
Option 2:	7/1/2016 - 6/30/2017	Exercised
Option 3:	7/1/2017 - 6/30/2018	Exercised
Option 4:	7/1/2018 - 6/30/2019	Exercised
Option 5:	7/1/2019 - 10/31/2019	Exercised
Option 6:	11/1/2019 - 6/30/2020	Exercised
Option 7:	7/1/2020 - 6/30/2021	Exercised
Option 8:	7/1/2021 -10/31/2021	Exercised
Option 9:	12/1/2021 - 6/30/2023	
Option 10:	7/1/2023 - 6/30/2024	

**2.b. Appendix A-5, Services to be Provided** for the period of July 1, 2021 to November 30, 2021, is hereby attached as an Appendix to this Agreement, dated July 1, 2021.

**2.c. Appendix B-4, Budget**, of the Agreement, is hereby replaced in its entirety by the modified **Appendix B-4, Budget**, dated July 1, 2021.

**2.d. Appendix C, Method of Payment** of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment**, dated July 1, 2021.

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **the date of this Amendment.**
4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

**CITY**

**CONTRACTOR**

Recommended by:

**HELUNA HEALTH**

DocuSigned by:  
*Shireen McSpadden*  
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DocuSigned by:  
*Peter Dale*  
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Shireen McSpadden  
Director  
Department of Homelessness and Supportive  
Housing

Peter D. Dale  
City Supplier Number: 12745  
DUNS: 082199324

Approved as to Form:

Dennis J. Herrera  
City Attorney

By: 

DocuSigned by:  
*Virginia Dario Elizondo*  
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Virginia Dario Elizondo  
Deputy City Attorney

Approved:

DocuSigned by:  
*Sailaja Kurella*  
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Sailaja Kurella  
Acting Director of the Office of Contract  
Administration, and Purchaser

**Appendix A-5: Services to be Provided**  
**by**  
**Heluna Health**  
**San Francisco Homeless Outreach Team (SFHOT)**  
**July 1, 2021 to November 30, 2021**

**I. Purpose of Contract**

The purpose of the contract is to provide a comprehensive community response, street outreach, special projects, and case management services to the served population.

**II. Served Population**

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

For individuals served through Projects for Assistance in Transition from Homelessness (PATH) grant funding, Contractor shall serve individuals with a diagnosed mental illness who are experiencing chronic homelessness.

All services are voluntary.

**III. Description of Services**

Contractor shall provide the following services:

- A. Community Response: Contractor shall collaborate with Healthy Streets Operation Center (HSOC) to ensure there is a professional and rapid response to community concerns regarding people experiencing homelessness. Contractor shall provide specialized teams, Vehicle Encampment Resolution Team (VERT) Encampment Resolution Team (ERT), to respond to community concerns. Requests are received and processed via Healthy Streets Operation Center (HSOC) and 311.
1. Dispatch/Outreach Responders: Contractor shall process referrals for wellness checks for people experiencing homelessness. Contractor's specialized outreach workers shall perform wellness checks and connect interested participants to the citywide Homelessness Response System (HRS). Beginning January 1, 2022, requests for wellness checks will be processed by the Street Wellness Response Team (SWRT).
  2. HSOC: Contractor shall provide staff to support the outreach requests and organized plans to ensure that people experiencing homelessness are offered services prior to collaborative partners' involvement, such as Department of Public Works (DPW) and/or San Francisco Police Department (SFPD), for street cleaning or enforcement activities.
  3. VERT/ERT: Contractor shall provide a specialized VERT and an ERT to collaborate with HSOC to ensure that long-term encampments are minimal, and those living in cars or vehicles have access to available resources.

4. 311 Community Requests: In collaboration with HSOC, Contractor shall respond to tickets, close them as appropriate, and ensure that outreach has been provided to those experiencing homelessness.
- B. Street Outreach: Contractor shall provide street outreach and engagement for unsheltered individuals throughout San Francisco. Contractor shall act as a Coordinated Entry Mobile Access Point and refer individuals into temporary shelter or other indicated resources. Contractor shall respond to requests within its scope of practice for street outreach/intervention, wellness checks, locating high needs participants, and/or transport to meet treatment goals for participants. In response to severe weather conditions (e.g. cold, rain, and poor air quality), Contractor shall ensure that all street outreach teams focus on emergency services (e.g. wellness checks, distribution of supplies).
- C. Special Projects: Contractor shall provide specific outreach projects to better meet the needs of specialized populations throughout San Francisco, including, but not limited to, the following:
1. Emergency Medical Services (EMS-6):
    - a. High Intensity Care Team: Contractor shall provide support for EMS-6, which is a collaboration between Contractor, the San Francisco Fire Department (SFFD) and HSH. EMS-6 is a team comprised of an EMS Fire Captain and an SFHOT Outreach Specialist. This special project works in conjunction with existing social services to stabilize high users of multiple systems and make referrals to non-emergency programs.
    - b. Street Wellness Response Team (SWRT): Contractor shall provide SWRT services, which are comprised of a community paramedic, Emergency Medical Technicians (EMT), and SFHOT specialist that are available to respond to 911 calls that traditionally are coded as police code 910 priority B (e.g. wellbeing checks with no report of violence or weapons), and to engage individuals who appear in need of wellbeing checks in public spaces. Contractor shall engage and assess individuals for medical, behavioral, and social needs.
  2. San Francisco Recreation and Park: Contractor shall provide a specialized team of outreach workers to ensure that people experiencing homelessness who are living in parks throughout San Francisco receive outreach and referrals to appropriate services.
  3. San Francisco Public Library Team: Based at the Civic Center Main Branch, Contractor's San Francisco Public Library Team shall conduct 'in-reach' and offer referrals to homeless, marginally housed and/or mentally ill patrons of the library. In coordination with HSH as lead, Contractor shall educate and help library staff to better understand and serve behaviorally vulnerable patrons while

decreasing the number and severity of incidents that require intervention from library security staff.

4. Outreach Collaborations:

- a. Contractor shall partner with HSH funded outreach programs to support referrals to available temporary shelter and other resources.
- b. Contractor shall partner with San Francisco Department of Public Health (DPH) funded outreach programs to support referrals to available temporary shelter and other resources.
- c. Contractor shall partner with SFFD/DPH outreach programs (Street Crisis Response Team (SCRT), Street Overdose Response Team (SORT) to support referrals to available temporary shelter and other resources.

5. Transportation: On as-needed basis, Contractor shall provide transportation services through the coordination and purchase of taxi transport. Contractor shall coordinate with HSOC; Street Outreach; and the HSH Rehousing Team to facilitate connections to the HRS, including to housing or other services.

D. Case Management:

1. Contractor shall provide case management services, focused on housing goals, to unsheltered individuals who have been assessed and are “Housing Referral Status” in the San Francisco Coordinated Entry System. Nearly all Case Managed participants experience complex medical, psychiatric, and/or substance abuse tri-morbidity, use a high number of urgent/emergent care services, and are unable to navigate the HSH Coordinated Entry and the HRS on their own.
2. Contractor shall provide Case Management, to partner with the multi-disciplinary HIV Homeless Outreach and Mobile Engagement Program (HHOME) team to serve chronically homeless clients diagnosed with HIV/AIDS. This partnership is the result of an agreement, with ongoing funding from DPH to HSH, for staff from Community Health Network and Contractor to collaborate and coordinate client care. Expectations for this collaboration shall be outlined in a signed Memorandum of Understanding (MOU).

**IV. Location and Time of Services**

Contractor shall provide services to individuals in San Francisco in the field. Specialized teams will be assigned to a geographical district within San Francisco, based upon SFPD districts.

Contractor shall provide Outreach services at times that align with the needs of the served population in 10-hour shifts, four days per week. Based on staffing and availability, Contractor shall provide coverage from 6:30 am to 7:00 pm, five days a week and

weekend services from 8:30 am to 7:00 pm. If services are required within a particular district of the City when the team assigned to the district is off duty, Contractor shall utilize other staff to complete the tasks in a timely manner.

Contractor shall provide SWRT services 24 hours per day, seven days a week, beginning May 1, 2022.

**V. Service Requirements**

Contractor shall meet the following service requirements:

- A. Staffing: Contractor shall ensure that the program is staffed at no less than 90 percent at any given time.
- B. Staff Training: Contractor shall provide staff training and development, including but not limited to de-escalation and safety, street engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, overdose prevention, overdose response, mental health and substance abuse community resources.
- C. Uniforms: Contractor shall ensure that all staff are issued and wear uniforms for visibility and safety in the field.
- D. Feedback, Complaint and Follow-up Policies: Contractor shall provide means for the served population to provide input into the program, including planning and design. Feedback methods shall include:
  - 1. A complaint process, including a written grievance policy informing the served population on how to report complaints and request repairs/services; and
  - 2. A written survey, which shall be offered to the served population to gather feedback and assess the effectiveness of services and systems within the program. Contractor shall help the served population with completion of the survey if the written format presents any challenges.
- E. Case Conferences: Contractor shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. City Communications and Policies: Contractor shall keep HSH informed and comply with City policies to minimize harm and risk, including:
  - 1. Activation of HSH severe weather policies and responses to other environmental or public health concerns;
  - 2. Regular communication to HSH about the implementation of the program;
  - 3. Attendance of quarterly HSH meetings, as needed; and



4. Attendance of trainings, as required by HSH.
- G. Critical Incident: Contractor shall adhere to the HSH Critical Incident policy including reports to HSH within 24 hours regarding any deaths, serious violence, or emergencies involving police, fire or ambulance calls using the Critical Incident Report form.
- H. Disaster and Emergency Response Plan: Contractor shall develop and maintain an Agency Disaster and Emergency Response Plan containing site specific Emergency Response Plan(s) for each service site, per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Contractor shall update the plans, as needed, and Contractor shall train all employees regarding the provisions of the plans for their Agency/site.
- I. Data Standards:
  1. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
  2. Contractor shall enter data into the ONE System (and other databases as required) and may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Contractor shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Contractors regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Contractors via written notice at least one month prior to expected implementation.
  3. Any information shared between Contractor, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
- J. Record Keeping and Files:
  1. Contractor shall maintain all required confidential files for the served population, including service plans, progress notes, and releases of information.

2. For those served with PATH funds, Contractor shall maintain a participant file, which includes an intake form, a service plan (if case management is provided), progress notes, and a discharge summary.
  - a. The intake form must contain participant information to determine eligibility for PATH services, and to obtain data needed for quarterly and annual reports.
  - b. A service plan, also known as the Client (Participant) Service Plan, is required for all PATH enrolled participants receiving case management services to outline goals tailored to the participant's needs. The plan shall be reviewed by the case manager and supervising clinician every three months. Client Service Plans may include the following, as appropriate:
    - i. Methods to obtain community mental health services
    - ii. Assistance in obtaining and coordinating needed services including: shelter, public transportation, linkage to medical care, habilitation, and documents for permanent housing
    - iii. Assistance in obtaining income and benefits
    - iv. Strategies that describe the referral process to other appropriate services.
  - c. Progress notes shall be utilized to assist in the tracking of the progress made towards the goals recorded on the Client Service Plan.

## **VI. Service Objectives**

Contractor shall achieve the following Service Objectives:

### **A. Community Response:**

1. Contractor shall engage at least 35,000 participants annually (tracked by team type across all Outreach activities, including Community Response, Emergency Protocols, Street Outreach, and Special Projects) as verified by the ONE System and/or Encounter Form documentation.
2. Contractor shall complete/update 100 percent of ONE System profiles for all consenting participants. For non-consenting individuals, the Contractor shall track all engagements, linkages, and supplies distributed without collecting Protected Health Information.
3. Contractor shall connect 100 percent of consenting and eligible<sup>1</sup> participants to Coordinated Entry via SFHOT (as a mobile access point) or to identified Access Points in the community, for housing assessments and/or Problem-Solving conversations. Contractor shall complete no less than 50 Coordinated Entry Assessments/ Reassessments per month.

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<sup>1</sup> Participants must consent to provide necessary information. Eligible means that they have not completed an assessment in the last six months and are not currently Housing Referral Status.

- B. Street Outreach: Contractor shall achieve the same objectives listed under A. Community Response.
- C. Special Projects: Contractor shall achieve the same objectives listed under A. Community Response.
- D. Case Management:
  - 1. Contractor shall ensure that 80 percent of all participants receiving Case Management services be Housing Referral Status via Coordinated Entry or County Adult Assistance Programs (CAAP) Priority Status.
  - 2. Contractor shall ensure that 80 percent of all participants engaging in ongoing Case Management will enroll in, or maintain, at least one mainstream benefit.
  - 3. Contractor shall ensure that Case Managers contact 90 percent of participants on their caseload at least one time per week and document their efforts in the ONE System.
  - 4. Contractor shall ensure that at least 80 percent of case managed participants obtain documents necessary for permanent housing eligibility.
  - 5. Contractor shall ensure that, upon closure from Case Management, at least 90 percent of participants have organized files, including intake documents, signed releases, service plans, and a closing note.
  - 6. Contractor shall engage at least 150 participants eligible for PATH annually.

**VII. Outcome Objectives**

Contractor shall achieve the following outcome objectives:

- A. Community Response: Beginning May 1, 2022, Contractor shall, for SWRT, reduce police response to 911 calls by an average of 1,250 per month.
- B. Street Outreach: See A. Community Response.
- C. Special Projects: See A. Community Response.
- D. Case Management:
  - 1. Contractor shall ensure that, upon closure from Case Management, 80 percent of all participants will be enrolled in at least one mainstream benefit.
  - 2. Contractor shall ensure that, upon closure from Case Management, 60 percent of participants will have moved out of stabilization or shelter into permanent housing or experienced an appropriate resolution to their homelessness.

### **VIII. Reporting Requirements**

Contractor shall input data into systems required by HSH, such as ONE System entries, and CARBON.

- A. Contractor shall provide a quarterly and annual report of activities, referencing the tasks as described in the Service and Outcome Objectives section. Contractor shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter. Contractor shall enter the annual metrics in the CARBON database 15 days after the completion of the program year.
- B. Contractor shall provide Ad Hoc reports as required by HSH.
- C. Contractor shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of HSH. HSH agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such responses will become part of the official report.

### **IX. Monitoring Activities**

- A. Program Monitoring: Contractor is subject to program monitoring and/or audits, such as, but not limited to: participant files, review of the Contractor's administrative records, staff training documentation, postings, program policies and procedures, documentation of funding match sources, Disaster Emergency Response Plan and training, personnel and activity reports, proper accounting for funds, and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Contractor's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plans, 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	C	D	E	H	K	N	O	T	W	Z	AA	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	Document Date	9/21/2021															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	8/1/2014	6/30/2021	7													
6	Amended Term	8/1/2014	11/30/2021	8													
7	Provider Name	Heluna Health															
8	Program	SF HOT															
9	FSP Contract ID#	1000002545															
10	Action (select)	Amendment															
11	Effective Date	7/1/2021															
12	Budget Names	GF SF HOT, Library WO, PATH SF HOT, WPC SF HOT, BART MTA WO, Rec Park WO															
13		Current	New														
14	Term Budget	\$ 35,040,908	\$ 37,759,347	\$ 2,718,439													
15	Contingency	\$ 4,093,034	\$ 1,374,595	12%	EXTENSION YEAR												
16	Not-To-Exceed	\$ 39,133,942	\$ 39,133,942														
17		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8		All Years						
18		8/1/2014 - 6/30/2015	7/1/2015 - 6/30/2016	7/1/2016 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 10/31/2021	7/1/2021 - 10/31/2021	7/1/2021 - 10/31/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021			
19	Expenditures	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,232,489	\$ 2,232,489	\$ -	\$ 2,232,489	\$ 2,232,489			
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,899	\$ 117,899	\$ -	\$ 117,899	\$ 117,899			
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,350,389	\$ 2,350,389	\$ -	\$ 2,350,389	\$ 2,350,389			
23	Indirect Percentage																
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,551	\$ 305,551	\$ -	\$ 305,551	\$ 305,551			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,500	\$ 62,500	\$ -	\$ 62,500	\$ 62,500			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 3,123,611.00</b>	<b>\$ 4,551,353.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,689,993.52</b>	<b>\$ 6,979,580.35</b>	<b>\$ 6,908,840.00</b>	<b>\$ -</b>	<b>\$ 2,718,439.35</b>	<b>\$ 2,718,439.35</b>	<b>\$ 35,040,907.87</b>	<b>\$ 2,718,439.35</b>	<b>\$ 37,759,347.22</b>			
29	HSR Revenues (select)																
30	Total Combined Expenditures	\$ 3,123,611.00	\$ 4,551,353.00	\$ 4,393,765.00	\$ 4,393,765.00	\$ 4,689,993.52	\$ 6,979,580.35	\$ 6,908,840.00	\$ -	\$ -	\$ -	\$ 35,040,908	\$ -	\$ 35,040,908			
31		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
32	General Fund - Ongoing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,229,993	\$ 2,229,993	\$ -	\$ 2,229,993	\$ 2,229,993			
33	Library Work Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,299	\$ 61,299	\$ -	\$ 61,299	\$ 61,299			
34	State Project for Assistance in Transition from Homelessness (PA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,470	\$ 255,470	\$ -	\$ 255,470	\$ 255,470			
35	Whole Person Care (WPC) - Ongoing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,449	\$ 97,449	\$ -	\$ 97,449	\$ 97,449			
36	Parks & Rec Work Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,229	\$ 74,229	\$ -	\$ 74,229	\$ 74,229			
37	BART Work Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39	<b>Total HSH Revenues</b>	<b>\$ 3,123,611.00</b>	<b>\$ 4,551,353.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,689,993.52</b>	<b>\$ 6,979,580.35</b>	<b>\$ 6,908,840.00</b>	<b>\$ -</b>	<b>\$ 2,718,439.35</b>	<b>\$ 2,718,439.35</b>	<b>\$ 35,040,907.87</b>	<b>\$ 2,718,439.35</b>	<b>\$ 37,759,347.22</b>			
40	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
48	<b>Total HSH + Other Revenues</b>	<b>\$ 3,123,611.00</b>	<b>\$ 4,551,353.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,689,993.52</b>	<b>\$ 6,979,580.35</b>	<b>\$ 6,908,840.00</b>	<b>\$ -</b>	<b>\$ 2,718,439.35</b>	<b>\$ 2,718,439.35</b>	<b>\$ 35,040,907.87</b>	<b>\$ 2,718,439.35</b>	<b>\$ 37,759,347.22</b>			
49	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
50	Total Adjusted Salary FTE (All Budgets)	72.69															
51	Prepared by																
52	Phone																
53	Email																

	A	B	C	D	E	H	K	N	Q	T	W	Z	AA	AB	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	APPENDIX B, BUDGET																	
3	Document Date	7/1/2021																
4	Contract Term	Begin Date	End Date	Duration (Years)														
5	Current Term	8/1/2014	6/30/2021	7														
6	Amended Term	8/1/2014	11/30/2021	8														
7	Provider Name	Heluna Health																
8	Program	SF HOT																
9	FSP Contract ID#	1000002545																
10	Action (select)	Amendment																
11	Effective Date	7/1/2021																
12	Budget Name	GF SF HOT																
13		Current	New															
14	Term Budget	\$ 34,451,747	\$ 36,681,740															
15	Contingency	\$ 4,682,195	\$ 1,374,595	12%														
16	Not-To-Exceed	\$ 39,133,942	\$ 39,133,942															
					EXTENSION YEAR													
17		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8			All Years						
18		8/1/2014 - 6/30/2015	7/1/2015 - 6/30/2016	7/1/2016 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021				
19	Expenditures	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Current	Current	Amendment	New	Actuals	Amendment	New				
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,675,200	\$ -	\$ 1,806,738	\$ 1,806,738	\$ 4,675,200	\$ 1,806,738	\$ 6,481,938				
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 676,286	\$ -	\$ 111,397	\$ 111,397	\$ 676,286	\$ 111,397	\$ 787,683				
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,351,486	\$ -	\$ 1,918,135	\$ 1,918,135	\$ 5,351,486	\$ 1,918,135	\$ 7,269,621				
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%									
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 695,693	\$ -	\$ 249,358	\$ 249,358	\$ 695,693	\$ 249,358	\$ 945,051				
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272,500	\$ -	\$ 62,500	\$ 62,500	\$ 272,500	\$ 62,500	\$ 335,000				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
28	<b>Total Expenditures</b>	<b>\$ 3,123,611.00</b>	<b>\$ 4,551,353.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,689,993.52</b>	<b>\$ 6,979,580.35</b>	<b>\$ 6,319,679.61</b>	<b>\$ -</b>	<b>\$ 2,229,992.72</b>	<b>\$ 2,229,992.72</b>	<b>\$ 34,451,747.48</b>	<b>\$ 2,229,992.72</b>	<b>\$ 36,681,739.97</b>				
29																		
30	HSR Revenues (select)																	
31	Total Combined Expenditures											\$ -	\$ -	\$ -				
32												\$ -	\$ -	\$ -				
33	General Fund - Ongoing	\$ 3,123,611	\$ 4,551,353	\$ 4,393,765	\$ 4,393,765	\$ 4,689,994	\$ 6,979,580	\$ 6,319,679	\$ 2,229,993	\$ 2,229,993	\$ 34,451,747	\$ 2,229,993	\$ 2,229,993	\$ 36,681,740				
34	Library Work Order											\$ -	\$ -	\$ -				
35	State Project for Assistance in Transition from Homelessness (PAT)											\$ -	\$ -	\$ -				
36	Whole Person Care (WPC) - Ongoing											\$ -	\$ -	\$ -				
37	Parks & Rec Work Order											\$ -	\$ -	\$ -				
38	BART Work Order											\$ -	\$ -	\$ -				
39												\$ -	\$ -	\$ -				
40	<b>Total HSH Revenues</b>	<b>\$ 3,123,611.00</b>	<b>\$ 4,551,353.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,393,765.00</b>	<b>\$ 4,689,993.52</b>	<b>\$ 6,979,580.35</b>	<b>\$ 6,319,679.38</b>	<b>\$ -</b>	<b>\$ 2,229,992.72</b>	<b>\$ 2,229,992.72</b>	<b>\$ 34,451,747.25</b>	<b>\$ 2,229,992.72</b>	<b>\$ 36,681,739.97</b>				
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																	
42												\$ -	\$ -	\$ -				
43												\$ -	\$ -	\$ -				
44												\$ -	\$ -	\$ -				
45												\$ -	\$ -	\$ -				
46												\$ -	\$ -	\$ -				
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
48																		
49	<b>Total HSH + Other Revenues</b>	<b>\$ 3,123,611</b>	<b>\$ 4,551,353</b>	<b>\$ 4,393,765</b>	<b>\$ 4,393,765</b>	<b>\$ 4,689,994</b>	<b>\$ 6,979,580</b>	<b>\$ 6,319,679</b>	<b>\$ -</b>	<b>\$ 2,229,993</b>	<b>\$ 2,229,993</b>	<b>\$ 34,451,747</b>	<b>\$ 2,229,993</b>	<b>\$ 36,681,740</b>				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
52																		
53	Prepared by																	
54	Phone																	
55	Email																	

		A	AR	AS	AT	AU	AV	AY	AZ	BA	BB	BD	BE	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL															
3	Document Date															
4	Provider Name															
5	Program															
6	FSP Contract ID#															
7	Budget Name															
8		Year 7					Year 8					All Years				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021	
10		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Amendment	New	Actuals	Modification	New	
11											Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Administrative Support	\$ 47,634	1.00	100.00%	1.00	\$ 47,634	\$ 47,634	1.00	100.00%	1.00	\$ 19,848	\$ 19,848	\$ 47,634	\$ 19,848	\$ 67,482	
13	Case Manager LV 1	\$ 50,920	3.50	100.00%	3.50	\$ 178,220	\$ 49,444	3.08	100.18%	3.09	\$ 63,565	\$ 63,565	\$ 178,220	\$ 63,565	\$ 241,785	
14	Case Manager LV 2	\$ 60,988	9.00	100.00%	9.00	\$ 548,892	\$ 59,220	9.27	100.00%	9.27	\$ 228,737	\$ 228,737	\$ 548,892	\$ 228,737	\$ 777,629	
15	Case Manager LV 3	\$ 70,140	2.00	100.00%	2.00	\$ 140,280	\$ 68,103	2.06	100.00%	2.06	\$ 58,455	\$ 58,455	\$ 140,280	\$ 58,455	\$ 198,735	
16	Community Response Coordinator	\$ 57,784		100.00%		\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	
17	Data Coordinator	\$ 87,550	1.00	100.00%	1.00	\$ 87,550					\$ -	\$ -	\$ 87,550	\$ -	\$ 87,550	
18	Dispatch Shift Lead	\$ 74,404	3.00	100.00%	3.00	\$ 223,212	\$ 74,913	3.00	100.00%	3.00	\$ 93,641	\$ 93,641	\$ 223,212	\$ 93,641	\$ 316,853	
19	Operations Coordinator	\$ 61,466	1.00	100.00%	1.00	\$ 61,466	\$ 61,466	1.00	100.00%	1.00	\$ 25,611	\$ 25,611	\$ 61,466	\$ 25,611	\$ 87,077	
20	Operational Supervisor	\$ 85,520		100.00%		\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	
21	Outreach Specialist LV 1	\$ 50,920	6.00	100.00%	6.00	\$ 305,520	\$ 49,444	6.00	100.13%	6.01	\$ 123,770	\$ 123,770	\$ 305,520	\$ 123,770	\$ 429,290	
22	Outreach Specialist LV 2	\$ 60,988	9.00	100.00%	9.00	\$ 548,892	\$ 59,220	11.00	100.00%	11.00	\$ 271,425	\$ 271,425	\$ 548,892	\$ 271,425	\$ 820,317	
23	Outreach Specialist LV 3	\$ 70,140	6.42	100.00%	6.42	\$ 450,065	\$ 68,103	5.19	100.00%	5.19	\$ 147,273	\$ 147,273	\$ 450,065	\$ 147,273	\$ 597,338	
24	Program Supervisor	\$ 85,520		100.00%		\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	
25	Specialist Outreach Shift Leader	\$ 72,259		100.00%		\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	
26	TSS Coordinator	\$ 62,735	0.70	100.00%	0.70	\$ 43,825	\$ 62,735	1.00	100.00%	1.00	\$ 26,140	\$ 26,140	\$ 43,825	\$ 26,140	\$ 69,965	
27	Data Analyst	\$ 68,018	1.00	100.00%	1.00	\$ 68,018	\$ 68,018	1.00	100.00%	1.00	\$ 28,341	\$ 28,341	\$ 68,018	\$ 28,341	\$ 96,359	
28	Case Management Supervisor	\$ 77,250	1.85	100.00%	1.85	\$ 143,001	\$ 77,250	2.00	100.00%	2.00	\$ 64,375	\$ 64,375	\$ 143,001	\$ 64,375	\$ 207,376	
29	Community Liaison	\$ 61,006	1.00	100.00%	1.00	\$ 61,006	\$ 61,006	1.00	100.00%	1.00	\$ 25,419	\$ 25,419	\$ 61,006	\$ 25,419	\$ 86,425	
30	Outreach Supervisor	\$ 77,250	3.50	100.00%	3.50	\$ 270,375	\$ 77,250	3.50	100.00%	3.50	\$ 112,656	\$ 112,656	\$ 270,375	\$ 112,656	\$ 383,031	
31	Training Manager	\$ 72,800	1.00	100.00%	1.00	\$ 72,800	\$ 72,800	1.00	100.00%	1.00	\$ 30,333	\$ 30,333	\$ 72,800	\$ 30,333	\$ 103,133	
32	Overtime	\$ -				\$ 125,127	\$ -				\$ -	\$ -	\$ 125,127	\$ -	\$ 125,127	
33	Data Manager	\$ -				\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	
34	Program Manager	\$ 82,400	1.00	100.00%	1.00	\$ 82,400	\$ 90,640	1.00	100.00%	1.00	\$ 37,767	\$ 37,767	\$ 82,400	\$ 37,767	\$ 120,167	
35	Program Director	\$ 115,000	0.47	100.00%	0.47	\$ 54,000	\$ -				\$ -	\$ -	\$ 54,000	\$ -	\$ 54,000	
36	Clinical Supervisor/Case Management Supervisor (WPC backfill 12/31/21-6/30/22)						\$ 77,746	0.50	100%	0.50	\$ -	\$ -	\$ -	\$ -	\$ -	
37	Outreach Supervisor (WPC backfill 12/31/21-6/30/22)						\$ 77,746	0.50	100%	0.50	\$ -	\$ -	\$ -	\$ -	\$ -	
55		TOTAL SALARIES				\$ 3,512,283	TOTAL SALARIES				\$ 1,357,355	\$ 1,357,355	\$ 3,512,283	\$ 1,357,355	\$ 4,869,638	
56		TOTAL FTE				52.44	TOTAL FTE				53.11					
57		FRINGE BENEFIT RATE				33.11%	FRINGE BENEFIT RATE				33.11%	33.11%	33.11%			
58		EMPLOYEE FRINGE BENEFITS				\$ 1,162,917	EMPLOYEE FRINGE BENEFITS				\$ 449,383	\$ 449,383	\$ 1,162,917	\$ 449,383	\$ 1,612,300	
59		TOTAL SALARIES & BENEFITS				\$ 4,675,200	TOTAL SALARIES & BENEFITS				\$ 1,806,738	\$ 1,806,738	\$ 4,675,200	\$ 1,806,738	\$ 6,481,938	
60																
61																
62																

	A	T	W	X	Y	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date							
4	Provider Name							
5	Program							
6	FSP Contract ID#							
7	Budget Name							
8	<b>EXTENSION YEAR</b>							
9		<b>Year 7</b>	<b>Year 8</b>			<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
11		Current	Current	Amendment	New	Actuals	Modification	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
19	Staff Training	\$ 20,000		\$ 12,500	\$ 12,500	\$ 20,000	\$ 12,500	\$ 32,500
20	Staff Travel-(Local & Out of Town)	\$ 1,000		\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
21	Rental of Equipment	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
22				\$ -		\$ -	\$ -	\$ -
23	Cell Phones	\$ 71,201		\$ 20,425	\$ 20,425	\$ 71,201	\$ 20,425	\$ 91,625
24	Program Supplies	\$ 142,250		\$ 29,167	\$ 29,167	\$ 142,250	\$ 29,167	\$ 171,417
25	Computer Hardware/software	\$ 9,000		\$ 1,250	\$ 1,250	\$ 9,000	\$ 1,250	\$ 10,250
26	Offsite Storage	\$ 586		\$ 244	\$ 244	\$ 586	\$ 244	\$ 829
27	Vehicle Parking	\$ 2,000				\$ 2,000	\$ -	\$ 2,000
28	Vehicle Expenses	\$ 291,000		\$ 12,500	\$ 12,500	\$ 291,000	\$ 12,500	\$ 303,500
29	Vehicle Maintenance	\$ 5,000		\$ 2,812	\$ 2,812	\$ 5,000	\$ 2,812	\$ 7,812
30	Vehicle Lease	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
31	Auto Insurance	\$ 52,000		\$ 20,000	\$ 20,000	\$ 52,000	\$ 20,000	\$ 72,000
32				\$ -		\$ -	\$ -	\$ -
42	<u>Consultants</u>			\$ -		\$ -	\$ -	\$ -
43				\$ -		\$ -	\$ -	\$ -
54	<u>Subcontractors</u>			\$ -		\$ -	\$ -	\$ -
55	Professional Services to Rep Payee	\$ 55,000		\$ 12,500	\$ 12,500	\$ 55,000	\$ 12,500	\$ 67,500
56	Professional Services & Registry	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
57	PeopleReady	\$ 27,250		\$ -	\$ -	\$ 27,250	\$ -	\$ 27,250
58				\$ -		\$ -	\$ -	\$ -
67								
68	TOTAL OPERATING EXPENSES	\$ 676,286	\$ -	\$ 111,397	\$ 111,397	\$ 676,286	\$ 111,397	\$ 787,683
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Client Related	\$ 140,000		\$ 50,000	\$ 50,000	\$ 140,000	\$ 50,000	\$ 190,000
72	Participant Stipends	\$ 132,500		\$ 12,500	\$ 12,500	\$ 132,500	\$ 12,500	\$ 145,000
73	Reorganized General Fund placeholder			\$ -		\$ -	\$ -	\$ -
83								
84	TOTAL OTHER EXPENSES	\$ 272,500	\$ -	\$ 62,500	\$ 62,500	\$ 272,500	\$ 62,500	\$ 335,000
85								
86	<u>Capital Expenses</u>			\$ -		\$ -	\$ -	\$ -
87				\$ -		\$ -	\$ -	\$ -
94								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	HS# #3						Template last modified	1/22/2020



	A	B	C	D	W	Z	AA	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2021									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	8/1/2014	6/30/2021	7							
6	Amended Term	8/1/2014	11/30/2021	8							
7	Provider Name	Heluna Health									
8	Program	SF HOT									
9	FSP Contract ID#	1000002545									
10	Action (select)	Amendment									
11	Effective Date	7/1/2021									
12	Budget Name	Library WO									
13		Current	New								
14	Term Budget	\$ 67,372	\$ 128,671								
15	Contingency	\$ 4,093,034	\$ 1,374,595	12%	EXTENSION YEAR						
16	Not-To-Exceed	\$ 39,133,942	\$ 39,133,942		Year 7	Year 8		All Years			
17					7/1/2020 - 6/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
18					Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	<b>Expenditures</b>										
20	Salaries & Benefits	\$ 59,621	\$ -	\$ 54,247	\$ 54,247	\$ 59,621	\$ 54,247	\$ 59,621	\$ 54,247	\$ 113,868	\$ 113,868
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ 59,621	\$ -	\$ 54,247	\$ 54,247	\$ 59,621	\$ 54,247	\$ 59,621	\$ 54,247	\$ 113,868	\$ 113,868
23	Indirect Percentage	13.00%	13.00%		13.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 7,751	\$ -	\$ 7,052	\$ 7,052	\$ 7,751	\$ 7,052	\$ 7,751	\$ 7,052	\$ 14,803	\$ 14,803
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	<b>\$ 67,372.25</b>	<b>\$ -</b>	<b>\$ 61,298.70</b>	<b>\$ 61,298.70</b>	<b>\$ 67,372.25</b>	<b>\$ 61,298.70</b>	<b>\$ 67,372.25</b>	<b>\$ 61,298.70</b>	<b>\$ 128,670.94</b>	<b>\$ 128,670.94</b>
29											
30	HSH Revenues (select)										
31	Total Combined Expenditures				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	General Fund - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Library Work Order	\$ 67,372		\$ 61,298.70	\$ 61,298.70	\$ 67,372	\$ 61,299	\$ 67,372	\$ 61,299	\$ 128,671	\$ 128,671
35	State Project for Assistance in Transition from Homelessness (PAT)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Whole Person Care (WPC) - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Parks & Rec Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	BART Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 67,372.25</b>	<b>\$ -</b>	<b>\$ 61,298.70</b>	<b>\$ 61,298.70</b>	<b>\$ 67,372.25</b>	<b>\$ 61,298.70</b>	<b>\$ 67,372.25</b>	<b>\$ 61,298.70</b>	<b>\$ 128,670.95</b>	<b>\$ 128,670.95</b>
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
48											
49	<b>Total HSH + Other Revenues</b>	<b>\$ 67,372.25</b>	<b>\$ -</b>	<b>\$ 61,298.70</b>	<b>\$ 61,298.70</b>	<b>\$ 67,372.25</b>	<b>\$ 61,298.70</b>	<b>\$ 67,372.25</b>	<b>\$ 61,298.70</b>	<b>\$ 128,670.95</b>	<b>\$ 128,670.95</b>
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51											
52											
53	Prepared by										
54	Phone										
55	Email										

	A	AR	AS	AT	AU	AV	AY	AZ	BA	BB	BC	BD	BE	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	SALARY & BENEFIT DETAIL																
3	Document Date																
4	Provider Name																
5	Program																
6	FSP Contract ID#																
7	Budget Name																
8		Year 7					Year 8					All Years					
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021	
10						Current/Actuals					Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Health and Safety Associate	\$ 13,261	4.00	100%	4.00	\$ 53,044	\$ 12,870	9.00	100%	9.00		\$ 48,263	\$ 48,263	\$ 53,044	\$ 48,263	\$ 101,307	
55		TOTAL SALARIES				\$ 53,044	TOTAL SALARIES				\$ -	\$ 48,263	\$ 48,263	\$ 53,044	\$ 48,263	\$ 101,307	
56		TOTAL FTE				4.00	TOTAL FTE				9.00						
57		FRINGE BENEFIT RATE				12.40%	FRINGE BENEFIT RATE				12.40%	0.00%	12.40%				
58		EMPLOYEE FRINGE BENEFITS				\$ 6,577	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 5,984	\$ 5,984	\$ 6,577	\$ 5,984	\$ 12,562	
59		TOTAL SALARIES & BENEFITS				\$ 59,621	TOTAL SALARIES & BENEFITS				\$ -	\$ 54,247	\$ 54,247	\$ 59,621	\$ 54,247	\$ 113,868	
60																	
61																	
62																	

	A	B	C	D	W	Z	AA	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2021									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	8/1/2014	6/30/2021	7							
6	Amended Term	8/1/2014	11/30/2021	8							
7	Provider Name	Heluna Health									
8	Program	SF HOT									
9	FSP Contract ID#	1000002545									
10	Action (select)	Amendment									
11	Effective Date	7/1/2021									
12	Budget Name	PATH SF HOT									
13		Current	New								
14	Term Budget	\$ 601,028	\$ 856,498								
15	Contingency	\$ 4,093,034	\$ 1,374,595	12%	EXTENSION YEAR						
16	Not-To-Exceed	\$ 39,133,942	\$ 39,133,942								
17				Year 7	Year 8		All Years				
18				7/1/2020 - 6/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021	
19	Expenditures			Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	
20	Salaries & Benefits	\$ 531,884	\$ -	\$ 219,577	\$ 219,577	\$ -	\$ 219,577	\$ 531,884	\$ 219,577	\$ 751,461	
21	Operating Expense	\$ -	\$ -	\$ 6,502	\$ 6,502	\$ -	\$ 6,502	\$ -	\$ 6,502	\$ 6,502	
22	Subtotal	\$ 531,884	\$ -	\$ 226,079	\$ 226,079	\$ -	\$ 226,079	\$ 531,884	\$ 226,079	\$ 757,963	
23	Indirect Percentage	13.00%	13.00%								
24	Indirect Cost (Line 21 X Line 22)	\$ 69,145	\$ -	\$ 29,390	\$ 29,390	\$ -	\$ 29,390	\$ 69,145	\$ 29,390	\$ 98,535	
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	<b>Total Expenditures</b>	<b>\$ 601,028.47</b>	<b>\$ -</b>	<b>\$ 255,469.52</b>	<b>\$ 255,469.52</b>	<b>\$ -</b>	<b>\$ 255,469.52</b>	<b>\$ 601,028.47</b>	<b>\$ 255,469.52</b>	<b>\$ 856,497.99</b>	
29											
30	SHS Revenues (select)										
31	Total Combined Expenditures				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	General Fund - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34	Library Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35	State Project for Assistance in Transition from Homelessness (PAT)	\$ 601,028		\$ 255,470	\$ 255,470	\$ -	\$ 255,470	\$ 601,028	\$ 255,470	\$ 856,498	
36	Whole Person Care (WPC) - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37	Parks & Rec Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38	BART Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	<b>Total SHS Revenues</b>	<b>\$ 601,028.47</b>	<b>\$ -</b>	<b>\$ 255,469.52</b>	<b>\$ 255,469.52</b>	<b>\$ -</b>	<b>\$ 255,469.52</b>	<b>\$ 601,028.47</b>	<b>\$ 255,469.52</b>	<b>\$ 856,497.99</b>	
41	Other Revenues (to offset Total Expenditures & Reduce SHS Revenues)										
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
48											
49	<b>Total SHS + Other Revenues</b>	<b>\$ 601,028.47</b>	<b>\$ -</b>	<b>\$ 255,469.52</b>	<b>\$ 255,469.52</b>	<b>\$ -</b>	<b>\$ 255,469.52</b>	<b>\$ 601,028.47</b>	<b>\$ 255,469.52</b>	<b>\$ 856,497.99</b>	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51											
52											
53	Prepared by										
54	Phone										
55	Email										

	A	AR	AS	AT	AU	AV	AY	AZ	BA	BB	BD	BE	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>														
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	Document Date														
4	Provider Name														
5	Program														
6	FSP Contract ID#														
7	Budget Name														
8	<b>Year 7</b>					<b>Year 8</b>					<b>All Years</b>				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
10						Current/Actuals					Amendment	New	Current/Actuals	Modification	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Outreach Specialist LV 1	\$ 50,927	4.91	100%	4.91	\$ 249,930.00	\$ 49,444	5.42	100%	5.42	\$ 111,661	\$ 111,661	\$ 249,930	\$ 111,661	\$ 361,591
13	Outreach Specialist LV 2	\$ 60,988	2.45	100%	2.45	\$ 149,652.00	\$ 59,220	2.16	100%	2.16	\$ 53,298	\$ 53,298	\$ 149,652	\$ 53,298	\$ 202,950
54											\$ -	\$ -	\$ -	\$ -	\$ -
55		<b>TOTAL SALARIES</b>				\$ 399,582	<b>TOTAL SALARIES</b>				\$ 164,959	\$ 164,959	\$ 399,582	\$ 164,959	\$ 564,541
56		<b>TOTAL FTE</b>				7.36	<b>TOTAL FTE</b>				7.58				
57		<b>FRINGE BENEFIT RATE</b>				33.11%	<b>FRINGE BENEFIT RATE</b>				33.11%				
58		<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 132,302	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 54,618	\$ 54,618	\$ 132,302	\$ 54,618	\$ 186,920
59		<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 531,884	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 219,577	\$ 219,577	\$ 531,884	\$ 219,577	\$ 751,461
60															
61															
62															

	A	T	W	X	Y	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>							
4	<b>Provider Name</b>							
5	<b>Program</b>							
6	<b>FSP Contract ID#</b>							
7	<b>Budget Name</b>							
8	<b>EXTENSION YEAR</b>							
9		<b>Year 7</b>	<b>Year 8</b>			<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
11		Current/Actuals	Current/Actuals	<b>Amendment</b>	New	Current/Actuals	<b>Modification</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
22	Vehicle Parking			\$ 4,167	\$ 4,167	\$ -	\$ 4,167	\$ 4,167
23	Vehicle Maintenance			\$ 1,355	\$ 1,355	\$ -	\$ 1,355	\$ 1,355
41	Cell Phones			\$ 981	\$ 981	\$ -	\$ 981	\$ 981
42	Consultants			\$ -		\$ -	\$ -	\$ -
43				\$ -		\$ -	\$ -	\$ -
54	Subcontractors			\$ -		\$ -	\$ -	\$ -
55				\$ -		\$ -	\$ -	\$ -
67								
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ 6,502	\$ 6,502	\$ -	\$ 6,502	\$ 6,502
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71				\$ -		\$ -	\$ -	\$ -
83								
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85								
86	<u>Capital Expenses</u>							
87				\$ -		\$ -	\$ -	\$ -
94								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	<b>HS# #3</b>					Template last modified 1/22/2020		

	A	B	C	D	W	Z	AA	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2021									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	8/1/2014	6/30/2021	7							
6	Amended Term	8/1/2014	11/30/2021	8							
7	Provider Name	Heluna Health									
8	Program	SF HOT									
9	FSP Contract ID#	1000002545									
10	Action (select)	Amendment									
11	Effective Date	7/1/2021									
12	Budget Name	WPC SF HOT									
13		Current	New								
14	Term Budget	\$ 535,188	\$ 632,637								
15	Contingency	\$ 4,093,034	\$ 1,374,595	12%	EXTENSION YEAR						
16	Not-To-Exceed	\$ 39,133,942	\$ 39,133,942								
					Year 7	Year 8			All Years		
17					7/1/2020 - 6/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
18					Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	<b>Expenditures</b>										
20	Salaries & Benefits	\$ 473,618	\$ -	\$ 86,238	\$ 86,238	\$ 473,618	\$ 86,238	\$ 473,618	\$ 86,238	\$ 559,856	
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Subtotal	\$ 473,618	\$ -	\$ 86,238	\$ 86,238	\$ 473,618	\$ 86,238	\$ 473,618	\$ 86,238	\$ 559,856	
23	Indirect Percentage	13.00%	13.00%		13.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 61,570	\$ -	\$ 11,211	\$ 11,211	\$ 61,570	\$ 11,211	\$ 61,570	\$ 11,211	\$ 72,781	
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	<b>Total Expenditures</b>	<b>\$ 535,188.03</b>	<b>\$ -</b>	<b>\$ 97,448.95</b>	<b>\$ 97,448.95</b>	<b>\$ 535,188.03</b>	<b>\$ 97,448.95</b>	<b>\$ 535,188.03</b>	<b>\$ 97,448.95</b>	<b>\$ 632,636.98</b>	
29											
30	HSH Revenues (select)										
31	Total Combined Expenditures				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	General Fund - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34	Library Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35	State Project for Assistance in Transition from Homelessness (PAT)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36	Whole Person Care (WPC) - Ongoing	\$ 535,188.03		\$ 97,449	\$ 97,449	\$ 535,188	\$ 97,449	\$ 535,188	\$ 97,449	\$ 632,637	
37	Parks & Rec Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38	BART Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	<b>Total HSH Revenues</b>	<b>\$ 535,188.03</b>	<b>\$ -</b>	<b>\$ 97,448.95</b>	<b>\$ 97,448.95</b>	<b>\$ 535,188.03</b>	<b>\$ 97,448.95</b>	<b>\$ 535,188.03</b>	<b>\$ 97,448.95</b>	<b>\$ 632,636.98</b>	
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
48											
49	<b>Total HSH + Other Revenues</b>	<b>\$ 535,188.03</b>	<b>\$ -</b>	<b>\$ 97,448.95</b>	<b>\$ 97,448.95</b>	<b>\$ 535,188.03</b>	<b>\$ 97,448.95</b>	<b>\$ 535,188.03</b>	<b>\$ 97,448.95</b>	<b>\$ 632,636.98</b>	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51											
52											
53	Prepared by										
54	Phone										
55	Email										

	A	AR	AS	AT	AU	AV	AY	AZ	BA	BB	BC	BD	BE	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL															
3	Document Date															
4	Provider Name															
5	Program															
6	FSP Contract ID#															
7	Budget Name															
8	<b>EXTENSION YEAR</b>															
9	POSITION TITLE	Year 7					Year 8					All Years				
10		Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Amendment	New	Current/Actuals	Modification	New
12												Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Clinical Supervisor/Case Management Supervisor	\$ 77,746	2.00	100%	2.00	\$ 155,492	\$ 77,746	0.50	100%	0.50	\$ 32,394	\$ 32,394	\$ 155,492	\$ 32,394	\$ 187,886	
13	Outreach Supervisor	\$ 77,746	2.00	100%	2.00	\$ 155,492	\$ 77,746	0.50	100%	0.50	\$ 32,394	\$ 32,394	\$ 155,492	\$ 32,394	\$ 187,886	
14	Specialist Outreach Shift Leaders	\$ 72,259.20	62%	100.0%	0.62	\$ 44,825					\$ -	\$ -	\$ 44,825	\$ -	\$ 44,825	
15											\$ -	\$ -	\$ -	\$ -	\$ -	
54											\$ -	\$ -	\$ -	\$ -	\$ -	
55		TOTAL SALARIES				\$ 355,809	TOTAL SALARIES				\$ -	\$ 64,788	\$ 64,788	\$ 355,809	\$ 64,788	\$ 420,598
56		TOTAL FTE				4.62	TOTAL FTE				1.00					
57		FRINGE BENEFIT RATE				33.11%	FRINGE BENEFIT RATE				33.11%	0.00%	33.11%			
58		EMPLOYEE FRINGE BENEFITS				\$ 117,808	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 21,450	\$ 21,450	\$ 117,808	\$ 21,450	\$ 139,258
59		TOTAL SALARIES & BENEFITS				\$ 473,618	TOTAL SALARIES & BENEFITS				\$ -	\$ 86,238	\$ 86,238	\$ 473,618	\$ 86,238	\$ 559,856
60																
61																
62																

	A	B	C	D	W	Z	AA	AB	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>APPENDIX B, BUDGET</b>										
3	<b>Document Date</b>	7/1/2021									
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>							
5	<b>Current Term</b>	8/1/2014	6/30/2021	7							
6	<b>Amended Term</b>	8/1/2014	11/30/2021	8							
7	<b>Provider Name</b>	Heluna Health									
8	<b>Program</b>	SF HOT									
9	<b>FSP Contract ID#</b>	1000002545									
10	<b>Action (select)</b>	Amendment									
11	<b>Effective Date</b>	7/1/2021									
12	<b>Budget Name</b>	<b>BART MTA WO</b>									
13		<b>Current</b>	<b>New</b>								
14	<b>Term Budget</b>	\$ 48,337	\$ 48,337								
15	<b>Contingency</b>	\$ 4,093,034	\$ 1,374,595	12%	<b>EXTENSION YEAR</b>						
16	<b>Not-To-Exceed</b>	\$ 39,133,942	\$ 39,133,942		<b>Year 7</b>	<b>Year 8</b>			<b>All Years</b>		
17					7/1/2020 - 6/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
18					<b>Current/Actuals</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>
19	<b>Expenditures</b>										
20	Salaries & Benefits	\$ 42,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,776	\$ -	\$ 42,776
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ 42,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,776	\$ -	\$ 42,776
23	Indirect Percentage	13.00%				13.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ 5,561	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,561	\$ -	\$ 5,561
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	<b>\$ 48,337.44</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,337.44</b>	<b>\$ -</b>	<b>\$ 48,337.44</b>
29											
30	<b>HSR Revenues (select)</b>										
31	Total Combined Expenditures				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	General Fund - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Library Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	State Project for Assistance in Transition from Homelessness (PAT)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Whole Person Care (WPC) - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Parks & Rec Work Order		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	BART Work Order	\$ 48,337			\$ -	\$ -	\$ -	\$ -	\$ 48,337	\$ -	\$ 48,337
39					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	<b>Total HSR Revenues</b>	<b>\$ 48,337.44</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,337.44</b>	<b>\$ -</b>	<b>\$ 48,337.44</b>
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSR Revenues)</b>										
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
48											
49	<b>Total HSR + Other Revenues</b>	<b>\$ 48,337.44</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,337.44</b>	<b>\$ -</b>	<b>\$ 48,337.44</b>
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51											
52											
53	<b>Prepared by</b>										
54	<b>Phone</b>										
55	<b>Email</b>										



	A	AR	AS	AT	AU	AV	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>SALARY &amp; BENEFIT DETAIL</b>								
3	Document Date								
4	Provider Name								
5	Program								
6	FSP Contract ID#								
7	Budget Name								
8		<b>Year 7</b>				<b>All Years</b>			
9	<b>POSITION TITLE</b>	Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
10						Current/Actuals	Current/Actuals	Modification	New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Outreach Specialist LV 2	\$ 60,988	0.51	100%	0.51	\$ 31,359	\$ 31,359	\$ -	\$ 31,359
13							\$ -	\$ -	\$ -
54							\$ -	\$ -	\$ -
55		<b>TOTAL SALARIES</b>				<b>\$ 31,359</b>	<b>\$ 31,359</b>	<b>\$ -</b>	<b>\$ 31,359</b>
56		<b>TOTAL FTE</b>		<b>0.51</b>					
57		<b>FRINGE BENEFIT RATE</b>				36.41%			
58		<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 11,418</b>	<b>\$ 11,418</b>	<b>\$ -</b>	<b>\$ 11,418</b>
59		<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 42,776</b>	<b>\$ 42,776</b>	<b>\$ -</b>	<b>\$ 42,776</b>
60									
61									
62									

	A	B	C	D	W	Z	AA	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2021									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	8/1/2014	6/30/2021	7							
6	Amended Term	8/1/2014	11/30/2021	8							
7	Provider Name	Heluna Health									
8	Program	SF HOT									
9	FSP Contract ID#	1000002545									
10	Action (select)	Amendment									
11	Effective Date	7/1/2021									
12	Budget Name	Rec Park WO									
13		Current	New								
14	Term Budget	\$ 179,810	\$ 254,039								
15	Contingency	\$ 4,093,034	\$ 1,374,595	12%	EXTENSION YEAR						
16	Not-To-Exceed	\$ 39,133,942	\$ 39,133,942		Year 7	Year 8		All Years			
17					7/1/2020 - 6/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021
18					Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	<b>Expenditures</b>										
20	Salaries & Benefits	\$ 159,124	\$ -	\$ 65,690	\$ 65,690	\$ -	\$ -	\$ 65,690	\$ 159,124	\$ 65,690	\$ 224,813
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ 159,124	\$ -	\$ 65,690	\$ 65,690	\$ -	\$ -	\$ 65,690	\$ 159,124	\$ 65,690	\$ 224,813
23	Indirect Percentage	13.00%	13.00%				13.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ 20,686	\$ -	\$ 8,540	\$ 8,540	\$ -	\$ -	\$ 8,540	\$ 20,686	\$ 8,540	\$ 29,226
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	<b>\$ 179,809.77</b>	<b>\$ -</b>	<b>\$ 74,229.46</b>	<b>\$ 74,229.46</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,229.46</b>	<b>\$ 179,809.77</b>	<b>\$ 74,229.46</b>	<b>\$ 254,039.22</b>
29											
30	HSH Revenues (select)										
31	Total Combined Expenditures				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	General Fund - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	Library Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	State Project for Assistance in Transition from Homelessness (PAT)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Whole Person Care (WPC) - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Parks & Rec Work Order	\$ 179,810		\$ 74,229.46	\$ 74,229.46	\$ -	\$ -	\$ 74,229.46	\$ 179,810	\$ 74,229.46	\$ 254,039
38	BART Work Order				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 179,809.77</b>	<b>\$ -</b>	<b>\$ 74,229.46</b>	<b>\$ 74,229.46</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,229.46</b>	<b>\$ 179,809.77</b>	<b>\$ 74,229.46</b>	<b>\$ 254,039.23</b>
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
48											
49	<b>Total HSH + Other Revenues</b>	<b>\$ 179,809.77</b>	<b>\$ -</b>	<b>\$ 74,229.46</b>	<b>\$ 74,229.46</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,229.46</b>	<b>\$ 179,809.77</b>	<b>\$ 74,229.46</b>	<b>\$ 254,039.23</b>
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52											
53	Prepared by										
54	Phone										
55	Email										

	A	AR	AS	AT	AU	AV	AY	AZ	BA	BB	BD	BE	BT	BU	BV	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>															
2	<b>SALARY &amp; BENEFIT DETAIL</b>															
3	Document Date															
4	Provider Name															
5	Program															
6	FSP Contract ID#															
7	Budget Name															
8	<b>EXTENSION YEAR</b>															
9	<b>POSITION TITLE</b>	<b>Year 7</b>					<b>Year 8</b>					<b>All Years</b>				
10		Agency Totals		For HSH Funded Program		7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 11/30/2021	7/1/2021 - 11/30/2021	8/1/2014 - 6/30/2021	8/1/2014 - 11/30/2021	8/1/2014 - 11/30/2021	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12		Current/Actuals	Amendment	New	Current/Actuals	Modification	New									
12	Outreach Specialist LV 2	\$ 60,988	1.96	100%	1.96	\$ 119,543	\$ 59,220	2.00	100%	2.00	\$ 49,350	\$ 49,350	\$ 119,543	\$ 49,350	\$ 168,893	
13											\$ -	\$ -	\$ -	\$ -	\$ -	
14											\$ -	\$ -	\$ -	\$ -	\$ -	
54											\$ -	\$ -	\$ -	\$ -	\$ -	
55		<b>TOTAL SALARIES</b>				\$ 119,543	<b>TOTAL SALARIES</b>				\$ 49,350	\$ 49,350	\$ 119,543	\$ 49,350	\$ 168,893	
56		<b>TOTAL FTE</b>				1.96	<b>TOTAL FTE</b>				2.00					
57		<b>FRINGE BENEFIT RATE</b>				33.11%	<b>FRINGE BENEFIT RATE</b>					33.11%				
58		<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 39,581	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 16,340	\$ 16,340	\$ 39,581	\$ 16,340	\$ 55,920	
59		<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 159,124	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 65,690	\$ 65,690	\$ 159,124	\$ 65,690	\$ 224,813	
60																
61																
62																

## Appendix C, Method of Payment

- I. Actual Costs:** Payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Contractor invoices shall include actual expenditures for eligible activities incurred during the month.
- A. Timelines: Contractor shall submit all invoices and any related required documentation in the format specified in below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of end of the fiscal year or project period.

<b>Billing Month/Date</b>	<b>Service Begin Date</b>	<b>Service End Date</b>
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

**B. Invoicing System:**

1. Contractor shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Contractor's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
3. Contractor acknowledges that submittal of the invoice by Contractor's designated authorized personnel with proper login credentials constitutes Contractor's electronic signature and certification of the invoice.

4. Contractor's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Contractor's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
  6. Contractor may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Contractor's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Contractor may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Contractor questions regarding spend down funding source prioritization shall be directed to the assigned HSH Contract and Program Managers, as listed in CARBON.
  2. Generally, Contractor is expected to spend down ongoing funding proportionally to the fiscal year or project period. Contractor shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
  3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Contractors.
- E. Documentation and Record Keeping:
1. In accordance with the Agreement, Contractor shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
    - a. HSH reserves the right to modify the terms of this Appendix in cases where Contractor has demonstrated issues with spend down, accuracy, and timeliness of invoices.

- b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
  - 1) Program Monitoring;
  - 2) Fiscal and Compliance Monitoring;
  - 3) Year End Invoice Review;
  - 4) Monthly Invoice Review;
  - 5) As needed per HSH request; and/or
  - 6) As needed to fulfill audit and other monitoring requirements.
  
- 2. All documentation requested by and submitted to HSH must:
  - a. Be easily searchable (e.g., PDF) or summarized;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed in the Permitted Subcontractors Appendix.
  
- 3. Contractor shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund/PATH	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Contractor shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Contractor’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Contractor shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Contractor shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as</p>

General Fund/PATH	
Type	Instructions and Examples of Documentation
	lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Capital and/or One-Time Funding	Contractor shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Contractor shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

**III. Advances or Prepayments:** Advances or prepayments are allowable on certified annual ongoing General Fund amounts (e.g., authorized by executed Agreements) in order to meet non-profit Contractor cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

**A. Advance Requirements:**

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

**B. Advance Request Process:**

1. Contractor shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Contractor up to two months of the total ongoing annualized General Fund budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Contractor's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month budget the rate of repayment of the advance will be 1/10<sup>th</sup> per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Contractor's monthly invoices, Contractor shall be repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Contractor shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

- IV. **Timely Submission of Reports and Compliance:** If a Contractor has an outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Contractor shall submit and comply with such requirements prior to or in conjunction with invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.